



# *noda*

Be inspired by amateur theatre

About your  
**NODA** membership



# Welcome

We'd like to take this opportunity to thank you for your membership this past year, despite the financial difficulties the industry has faced, although it now looks as though we are over the worst and can get back to doing what we love!

NODA membership is made up of many different strands and benefits and this booklet sets out the main benefits you receive as society members. To get the most from your membership, you should sign up for an online account on our website (instructions can be found on page 5). Once you are linked to your society, you will be able to access our many factsheets, health and safety support and training, upload your society's events and renew your membership. Don't forget to check our social media for up-to-date information and Corporate Partner offers.

In 2024, NODA will celebrate its 125th anniversary and plans are already taking shape for celebrations. However, in the meantime we are continuing to develop how we support our members and in the coming months more information will be released.

Here at NODA, we are proud to say we represent, support and encourage amateur theatre, but we couldn't do it without you. Your news, show listings, hard work and enthusiasm make NODA what it is - an amateur theatre community for the UK.

Dale Freeman  
NODA Chief Operating Officer

## How to get in touch

[noda.org.uk](https://noda.org.uk)

### Social Media

[facebook.com/  
nationaloperaticdramaticassociation](https://facebook.com/nationaloperaticdramaticassociation)

### NODA Head Office

01733 374 790  
[info@noda.org.uk](mailto:info@noda.org.uk)

### NODA Insurance

01823 250 736  
[noda@lloydwhyte.com](mailto:noda@lloydwhyte.com)



# Do you know what benefits you get being a member of NODA?



**Panto Scripts**

**PANTOMIME  
SCRIPTS AND  
LICENCES**

With over 150 different scripts, whatever your cast, whatever your venue - we have the script for you and as a member you will receive a discount on performance rights!

[pantoscripts.org.uk](http://pantoscripts.org.uk)

**Need A DBS Check?**

You can apply for DBS Checks through NODA.

Contact Head Office for more information.

Have you taken advantage of discounted insurance through your membership?

[noda.org.uk/insurance](http://noda.org.uk/insurance)



**PROGRAMME AND  
POSTER COMPETITION**

Have you got an amazing poster or programme for your show?

Enter it into the National Poster and Programme Competition.

[noda.org.uk/ourservices](http://noda.org.uk/ourservices)



**HAVE YOU BEEN INVOLVED WITH  
AMATEUR THEATRE FOR MANY YEARS?**

You might be eligible for a Long Service Medal.

Awards range from 10 years service right up to 70 years.

[noda.org.uk/longservice](http://noda.org.uk/longservice)

**Need Information?**

You will find lots of factsheets on our website to help with running your society.

**noda  
SAFE**

Health and Safety support

- Risk assessments
- Production checklists
- COVID-19 risk assessments

[noda.org.uk/noda-safe](http://noda.org.uk/noda-safe)



**Need Legal Advice?**

As part of your membership, societies can get assistance from our Legal Helpline.

To use this service please email a full explanation of your request to:

[info@noda.org.uk](mailto:info@noda.org.uk)

**REGIONAL  
SUPPORT**

Advertise your event on the NODA website.

Show reports from your regional rep.

View your show reports online.

Access to your region's social media to share ideas, ask for help, source props/costumes etc.

Access to regional conferences and workshops.

**NODA  
THEATRE SUMMER  
SCHOOL**

Exclusive access to spaces on our yearly Theatre Summer School.

## Where can I find support?

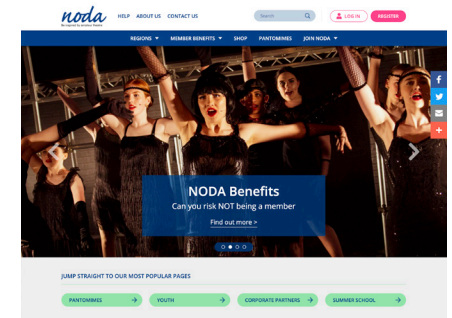
### The NODA Website - [noda.org.uk](http://noda.org.uk)

The NODA website is usually the first place to go when you need information. You will be able to access your regional news, show reports and the digital copy of 'NODA Today' without having to log in.

Within the members' area of the website, you will find factsheets to help you navigate running an amateur theatre group, health and safety documents and discounted health and safety training.

Members' login access is limited to certain members of your committee, usually chair, secretary, treasurer and a webmaster. To sign up for a web account,

- Go to [noda.org.uk](http://noda.org.uk)
- Click 'Register' at the top of the page and using your NODA email address.
- Fill in the form.
- Once completed, you will receive an email with a link - click the link.
- Finally, please email [info@noda.org.uk](mailto:info@noda.org.uk) with your name, society name and your role. We can then link you to your society, giving you full members access.



### NODA Head Office

NODA Head Office is open Monday to Thursday 9am to 5pm and Friday 9am to 4pm. Staff are experienced in all things amateur theatre from governance to safeguarding, finance to day-to-day running of groups.

**T** 01733 374 790 **E** [info@noda.org.uk](mailto:info@noda.org.uk)

### Regional Representative

Your regional representative is your first main contact for NODA. If you would like your show reviewed, please email your regional representative, giving as much notice as possible.

### Regional Councillor

Your regional councillor is the person who is responsible for all regional representatives in your region as well as regional events. They can be contacted via email if you need information or support.

**noda.org.uk**

The fount of information for amateur theatre



# Poster and Programme Competition

NODA's annual Programme and Poster Competition is a very popular competition for societies and highlights the promotion of amateur theatre in the UK. Its purpose is to encourage high standards in programme and poster design.

Each region holds their own competition, using the criteria set out below, with the winning entries then put forward to the national competition. Trophies for the winners and runners up of the national competition are currently awarded at the NODA Annual General Meeting.

## Criteria for judging 2022 - 2024 programme and poster competition entries

(Please note that these criteria apply to entries for shows between 1st January and 31st December in each of these years and come into effect 1st January 2022)

It is important to note that it is a condition of entry for all programmes and posters that:

- the official NODA logo with the strapline 'Be inspired by amateur theatre' is included in the programme or poster.
- 'An introduction to NODA' is also to be included (in programmes only.)

The current versions of the logo and the new version of 'Introduction to NODA' (to fit all styles of media) can always be found as downloads on the [P&P competition page](#) on the website for use in the programmes and/or posters.

The name of the various classes of programme and posters are taken from the trophies which are awarded to that particular class of entry.

**Peacock Class Programmes** – 24 sides or over including cover

**Perkins Class Programmes** – 16-20 sides including cover

**Barnes Class Programmes** – Up to 12 sides including cover

**Thomson-Leng - for Posters** – min A5, max A3 – electronic or physical format

## An introduction to NODA for programmes

*noda*

Be inspired by amateur theatre

### Did you know?

NODA was founded in 1899.

Has a membership of over 2000 amateur groups and 1000 individual members.

Members stage musicals, operas, plays, concerts and pantomimes.

Member venues range from professional theatres to village halls.

Supports the needs of youth and adult theatre, on and off stage.

NODA publishes three magazines a year **NODA Today** - read it for free on our website.

Visit our website to join today

[noda.org.uk](http://noda.org.uk)

## Legal Support

Access to our legal helpline is free of charge. As part of your annual society subscription you are entitled to up to 2 hours of FREE legal advice.

The legal helpline has proved effective in supporting NODA members in a variety of situations that require professional advice.

### To access the Legal helpline:

Email: [info@noda.org.uk](mailto:info@noda.org.uk) - in your email, please put as much detail of the incident / advice required. This will speed up your support.

The helpline provides extensive advice on a wide range of contractual issues, clarity around copyright and performance-related topics, and guidance on subjects that would benefit from the advice of a qualified solicitor who understands the specific requirements of amateur theatre.





# NODA Insurance

NODA Insurance delivers a wide range of quality insurance services designed for amateur theatre. Most notably we arrange the market-leading Society Insurance policy.

Our ethos is simple and based on the delivery of quality, tailored products and a commitment to provide you with exemplary customer service. Finding suitable insurance for amateur dramatics can be difficult enough so it is good to know that you can turn to someone who understands your specific needs and can deliver the solution you have been looking for.

NODA Insurance is part of the Lloyd & Whyte Group which has roots dating back to 1946 when the business was founded as provincial Insurance Broker. Over 80% of all NODA member societies choose our comprehensive society package as we continually revise our products to offer superior cover.

## Society Insurance

### Property Cover

For your scenery, costumes, musical scores, instruments and more.

### Money

Covers accidental and physical loss of money either from production venue, at a member's house or in transit.

### Personal Accident

Covers accidents for up to 45 members or volunteer helpers (more if needed).

### Exclusions

This insurance does not include damage or loss under the following circumstances:

- Any unattended motor vehicles
- Fragile or rare property such as precious metals and fur
- Musical instruments as specified on the policy wording
- Liabilities covered by other insurance policies
- Abandonment caused by inadequate ticket sales, withdrawal of sponsorship and adverse weather conditions for open air performances

*The list of exclusions above is not exhaustive. A full list of key exclusions can be found in the policy wording, which is available on our website. The insurance covers claims first made against the insured and notified to the insurer during the policy period.*

### Abandonment

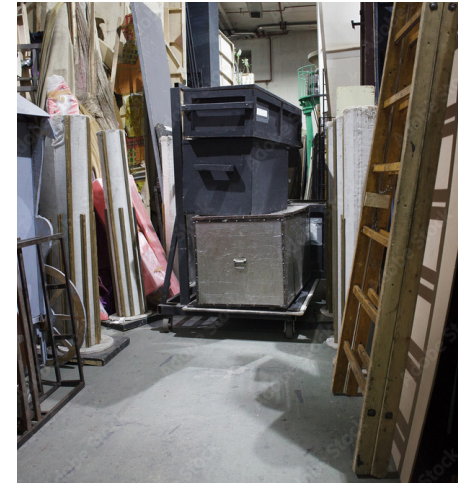
Covers reasonable cost and expenses if you have to abandon a production (as long as it's not your fault).

### Public Liability

For accidents involving members of the public and damage to their property.

### Employers' liability

For members of the group, whether employed contractually or voluntary working.



## Committee Insurance

### Committee Liability

Provides personal indemnity for your past, present and future committee members should the following investigations take place or fines be issued for:

- Actual or alleged wrongful acts
- Wrongful employment acts eg. discrimination or harassment
- Legal representation costs
- Civil fines and penalties
- Former committee members - 72-month discovery period
- Emergency costs and expenses

### Charity Liability

The society will be indemnified for:

- Emergency costs and expenses
- Social media, public relations, consultancy fees

### Exclusions

- Any litigation that was notified before this cover was purchased
- Where a member of the committee has acted dishonestly or fraudulently
- Pension trusteeship or administration

*The list of exclusions above is not exhaustive. A full list of key exclusions can be found in the policy wording, which is available on our website. The insurance covers claims first made against the insured and notified to the insurer during the policy period.*

**[nodainsurance.co.uk](http://nodainsurance.co.uk)**

**01823 250 736**





NODA takes the role of youth as one of its main priorities and has a youth coordinator role within each of its regions as the 'go to' person to speak to regarding current legislation, safeguarding issues and any local society problems you may face in your society. Overseeing the youth coordinator nationally is the national youth co-ordinator.

Details of the regional youth coordinators can be on our website.

Alternatively feel free to contact head office staff - contact [info@noda.org.uk](mailto:info@noda.org.uk). NODA Head Office staff are trained in safeguarding support and are experienced in youth theatre so are able to support with child licencing through to general safeguarding queries.

On our website, in partnership with the National Association of Youth Theatre you will find many factsheets specifically for youth theatre and working with children.

As part of your NODA membership, you can also get your DBS check completed through NODA. NODA offers standard checks through to Enhanced with Child Barred List checks. For volunteers this charge is £20 per check. If you would like more information on DBS checks, please contact head office on 01733 374 790.

**If you suspect a child or vulnerable adult is at risk then contact Social Services or the police without delay.**





# NODASafe



**Theatre is about fun, enjoyment and putting on a great show. It's not about form filling and health and safety – we all do that at work and that is the last thing we want to do in our hobby!**

However (and it's a very big however), we're sure you'd agree that everyone involved in your show, from your leading lady to that last minute audience member, all have the absolute right to enjoy the production without fear of accident, injury or worse.

NODASafe is here to help you achieve this goal, not by saying 'No', but by working with you to overcome your safety concerns and make your production better by making it safer. NODASafe is a partnership between **NODA** and **Health and Safety Mentor**. HSM is run by people who understand theatre and have personal activity in the community theatre environment, so we know what pressures and challenges face NODA societies on a show-to-show basis.

**As part of your subscription to NODA, you are now able to access the services listed below from NODASafe.**

## Telephone and email support services to help with:

- Production safety queries
- General advice and guidance on all health, safety and environmental issues
- Dealing with serious accidents
- Risk assessments
- Completing the recommended NODASafe assessments and checklists
- Generic theatre and show risk assessments – great for stage managers and the production team

- Production checklists – these help to plan your production and integrate safety into what you do
- Production documents – plan your production thoroughly and make sure easily overlooked information is included in simple to use documents
- Access to training courses – details of these dedicated and discounted services become available occasionally, so keep an eye out for information.

There are certain aspects of theatre health and safety that you might need to look at that are not covered by your subscription service. However, NODASafe can provide these services to you, including discounted fire risk assessments, general risk assessments (for your rehearsal space or theatre), specific risk assessments and accident investigation visits.

## Online training

NODA Safe, also offer online training with certification in many areas relating to health and safety. As a NODA member, you will receive substantial discounts on these courses.

### Courses include:

- Basic ladder awareness
- Control of substances hazardous to health
- CPD asbestos awareness training
- Falls prevention – working at heights
- Fire safety
- Fire warden
- GDPR
- Health and safety level 2
- Legionella awareness
- Level 2 food safety training
- Lone and remote workers (personal security)
- Manual handling
- Risk assessments
- Slips and trips

[noda.org.uk/noda-safe](https://noda.org.uk/noda-safe)

# Long Service Awards

NODA offers a superb and totally exclusive range of medals, bars, badges and certificates for your society to present to members, to show appreciation and to commemorate their years of service to amateur theatre.

## What can I apply for?

From badges to medals, there is something for all budgets. Show off your long service with the 25 year long service medal. You can add a silver bar for every 5 years additional service up to 50 years, where you will be entitled to the 50 year gold bar and, at 60 years' service, the exclusive diamond bar. If you wanted something a bit less formal, then the long service badges fit the bill. A different badge for every 5 years of service.

## Who can apply?

The awards are intended for those who, week after week, attend rehearsals or spend many hours on backstage or administrative work and whose services are essential/indispensable to putting on shows. 'Occasional' service, e.g. just for a show week itself, does not qualify and generalised descriptions of duties such as backstage, FOH, programmes, tickets, committee, officer or helper are insufficient. Payment for services to the amateur theatre other than to the sponsoring societies, however, does not preclude the person from being given an award.

## How do I apply?

If you are a member of a society then, the society will have to apply on your behalf. This can be done via our online application portal or by hard copy form. If you are a NODA individual or joint member, you will be able to apply directly for your award via the online application portal or by hard copy form.

## What if I don't qualify?

Those who do not qualify for one of the long service awards may be entitled to wear the NODA commendation award, especially if they are in receipt of remuneration or do not serve amateur theatre on a weekly basis. Please note - 10 years' minimum service to amateur theatre is required before a nominee can be considered for this award.

## Youth Awards

A youth award and certificate may be awarded from the first youth show performed to a maximum age of 20.



[noda.org.uk/awards](http://noda.org.uk/awards)



# NODA Theatre Summer School

NODA Theatre Summer School provides residential training to NODA members aged 18 and over using professional theatre practitioners. With competitive course fees and purpose built residential facilities, you are guaranteed a fun packed week of top quality training, optional evening activities and plenty of time for socialising.

Courses vary from year to year so whether you want to learn more about an area you love, or step out of your comfort zone and try something new, then there will be something for you.

## Professional Training

A full week of professional training from the best in the business. Quality professional training with real, lasting benefits to performers, directors and technicians alike. Fully residential experience in a purpose-built training centre. An opportunity to meet and socialise with like-minded people who are 'passionate about theatre'.

## What is NODA Summer School?


It's a one week, shared learning environment for adults who want to learn and improve their acting, singing, drama or technical skills with regard to amateur theatre.

## Is it all work and no play?

Not at all. The social side is as important as the sessions themselves. The courses are designed to be educational but also fun. Then, after classes, there are social events arranged on 4 nights with additional alternative taster sessions on the 2 other nights. However, you will find there are many student-arranged, 'not timetabled', after school events. These can often be the most fun of all, but be prepared for these to happen late at night.

## Is there financial help available?

Yes there is. You can apply separately for financial assistance once your booking has been accepted. The bursary application has to be submitted no later than mid- January.



Want to find out more?  
Visit our website  
[noda.org.uk/summer-school](http://noda.org.uk/summer-school)





# Panto Scripts

Whether you are looking for something traditional like *Jack and the Beanstalk* or *Cinderella*, or something a bit different like *A Sword in the Scone* or *Sherlock Holmes the Pantomime* there is something for every group.



Over 100 quality scripts  
New scripts added regularly



Modern, something different or past masters - there is something for everyone!



Digital scripts available with every title



Film your production with a video licence

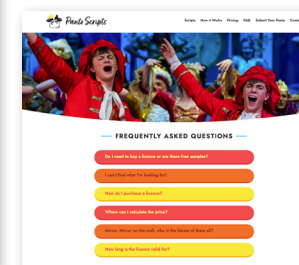
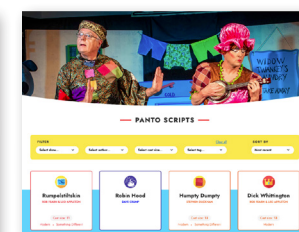
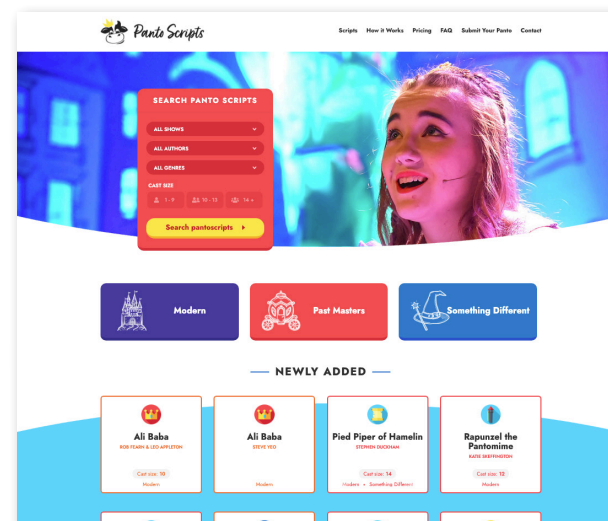


Flexible licence options




Free digital perusals

## Have you visited our website?



# pantoscripts.org.uk





## National Operatic and Dramatic Association

15 The Metro Centre  
Peterborough  
PE2 0UH

E [info@noda.org.uk](mailto:info@noda.org.uk)

W [noda.org.uk](http://noda.org.uk)

T 01733 374 790

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