



Blanche Improv is a kindness first business.

Blanche encourages people to make most compassionate choices they can and behave with the greatest level of respect towards themselves and one another.

So she asks everyone who works with her to follow one simple rule:

Be kind.

Coaches have added responsibilities to players and to Blanche.

- ♥ Regular coaches are engaged to coach a team on a month to month basis and/or teach an 8 week course in it's entirety. Blanche agrees to give one month's notice to a coach when there will be a change to their regular engagement, including if they will no longer be required to coach a specific team. If a coach needs to give up a regular coaching commitment with Blanche Improv, Blanche would appreciate as much notice as possible.
- ♥ Blanche wants to work with the best coaches in the world. She understands that this means they may not be able to teach all the sessions they commit to ahead of time. When cover is required, Blanche asks that the coach informs Blanche Improv as soon as possible, regardless of whether they have the session/s covered or not. The coach is encouraged to find their own cover but Blanche will help and ultimately, the responsibility falls to Blanche Improv to make final arrangements. Cover teachers are to invoice Blanche invoice directly.
- ♥ Blanche Improv pays her coaches an agreed rate on a self employed basis. The coach is required to provide Blanche Improv with all the necessary documentation to process this payment legally. The coach is responsible for their own tax and financial reporting. Payments from Blanche Improv will be made from the Blanche Improv business bank account.
- ♥ Blanche Improv pays coaches at the end of each month, according to the time they have worked and only after they have submitted an invoice to Blanche which accurately reflects work completed.
- ♥ Blanche expects that coaches arrive thoroughly prepared for any session they lead at Blanche Improv. Coaches are not entitled to further consideration for preparation (including writing running orders, session plans and providing student feedback) in addition to their hourly coaching rate.
- ♥ In some instances Blanche provides coaches with lesson plans. When this is the case, Blanche expects that the coach will make all reasonable efforts to adhere to that lesson plan and any major deviations from the plan will be communicated to Blanche at the completion of the session.
- ♥ After every session, coaches are required to provide Blanche with an update on the session, including a list of attendees and latecomers and details of any accidents or incidents which occurred during the session. Unless a serious incident occurred, this can be informal and very brief.
- ♥ Any money paid for appearances or performances by a Blanche Improv team at a venue other than Blanche Improv will be shared equally between the players who perform at that specific appearance/performance and the regular coach/director of the team/show (whether they are in attendance or not) and with Blanche. Blanche will receive an equal share of the show's consideration or 15%, whichever is the smaller amount. All payments to the players and coach will be administered by Blanche Improv. Team members (including the coach) will be paid within 7 days of the performance/appearance if they have given Blanche their payment details, regardless of when Blanche receives payment. Team members (including the coach) will be given access to proof of payment and any contracts (formal or informal) agreed to by Blanche on the team's behalf. The team (including the coach) will be provided with documentation reasonably required for tax and financial reporting purposes.

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- ♥ All of Blanche's teams are scheduled to perform on a regular basis at Blanche Improv. Coaches are paid an hourly rate to coach these teams and therefore are not entitled to any further payment or profit share for the regularly scheduled performances at Blanche Improv by Blanche teams, whether they attend the show or not.
 - ♥ Blanche expects the regular coach of a team to provide individualised feedback (notes) to players on their shows. Coaches should attend at least one of the team's performances at Blanche Improv per month in person. Blanche will provide the coach with a video recording of every show. When they attend their team's show in order to give notes, coaches are paid one hour at the admin rate. Coaches do not receive any additional consideration when they give notes from video recordings, unless otherwise agreed with Blanche.
 - ♥ A whole team may leave Blanche Improv (including the coach) and continue playing together as in independent team. Blanche retains the team name and the combination of the format and the team name, unless otherwise agreed.
 - ♥ Blanche recognises that coaches contribute to the creation of a new show and that existing formats are used both in their entirety and as the basis for new Blanche Improv shows. Whenever possible, Blanche credits coaches for their work. Should a Blanche Improv coach wish to use a format developed at Blanche Improv in shows not associated with Blanche Improv, Blanche would appreciate being informed by the coach and wherever possible, acknowledged.
 - ♥ Blanche does not pass on personal information, data or contact details without the permission of the coach. Blanche keeps your data secure and destroys it according to GDPR regulations.
 - ♥ Coaches are expected to treat all players within the Blanche Improv community with dignity, kindness and respect. Blanche finds favouritism and bullying abhorrent. If a coach is found to be behaving in this way, depending on the seriousness of their actions, they may be asked to cease working with Blanche Improv with immediate effect.
 - ♥ Coaches are responsible for holding the space, and for implementing Blanche's rules. It is expected that coaches will behave in a way that exemplifies the values of Blanche Improv, this includes abiding by all of Blanche's rules.
 - ♥ Please provide regular, designated time for the players to articulate and restate or redefine their physical and emotional boundaries in your sessions. Please support players in honouring the boundaries of their team/class mates. Blanche Improv recognises that this is a complex responsibility and managing specific needs of a group of adults is not always straight forward. If you need support, please communicate with Blanche Improv and remember that consent is an enthusiastic 'Yes please!' not a reluctant 'Okay, fine...!'
 - ♥ Coaches have a responsibility to the players they are coaching, who have the right to feel safe, supported and protected. Blanche Improv asks her coaches to be aware of the power dynamic between a coach and the players within the Blanche Improv community. Blanche Improv therefore requests that coaches refrain from engaging in romantic and sexual relationships with players they are currently coaching. If a player approaches a coach requesting mentoring or guidance, please only agree to meet with a player 1:1 under these conditions:
 - Before the meeting, inform Blanche Improv in writing
 - Meet with the player in a public space
 - Limit the meeting to a coffee, soft drink or milkshake (ie not a meal or an alcoholic drink)
 - Clearly state the boundaries and professional tone of the meeting
- Blanche Improv is able to facilitate structured mentoring, please take advantage of this. Please email blanche@blancheimprov.com to request this support. Blanche Improv understands that people fall in love, so if a coach and a player do accidentally fall in love, please contact Blanche so arrangements can be made to protect everyone involved.
- ♥ Coaches have the right to feel safe, supported and protected. If a player within the Blanche Improv community is behaving in a way that makes you feel uncomfortable and you need assistance managing them, please inform Blanche Improv immediately and action will be taken.

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♥ Blanche expects coaches to turn up on time to the sessions they commit to, and coach with joy and enthusiasm! Of course, Blanche understands there are exceptional circumstances like family emergencies, illness, injury, work commitments and snow, but let's make lateness and lacklustre coaching an unusual thing at Blanche Improv. If you are running late, please notify Blanche as soon as you become aware that you will not arrive by the scheduled start time, ideally with an ETA, and Blanche will make arrangements with participants. If you are not up to coaching, please notify Blanche as soon as possible and Blanche will make arrangements.

♥ Blanche will only include a coach in a Team Group Chat if they really want to be included. Otherwise, all communication between the coach and the team will go through Blanche Improv.

♥ Blanche is fully responsible for the administration of the team unless otherwise agreed. If admin needs to be completed- such as making adjustments to schedules- please clearly communicate with Blanche in a timely fashion and she will sort it.

♥ Blanche will give regular, protected and paid (at an admin rate) time to check in with coaches who have consistent coaching work with Blanche Improv.

♥ Blanche respects you as an artist, opening your loving heart and vulnerably sharing your creativity. She knows you are full of positive intention. We are adult humans so we all have our sensitivities and people might bump into one another's 'stuff' during improv play. Let's take care of each other and aim to make kindness our first response.

Blanche is committed to fostering a wholesome, fun, fair and kind community. If there is ever something you believe she could be doing better, please email her at blanche@blancheimprov.com or submit feedback anonymously [here](#).

To be crystal clear "Blanche" means Blanche Improv and references to "She" refer to anyone employed by or otherwise acting as an agent for Blanche Improv.

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