MASC IN-PERSON PROGRAM GUIDELINES AND CODE OF CONDUCT

By participating in MASC programs, host organizations, artists, staff, volunteers and participants agree to support safe, welcoming and respectful artistic experiences.

PROGRAM GUIDELINES

- Host supervision: The school or community organization must designate a responsible adult who remains present and actively supervises participants throughout the activity. MASC artists are responsible for delivering artistic programming, while the host organization retains responsibility for participant supervision, behaviour management and responding to individual participant needs.
- Planning and accessibility: The host will provide MASC with relevant accessibility information and participant support needs, as well as venue details, weather contingency plans and any changes in location. Information about participants should be shared only as necessary and in accordance with applicable privacy requirements.
- Arrival and preparation: Please ensure the audience is ready at least 10 minutes before the scheduled start time. Inform reception or front desk staff of the activity so artists are expected and welcomed.
- Artist introductions: Please introduce the artist(s) before the activity. Artist biographies are available on the MASC website.
- Public health and venue safety: The host venue is responsible for following applicable public health and safety requirements and communicating relevant site-specific procedures to MASC.
- Photography and recording: Photography, video or audio recording is permitted only with prior authorization from the artist and organizer, and in accordance with applicable participant consent requirements and the host organization's privacy policies. Recordings may not be shared or published without the necessary permissions.
- Copyright: Content presented in workshops and performances is protected by copyright. Reproduction or distribution of artistic material requires prior permission from the artist(s), unless otherwise permitted by law.
- Cancellations: Please refer to MASC's Cancellation Policy for In-Person Programs if an activity must be cancelled or rescheduled.

CODE OF CONDUCT

- Respect and inclusion: All participants, artists, staff, volunteers and organizers are expected to contribute to a welcoming, inclusive and respectful environment. Discrimination, harassment, bullying, intimidation, threatening behaviour and inappropriate language or conduct will not be tolerated. Everyone is expected to respect others' identities, backgrounds, abilities and access needs.
- Professional boundaries and communication with minors: MASC artists must not initiate or maintain private, unsupervised communications with participating minors outside approved program channels. Any necessary communication must occur through, or with the knowledge and supervision of, the designated host representative.
- Responding to misconduct: If behaviour disrupts an activity or compromises anyone's safety or well-being, the designated supervisor is responsible for intervening promptly. This may include removing a participant from the activity. MASC artists may pause or end an activity if appropriate conditions cannot be restored. Cancellation or refund implications will be addressed under MASC's applicable policies and agreements.
- Reporting concerns: Concerns involving participant safety, harassment, discrimination or inappropriate conduct must be addressed promptly by the designated supervisor and reported to MASC. In an immediate emergency, contact emergency services first. MASC will follow its applicable safeguarding and incident-response procedures.
- We welcome feedback. Please complete MASC's evaluation form following the activity to help us improve our programs and respond to community needs.

Designated supervisor: A teacher, principal, authorized community staff member, or other responsible adult formally designated by the host organization to supervise participants.