



# **THE BRITISH ACADEMY OF STAGE AND SCREEN COMBAT**

## **Policies and Procedures 2022**

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# 1. Organisation

- 1.1. The BASSC is a private company limited by guarantee, first registered with Companies House on 28th May 2021. The Company number is 13426087 and the registered address is: C/O Sedulo, 505 Albert House, 256 - 260 Old Street, London EC1V 9DD. <https://find-and-update.company-information.service.gov.uk/company/13426087>
- 1.2. The British Academy of Stage and Screen Combat is a trading name of the BASSC and may be used in written correspondence, digital media, etc.
- 1.3. Information on the BASSC as a business and its governance is registered electronically at Companies House and is as follows:
  - 1.3.1. The company name
  - 1.3.2. The registered office
  - 1.3.3. The directors of the BASSC
  - 1.3.4. The Memorandum of Association that records the names of the directors and their formal agreement to become members of the company.
  - 1.3.5. The Articles of Association that outlines the rules and restrictions relating to the way the company as a business is governed, operated, and owned.
  - 1.3.6. The annual accounts which the BASSC must file with Companies House on a specified accounting date. This is nine months after the accounting year end and is on 28<sup>th</sup> February each year.
  - 1.3.7. The annual Confirmation Statement confirming the BASSC continues in business.
- 1.4. Any changes to any of the documents listed under 1.3 must be recorded at Companies House within 14 days of the change.
- 1.5. A Register of Company Members will be kept at the registered address of the company.
- 1.6. This Policies and Procedures remains the principal document for stating the methods for governance of the BASSC as an organisation for the teaching of stage combat. It is subject to regular revision by the Executive Committee of the BASSC. For further guidance on aspects of policy it should be read in conjunction with the following BASSC documents:
  - 1.6.1. Code of Conduct (created 2019)
  - 1.6.2. Social Media Protocol (created 2021)
  - 1.6.3. Privacy Policy (last amended 2021)

- 1.6.4. Safeguarding Policy (created 2019)
- 1.6.5. Health and Safety Policy (last revised 2019)
- 1.6.6. Teacher Training Programme Handbook (last revised 2019)
- 1.6.7. Teacher Certification Workshop Handbook
- 1.6.8. Executive Committee Handbook (created 2021)
- 1.6.9. Job descriptions for:
  - a) Teacher Training Programme Coordinator
  - b) Teacher Certification Workshop Coordinator
  - c) Workshop Coordinator
- 1.6.10. Student Membership joining form
- 1.6.11. Nomination Form for Executive Committee Officer elections
- 1.6.12. Nomination Form for Executive Committee Member Rep elections
- 1.6.13. Proxy Voting form for AGM resolutions
- 1.6.14. Poll Voting form for AGM resolutions
- 1.6.15. Grievance letter template
- 1.7. The Executive Committee may from time to time produce additional policy documentation to provide guidance on different aspects of the governance of the BASSC which shall be recorded in the Policies and Procedures.
- 1.8. Where policy relates to the rights, roles and responsibilities of directors and their admission, appointment and termination; procedures for directors' meetings and general meetings, and other legal requirements as stated by the Companies Act 2006, these are recorded within the Articles of Association (AofA) and relevant sections will be referenced within the Policies and Procedures, where appropriate. Sections within the P&P also relating to these areas will follow the requirements as set out in the AofA but, to avoid repetition, will not list them. The main aim of those related sections in the P&P are to provide additional detail, which can be reviewed and changed by the Executive Committee, without need for changes to the Articles of Association which must be registered at Companies House.

## 2. The Executive Committee

- 2.1. The BASSC Executive Committee will consist of the following:
  - 2.1.1. Officers: President, Vice President, Secretary, Treasurer,
  - 2.1.2. Membership Representatives: Master Teachers (1), Certified Teachers (1), Student and Actor/Combatants (2)
- 2.2. All members of the Executive Committee must be current BASSC members as defined in Section 5.
- 2.3. The Officers of the Executive Committee will be Directors of the BASSC. Membership Representatives and Officers will be Company Members.
- 2.4. Directors meetings, as outlined in the Articles of Association, are required by law, relate solely to the corporate business of the BASSC and are separate from Executive Committee meetings. (See Sections 9 – 19 in the AofA)
- 2.5. General meetings, as outlined in the Articles of Association, are required by law, relate solely to the corporate business of the BASSC, are only attended by Company Members and are separate from the BASSC AGM – Section 4. (See Sections 28 – 40 in the AofA)
- 2.6. Executive Committee procedures and meetings as outlined in the P&P are for the governance of the BASSC as an organisation for the teaching of stage combat. For further information on roles and responsibilities see also the Executive Committee Handbook.
- 2.7. The Executive Committee will meet no less often than quarterly to discuss issues pertaining to the running of the BASSC. At these meetings, decisions relating to the operation of the Academy must be put to the vote, and confirmed by a quorate majority.
- 2.8. If there is no quorum, then business can be discussed and moved forward with proposals made for a vote at a later time either in person, by virtual means, eg, video conference, or by email.
- 2.9. A quorum of the Executive Committee will be seen as one half of its members plus one (1) more Executive Committee member.
- 2.10. The Executive Committee shall ensure that adequate Public Liability Insurance is provided for all workshops sponsored solely by the BASSC, if appropriate, and any loss or liability which has been or may be incurred by a relevant officer in connection with that officer's duties or powers in relation to the Company, or any associated company. (See Sections 42 and 43 of the AofA)
- 2.11. It is the responsibility of the Executive Committee to hold an Annual General Meeting (hereinafter AGM), to which all current members of the BASSC are invited.

- 2.12. Executive Committee Members shall serve the interests of the BASSC before those of any other stage combat academy, association or body to which they belong.
- 2.13. The Executive Committee reserves the right to remove an Executive Committee Member if they consistently fail to fulfil their duties, identified below, or fail to participate in meetings or discussions on matters of the Academy for six consecutive months. Removal will be by a majority vote of the other Members. (Removal of Executive Committee Members in their capacity as Directors is detailed in Section 22 of the AofA.)
- 2.14. President
  - 2.14.1. Shall serve as the executive head of the Academy.
  - 2.14.2. Shall preside over all AGMs, and all meetings of the Executive Committee.
  - 2.14.3. Shall be reasonably accessible to all the members of the Academy.
  - 2.14.4. Shall accept all letters of import addressed to the Academy other than inquiries directed to the representative EC members.
  - 2.14.5. Shall make all decisions related to the running of the Academy, in consultation with the Executive Committee. Should a majority of the Executive Committee so decide, any issue may be put to the vote, by which outcome the President must abide.
  - 2.14.6. Shall promote the Academy through public relations whenever possible.
  - 2.14.7. Only a Certified Teacher or Master Teacher may serve as President.
- 2.15. Vice President
  - 2.15.1. Shall chair any Executive Committee meeting for which the President is unavailable.
  - 2.15.2. Shall have the responsibility to uphold the decisions of the President in all matters pertaining to the running of the Academy.
  - 2.15.3. Shall give the President impartial advice on all matters of import to the Academy.
  - 2.15.4. Shall oversee applications for changes in membership status.
  - 2.15.5. Shall take over the duties of the President should they become unavailable, or in the case of early termination of their term of office, until a new one can be elected.

## 2.16. Secretary

- 2.16.1. Shall be responsible for the dissemination of all relevant information within the Academy.
- 2.16.2. Shall be responsible for processing new membership applications, and FPE results.
- 2.16.3. Shall be responsible for keeping a record of all FPEs and allocating examiners.
- 2.16.4. Shall be responsible for keeping accurate minutes of all EC meetings as well as generating action and agenda notices at least one week prior to every meeting and making the minutes available to members upon request.
- 2.16.5. Shall keep the membership database (see [Paragraph 5.3](#)) up to date.
- 2.16.6. Shall notify all BASSC members about any upcoming AGM and elections for the Executive Committee.
- 2.16.7. Shall be responsible for keeping accurate minutes of the AGM and preparing a summary version for online circulation to the membership.
- 2.16.8. Shall be responsible for tabulating votes on resolutions at the AGM by in-person show of hands, proxy and poll votes.

## 2.17. Treasurer

- 2.17.1. Shall be responsible for maintaining and filing all financial records required by law.
- 2.17.2. Shall collect all all membership fees, workshop revenue and other income due to the BASSC.
- 2.17.3. Shall be responsible for processing the payments of all bills incurred by the Academy.
- 2.17.4. Shall prepare an annual current financial report for the AGM, and quarterly financial reports for the Executive Committee.
- 2.17.5. Shall be responsible for opening and maintaining the necessary bank accounts for the running of the Academy.
- 2.17.6. The Executive Committee will approve all expenditure of BASSC funds.

## 2.18. Membership Representatives

- 2.18.1. Are responsible for collecting, communicating and representing the wishes and opinions of their constituents: Master Teachers, Certified Teachers, Students and Actor/Combatants to the Executive



Committee. This may include conducting poll votes on resolutions to be voted on at the AGM. (See Paragraph 4.22)

- 2.18.2. An elected Representative can appoint a proxy to attend Executive Committee meetings and vote if they are not able to attend themselves or participate by virtual or electronic means.

### 3. Executive Committee Elections

- 3.1. The Executive Committee shall normally be elected at the AGM for a term of three years on a three-yearly cycle with Membership Representatives elected in year 1, Officers in year 2 and none in year 3. Term of office commences on 1st January of the year following each election.
- 3.2. All Officers and Membership Representatives are limited to two (2) consecutive terms within that post.
- 3.3. Nominations for all Executive Committee Members shall be made to the current Secretary by **8 weeks** prior to the date of the AGM in the year of election.
  - 3.3.1. Any BASSC member may only accept nomination for one Executive Committee post per election.
  - 3.3.2. A current member in good standing must second all nominations.
  - 3.3.3. Nomination forms are available from the Secretary and in the Documents area of the BASSC website and secure storage area.
  - 3.3.4. Only a Certified Teacher or Master Teacher may be nominated for President.
  - 3.3.5. Only Master Teachers may nominate and vote for Master Teacher Reps.
  - 3.3.6. Only Certified Teachers may nominate and vote for Certified Teacher Reps.
  - 3.3.7. Only Student Members may nominate and vote for Student and Actor/Combatant Representatives.
  - 3.3.8. All current BASSC members may vote for President, Vice-President, Secretary and Treasurer.
- 3.4. Voting papers will be prepared by the Secretary and posted on the BASSC website for downloading by **4 weeks** prior to the date of the AGM.
- 3.5. All Executive Committee Members shall be elected by ballot to be counted at the Annual General Meeting (AGM).

- 3.5.1. Members will submit their votes either by: email dated at least **3 days** before the AGM to the BASSC Elections Officer; or in person at the AGM.
- 3.6. The Elections Officer or their surrogate will receive all Executive Committee Member election ballots, made by email or in person for tabulation. The results will be announced at the AGM.
  - 3.6.1. The Elections Officer will be the immediate Past President.
  - 3.6.2. If the immediate Past President does not wish to or cannot accept this post, an Elections Officer will be appointed by the current EC. The Elections Officer may not be running for office in this election.
  - 3.6.3. The Elections Officer will keep all voting papers until the new term of office commences
  - 3.6.4. In the event of a tie, there will be a re-vote by email within one calendar month from the date of the AGM. The votes will be tabulated as set out in Paragraph 3.6.
  - 3.6.5. Any appeal for a recount will be treated as a grievance and dealt with as per Paragraph 13.22 Appeals Procedure.
- 3.7. In the event of a vacancy arising within the Executive Committee, the President will be responsible for appointing an appropriate member from the relevant category to fill that position, subject to ratification by the remaining Executive Committee, until the next election for that post is held. Another Member of the Executive Committee may be appointed to the post but the President may not take the vacancy themselves.
- 3.8. Where the vacancy is for a member representative and an appropriate person from that membership category is not available it may be filled by a member who has been in that membership category within the last two years.
- 3.9. In the event of the membership representative changing their membership category during their term, they are permitted to finish their term.
- 3.10. Any BASSC member holding two Executive Committee posts will have only one vote.

## **4. Annual General Meeting.**

- 4.1. An Annual General Meeting must be held in each year and not more than fifteen (15) months may elapse between successive Annual General Meetings.
- 4.2. The Executive Committee may hold any other meetings that they shall deem necessary.

- 4.3. In determining whether members are participating in a meeting, it is irrelevant where any member is or how they communicate with each other.
- 4.4. The BASSC Secretary will set down the Agenda of the meeting.
- 4.5. The Secretary will ensure all members are notified of the date and time of the AGM at least **1 calendar month** in advance of it being held. This will also include the arrangements to access the AGM in person or by electronic or virtual means. Included with this notification will be:
  - 4.5.1. an outline of the agenda
  - 4.5.2. a list of resolutions to be presented to the vote as at the date of notification
  - 4.5.3. an electronic copy of the proxy voting form
- 4.6. The Secretary will ensure that any documents relevant to items on the agenda are circulated online to the membership at least **2 weeks** before the AGM. Any documents or resolutions circulated later than that will be added to the agenda under AOB at the AGM.
- 4.7. The Secretary, or their proxy, will take minutes of the AGM and prepare a shortened version for online circulation to the membership.
- 4.8. The BASSC President or their proxy, will chair the AGM.
- 4.9. The Executive Committee may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it, including agreed methods of voting for AGMs that may take place wholly or in part by electronic or virtual means.
- 4.10. A member in good standing may:
  - 4.10.1. exercise the right to speak at the AGM on the business of the meeting.
  - 4.10.2. exercise the right to vote at a general meeting on resolutions put to the vote, either in person, by electronic or virtual means, or through use of a proxy or poll vote.
- 4.11. A quorum for the AGM will be six (6) distinct qualifying members who must include one member in good standing of each membership group: Master Teacher, Certified Teacher, Student Member, or their proxy, and at least three of the Executive Committee Officers, or their proxy.
- 4.12. No business is to be transacted at the AGM if the persons attending it do not constitute a quorum. In such a case the AGM will be adjourned and reconvened at a later date.
- 4.13. Where a member is unable to attend the AGM either in person or by virtual or electronic means, they are entitled to appoint another person as their proxy to

exercise all or any of their rights to attend and to speak and vote at the AGM, All proxies must be members of the Executive Committee.

- 4.14. Proxies may only validly be appointed by a notice in writing which:
  - 4.14.1. states the name and email address of the member appointing the proxy;
  - 4.14.2. identifies the member of the Executive Committee appointed to be that member's proxy and the AGM in relation to which that person is appointed;
  - 4.14.3. is signed by the member appointing the proxy, which may be an electronic signature; and
  - 4.14.4. is delivered to the BASSC Secretary or a duly authorised member of the Executive Committee not less than **48 hours** before the time for holding the AGM at which the right to vote is to be exercised. A proxy notice which is not delivered and received in such manner shall be invalid.
- 4.15. The Executive Committee may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 4.16. Proxy notices must specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions and the proxy is obliged to vote or abstain from voting in accordance with the specified instructions. However, the Executive Committee is not obliged to check whether a proxy votes or abstains from voting as they have been instructed and shall incur no liability for failing to do so. Failure by a proxy to vote or abstain from voting as instructed at a meeting shall not invalidate proceedings at that meeting.
- 4.17. Unless a proxy notice indicates otherwise, it must be treated as:
  - 4.17.1. allowing the person appointed under it as a proxy discretion as to how to vote on any additional resolutions put to the meeting, and
  - 4.17.2. appointing that person as a proxy in relation to any adjournment of the AGM to which it relates as well as the meeting itself.
- 4.18. A member in good standing is entitled to attend, speak or vote (either on a show of hands or on a poll) at the AGM and remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the BASSC Secretary by or on behalf of that person.
- 4.19. An appointment under a proxy notice may be revoked by delivering a notice in writing received by the BASSC Secretary not less than **24 hours** before the time for holding the meeting at which the right to vote is to be exercised.
- 4.20. A resolution put to the vote at the AGM will usually be decided on a show of hands or by agreed means of electronic or virtual voting for individual members. All members present shall have one vote.

- 4.21. Where proxy votes on resolutions have been received by the BASSC Secretary and EC members acting as proxies, these will be tabulated by the BASSC Secretary (or their proxy) and added to the appropriate counts from the show of hands.
- 4.22. A poll is for resolutions which should be voted on by consultation with the whole membership, either prior to the AGM, or as a result of discussions on the resolution at the AGM and Member Representatives wish to consult their members prior to a vote on the resolution.
- 4.23. A poll on a resolution must be done in writing.
- 4.24. A poll on a resolution may be demanded:
  - 4.24.1. in advance of the AGM where it is to be put to the vote, or
  - 4.24.2. at the AGM before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
- 4.25. A poll may be demanded by:
  - 4.25.1. the chair of the meeting;
  - 4.25.2. the Executive Committee Membership Representatives;
- 4.26. Where a poll on a resolution is taken in advance of the AGM where it is to be put to the vote, Executive Committee Membership Representatives will seek votes on the resolution in writing from members of their membership category. These must be received by the Membership Representatives not less than **48 hours** prior to the start of the meeting to eligible for consideration.
- 4.27. Where a poll is demanded at the AGM, voting on the resolution will be suspended to allow the Membership Representatives to conduct the poll and submit the votes to the BASSC Secretary for tabulation not later than **14 days** from the date of the AGM. The BASSC Secretary will inform the Executive Committee of the outcome of the vote and the EC will inform the membership.
- 4.28. A demand for a poll may be withdrawn if:
  - 4.28.1. the poll has not yet been taken, and
  - 4.28.2. the chair of the meeting consents to the withdrawal.
  - 4.28.3. A demand so withdrawn shall not invalidate the result of a show of hands declared before the demand was made.

## 5. Membership

- 5.1. There are four BASSC membership classifications.
  - 5.1.1. Master Teachers: teachers of stage combat who hold a current BASSC Master Teacher certificate.
  - 5.1.2. Certified Teachers: teachers of stage combat who hold a current BASSC teaching certificate.
  - 5.1.3. Student Members: students who have passed at least one Fight Performance Exam.
  - 5.1.4. Life members: the BASSC may award Life membership to any member of the BASSC in recognition of their lengthy, important and active service in connection with the affairs of the BASSC. The recommendation for such an award may be made to the Executive Committee by any member in good standing. The Executive Committee shall have the right in its absolute discretion to award Life membership to any member, or former member, of the BASSC. Life members are exempt from annual dues but are entitled to attend, vote and speak at the Annual General Meeting. See Section 11, Honorary Titles.
- 5.2. All membership classifications, other than Life Member, must pay annual dues in order to maintain membership status and voting privileges.
  - 5.2.1. The Executive Committee may from time to time establish different classes of members and set out the different rights and obligations for each class with such rights and obligations recorded in the Policies and Procedures.
- 5.3. The Record of Members is to be kept by the Secretary of the BASSC. Each entry shall include:
  - 5.3.1. The name of member (which may be a stage name)
  - 5.3.2. Email address (where permitted and available)
  - 5.3.3. Status of member, including date status first attained within the relevant classification, if applicable.
  - 5.3.4. Weapon certifications and expiry dates.
- 5.4. The initial fee for joining the Academy is outlined in Section 31 Fees & Charges Index regardless of status, and covers the membership dues up to the next organisation renewal date of the 1st June in each year.
- 5.5. Once the period covered by the initial fee has expired, the schedule of annual dues is as follows:
  - 5.5.1. Dues are owed annually on 1st June of each year for all members.

- 5.5.2. Membership dues for all members are outlined in Section 31 Fees & Charges Index.
- a. Candidates who pass the Teacher Certification Workshop as Certified Teachers will pay their first membership dues as Certified Teachers at the next renewal date after the end of the TCW.
  - b. Candidates who pass the Teacher Certification Workshop as Probationary Teachers will pay their first membership dues as Certified Teachers after the end of the successful completion of the probation period and they have been awarded Certified Teacher status. They are not required to pay annual membership dues as Student Members during the probationary period. If they do not pass their probation they will revert back to paying annual dues as Student Members at the first renewal date after the probationary period has finished.
  - c. Candidates who do not pass the Teacher Certification Workshop will revert back to paying annual dues as Student Members to maintain their membership at the first renewal date after the end of the TCW.
- 5.5.3. Elected members of the Executive Committee are exempt from membership fees during their term in office.
- 5.5.4. Past President is exempt from paying dues for the first term out of office.
- 5.6. Membership will terminate under the following circumstances:
- 5.6.1. Non-payment of dues.
    - a. Members will be reminded that their membership is due to expire by email one month prior to the renewal date of 1st June. A second reminder email will be sent out one week prior to 1st June. A member whose annual subscription is more than three months in arrears shall be deemed to have resigned and should no longer hold themselves out to be a member of the BASSC.
  - 5.6.2. Resignation in writing to the BASSC Secretary.
  - 5.6.3. Expulsion - by the Executive Committee under Paragraph 5.7 of the Policies and Procedures.
- 5.7. A member can only be expelled by a majority vote of the Executive Committee following the raising of a grievance against the member in accordance with Section 13.
- 5.8. Any person ceasing to be a member shall be removed from the Register of Members.
- 5.9. A record of the person's name, weapon certifications and expiry dates may be held on the BASSC website, regardless of whether or not they are a BASSC

member, where permission has been given through GDPR processes. When weapon certification for a person is no longer current, that weapon will be automatically deleted. A person may request removal of their details from the website. (See BASSC Privacy Policy for further information.)

## **6. Master Teacher**

- 6.1. A Master Teacher must be a BASSC member in good standing.
- 6.2. A Master Teacher is an individual who has had their application for MT status accepted by the EC. They will, through dedication to the art of stage combat, have demonstrated and maintained the highest standard of professional excellence and will be considered, by their peers, as a leader in the field. They shall be dedicated to the BASSC through active support and promotion; they will serve as leaders and officers, mentoring those who are advancing within the organisation, and offering guidance regarding the direction of the organisation and its place in the professional entertainment community. A Master Teacher must uphold the tenets of the title with a high degree of ethics, integrity, honour and a strong sense of kinship, serving as a representative and ambassador of the BASSC to both the stage combat community and the entertainment industry. They must, at all times, adhere to, and uphold, the P&P and the Code of Conduct of the BASSC.
- 6.3. Applications to become a Master Teacher may be made by BASSC Certified Teachers (hereafter CT) in good standing for a minimum of six (6) years.
- 6.4. Applications should be sent to the BASSC Vice-President. The Executive Committee will decide on the success of an application. The decision of the Executive Committee is final and cannot be disputed.
- 6.5. The EC reserves the right to request an interview with the MT sponsor, prior to making their decision.
- 6.6. The application should include:
  - 6.6.1. a sponsorship letter from a current MT supporting 6.2
  - 6.6.2. a supporting statement from the candidate regarding 6.2
  - 6.6.3. a comprehensive, up-to-date professional résumé
  - 6.6.4. letters of reference as set out in 6.7.5
  - 6.6.5. proof of the qualifications set out in Paragraph 6.7, including dates of FPEs, names of examiners, and student numbers broken down by Not Pass, Pass, and Pass with Distinction.
- 6.7. Applicants must have fulfilled the following qualifications:



- 6.7.1. Have taught a minimum of thirty-five (35) Fight Performance Exams incorporating a minimum of 250 students.
- a. Ten (10) of the FPEs must be Unarmed FPEs. These FPEs must be taught by the CT alone and not team-taught.
  - b. Ten (10) of the FPEs must be Rapier & Dagger FPEs. These FPEs must be taught by the CT alone and not team-taught.
  - c. If Rapier & Dagger and Unarmed are examined together as the Actor/ Combatant FPE they can be counted as separate FPEs for the purposes of this application.
  - d. A minimum Pass rate of ninety five percent (95%) must be achieved.
  - e. A minimum overall Pass at Distinction rate of twenty percent (20%) must be achieved.
  - f. BNSCW FPEs are eligible towards this qualification but only if taught as a Lead Teacher and only for the principal weapon the CT is contracted to teach.
  - g. Any number of weapons adjudicated within the same FPE adjudication is considered one FPE (see Paragraph 16.7.1). However, each weapon taught is eligible for inclusion under Paragraph 6.7.1.k)
  - h. To make an FPE eligible for the qualification, the CT must have personally delivered the majority of the contact hours.
  - i. Any single weapon FPE may only be claimed by one CT.
  - j. Co-taught Actor/Combatant FPEs may be counted as single weapon FPEs where the CT is responsible for teaching one of the weapons.
  - k. Have taught all BASSC weapons systems to FPE (minimum six (6) students passing per weapon, who can be achieved cumulatively over a number of FPEs.)
- 6.7.2. Have experience since becoming a CT of the international stage combat community, by attending, either as an active participant, or as a lead teacher, a minimum of five (5) different workshops outside their country of residence. These cannot be organised by the CT themselves. Each workshop must include a minimum of two (2) other teachers on staff, from an organisation other than the BASSC. Each workshop must last for a minimum of two days, and the candidate must be an active participant on a minimum of two days.
- 6.7.3. The candidate will provide a detailed breakdown of each element of their active participation in each the five (5) workshops. These to

- include, duration, role, level, weapons or relevant subject taught or studied.
- 6.7.4. If the CT is based outside the UK, two (2) of the five (5) workshops may be regional workshops within their country of origin. The other three (3) must be outside that country.
  - 6.7.5. The CT will be asked to provide three letters of reference to be submitted to the EC from three different workshops in the last three years prior to submitting the application for MT, attesting to the quality of their work, its reception, and the impression made as an ambassador of the BASSC.
  - 6.7.6. Have taught at a minimum of six (6) BASSC workshops. These to include the BNCSW, or any workshops organised by a BASSC CT. For the workshop to qualify:
    - a. there must be at least one other BASSC CT teaching: for clarity, this may be the organising CT. If they meet the requirements, these workshops may count towards 6.7.1 or 6.7.2
  - 6.7.7. Have taught as a lead teacher at three (3) intensive certification workshops.
  - 6.7.8. Provide evidence of service to the Academy.
  - 6.7.9. Provide evidence of activity/service/study in the wider stage combat community.
- 6.8. In the case of a failed application, the applicant may reapply after a one-year period.
  - 6.9. The EC may, at its discretion, ask the BASSC Master Teachers to organise an interview between the applicant and a minimum of two current Master Teachers, prior to finalising its decision. The interviewers will submit a written report to the EC.
  - 6.10. Once the application has been successful, the EC will request the Master Teachers to organise an induction for the new Master Teacher. This will be run with a minimum of three current Master Teachers present. It will take place within three months of the date of the EC's acceptance communication to the new MT. It will cover such material as the current Master Teachers consider relevant.
  - 6.11. Master Teacher Certification is valid for three years. To re-certify Master Teachers must follow the Teacher Certification Renewal process as outlined in Section 8.
  - 6.12. MT annual dues are inclusive of public liability insurance provided through the BASSC, which will cover teachers when they are providing instruction on BASSC Workshops.

- 6.13. Master Teachers are listed on the BASSC website with a photograph, location, contact email address and website URL.

## 7. Certified Teacher

- 7.1. A Certified Teacher must:

- 7.1.1. Be a BASSC member in good standing.
- 7.1.2. Have successfully completed the BASSC Teacher Training Programme (as laid out in [Section 21.00](#))
- 7.1.3. Have successfully completed the BASSC Teacher Certification Workshop (as laid out in [Section 22.00](#))
- 7.1.4. Have successfully completed any probations as set by the TCW exit panel and/or the Teacher Training Board (TTB) (as laid out in [Section 20.4.4](#))
- 7.1.5. Hold a current first aid certificate from a course including CPR of at least one (1) day in duration or above.
- 7.1.6. Hold a certificate of training in Mental Health First Aid from a course of at least one (1) day in duration, eg, Mental Health Champion or above. (for renewal 1st June 2023)
- 7.1.7. Demonstrate a professional level of teaching proficiency through a minimum pass rate of ninety percent (90%) in FPEs taught.
- 7.1.8. Have signed up to the BASSC Code of Conduct.

## 8. Teacher Certification Renewal

- 8.1. Teacher Certification is valid for three years and all Certified and Master Teachers renew in the same year. The renewal date is 1st June.
- 8.2. All applications to renew teacher certification will be considered on an individual basis by the Executive Committee who may choose to renew their certification, not renew, or set further requirements for a teacher if they feel that the requirements set out in 8.3 and 8.4 have not been met.
- 8.3. To re-certify all teachers must send the following to the Vice President on a **triennial** basis:
  - 8.3.1. A covering email

- 8.3.2. A picture file or electronic scan of their current First Aid certificate from a course including CPR of at least one (1) day in duration or above. This may be completed online.
  - 8.3.3. A picture file or electronic scan of their current certificate of training in Mental Health First Aid from a course of at least one (1) day in duration, eg, Mental Health Champion or above. This may be completed online. (for renewal 1st June 2023).
  - 8.3.4. A picture file or electronic scan of the current BASSC Code of Conduct signed by the CT and dated for the CT renewal date.
  - 8.3.5. A comprehensive, up-to-date professional résumé showing that the teacher has continued to work regularly within the stage or screen combat field and undertaken Continuing Professional Development activities related to their professional practice which develop their professional skills.
  - 8.3.6. A record of all Fight Performance Exams they have held during the previous three years, if any. If no FPEs have been held they should state this in their renewal.
  - 8.3.7. If a CT is considering applying to be an MT in future, it is strongly recommended that they keep a record at each renewal of dates of FPEs, names of Fight Examiners, and numbers of students broken down by Not Pass, Pass and Pass with Distinction to assist them in fulfilling the requirements in 6.6.5 above.
  - 8.3.8. A record of payment of the annual renewal fees since the last renewal of CT status or becoming a CT.
- 8.4. Renewal fees are due **annually** payable by 1st June in each year. Renewal fees are non-refundable and outlined in Section 31 Fees & Charges Index. Failure to pay CT dues by the 1st of July in each year will result in the following:
- a. Lapsed membership as a CT
  - b. The CT may not have their FPEs adjudicated by the BASSC
  - c. Removal of the CT's name from the BASSC website
- 8.5. In order to reinstate a lapsed membership a CT must pay the annual renewal fee plus a late fee as outlined in Section 31 Fees & Charges Index. When such amounts are paid, and the requirements laid out in Paragraphs 8.3 to 8.4 are fulfilled, full membership privileges will be restored and the CT's name will be restored to the BASSC website.
- 8.6. Should CT membership have lapsed for more than one year from the due date, renewal will require completion of each Paragraph of 8.3 and 8.4, and then be sent to the Vice President for presentation to the Executive Committee, who in its sole discretion will assess the case on its merits. The

Executive Committee may reinstate the teacher, not reinstate or set further requirements to be met.

- 8.7. CT annual dues are inclusive of public liability insurance provided through the BASSC, which will cover teachers when they are providing instruction on BASSC Workshops.
- 8.8. Certified Teachers are listed on the BASSC website with a photograph, location, contact email address and website URL.

## 9. Student Member

- 9.1. A Student Member must:
  - 9.1.1. have passed at least one Fight Performance Exam
  - 9.1.2. have completed the application form for BASSC membership
  - 9.1.3. paid the annual membership fee owed on 1st June of each year for all members. Section 31 Fees & Charges Index.
  - 9.1.4. signed up to the BASSC Code of Conduct
  - 9.1.5. be eighteen years in age or over
- 9.2. Student Members must have current certification in at least one weapon in order to renew their status as Student Members.
- 9.3. Student Members may stand for office on the EC or nominate Student Members as Student and Actor/Combatant Representatives on the Executive Committee
- 9.4. Student Members may vote in EC Elections.
- 9.5. Student Members may attend the Annual General Meeting of the BASSC and may speak and vote on resolutions.
- 9.6. All Student Members in good standing will receive the following membership benefits:
  - 9.6.1. representation by the Student and Actor/Combatant Representatives of your ideas, suggestions and wishes to the Executive Committee.
  - 9.6.2. online membership publications
  - 9.6.3. 10% discount on all BASSC workshops
  - 9.6.4. 20% discount on all BASSC renewal workshops
  - 9.6.5. discounts at workshops run by various stage combat organisations in the UK and around the world

## 10. Students and Actor/Combatants

- 10.1. Student, Actor/Combatant, Intermediate Actor/Combatant and Advanced Actor/Combatant are descriptions of the level of BASSC qualifications held. They are not membership statuses.
- 10.2. Students and Actor/Combatants may join as Student Members any time after their first successful Fight Performance Exam, by following the processes in Section 9.
- 10.3. Student: Any person who holds a single current certificate in any BASSC weapon system.
- 10.4. There are three levels of BASSC Actor/Combatant:
  - 10.4.1. Actor/Combatant: any person who holds current certificates in any two BASSC weapon systems.
  - 10.4.2. Intermediate Actor/Combatant: any person who holds a minimum of five (5) current BASSC certificates including Unarmed and Rapier & Dagger.
  - 10.4.3. Advanced Actor/Combatant: any person who holds a minimum of five (5) current BASSC certificates including Unarmed and Rapier & Dagger of which at least five (5) must be at 'Pass with Distinction' level.
- 10.5. Students and Actor/Combatants are listed on the BASSC website with their current weapon certifications, grade and expiry date of certification. Weapon certification expires three years from the date of the Fight Performance Exam when it was taken. Students and Actor/Combatants must have given permission through GDPR processes for this information to be listed. (See BASSC Privacy Policy for further information.)
- 10.6. The listing as Actor/Combatant will remain as long as at least two weapon certifications remain current. If only one weapon certification is current they will be listed as Student as in 10.3. If no certificates are current then the listing will be removed from the website.
- 10.7. Intermediate and Advanced Actor/Combatant certification status lasts three years from the date of the last FPE to be taken when all the requirements for Intermediate or Advanced are met. Intermediate and Advanced Actor/Combatant status must be maintained by renewal of existing certifications or passing additional FPEs.
- 10.8. Students and Actor/Combatants do not need to be Student Members to have their qualifications listed on the BASSC website.
- 10.9. Actor/Combatants must be Student Members to apply to enter the Teacher Training Programme. (See Section 21)

## 11. Honorary Titles

- 11.1. Master-at-Arms: Individuals can be awarded the title of Master-at-Arms by the Executive Committee. The Master-at-Arms title is awarded to a member of the Academy, who will have distinguished themselves by long service to the Academy; have discharged a special service for the Academy; or, who is considered by the Executive Committee to be an exceptional contributor to the development of stage or screen combat.
- 11.2. Emeritus: Individuals can be awarded the title of Emeritus by the Executive Committee. The Emeritus title is awarded to Master Teachers who have retired from the BASSC and is given in recognition of their services to the teaching of stage combat and development of stage and screen combat theory and practice for the BASSC. MTs with the Emeritus title may still retain their status on the Board of Examiners.
- 11.3. The titles of Master-at-Arms and Emeritus can be removed by the Executive Committee in line with the BASSC grievance procedure.
- 11.4. The Executive Committee, shall have the right in its absolute discretion to award Life membership to individuals awarded the titles of Master-at-Arms and/or Emeritus.

## 12. Documentation of Qualification

- 12.1. You may only claim to hold qualifications that are current, ie have been achieved within the last three (3) years. A reference to being qualified with the BASSC should contain:
  - 12.1.1. The weapon(s) passed, the level of pass and the year of FPE, or latest renewal.
  - 12.1.2. The category in which one is recognised and the date it was achieved.
  - 12.1.3. A suggested format for listing these is as follows:
    - a. Rapier & Dagger, Pass with Distinction, 2017
    - b. Intermediate Actor/Combatant, BASSC, 2018
    - c. Advanced Actor/Combatant, BASSC, 2019
- 12.2. Misrepresentation of your qualification status will be considered a grievance against the Academy. (see Section 13.00 Grievances)

## 13. Grievances

- 13.1. The following is the system for registering complaints or grievances against any member of the Academy. (See Sections 22 and 28 of the AofA relating to termination of Directors and Company Members)
- 13.2. The grievance must be submitted using the appropriate form which should be requested from the President.
- 13.3. The complainant should ensure the grievance is factual and avoids any unnecessary language that may be considered insulting or abusive.
- 13.4. The complainant is encouraged to support their grievance with context for the complaint being made, appropriate documents, including emails and other communications, and contacts for any individuals providing supporting testimony in order to give the EC more factual and detailed information regarding the case.
- 13.5. The complainant will submit any and all supporting evidence, documentation, and corroborating testimony with the initial grievance. No further evidence or testimony may be submitted thereafter, unless at the request of the EC. The EC reserves the right to request further information, clarification, evidence, or to dismiss any of the aforementioned.
- 13.6. The complainant must comply with the requirements of the procedure e.g. attending any face-to-face meetings as required, notifying the EC of any companions who are also attending, completing any necessary forms, etc.
- 13.7. The subject of the grievance will be informed of the nature of the grievance filed against them, with a summary of the evidence, documentation, and testimony, though the EC will strive to maintain professional confidentiality as best as possible.
- 13.8. The subject of the grievance will have seven (7) days from the receipt of the summary to submit their response, be that acceptance, defence, or rebuttal. Any contrasting evidence, testimony, etc. shall be submitted at this time. No further evidence or testimony may be submitted thereafter, unless at the request of the EC. The EC reserves the right to request further information, clarification, evidence, or to dismiss any of the aforementioned.
- 13.9. Upon receiving the response from the subject of the grievance, the EC will have fourteen (14) days to arrive at a conclusion and inform the parties of their decision. If the subject of a grievance is an EC member, or someone with a close personal relationship to an EC member, that EC member may not vote on the result of the grievance or be present whilst it is discussed other than to present a defence against the grievance.
- 13.10. If the grievance is made by an EC member, that EC member may not vote on the result of the grievance or be present whilst it is discussed other than to present and support their grievance.



- 13.11. Parties involved in a grievance will only communicate through the EC during the grievance procedure.
- 13.12. All members involved in the grievance procedure will maintain professional confidentiality. Sharing details of the grievance with members not involved in the grievance procedure or on social media will be considered a violation of professional confidentiality and subject to an immediate verbal warning,
- 13.13. Any party seeking to influence EC members or parties involved in the grievance during the on-going grievance procedure shall be considered an interference to EC business and subject to an immediate written warning.
- 13.14. Any party attempting to intimidate, threaten, coerce, discriminate or retaliate against the person filing a grievance complaint should be reported immediately to the EC.
- 13.15. The EC may hold initial discussions on the grievance by email but the final meeting for consideration and voting on the grievance is to be made in person, or through virtual means, such as a video conference, where members cannot be present, to allow the complainant and the subject of the grievance to have the opportunity to make their case in person.
- 13.16. The meeting will be minuted but the minutes will remain confidential to the EC.
- 13.17. After a majority vote by the Executive Committee (including enough members to make a quorum, See Paragraph 2.9), the Executive Committee may:
  - a. Dismiss the grievance, if the Executive Committee, in its sole discretion, determines that the grievance is without merit.
  - b. Issue a verbal warning.
  - c. Issue a written warning.
  - d. Call for a vote of expulsion pursuant to Paragraph 5.7.
- 13.18. In the event that a member receives three (3) warnings, verbal or written, the Executive Committee will call for a vote of expulsion pursuant to Paragraph 5.7.
- 13.19. The EC will offer all parties the opportunity to reconcile through discussion as part of an EC post-grievance procedure.
- 13.20. The EC's decision is final. The Appeals Procedure only applies to expulsion.
- 13.21. It is the responsibility of the Executive Committee to ensure that all interested parties are made aware of the Appeals Procedure.
- 13.22. Appeals Procedure.
  - 13.22.1. The Executive Committee must receive a letter stating the member's intention to appeal within one week of the member's receipt of notification of the vote of expulsion.

- 13.22.2. An Appeals Board, (hereafter AB), will be formed and must grant the opportunity for the member to make their appeal in person within four (4) weeks of the Executive Committee's receipt of the member's letter of intention to appeal the vote of expulsion.
- 13.22.3. The AB will be formed of three (3) ex-committee members, of which at least one (1) member must be of the same membership category as the expelled member.
- 13.22.4. The AB will be chosen in descending order of longest serving ex-committee members.
- 13.22.5. In the event that a member cannot serve, the next person on the list will be asked.
- 13.22.6. In the event that an AB cannot be formed from ex-committee members, the remaining positions will be filled by one member from each membership category.
- 13.22.7. The complainant, or any other interested party in the original grievance cannot be asked to serve on the AB.
- 13.22.8. The AB will contact all interested parties to arrange a mutually agreeable time to meet. (see Paragraph 13.6)
- 13.22.9. The Executive Committee will appoint one of its number to represent the Committee's case.
- 13.22.10. The AB will give equal opportunity for all interested parties to present their case.
- 13.22.11. The resulting deliberations leading to the AB's decision will be conducted between the members of the AB in a closed session.
- 13.22.12. These deliberations will be minuted and a copy of those minutes will be sent to all members of the AB, and to the Secretary of the BASSC for inclusion in the records.
- 13.22.13. The AB will reach its decision by a majority vote.
- 13.22.14. The AB will notify all interested parties of their final decision, in writing, within one week of the sitting of the AB.
- 13.22.15. After a majority vote, the AB may:
  - a. Uphold the appeal, dismiss the vote of expulsion and return the matter to the Executive Committee, with instructions to pursue one of the following recommended courses of action:
    - i. Dismiss the grievance.
    - ii. Issue a verbal warning.

- iii. Issue a written warning.
  - b. Dismiss the appeal, in which instance, the vote of expulsion will stand, the member will be expelled forthwith, with no further recourse.
- 13.23. The decision of the AB is final.

## **14. Workshop Coordinator**

- 14.1. The Executive Committee may appoint a Workshop Coordinator. See Workshop Coordinator job description for further details.
- 14.2. The primary duties of this position shall be:
  - 14.2.1. To serve as Workshop Coordinator for the British National Stage Combat Workshop, and any other BASSC workshops.
  - 14.2.2. Attendance at the BNSCW and other workshops as on-site Coordinator for the day-to-day running of the workshop.
  - 14.2.3. The submission of a budget for each workshop to the Executive Committee for its approval
  - 14.2.4. Providing to the venue hosting the workshop the current workshop liability insurance and updated Health and Safety Policy/Risk Register.
  - 14.2.5. The timely production of all publicity material relating to BASSC workshops.
  - 14.2.6. The scheduling of all classes and events at BASSC workshops.
  - 14.2.7. Responsibility for storing the BASSC printer and other equipment until such time as it is needed for other BASSC-related purposes.
  - 14.2.8. The sale of BASSC merchandise at the workshop.
- 14.3. The Workshop Coordinator will receive a fee set by the Executive Committee.
- 14.4. In the event of a Workshop Coordinator not being available, the EC, or a co-opted person(s) shall take on the separate duties of the Workshop Coordinator according to their abilities. An EC or co-opted member(s) will attend the workshops as On-site Coordinator(s) for which a fee set by the Executive Committee will be payable. The remaining EC or co-opted members shall waive any fees and their contribution to the organisation of the workshop(s) will be recognised as service to the BASSC.

- 14.5. The Workshop Coordinator, if not an existing EC member, is a co-opted member of the EC solely for the purposes of workshop business and has proposing rights in relation to workshop business.
- 14.6. The Workshop Coordinator is to be included in all EC email discussions relating to workshops and to be invited to attend the part of EC meetings where workshop business is to be discussed.
- 14.7. The Executive Committee may dismiss the Workshop Coordinator by a majority vote if they feel that they are not upholding their duties. This matter is in the sole discretion of the Executive Committee.
- 14.8. The Workshop Coordinator will be paid for work undertaken up to the point of dismissal on a pro rata basis of the full fee.
- 14.9. In such a circumstance the Workshop Coordinator will be provided with a written reason why the Executive Committee has deemed their work as below the standards that the BASSC expect. The decision of the Executive Committee is final.

## **15. Promotion of BASSC activities**

- 15.1. The Executive Committee shall produce and maintain the following for the promotion of BASSC activities:
  - 15.1.1. digital newsletter to be produced periodically
  - 15.1.2. digital mailings to the membership and mailing list subscribers
  - 15.1.3. website (www.bassc.org)
  - 15.1.4. accounts on: Facebook, (British Academy of Stage and Screen Combat (BASSC) @TheBASSC); Twitter (TheBASSC); Instagram (the\_bassc) and other social and digital media as appropriate.
- 15.2. The promotion of any BASSC activities must be carried out in accordance with the BASSC Social Media Policy.
- 15.3. Promotional material may contain:
  - 15.3.1. Advertisements for upcoming workshops including:
    - a) BASSC workshops,
    - b) BASSC sanctioned workshops where there is involvement with at least two BASSC Certified Teachers. See 27.4
    - c) BASSC Certification Courses
    - d) Certification Courses in Intimacy run by BASSC Certified Teachers

- e) Introductory courses in stage combat or intimacy run by BASSC Certified Teachers
  - f) Non-Certification courses run by other recognised stage combat organisations which may be of interest to CTs and Students
- 15.3.2. Any and all combat related work by Certified Teachers as well as BASSC members and former students.
  - 15.3.3. Notifications of the AGM and upcoming elections.
  - 15.3.4. Advertisements for staff posts.
  - 15.3.5. New developments within the BASSC including changes to the P&P, new and revised documentation and changes to the EC.
  - 15.3.6. New developments in the stage combat community at large, including casting calls.
  - 15.3.7. Photos and videos relating to BASSC activities.
- 15.4. In addition, the website will contain sections relating to:
    - 15.4.1. The Executive Committee, Master and Certified Teachers,
    - 15.4.2. Students' and Actor/Combatants' FPE results
    - 15.4.3. Membership
    - 15.4.4. Frequently Asked Questions
    - 15.4.5. Current BASSC documentation
    - 15.4.6. Other relevant materials and services as agreed upon from time to time by the Executive Committee.
- 15.5. The newsletter shall be made available online and, where possible, in a downloadable format.
- 15.6. The Executive Committee may appoint:
    - 15.6.1. An Editor for email newsletter, membership and mailing list postings. The primary duties of this position shall be the timely production of the postings
    - 15.6.2. A Webmaster for the website. The primary duties of this position shall be to maintain and update the website as necessary.
    - 15.6.3. A Member or members responsible for the updating of social media accounts in accordance with the Social Media Policy.
- 15.7. The A/C Representatives will have overall responsibility for the creation and sending of digital mailings to the membership (see Paragraph 2.18.1)

- 15.8. The other members of the Executive Committee, the Newsletter Editor and Workshop Coordinator shall have contributing editorial rights to the content of the mailings, social media posts and website postings as appropriate.
- 15.9. BASSC social media cannot be used to promote an individual member's agenda or work against the best interests of the BASSC.
- 15.10. The President shall serve as principal contact for the maintenance of any domain names owned by the BASSC and website hosting sites with responsibility for maintaining its security, and BASSC email addresses linked to the domains.
- 15.11. The Executive Committee may dismiss a Newsletter Editor, Webmaster or those responsible for social media accounts by a majority vote if they feel that they are not upholding their duties. This matter is in the sole discretion of the Executive Committee.
- 15.12. In such a circumstance the Newsletter Editor, Webmaster or those responsible for social media accounts will be provided with a written reason why the Executive Committee has deemed their work as below the standards that the BASSC expect. The decision of the Executive Committee is final.
- 15.13. Additional marketing and promotion of the BASSC may be undertaken through:
  - 15.13.1. Attendance at exhibitions, conferences, stage combat competitions and workshops within and outside the UK. Attendance at such events and related expenditure must be agreed in advance by the EC.(See also Section 28 Non-BASSC Events).
  - 15.13.2. Attendance at UK and International workshops run by other stage combat organisations. (See Section 27 Regional and International Workshops).
  - 15.13.3. Sales of BASSC merchandise at workshops and other events, either at the time of booking or during the event itself.
  - 15.13.4. Sales of BASSC merchandise shall be by a member(s) of EC or other appointed person(s) whose duties may also include:
    - a. Storage of merchandise. Where there is a fee payable for storage this will be paid by the BASSC.
    - b. Packaging and shipping of merchandise to an event. Costs will be paid by the BASSC.
    - c. Keeping stock records of existing merchandise, records of sales, sourcing new merchandise, dealing with suppliers and ordering merchandise as required
    - d. Orders for merchandise and pricing must be approved by the EC.

## 16. Fight Performance Exam

- 16.1. The FPE is the means by which students can be examined to obtain their qualifications in any of the weapon disciplines offered by the BASSC.
- 16.2. Current weapon disciplines adjudicated by the BASSC are Rapier & Dagger, Unarmed Combat, Smallsword, Quarterstaff, Broadsword, Swashbuckling Sword, Sword & Shield, Rapier & Cloak, and Knife.
- 16.3. The minimum age for any student to participate in BASSC classes and workshops is 18 years of age.
- 16.4. In order to take a single weapon FPE students must have a minimum of thirty (30) contact teaching hours with a BASSC CT per weapon.
- 16.5. An FPE where both Rapier & Dagger and Unarmed Combat have been taught concurrently and both are examined at the same FPE is defined as an Actor/Combatant FPE and students must have a minimum of sixty (60) contact teaching hours with a BASSC CT.
  - 16.5.1. Although a student may be considered as an Actor/Combatant with passes in any two weapons, to be an Intermediate or Advanced Actor Combatant, the student must have passes in both Rapier & Dagger and Unarmed Combat. These do not have to be undertaken jointly. Passing both weapons in an Actor/Combatant FPE gives students Actor/Combatant status and allows them to progress automatically towards Intermediate or Advanced A/C status by taking other single weapon FPEs and attend the I/AACW at the BNSCW. (See Paragraph 19.4)
- 16.6. Where the FPE does not follow immediately after the training, the timeline for completion of training and taking the FPE, for each weapon, is as follows:
  - 16.6.1. Training with the required number of hours with a BASSC CT must have taken place within the last 5 years.
  - 16.6.2. The student must attend an additional day with a BASSC CT which will comprise:
    - a. A three (3) hour technique assessment session to ensure that the student has the appropriate understanding and ability to perform techniques for that weapon.
    - b. If the student completes the session to the satisfaction of the CT, a further session of at least five (5) hours during which the student, with a partner, will learn, rehearse and perform a full FPE with the required moves for each weapon within a dramatic scene for adjudication by a BASSC examiner.
- 16.7. The rules and guidelines for all FPEs are as follows:

- 16.7.1. Up to three scenes performed on the same day by a single student, within the same FPE adjudication, are considered one exam. Under these circumstances the student will only be required to pay for a single FPE. A student may not be examined in more than three weapon disciplines at one FPE.
- 16.7.2. Current certificates from other stage combat certification bodies may be accepted, at the discretion of the Executive Committee, as a requirement for taking part in the FPE at the Intermediate/Advanced Workshop at the BNSCW. (See Section 32 International Stage Combat Organisations). This only applies to students not holding a BASSC certificate in Rapier & Dagger and Unarmed Combat.
- 16.7.3. All FPEs whether individual or multiple weapons disciplines must be adjudicated by a member of the Board of Examiners or their appointee.
- 16.7.4. A single weapon FPE scene may not exceed three (3) minutes in length. If two weapons are examined within a single scene then it may not exceed five (5) minutes in length.
- 16.7.5. The FPE may be divided into two parts. Part One is compulsory and Part Two will be held at the discretion of the Fight Examiner.
- 16.7.6. Part One of the exam is the performance of the exam choreography within the context of a scene, in which the performance is both safe and dramatically effective.
  - a. The choreography must include the minimum compulsory techniques set down by the BASSC (see Section 17 Minimum Compulsory Techniques for Single Weapon FPEs below) and be provided and taught by the certifying CT.
  - b. The BASSC suggests that all scenes come from dramatic literature. Efforts should be made to ensure sourcing of new scenes from teachers, students and other organisations that can be incorporated into the BASSC scene book and which help to represent diversity of gender and ethnicity of characters and authors. Formatting of scene texts for incorporation should include descriptive tagging of content for the table of contents and a brief synopsis of the context for the fight on the scene page to aid student and teacher choice.
  - c. The scene must establish character and a cause for the fight, as well as demonstrate an appropriate level of emotional commitment to the staged violence.
  - d. The choice of character should not interfere with the combatant's ability to perform the required techniques in a realistic manner, either for comic or dramatic effect.
  - e. Dialogue within the choreography of the fight should be restricted to lines that enhance and relate to the action.



- f. The combatants will perform the fight at performance speed and with acting beats. Actions and objectives should be carefully worked out.
  - g. The performance should take place in a proscenium format.
  - h. Part One of the FPE may be open to the public.
- 16.7.7. Part Two will be based on techniques from the BASSC set moves or the choreography from Part One. This part of the FPE is closed to the public. The purpose of Part Two is to allow the Fight Examiner to clarify technical or performance issues arising from Part One, should the Fight Examiner deem it necessary.
- 16.7.8. Teachers should devote an equal amount of time to the coaching of each fight exam scene.
- 16.7.9. The teacher of the FPE may not be examined with or partner their own students.
- 16.7.10. It is the responsibility of the teacher to be familiar with and follow BASSC rules for the FPE, including, but not limited to, the compulsory moves for Part One of the exam. The rules and requirements are available from the Policies and Procedures on the BASSC website.
- 16.7.11. The BASSC will only adjudicate FPEs taught by CTs of the BASSC, unless the teacher fits the following description: any BASSC member who is currently undertaking formal training on the Teacher Training Programme, Teacher Certification Workshop or the subsequent probationary period.
- 16.7.12. No teacher, including Fight Examiners, can adjudicate their own students.
- 16.7.13. Weapons used during rehearsal and performance of the FPE must be practical, well-maintained, and safe stage weapons of the historical period.
- 16.7.14. A fully stocked First Aid Kit and ice packs must be on site and easily available at all adjudications.
- 16.7.15. The adjudicating Fight Examiner has the right to cancel the exam at any time if the above regulations have not been adhered to, or if he/she feels that the weapons or choreography is unsafe.
- 16.8. Video Recording of Fight Performance Exam
- 16.8.1. Video recording of any nature is strictly prohibited for all Fight Performance Exams when they are adjudicated live. The only exceptions are:

- a. FPEs at the BNSCW which can be videoed for BASSC training purposes upon receiving appropriate waivers from students.
  - b. FPEs where the host institution requires the exam to be videoed. Such video recording and appropriate waivers will be the responsibility of the institution and not the BASSC.
- 16.9. The CT will apply to have their exam adjudicated by contacting the Secretary and requesting an examiner.
  - 16.9.1. CTs should allow sufficient notice of the date of an FPE so that an examiner can be allocated in good time. Details should include the following: the date, time and venue of the FPE, the number of students being examined, weapons being used and any other relevant information.
  - 16.9.2. At the same time, the CT must inform the Treasurer of:
    - a. student fees payable;
    - b. the registration fee and if a multi-exam fee is being claimed in advance. See 16.18.2;
    - c. the financial address of school or host organisation to be invoiced.
  - 16.9.3. Where final numbers of students being examined are unknown, these can be amended and confirmed to the Examiner and Treasurer at a later date and must be within 3 days after the FPE.
  - 16.9.4. A request for an Examiner is sent out from the Secretary. Examiners who wish to accept should respond to the Secretary within 3 days of the request being made.
  - 16.9.5. The Secretary will be responsible for assigning an examiner to the FPE on the basis of responses received within the 3-day response period.
  - 16.9.6. The Secretary will notify the chosen Fight Examiner of their selection and confirm the date, time, and venue of the exam, and inform the CT of the chosen Fight Examiner.
  - 16.9.7. In the event of no responses being received from Examiners for a particular FPE the Secretary will send out a reminder to them seeking an Examiner for the FPE within a week of the receipt of the Examiner request.
  - 16.9.8. If no Examiner is available the Secretary will inform the CT so that the FPE can be rescheduled or take place as a video exam.
  - 16.9.9. If there are less than eight (8) students The BASSC may suggest the FPE be adjudicated by video.

- 16.10. Candidates who take the FPE may 'Not Pass', 'Pass' or 'Pass with Distinction'. The grades are to be as follows:
  - 16.10.1. Not Pass – (0% - 57%)
  - 16.10.2. Pass – (58% - 79%)
  - 16.10.3. Pass with Distinction – (80% or above)
- 16.11. These grades are to be arrived at using the following system:
  - 16.11.1. Safety – (30 points) – this is to include a student's use/concept of distance, eye contact, communication, cueing, targeting, footwork, balance and movement.
  - 16.11.2. Technique and Style – (20 points) – this is to include a student's use of the weapon in an appropriate manner to the period, but also to include correct usage of technique (i.e. angles, cutting, etc.) and stagecraft.
  - 16.11.3. Intention – (20 points) – to include the student's dramatic effectiveness in physical action, pace of the fight, memory, and physical intention.
  - 16.11.4. Overall Performance – (20 points) – to include the student's characterisation work with text and choreography, including acting, vocal production and physicality.
  - 16.11.5. Classwork – (10 points) – to be assigned by the CT who has put the student forward for the FPE.
- 16.12. The Fight Examiner's decision is final.
  - 16.12.1. Re-examining may only occur in extenuating circumstances.
  - 16.12.2. Re-examining may occur at another venue or with another examiner with the recommendation of the certifying CT.
  - 16.12.3. A further three (3) hours tuition must occur with the certifying CT or their proxy before re-examining may occur.
  - 16.12.4. A re-examining fee will be required.
- 16.13. The Fight Examiner and the CT must both sign and date the FPE Results form.
  - 16.13.1. In signing the FPE form, the CT is acknowledging that all FPE rules and guidelines have been followed, including contact hours.
  - 16.13.2. CTs must ask students to complete the GDPR consent form to ensure that permission has been given for the BASSC to hold the following information:

- a. a student's name, email address and FPE results in the list of FPEs
  - b. Where a student joins the BASSC as a member, their name and email address in the Membership database
  - c. A student's name, FPE results or Introduction to Combat Award, and expiry dates in the Actor/Combatant and Associate pages of the website
  - d. Where the student is under 18 and taking part in a JGA, the form must be completed by a parent or guardian to give permission for the above.
- 16.14. The CT is responsible for sending the signed results form and GDPR form to the Secretary as soon as possible after the FPE so that amendments can be made to the FPE results and membership databases.
- 16.15. The Secretary will enter the results on the FPE database and assign the student's new BASSC status, if appropriate.
- 16.16. There is a non-refundable student exam fee for all FPEs.
- 16.16.1. The current fee schedule is outlined in Section 31 Fees & Charges Index.
- 16.17. Where a CT is running an FPE themselves, they are responsible for the collection of student fees and payment thereof to the Treasurer of the BASSC along with the registration fee. Where they are running an FPE on behalf of a school or organisation they are responsible for ensuring that the Treasurer has accurate student examining numbers and invoicing details for the organisation.
- 16.18. The host school or organisation, including a CT running an FPE course independently will pay:
- 16.18.1. A single FPE registration fee as outlined in Section 31 Fees & Charges Index. However, if the exam involves fewer than ten (10) students, the fee will be reduced to a set fee per student as outlined in Section 31 Fees & Charges Index.
  - 16.18.2. Where a CT or host school or organisation expects to run more than one FPE within a 12 month period they may opt to pay in advance for a Multi-Exam flat fee. The flat fee period begins on 1<sup>st</sup> June of each year and the fee is outlined in Section 31 Fees & Charges Index.
  - 16.18.3. Where a CT or host school or organisation runs a single FPE and then decides to run additional FPEs, the first FPE registration fee will be charged at the rate as defined in 16.18.1 and subsequent FPEs at a reduced rate till the balance of the Multi-Exam fee is met as outlined in Section 31 Fees & Charges Index.
  - 16.18.4. Travel expenses for the Fight Examiner.

- 16.19. The Fight Examiner is responsible for invoicing the Treasurer for their fee within one month of the date of the FPE.
- 16.20. The Treasurer is responsible for ensuring the fee is paid to the Examiner within one month of receipt of their invoice.
- 16.21. The Fight Examiner will be responsible for issuing certificates to successful students, at the time of the FPE or within 30 days following the completion of the FPE.
- 16.22. Certificates may not be released until all exam fees have been paid.
- 16.23. The CT is responsible for maintaining the weapons and a safe working space.
- 16.24. If a Fight Examiner cancels a exam fight because of an infraction of the rules (see Paragraph 16.7.15) and the school subsequently refuses payment, the BASSC will cover the Fight Examiner's expenses.
- 16.25. If a CT so desires the FPE may be adjudicated by video, provided the following requirements are met:
  - 16.25.1. The video footage will be made available to the Examiner.
  - 16.25.2. The video footage is not edited and the camera is in a stationary position. The performers' full figures must be in view at all times and should fill the frame as much as possible. Panning and zooming is permissible.
  - 16.25.3. Students must clearly slate each scene.
  - 16.25.4. A running order including all relevant student details (including a grade for their class work) must accompany the video footage.
  - 16.25.5. The same exam fees set out in Section 31 Fees & Charges Index apply to video FPEs.
- 16.26. The Examiner has 30 days from the day that they have access to the dropbox or video of the exam to watch it, make an adjudication, contact the CT to make any negotiations, finalise the results and forward them to the CT and the Secretary and send the certificates to the CT.
- 16.27. Where a certification course is being run as an intensive workshop outside the UK with a video FPE, the CT, with the agreement of the examiner, may request the examiner to make an adjudication on the day of the FPE so that students can receive their certificates before the end of the workshop. In this instance, certificates may be sent electronically or, if hard copy certificates are to be given, these can be sent out in advance of the FPE with the student's name, weapon, Examiner's signature and date, and the CT will enter the grade in accordance with the Examiner's adjudication. Shipping costs for hard copy certificates will be met by the CT. In accordance with 16.17.6 Certificates may not be released until all exam fees have been paid.

- 16.28. Fight Performance Exam (FPE) recognition expires three years from the date of issue.
- 16.29. The British Academy of Stage & Screen Combat, its officers, its teachers and members as individuals disclaims responsibility for injury to students, teachers, or audience members as a result of the Fight Performance Exam. Organisations desiring to have the BASSC adjudicate students in a fight exam assume all responsibility and liability for accidents, injury, and weapon failure, during both the training process and the exam itself. It is the responsibility of the CT to make this known to the organising body at the start on any certification course. Any organising body's failure to agree to assume such liability makes such an organisation ineligible for BASSC adjudication.

## **17. Minimum Compulsory Techniques for Single Weapon FPEs.**

- 17.1. Rapier and Dagger (all per fight unless noted)
- a. Thrusts and cuts in all lines
  - b. Footwork: (per combatant) advance, retreat, pass forward, pass back, lunge, thwart, slip, cross and traverse
  - c. One circular sequence
  - d. Point work: one deception of parry by derobement and one dégagé (per combatant)
  - e. One coupé
  - f. One punto reverso or punto mandritta (per combatant)
  - g. One moulinet (per combatant)
  - h. One horizontal slash over the head or one horizontal slash across stomach (with avoidance) (per combatant)
  - i. One diagonal slash (avoidance)
  - j. One feint
  - k. One beat attack
  - l. Two double-fence parries (with rapier and dagger): Reinforced/parallel/X-parry (per combatant)
  - m. Two attacks with dagger (cut and thrust)
  - n. Two parries with dagger (one across the body)
  - o. Three prises de fer: a croisé, an envelopment, a bind

- p. One wound or disarm

17.2. Unarmed (all per fight unless noted)

- a. Two punches (one contact, one non-contact) (per combatant)
- b. One stomach punch
- c. One elbow attack
- d. One slap
- e. One blocked punch
- f. Three different knaps (per combatant)
- g. Two kicks
- h. One knee attack
- i. One fall or roll (per combatant)
- j. One throw or flip
- k. One strangle
- l. One hair pull
- m. One avoidance (per combatant)
- n. One lock
- o. One release

17.3. Swashbuckling Sword (All per fight unless noted)

(The weapon used should be a single-handed sword similar to a modern fencing sabre with a guard and a light epee or musketeer type blade.)

- a. Footwork: On-line footwork to include advance, retreat, pass forward, pass back, lunge and advance-lunge or patinado (per combatant) and one appel or balestra (per fight).
- b. Attacks in all lines
- c. Pointwork: a degagé, a deception of parry, a doublé, a coupé
- d. One repeating attack sequence (such as consecutive Piston Thrusts or a poop-deck type sequence)

- e. One parry/riposte sequence (eg. 1st or 2nd counter riposte) (may be thrusts or cuts)
- f. One molinello (per combatant)
- g. One feint cutting attack
- h. A horizontal and a diagonal slash (with avoidance) (one per combatant)
- i. One beat attack
- j. One corps-à-corps
- k. One hanging parry 5 or 5A used to defend against a downward cut to the head. (per combatant)
- l. Three prises de fer: a croisé, a bind, an envelopment
- m. One wound or disarm

17.4. Smallsword (all per fight unless noted)

- a. Thrusts in all lines (per combatant)
- b. Footwork: (per combatant) advance, retreat, pass forward, pass back, lunge, thwart, slip, cross and traverse
- c. Point work: a coupé, a doublé, a dégagé, deception of parry by derobement (per combatant)
- d. One circular sequence
- e. One volte
- f. One glissade (per combatant)
- g. One renewed attack by remise, reprise, or redoublement
- h. One change beat
- i. One beat attack
- j. One balestra
- k. Three prises de fer: a croisé, an envelopment, a bind (per combatant)
- l. One corps-à-corps
- m. One hand parry
- n. One wound or disarm



17.5. Broadsword (all per fight unless noted)

- a. Cuts in all lines (per combatant)
- b. Two thrusts (different lines) (per combatant)
- c. One horizontal slash (with avoidance)
- d. One diagonal slash (with avoidance)
- e. One running attack
- f. One moulinet (per combatant)
- g. One pommel attack or attempted pommel attack
- h. One bind and one croisé (per combatant)
- i. One reinforced parry (per combatant)
- j. One beat parry (per combatant)
- k. One corps-à-corps
- l. One wound or disarm

17.6. Broadsword and Shield (all per fight unless noted)

- a. Attacks in all lines (per combatant)
- b. Two thrusts (per combatant)
- c. One horizontal slash (with avoidance)
- d. One diagonal slash (with avoidance)
- e. One running attack
- f. One moulinet (with sword)
- g. One bind (with sword)
- h. One shield attack or attempted shield attack
- i. Sword parries in all lines
- j. Shield parries in high and mid lines
- k. One push away with shield

- I. One wound or disarm

17.7. Quarterstaff (all per fight unless noted)

- a. Short form attacks to at least 3 different targets (per combatant)
- b. Short form parries covering at least three different targets (per combatant)
- c. Long form attacks to at least 3 different targets (per combatant)
- d. Long form parries covering at least 3 different targets (per combatant)
- e. One horizontal slash across the head (duck)
- f. One horizontal foot slash (avoidance)
- g. One thrusting attack (either fore or butt end)
- h. One feint
- i. One contact strike
- j. One non-contact strike to head or face
- k. One disarm
- l. One bind with fore or butt end

17.8. Knife (all per fight unless noted)

- a. Knife grips (Two per combatant)
- b. Grip reversals, forward grip to reverse grip, or vice versa
- c. One attack in each line (per combatant) must include two cuts & two thrusts.
- d. One attack at each level
- e. One attack at each range/measure
- f. One wound or kill
- g. Three slashing attacks with avoidance, must include both horizontal and diagonal (per combatant) e.g. horizontal head slash with a duck, horizontal mid-line slash (back, stomach, side) with avoidance, diagonal slash (ascending or descending) with avoidance

- h. Two counter attacks, cut or thrust (per combatant)
- i. Captures (1 of 3 per combatant) from: a trap, hold or lock.
- j. Four blocks (per combatant) at 2 of 3 levels, with at least one happening across the body and one on same side. These may include opposition, deflection, re-direction, cross, parallel or parry.
- k. Checks (1 per combatant)
- l. Active hand techniques (1 of 2 per combatant) from: a transfer or replacement.
- m. Transports (1 of 3 per combatant) from: an envelopment, bind or crois  .
- n. One disarm
- o. One unarmed vs. armed sequence (seven moves to include two blocks and one strike).
- p. Use of star footwork system: thwart, slip, cross traverse and pivot

17.9. Rapier and Cloak (all per fight unless noted)

- a. Footwork: (per combatant) advance, retreat, pass forward, pass back, lunge, thwart, slip, cross and traverse
- b. Thrusts and cuts in all lines
- c. Two different cloak grips (per combatant)
- d. One same side parry with sword (per combatant)
- e. One opposite side parry with sword (per combatant)
- f. One horizontal slash with sword
- g. One diagonal slash with sword
- h. One hidden attack
- i. One same side parry with cloak (per combatant)
- j. One parry across the body with cloak (per combatant)
- k. One circular parry with cloak
- l. One defensive cloak technique above head level
- m. One contact strike with cloak

- n. One attempted strike with cloak (with avoidance)
- o. One distraction technique with cloak
- p. One disarm (may be cloak or rapier)

## 18. Weapon Certificate Renewal

- 18.1. In order to gain access to a renewal workshop, students must present a certificate that is either current or that has expired within the previous two years.
- 18.2. The BASSC will only adjudicate Weapon Certificate Renewals taught by CTs of the BASSC unless the teacher fits the following description: any BASSC member who is currently undertaking formal training on the Teacher Training Programme, Teacher Certification Workshop or the probationary period.
- 18.3. Students may renew weapon certification by attending a full FPE course in that weapon. In this case, it is possible for students to change the grade of the weapon certification. Where renewal is undertaken at a renewal workshop and a Pass is achieved in the adjudication, then the grade remains the same as the original certification.
- 18.4. The workshop will be a minimum of six (6) hours per weapon, divided into two sessions.
- 18.5. The first session will be a minimum of two (2) hours and will be devoted to technique drills and exercises covering all the required moves of the FPE of the individual weapon.
  - 18.5.1. The second part of the session will be devoted to teaching an FPE fight.
    - a. The fight will be no longer than one (1) minute in length.
    - b. The fight should include 18-24 paired moves incorporating as many of the required moves for an FPE as possible.
    - c. The combatants will perform the fight at performance speed and with acting beats. Actions and objectives should be carefully worked out. The fight need not include dialogue.
- 18.6. Details of the renewal FPE will be submitted in accordance with Paragraph 16.9.
  - 18.6.1. The CT, or BASSC member meeting the description in Paragraph 16.7.11, will be presented with proof of each student's BASSC expired or expiring weapon certificate to check their eligibility to access the renewal workshop.

- 18.7. The renewal workshop FPE will be adjudicated by a BASSC approved Fight Examiner.
- 18.7.1. The Fight Examiner will take into consideration the CT's review of each student when making the final decision.
- 18.7.2. Candidates who take the FPE may 'Not Pass' or 'Pass'.
- 18.7.3. Renewal will occur at the level last attained.
- 18.7.4. The examiner's fees will be the same as those for adjudicating any other BASSC FPE as outlined in Section 31 Fees & Charges Index.
- 18.7.5. Student Exam fees for a renewal workshop FPE will be the same as the fees for all other BASSC FPEs as outlined in Section 31 Fees & Charges Index.
- 18.7.6. If a BASSC approved Fight Examiner cannot be present, the renewal workshop FPE can be assessed by video in accordance with Paragraph 16.18. The Fight Examiner will adjudicate the students based on the video and the teacher's recommendations and complete the adjudication in compliance with Paragraph 16.19.

## 19. The British National Stage Combat Workshops

- 19.1. The BASSC will sponsor annual workshops under the name The British National Stage Combat Workshops (hereafter BNSCW).
- 19.2. Workshops that may be offered during the BNSCW are:
- 19.2.1. Actor Combatant Workshop (ACW) (Rapier & Dagger and Unarmed Combat as listed in Paragraph 17.1 and 17.2)
- 19.2.2. Intermediate/Advanced Actor Combatant Workshop (I/AACW) (Two or three other weapons from the weapons disciplines, listed in Paragraph 17.3 – 17.9. The Weapons disciplines on offer will be subject to annual review)
- 19.2.3. Renewal workshops for Actor Combatant FPE, and other weapons from the recognised weapon disciplines, listed in Section 17.
- 19.2.4. Other workshops on related subjects and Continuing Professional Development workshops for BASSC CTs, MTs and training teachers.
- 19.2.5. The Teacher Certification Workshop incorporating an Introduction to Combat Award Workshop. (This workshop is held triennially at the discretion of the EC and Teacher Training Board)
- 19.3. The TCW / ACW / I/AACW Workshops will not necessarily run concurrently nor at the same venue.

- 19.4. Students wishing to enter the Intermediate/Advanced Actor Combatant Workshop (I/AACW) must have current BASSC certification in Unarmed and Rapier & Dagger or have the equivalent qualification from another stage combat organisation – see Section 32 International Stage Combat Organisations for list of acceptable qualifications.
- 19.5. Students who have previously passed an FPE may use the BNSCW as a re-certification workshop, pursuant to the requirements of Section 18.
- 19.6. An FPE will be given at the conclusion of the ACW and I/ACW.
- 19.7. The Workshop Coordinator will appoint the BNSCW staff according to the selection criteria presented in Paragraph 19.8. The Executive Committee will approve the staff.
- 19.8. The BNSCW staff selection process is as follows:
  - 19.8.1. All applicants will return the completed application, stage combat résumé and covering letter to the Workshop Coordinator. The final due date for applications is six (6) full calendar months prior to the start of the BNSCW.
  - 19.8.2. Preference will be given to applicants who have taught at a BASSC sanctioned workshop in the year prior to the final due date for applications.
  - 19.8.3. The appointment of teaching staff will be confirmed by the Executive Committee prior to the start of the BNSCW.
  - 19.8.4. Lead Teachers are to be BASSC Master Teachers, assigned on the following basis:
    - a. The date the MT last taught as Lead Teacher at the BNSCW: most recent having lowest priority; least recent having highest priority.
    - b. Their seniority, based on the date of being awarded Master Teacher status.
  - 19.8.5. In the event of there not being enough Master Teachers available to fill the Lead Teacher posts, one or more Certified Teachers will be invited to serve as a Lead Teacher. Invitations will be offered according to the following order of criteria:
    - a. The CT must have taught at least two (2) FPEs. Preference will be given to teachers who have taught to FPE the weapon they are being invited to teach as Lead Teacher.
    - b. The date the CT last taught as Lead Teacher at the BNSCW: most recent having lowest priority; least recent having highest priority
    - c. Their seniority, based on the date of being awarded Certified Teacher Status.

- 19.8.6. If there are 2 CTs and 2 MTs on the workshop then there should be an MT in each workshop.
- 19.8.7. The Workshop Coordinator may not be contracted as a Lead Teacher nor Teaching Assistant but may provide teaching cover on the ACW, IAACW, or renewal workshops if required.
- 19.8.8. Any CT whose application to be a Lead Teacher at the ACW or IAACW is not successful may be invited to be a Lead Teacher on any renewal workshop(s) that is also being run at the BNSCW.
  - a. The CT meets the requirements for Lead Teacher in accordance with 19.8.5.
- 19.8.9. The selection process of teachers specifically requesting to teach on renewal workshops taking place at the BNSCW is not part of the general teaching rotation described in 19.8.4 and 19.8.5.
- 19.8.10. Teaching Assistants are to be given preference on the basis of their BASSC Status. The order of priority is:
  - a. BASSC Probationary Teachers who have been assigned TA duties as part of their probation
  - b. BASSC CTs, in accordance with 19.8.5.
- 19.8.11. A successful teaching application will mean that, for future BNSCWs, that teacher will drop to the back of the queue within their category, and any future applications will be assessed on the basis of which applicant is next in the queue.
- 19.8.12. The Workshop Coordinator in the year following their last term as Coordinator will be placed at the front of the queue within their category until they have a successful teaching application at which point they will drop to the back of the queue as in 19.8.11.
- 19.8.13. It is the responsibility of the Workshop Coordinator to maintain an up-to-date record of the rotation scheme for teachers at the BNSCW.
- 19.8.14. Interns are to be given preference on the basis of their BASSC status. The order of priority is:
  - a. Advanced BASSC A/Cs
  - b. Intermediate BASSC A/Cs
  - c. BASSC A/Cs
- 19.8.15. Preference will be given to A/Cs who have a certificate in either of the weapons to be taught on the IAACW.
- 19.8.16. In the event that there are more interns applying than positions, preference will be given to those who have not interned before. If all

potential interns have been on staff those who were on most recently will be selected last. Subject to the selection process outlined in 19.8.14 and 19.8.15) being followed.

- 19.8.17. A/Cs living abroad who apply to be interns are responsible for their own travel and accommodation costs.
- 19.9. Anyone wishing to observe BNSCW classes must apply to the BNSCW Coordinator for prior permission.
  - 19.9.1. BNSCW staff members (assistants, interns etc.) are allowed to observe or take classes with the permission of the teacher of that individual class.
  - 19.9.2. All BASSC CTs are welcome to observe classes with prior consent of the BNSCW Coordinator and may participate in classes only with the permission of the teacher.

## **20. Teacher Training Board**

- 20.1. A Teacher Training Board (hereafter TTB) will be convened in the January of the TTP calendar year.
- 20.2. The EC will appoint the TTB to serve for a period of three years,
- 20.3. The TTB will be appointed utilising the following guidelines.
  - 20.3.1. The TTB shall be composed of 5 members
  - 20.3.2. The Vice-President shall chair the TTB
  - 20.3.3. The TCW and TTP Coordinators shall automatically be on the TTB
  - 20.3.4. The remaining positions shall be offered to MTs according to seniority
  - 20.3.5. Should there still be vacancies, these shall be offered to CTs according to seniority
  - 20.3.6. The Vice-President shall have the option of co-opting staff of sufficient seniority should s/he feel it necessary.
- 20.4. The purpose of the TTB shall be as follows:
  - 20.4.1. To set the requisite entry qualifications for the following TTP and TCW.
  - 20.4.2. To determine the syllabus and format of the TTP and TCW.
  - 20.4.3. To oversee the application and acceptance procedures for the TTP and the TCW.



- 20.4.4. To oversee CT probations as set by the TCW exit panel, add/amend probation if deemed necessary and adjudicate the end of probations.

## 21. Teacher Training Programme

- 21.1. A Teacher Training Programme (hereafter TTP) will be held once every three years and will run for one academic year concluding with the Teacher Certification Workshop.
- 21.2. The Executive Committee will appoint a TTP Coordinator. (See TTP Coordinator job description for further information.)
  - 21.2.1. The TTP Coordinator will submit a budget to the Executive Committee for its approval.
  - 21.2.2. The TTP Coordinator is responsible for the scheduling of all classes and events at the TTP.
  - 21.2.3. The TTP Coordinator will receive a fee set by the Executive Committee.
- 21.3. The date of application for the TTP is 1st July in the year preceding the TCW. Applications should be made to the Chair of the Teacher Training Board.
- 21.4. The Entry requirements are:
  - 21.4.1. A covering letter or email
  - 21.4.2. A comprehensive, up-to-date professional résumé
  - 21.4.3. Proof of BASSC Student Membership on entry to the TTP
  - 21.4.4. Proof of current Advanced Actor/Combatant status in the BASSC.
  - 21.4.5. Documentation showing that the applicant has passed all BASSC recognised weapons/movement disciplines. Rapier & Dagger, Sword & Shield, Broadsword, Unarmed Combat, Smallsword, Quarterstaff, Swashbuckling Sword, Rapier & Cloak, and Knife
  - 21.4.6. Hold a current first aid certificate from a course including CPR of at least one (1) day in duration or above. If the candidate has no previous first aid qualification the course must include a face-to-face component of training.
  - 21.4.7. Hold a certificate of training in Mental Health First Aid from a course of at least one (1) day in duration, eg Mental Health Champion or above. (from 2020)
  - 21.4.8. Supportive materials that help demonstrate an advanced skill level in the performance of the stage combative arts.

- 21.4.9. An application fee as outlined in Section 31 Fees & Charges Index.
- 21.4.10. Letters of recommendation from the following:
- a. At least two letters from separate BASSC Certified Teachers (each with at least five years teaching experience for the BASSC) who are not members of the Teacher Training Board.
  - b. A further professional reference (eg, Head of Department, Director, employer).
- 21.5. Selection of the candidates on to the TTP will be made by the Teacher Training Board.
- 21.6. Candidates on the TTP will be issued a formal contract prior to commencing the programme defining the timetable and expectations of candidates and teachers and possible outcomes and options in relation to the TTP, TCW and any subsequent probation period.
- 21.7. Fee Payment
- 21.7.1. One third of the TTP fee is payable upon acceptance to the TTP, the remaining thirds become due at the start of each of the spring and summer terms of the TTP. The current fee schedule is available from the TTP Coordinator.
  - 21.7.2. The application fee will be considered part of TTP fee and the amount deducted from the first instalment. Where a candidate is not accepted on to the TTP, the application fee is non-refundable.
  - 21.7.3. If a candidate chooses to withdraw from the TTP funds will not be reimbursed.
  - 21.7.4. If a candidate fails to meet the fee schedule they may be removed from the TTP.
- 21.8. An assessment will be made of each student on the TTP and will be presented to the student at the end of the TTP in an exit interview with the TTP Coordinator and assessing staff. In order to proceed to the Teacher Certification Workshop candidates must pass the TTP.
- 21.9. In the event of a candidate not passing the TTP, the TTB will decide on what options are possible to enable the candidate to meet the requirements of the TTP and TCW and whether any additional fee is payable by the candidate as a result. The candidate must agree to a formal contract defining the format, timetable and terms which must be met. A CT or MT who is not the TTP or TCW Coordinator will oversee any probation period.

## **22. Teacher Certification Workshop**

- 22.1. The Teacher Certification Workshop (hereafter TCW) will be run every three (3) years, after the conclusion to the TTP at the discretion of the EC and TTB.
- 22.2. The Executive Committee will appoint a TCW Coordinator. (See TCW Coordinator job description for further information.)
  - 22.2.1. The TCW Coordinator will submit a budget to the Executive Committee for its approval.
  - 22.2.2. The TCW Coordinator is responsible for the scheduling of all classes and events at the TCW.
  - 22.2.3. The TCW Coordinator will receive a fee set by the Executive Committee.
- 22.3. The Coordinator will appoint the TCW staff from amongst the Master Teachers of the BASSC. The Executive Committee will approve the staff.
- 22.4. An assessment will be made of each student on the TCW, and will be presented to the student at the end of the workshop in an exit interview with the TCW Coordinator, staff, and any senior members of the BASSC invited to join the panel.
- 22.5. Candidates on the TCW will be asked to provide feedback on the TTP and TCW syllabus, format and teaching to give input into future development of the teacher training process.
- 22.6. Candidates on the TCW may
  - a. Receive recognition as a BASSC Certified Teacher
  - b. Receive recognition as a BASSC Probationary Teacher
  - c. Not Pass.
- 22.7. To become a Certified Teacher a candidate must have been a member in good standing for three years.
- 22.8. The decisions of the TCW staff are final.

## **23. The Introduction to Combat Award**

- 23.1. The Introduction to Combat Award (ICA) is the means by which student teachers on the TCW are assessed through observed teaching. It does not exist as a certificate or award outside the TCW and may not be offered as an alternative to a single weapon or Actor/Combatant FPE.

- 23.2. The ICA is open to students of the age 18 or over who can test to obtain their ICA certificate in Single Rapier and Unarmed Combat.
- 23.2.1. In order to take the ICA students must have a minimum of thirty (30) contact teaching hours with a student teacher(s) on the TCW.
- 23.3. The rules and guidelines for the ICA are as follows:
- 23.3.1. All ICAs must be adjudicated by a member of the Board of Examiners or their appointee.
- 23.3.2. The ICA may be divided into two parts. Part One is compulsory and Part Two will be held at the discretion of the Fight Examiner.
- 23.3.3. Both weapon disciplines must be performed in a single scene. Each scene performed for the ICA may not exceed three (3) minutes.
- 23.3.4. Part One of the ICA is the performance of the choreography within the context of a scene, in which the performance is both safe and dramatically effective.
- 23.3.5. The choreography must include the minimum compulsory techniques set down by the BASSC (see Section 25.00 Minimum Compulsory Techniques for the Introduction to Combat Award).
- a. The BASSC suggests that all scenes come from dramatic literature and reviewed in accordance with Paragraph 16.7.6.b.
  - b. The scene must establish character and a cause for the fight, as well as demonstrate an appropriate level of emotional commitment to the staged violence.
  - c. The choice of character should not interfere with the combatant's ability to perform the required techniques in a realistic manner, either for comic or dramatic effect. There must be a sense of tension and potential danger in the fight.
  - d. Dialogue within the choreography of the fight should be restricted to lines that enhance and relate to the action.
  - e. The combatants will perform the fight at performance speed and with acting beats. Actions and objectives should be carefully worked out.
  - f. The performance should take place in a proscenium format.
  - g. Part One of the ICA is open to the public at the discretion of the student teacher and the TCW Coordinator.
  - h. Part One is adjudicated based on Safety, Intention, Technique and Overall Performance.

- 23.3.6. Part Two will be based on techniques from the BASSC ICA set moves or the choreography from Part One. This part of the ICA is closed to the public. The purpose of Part Two is to allow the Fight Examiner to clarify technical or performance issues arising from Part One, should the Fight Examiner deem it necessary.
  - 23.3.7. Student teachers should devote an equal amount of time to the coaching of each fight ICA scene.
  - 23.3.8. It is the responsibility of the student teachers to be familiar with and follow BASSC rules for adjudication of the ICA, including, but not limited to, the compulsory moves for Part One of the ICA.
  - 23.3.9. The BASSC will only adjudicate ICAs taught by student teachers at the Teacher Certification Workshop.
  - 23.3.10. No teacher, including Fight Examiners, can adjudicate their own students.
  - 23.3.11. The student teachers are responsible for maintaining the weapons and a reasonably safe working space.
  - 23.3.12. Weapons used during rehearsal and performance of the ICA must be practical, well-maintained, and safe stage weapons of the historical period.
  - 23.3.13. A fully stocked First Aid Kit and ice packs must be on site and easily available at all adjudications.
  - 23.3.14. The adjudicating Fight Examiner has the right to cancel the adjudication at any time if the above regulations have not been adhered to, or if the Fight Examiner feels that the weapons or choreography are unsafe.
  - 23.3.15. The BASSC cannot be held responsible for any accident or injury that may occur as a result of participation in or observation of the ICA.
- 23.4. Video Recording of Introduction to Combat Awards
- 23.4.1. ICAs at the TCW can be videoed for BASSC training purposes upon receiving appropriate waivers from students.
  - 23.4.2. If a BASSC approved Fight Examiner cannot be present, the ICA can be assessed by video in accordance with Paragraph 16.18.
- 23.5. Details of the ICA will be submitted in accordance with Paragraph 16.9.
- 23.6. Candidates who take the ICA may 'Not Pass', or 'Pass'. Gradings are as follows:
- a. Not Pass
  - b. ICA Award

c. ICA Gold Award

- 23.7. The Fight Examiner's decision is final.
- 23.8. The Fight Examiner and the student teachers must sign and date the ICA Results form, and the student teachers are responsible for sending the form to the BASSC Secretary along with the GDPR consent form.
- 23.9. Student teachers must ask students to complete the GDPR consent form to ensure that permission has been given for the BASSC to hold personal information in accordance with Paragraph 16.13.2
- 23.10. ICA recognition expires three years from the date of issue.
- 23.11. The ICA is not a renewable certification but students who pass an ICA at the TCW may attend the basic workshop at the BNSCW at a discounted rate while the ICA certificate is current.
- 23.12. The ICA is not a qualification that entitles the student to apply for student membership of the BASSC.
- 23.13. There is a non-refundable student test fee for all ICAs.
- 23.13.1. The current fee schedule is outlined in Section 31 Fees & Charges Index.
- 23.14. If a Fight Examiner cancels an ICA because of an infraction of the rules (see Paragraph 16.17.15) the BASSC will cover the Fight Examiner's expenses.
- 23.15. The British Academy of Stage & Screen Combat, its officers, its teachers and members as individuals disclaims responsibility for injury to students, teachers, or audience members as a result of the Introduction to Combat Award adjudication.

## 24. The Junior Grade Award

- 24.1. The JGA is the means by which students between the ages of 14 - 18 can test to obtain their Junior Grade Award in Single Rapier and Unarmed Combat.
- 24.2. Any student under the age of 18 is deemed a child under law in the UK. The legal requirements for child safeguarding are extensive and for this reason the BASSC will not run JGAs under its own auspices. CTs who wish to run a JGA should do so through a school or organisation that has appropriate child safeguarding policies in place and CTs should make themselves fully aware of the requirements of those policies before undertaking the teaching of a JGA. It is strongly recommended that JGAs are not run by CTs independently under their own auspices. Information on safeguarding is contained in the BASSC Safeguarding policy.

- 24.3. In order to take the JGA students must have a minimum of thirty (30) contact teaching hours with a BASSC CT.
- 24.4. The rules and guidelines for all JGAs are as follows:
- 24.4.1. All JGAs must be adjudicated by a member of the Board of Examiners or their appointee.
  - 24.4.2. The JGA may be divided into two parts. Part One is compulsory and Part Two will be held at the discretion of the Fight Examiner.
  - 24.4.3. Both weapon disciplines must be performed in a single scene. Each scene performed for the JGA may not exceed three (3) minutes.
  - 24.4.4. Part One of the JGA is the performance of the choreography within the context of a scene, in which the performance is both safe and dramatically effective.
  - 24.4.5. The choreography must include the minimum compulsory techniques set down by the BASSC (see Section 25.00 Minimum Compulsory Techniques for the ICA and Junior Grade Award).
    - a. The BASSC suggests that all scenes come from dramatic literature and reviewed in accordance with Paragraph 16.7.6.b.
    - b. The scene must establish character and a cause for the fight, as well as demonstrate an appropriate level of emotional commitment to the staged violence.
    - c. The choice of character should not interfere with the combatant's ability to perform the required techniques in a realistic manner, either for comic or dramatic effect. There must be a sense of tension and potential danger in the fight.
    - d. Dialogue within the choreography of the fight should be restricted to lines that enhance and relate to the action.
    - e. The combatants will perform the fight at performance speed and with acting beats. Actions and objectives should be carefully worked out.
    - f. The performance should take place in a proscenium format.
    - g. Part One of the JGA is open to the public at the discretion of the CT.
    - h. Part One is adjudicated based on Safety, Intention, Technique and Overall Performance.
  - 24.4.6. Part Two will be based on techniques from the BASSC JGA set moves or the choreography from Part One. This part of the JGA is closed to the public. The purpose of Part Two is to allow the Fight Examiner to clarify technical or performance issues arising from Part One, should the Fight Examiner deem it necessary.

- 24.4.7. Teachers should devote an equal amount of time to the coaching of each JGA scene.
- 24.4.8. It is the responsibility of the teacher to be familiar with and follow BASSC rules for adjudication of the JGA, including, but not limited to, the compulsory moves for Part One of the JGA.
- 24.4.9. The BASSC will only adjudicate JGAs taught by CTs of the BASSC, unless the teacher fits the description set out in Paragraph 16.7.11.
- 24.4.10. No teacher, including Fight Examiners, can adjudicate their own students.
- 24.4.11. Weapons used during rehearsal and performance of the JGA must be practical, well-maintained, and safe stage weapons of the historical period.
- 24.4.12. A fully stocked First Aid Kit and ice packs must be on site and easily available at all adjudications.
- 24.4.13. The adjudicating Fight Examiner has the right to cancel the adjudication at any time if the above regulations have not been adhered to, or if the Fight Examiner feels that the weapons or choreography are unsafe.
- 24.4.14. The BASSC cannot be held responsible for any accident or injury that may occur as a result of participation in or observation of the JGA. Prior to the start of JGA course the CT will obtain a signed BASSC release form from a parent or guardian of the student.
- 24.5. Video Recording of Junior Grade Awards
  - 24.5.1. Video recording of any nature is strictly prohibited for all JGAs when they are adjudicated live.
  - 24.5.2. If a BASSC approved Fight Examiner cannot be present, the JGA can be assessed by video in accordance with Paragraph 16.18.
- 24.6. Details of the JGA will be submitted in accordance with Paragraph 16.9
- 24.7. Candidates who take the JGA may 'Not Pass', or 'Pass'. Gradings are as follows:
  - a. Not Pass
  - b. Junior Award
  - c. Junior Gold Award
- 24.8. The Fight Examiner's decision is final.



- 24.9. The Fight Examiner and the CT must both sign and date the JGA Results form, and the CT is responsible for sending the form to the BASSC Secretary along with the GDPR consent form.
- 24.10. CTs must ask JGA students to complete the GDPR consent form and, if the student is under 18, that it is signed by a parent or guardian to ensure that permission has been given for the BASSC to hold the personal information in accordance with Paragraph 16.13.2.
- 24.11. JGA recognition expires three years from the date of issue.
- 24.12. The JGA is not a qualification that entitles the student to apply for student membership of the BASSC, even if the student is 18 years of age.
- 24.13. Students who pass a JGA may attend the basic workshop at the BNSCW at a discounted rate provided that they are 18 years of age and while the JGA certificate is current.
- 24.14. There is a non-refundable student test fee for all JGAs.
  - 24.14.1. The current fee schedule is outlined in Section 31 Fees & Charges Index.
  - 24.14.2. The CT is responsible for the collection of student fees and payment thereof to the Treasurer of the BASSC
- 24.15. The host school or organisation will pay:
  - 24.15.1. A registration fee as outlined in Section 31 Fees & Charges Index. However, if the JGA involves fewer than ten (10) students, the fee will be reduced to a set fee per student as outlined in Section 31 Fees & Charges Index.
  - 24.15.2. Travel expenses for the Fight Examiner.
- 24.16. The CT is responsible for maintaining the weapons and a reasonably safe working space.
- 24.17. If a Fight Examiner cancels a JGA because of an infraction of the rules (see Paragraph 16.7.15) and the school subsequently refuses payment, the BASSC will cover the Fight Examiner's expenses.
- 24.18. The British Academy of Stage & Screen Combat, its officers, its teachers and members as individuals disclaims responsibility for injury to students, teachers, or audience members as a result of the Junior Grade Award adjudication. Organisations desiring to have the BASSC adjudicate students in a JGA assume all responsibility and liability for accidents, injury, and weapon failure, during both the training process and the adjudication itself. It is the responsibility of the CT to make this known to the organising body at the start on any certification course. Any organising body's failure to agree to assume such liability makes such an organisation ineligible for BASSC adjudication.

## **25. Minimum Compulsory Techniques for the Introduction to Combat Award and Junior Grade Award.**

### 25.1. Unarmed (all per fight unless noted)

- a. Two punches - non-contact (per combatant)
- b. One slap - non-contact
- c. One blocked punch
- d. Two different knaps (per combatant)
- e. One kick - non-contact
- f. One fall or roll
- g. One strangle or hair pull

### 25.2. Single Rapier (all per fight unless noted)

- a. Point work: a dégagé and a deception (per combatant)
- b. One prise de fer (per combatant)
- c. Thrusts and cuts in three lines (per combatant)
- d. Footwork: (per combatant) advance, retreat, pass forward, pass back, lunge
- e. One beat attack (per combatant)
- f. One horizontal slash to the stomach (with avoidance)
- g. One disarm, wound or kill

## **26. Board of Examiners**

26.1. Applications to become an Examiner should be sent to the BASSC Vice-President.

26.2. The Executive Committee will decide on the success of an application. The decision of the Executive Committee is final.

26.3. Initial requirements for entry onto the Board of Examiners (known as Stage 1) are:

- 26.3.1. Membership of Equity's Fight Directors Register for a minimum of three (3) years OR Master Teacher status within the BASSC
- 26.4. Once a candidate has met the stage 1 criteria they will proceed to stage 2 (Examiner induction). This induction will be organised by an Examiner, nominated by a majority vote of the full Board of Examiners. It will consist of:
- a. Mock video adjudications with a minimum of two members of the Board of Examiners
  - b. Attending and shadow marking a minimum of three live FPE adjudications
- 26.4.1. No fee will be paid to the candidate for either 26.4.a or 26.4.b
- 26.4.2. Reasonable travel expenses within the UK will be paid for the candidate by the BASSC. The candidate should always confirm with the EC prior to disbursing any funds
- 26.5. Upon completion of stage 2 to the satisfaction of the Board of Examiners, they will, upon a majority vote, propose that the EC accept the candidate onto the Board of Examiners. The EC will vote on the proposal, and if it is passed, from that point the candidate will be allowed to examine FPEs.
- 26.6. Should the candidate decide to appeal the EC's decision, they will follow the Appeals Procedure laid out in Paragraph 13.21.
- 26.7. Their first two FPEs will be audited live by a member of the Board of Examiners to complete the induction process. The Secretary of the BASSC will request a current Examiner to act in this role when assigning the new Examiner these FPEs. The fee to auditors is outlined in Section 31 Fees & Charges Index.
- 26.8. If no member of the Board of Examiners is available to examine an FPE, the Board may nominate a temporary examiner to the EC for a specific named FPE. This mechanism is only to be used in circumstances within which both the Board and the EC agree, by individual majority vote, that the use of a video exam would not be in the best interests of the BASSC. The temporary examiner can only be appointed with the written agreement of the CT organising the FPE.
- 26.9. The Master Teacher Representative, or their appointed proxy, will be responsible for issuing Fight Examiners with a supply of certificates.

## **27. Regional and International Workshops**

- 27.1. The BASSC currently has reciprocity with the following stage combat organisations and workshops outside the UK
- 27.1.1. Organisations

- a. The Society of American Fight Directors (SAFD)
- b. Fight Directors Canada (FDC)
- c. Society of Australian Fight Directors (SAFDi) (<https://safdi.org.au/>)
- d. Nordic Stage Fight Society (NSFS) [www.nordicstagefight.com](http://www.nordicstagefight.com)
- e. Stage Combat Deutschland [www.stage-combat.de](http://www.stage-combat.de)
- f. Stage Combat Norway <http://www.stagecombat.no/>

#### 27.1.2. Workshops

- a. Winter Wonderland Workshop Chicago
- b. Brawl of America, Minneapolis, Minnesota, USA)  
[www.brawlofamerica.weebly.com](http://www.brawlofamerica.weebly.com)
- c. Summer Sling (New York) [www.summerslingnyc.com](http://www.summerslingnyc.com)
- d. The Fredricksen Intensive (Ann Arbor, Michigan, USA)  
[\(https://www.facebook.com/fredricksenintensive/\)](https://www.facebook.com/fredricksenintensive/)

27.2. As per Section 32, students from these organisations who have the equivalent qualifications to BASSC certification in Rapier & Dagger and Unarmed are acceptable for entry to the I/AACW at the BNSCW. Similarly, students who have BASSC certification in Rapier & Dagger and Unarmed may enter equivalent intermediate/advanced workshops run by these organisations.

27.3. Students who are current members of the BASSC, or these organisations, are entitled to a member discount at workshops where member discount from the host organisation is offered.

27.4. Where a workshop run by these organisations includes a BASSC CT as a lead teacher and at least one other BASSC CT on the staff, it may be deemed a BASSC sanctioned workshop and the BASSC will advertise the workshop in BASSC electronic publications, social media and on its website, where requested by the organisers.

27.5. Where a BASSC workshop has two (2) teachers from other organisations on the staff, the BASSC will ask that organisation to advertise the workshop in their publications, social media and website. Teachers from other organisations may not teach BASSC FPEs on BASSC workshops unless they are qualified BASSC CTs.

27.6. The BASSC may enter into arrangements to host workshops and other events in conjunction with UK-based stage combat organisations run independently by BASSC Certified or Master Teachers. In which case, it may be deemed a BASSC sanctioned workshop and both the BASSC and the other hosting organisation will advertise the workshop in their respective electronic publications, social media sites and websites.

## 28. Non-BASSC Events

- 28.1. BASSC Teachers and Actor/Combatants wishing to represent the BASSC in non-BASSC events at stage combat competitions, conferences and exhibitions, may apply to the Executive Committee to seek funding to support their attendance.
- 28.2. All applications to represent the BASSC and for funding must be made initially two (2) months prior to application to the event.
- 28.3. All applications to represent the BASSC officially must include the following:
  - 28.3.1. Name and type of event
  - 28.3.2. Dates and location of the event
  - 28.3.3. Closing date for applications to the organiser of the event
  - 28.3.4. A letter of intent demonstrating clearly:
    - a. what activities will be undertaken by participants at the event, eg teaching, performing, giving a presentation.
    - b. how participation in the event will raise awareness of the BASSC and promote its activities and membership
  - 28.3.5. Proposed numbers of those attending and
    - a. how selection of participants will occur
    - b. all those applying for funding must be existing BASSC members
  - 28.3.6. A detailed budget breakdown to include costs, where applicable, for all participants for:
    - a. attendance fees
    - b. all travel
    - c. accommodation
    - d. visas
    - e. any other related costs, eg space hire for rehearsals, etc
  - 28.3.7. The budget should also include:
    - a. any income to be received from participation, eg teaching fees, travel and accommodation assistance from organisers

- b. any financial assistance from organisers, eg waiving of fees or other expenses
- c. any other sources of funding who have or will be approached.

- 28.3.8. Funding will only be available for BASSC MTs, CTs and A/Cs who are members of the BASSC.
- 28.4. Applicants should ensure that the Executive Committee is kept updated on any changes in the participants, budget and other matters which may affect their application.
- 28.5. All applications will be considered by the Executive Committee on an individual basis and any awards for funding will be at the discretion of the Executive Committee.
- 28.6. The Executive Committee may set conditions for approval of the application and the award of any funding. All participants must confirm to the Executive Committee that they agree to those conditions prior to approval and any funding being awarded.
- 28.7. The Secretary will notify the applicant of the Executive Committee's decision.
- 28.8. The Treasurer will arrange payment for any funding award to the applicants.
- 28.9. In the event of cancellation of the event, any funding award will be returnable to the BASSC. Applicants should consider taking out appropriate insurance to cover this eventuality.
- 28.10. To the extent possible, the BASSC will advertise the event in BASSC publications, social media and on its website.
- 28.11. The BASSC shall not be liable for any accident, injury or other loss, personal or financial, as a result of participation in any such event where the participants are representing the BASSC.

## **29. Fight Director's Assessment Course**

- 29.1. The BASSC does not train fight directors in any sense of the term, and takes no responsibility for the actions of any of its members while they work as fight directors. However, in conjunction with the other major UK Stage Combat certification bodies, it has agreed to provide a service to the Actors' Union Equity. At the request of either the union's Register of Fight Directors, or an Equity approved candidate for said Register, the BASSC may organise and facilitate a Fight Director's Assessment Course. This is purely a logistical and administrative exercise for the benefit of Equity, and in no way commits the BASSC to any legal liability regarding the training of, or acknowledgment of fight directors. The term fight director has no definition within the BASSC and does not refer to any membership category.

- 29.2. The Executive Committee will appoint a FDAC Coordinator.
  - 29.2.1. The FDAC Coordinator will submit a budget to the Executive Committee for its approval.
  - 29.2.2. The FDAC Coordinator is responsible for the scheduling of all classes and events at the FDAC.
  - 29.2.3. The FDAC Coordinator will receive a fee set by the Executive Committee.
  - 29.2.4. The FDAC Coordinator will set the dates and venue for the FDAC.
  - 29.2.5. The FDAC Coordinator will appoint the staff from members of the Equity Fight Directors Register in accordance with current Equity guidelines and requirements.
- 29.3. An assessment will be made of each candidate on the FDAC, and will be presented to the candidate at the end of the FDAC in an exit interview with the FDAC staff.
- 29.4. Candidates on the FDAC may:
  - a. Pass
  - b. Not Pass.
- 29.5. The decisions of the FDAC staff are final.
- 29.6. The decision of the FDAC staff will be submitted to the Equity Council for approval.
- 29.7. The Equity approved candidate is responsible for paying all fees.

## 30. **Sub-committees**

- 30.1. Sub-committees, if approved by the Executive Committee, may be formed to review and update any and all of the BASSC documentation or day to day running.
- 30.2. The President shall serve as an adviser to all Sub-committees

## 31. Fees & Charges Index

### MEMBERSHIP FEES

Membership	£25.00 annually (from 1 June 2022)
Teacher Membership	£50.00 annually* (from 1 June 2022)

\* Renewal of Membership is 1<sup>st</sup> June every year. Late submission of CT/MT renewal fees will incur an additional £10 charge if the annual fee is not received by 1<sup>st</sup> September.

### STUDENT FIGHT EXAM FEES (from 1 January 2016)

FPE Fee	£25.00 (payable by student)
JGA Fee	£25.00 (payable by student)
ICA Fee	£25.00 (payable by student)
Recertification Fee	£25.00 (payable by student)

### ORGANISATION FIGHT EXAM FEES (Payable to BASSC)

FPE Fee	£50.00 or £5 per student if less than 10 students.
JGA Fee	£50.00 or £5 per student if less than 10 students.
Multi-Exam fee	£75.00 flat fee per organisation for 12 months commencing 1 <sup>st</sup> June each year.

### FEES PAYABLE TO EXAMINERS

FPE fee	£15.00 per student adjudicated
Travel for the FPE	As required and payable by host organisation

### TEACHER TRAINING PROGRAMME/ CERTIFICATION WORKSHOP

TTP Application fee	£50.00 payable with application documents
TTP Fee	1/3rd of the fee is payable on acceptance to the TTP. See Section <a href="#">21.7</a> for details

The remaining fee may be paid in instalments by arrangement with the TTP Coordinator and BASSC Treasurer. Please see the TTP Coordinator for the current fee schedule.

TCW Fee	100% of the fee is payable on acceptance to the TCW
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Please see the TTP Coordinator for the current fee schedule.

### BOARD OF EXAMINERS

Auditor's fee	£150.00 per FPE. See <a href="#">26.7</a> for details.
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## 32. International Stage Combat Organisations

The following qualifications from other stage combat organisations are considered as equivalent to the BASSC FPE in Rapier & Dagger and Unarmed and acceptable for entry to the I/AACW at the BNSCW.

- a) Society of American Fight Directors (SAFD) – Certification in Rapier and Dagger and Unarmed
- b) British Academy of Dramatic Combat (BADC) – Standard Level 1 or above
- c) Academy of Performance Combat (APC) – Intermediate Combatant Level or above
- d) Fight Directors Canada (FDC) – Certification in Rapier and Dagger and Unarmed
- e) Society of Australian Fight Directors (SAFDi) – Certification in Rapier and Dagger and Unarmed
- f) Nordic Stage Fight Society (NSFS) – Certification in Rapier and Dagger and Unarmed Combat
- g) Duelling Arts International - Certification in Rapier and Dagger and Unarmed
- h) Irish Dramatic Combat Academy (IDCA) – Certification in Rapier and Dagger and Unarmed Combat
- i) Stage Combat Deutschland (SCD) - Basic Actor/Combatant Level
- j) Cyrano Stage Fencing Studio Moscow - Certification in Rapier and Dagger and Unarmed
- k) E15 BA Degree in Acting and Stage Combat

### 33. Initialisms in use by the BASSC

SM	Student Member
A/C	Actor/Combatant
IA/C	Intermediate Actor/Combatant
AA/C	Advanced Actor/Combatant
CT	Certified Teacher
MT	Master Teacher
FE	Fight Examiner
BOE	Board of Examiners
FD	Fight Director
EFDR	Equity Fight Directors' Register
FDAC	Fight Director's Assessment Course
BNSCW	British National Stage Combat Workshop
ACW	Actor Combatant Workshop
I/AACW	Intermediate/Advanced Actor Combatant Workshop
WC	Workshop Coordinator
FPE	Fight Performance Exam (formerly Fight Performance Test)
R&D	Rapier & Dagger
UA	Unarmed
BS	Broadsword
SmS	Smallsword
SwS/SwR	Swashbuckling Sword / Swashbuckling Rapier
S&S	Sword & Shield
Kn	Knife
R&C	Rapier & Cloak
QS	Quarterstaff
JGA	Junior Grade Award
ICA	Introduction to Combat Award
TTP	Teacher Training Programme
TCW	Teacher Certification Workshop
TTB	Teacher Training Board (formerly Teacher Review Board)
P&P	Policies and Procedures
AofA	Articles of Association
EC	Executive Committee
S & A/C Rep	Student and Actor/Combatant Representative
CT Rep	Certified Teacher Representative
MT Rep	Master Teacher Representative
AGM	Annual General Meeting
AB	Appeals Board (appointed for Grievance Procedures)
SAFD	Society of American Fight Directors
FDC	Fight Directors Canada
NSFS	Nordic Stage Fight Society
SAFDi	Society of Australian Fight Directors