



2021-2022 Company Handbook

Troupe Director:
Cory Kelley

Troupe Officer Line:
Hannah Combs - President
Shannon Hennessy - Vice President
Chloe Leong- Secretary/Historian
Olivia Petty - Social Media
Eliza Taylor - Funky Freshman

Bridge Ensemble Guidelines

- We are not a high school theatre, but a theatre in a high school. We will perform above and beyond all expectations.
- We will do theatre that challenges our creative perspective and inspires and enlightens our audiences.
- We are a Troupe, and we should always be in this for one another and for our company, never ourselves.

General Procedures:

1. All theatre participants must follow all directives and meet all deadlines of the Directors, Stage Managers, and Officer Line.
2. ***Behavior and image are two important factors for theatre students because people in theatre are continuously on display. Students should not take part in any action or continuously engage in any activity that could be perceived as diminishing the integrity of the Bridge Ensemble or Cambridge High School including representing themselves or CHS in an unfavorable, questionable or illegal manner. Doing so will result in disciplinary actions determined by directors and/or appropriate school officials, including probation or dismissal from the organization/cast.***
3. Do not come down to the theatre from another class unless called for by the director.
4. All theatre students should check the REMIND ***daily*** for crew, casting, or general departmental announcements. Negligence in checking the REMIND is no excuse for missing an assignment or rehearsal. An effort will be made to post all announcements through the website and other departmental social media.
5. Equipment from the theatre should only be used with permission from a Director or Stage management and be returned to the proper place.
6. Theatre students are expected to work collaboratively with each other. Never should the words, "That's not my job," be uttered from anyone's mouth.

Theatre Rules:

- Food or drink may not be brought into the auditorium or anywhere in the Theatre areas unless otherwise specified by a Director. That includes the dressing rooms.
 - Snacks *MAY* be consumed in the black box as long as it does not cause distraction or leave a mess.
 - Any drinks must be in a resealable bottle and preferably non-plastic.
 - Check with members of the production to make sure of any food allergies, so you can avoid bringing snacks containing that food

Keys & Locks

- Students in Production will be allowed one locker in their respective dressing room that they may (should) put a combination lock on, BUT Mr. Kelley must be provided with that combination. .
- Make sure you have all materials collected before leaving- I will not be going back to open it for you.

The Prop Closet, Costume Room, & Scene Shop

1. The **prop closet, costume room, scene shop, and tech booth** are not playgrounds, nor are they places to casually “hang out”.
2. Put things back where you found them. Please, do not touch anything that is used in the course of a production that does not belong to your character.

Dressing Room Rules:

1. Food or drink, with the exception of reusable water bottles with sealed caps, is ***prohibited*** in the dressing rooms. Plan ahead and make sure you have time to eat before rehearsal and performances.
2. Only cast members or specified crew members are permitted in the dressing room two hours prior to every performance. No visitors are allowed in the dressing room.
3. Each actor is assigned his/her own make-up area and is responsible for cleaning it after each rehearsal and performance including lids.
4. Once prepared for a performance, all actors may wait in the black box or where “Ritual” is being held.
5. Costumes WILL BE treated with care. Actors must hang up all costume pieces exactly as they found them after every use. Items worn as costumes never leave the theatre building during the dress rehearsal and performance period, except when taken for cleaning and/or repairs, and only when approved by the Director.
6. The performer never takes any part of their costume home, even if it is their property, until strike.
7. Bathrooms in dressing rooms should be kept sanitary and hygienic. Any maintenance or sanitation issues should be brought to a Director’s attention.
8. Personal items should be stored away during a performance or rehearsal.
9. All personal items must be removed from dressing rooms and taken home after strike.
10. Inappropriate language such as swearing and gossiping in the dressing rooms is prohibited and will not be tolerated.
11. Dressing rooms are to be clean after all rehearsals and performances. Should the dressing room be found unacceptable, consequences will follow, and could include the privilege to use the dressing room being revoked for a time deemed appropriate by a Director/Stage Manager.

Auditioning Procedures:

1. Once a student has been cast in a role, they may not turn that part down. If this is done, the student will be ***ineligible*** for casting in the next CHS production.
2. Students who have failed a Theatre course in the previous 9 weeks are ineligible for casting.
3. All schedule conflicts should be reported on the audition form, too many conflicts may result in not being cast. ***You must be specific about what and when a conflict occurs. Generalized conflicts without specific dates and times may result in your not being cast.***
4. Once the cast list is posted, it is considered inappropriate and unprofessional to inform others of their parts. It is also unprofessional to stand around the callboard once you have already read the cast list and do not make bad comments about a person's role or question casting.
5. If you do not get cast in a role that you desire, learn to accept the loss with grace. Verbal attacks or gossip serve no constructive purpose. Instead, ask for a critique from the director, and spend your energies on improving your auditioning skills for the next production. Please revisit number

two under General Procedures.

6. Auditions will be run as the director chooses and auditionees are expected to follow all logistical requests, no matter how different it may be from another director.

Rehearsal and Performance Attendance:

1. Students must be eligible to perform in a production. If an individual is deemed ineligible, they will be replaced, and returning to the production will be determined by eligibility rules and Director approval.
2. Students must report ALL conflicts as much *in advance* as possible and must include them on their audition sheet if at all possible. Any missed rehearsals without prior approval from the show's Director (at least a week in advance) will be considered unexcused. ***More than 3 unexcused absences will result in REMOVAL from the show.*** Understudies will be assigned to each production, and will receive the role after your third unexcused absence.
3. Students should sign in at the beginning of each rehearsal per the Stage Manager's procedure. If you are not signed in, we will consider you absent/late. Three tardies will be considered one unexcused absence.
4. Students should always arrive at least 10 minutes before the rehearsal is scheduled to begin in order to set props, dress in rehearsal attire, and warm-up vocally and physically, so that the rehearsal can begin on time.
5. *Students may not leave rehearsal or performances early without the Director's permission.*
6. Students are expected to communicate any attendance issues to the Stage Managers **once approved by the Director.**
7. Actors must be present at all rehearsals for which they are called.
8. Attendance at all mandatory rehearsals is required. Only extremely serious matters that are approved by the Director are sufficient excuses to miss mandatory rehearsals, such as technical and dress rehearsals. If such an emergency arises, notification should be given to the Director for approval as soon as the student is aware that they cannot meet this commitment.
9. **If you are going to be more than 10 minutes late to a rehearsal or a performance call, you must notify the Stage Management in advance. This will not excuse the tardy. It is a procedure required as a courtesy and for your personal welfare.**
10. Excessive absences may affect the individual's ability to earn Thespian credit for the show.

Actor Rehearsal and Performance Procedures:

1. Silence **MUST** be maintained backstage during rehearsals and performances at all times.
2. Actors must follow all instructions by the Directors and Stage Managers, and cooperate with other actors, technicians, and participants in the production.
3. If a Director is not actively working with you, that does not mean you are simply free to do as you wish. If you can, think through scenes, come up with new choices, or work with the other actors in your scene to improve it. Work to make the rehearsal process more efficient, never work against it by being disruptive or distracting.
4. Actors should dress appropriately and modestly for rehearsal. Clothing and shoes should not impede movement. Appropriate shoes must be worn to every rehearsal. Rehearsal clothing may be neatly stored in the room or dressing rooms – speak with a director about this first. Actors may be asked to leave rehearsal if not dressed appropriately, thus resulting in an unexcused

absence.

5. Actors are responsible for scripts (and scores if applicable) at all times and must have these and pencils with them at every rehearsal. Failure to return a script or score when necessary may result in fines.
6. All company members must maintain a quiet, professional attitude at all times. Talking during rehearsal will not be tolerated and will result in removal from rehearsal, thus resulting in an unexcused absence. Excessive and ongoing talking is rude and inconsiderate and will be dealt with at the Director's discretion.
7. **Props are to be used only in the given action of a play. Actors pick up all props from the assigned prop areas and return them as directed. No props are to be played with or removed from the stage area. No actor should touch a prop that does not belong to them.**
8. Set pieces should not be moved, played with, touched, or sat upon except in the given action of the play.
9. The actor must cooperate with the Director in the overall "look" of the character. Hairstyles will be dictated by the character, period of the play, and design concept.
10. Personal issues should be dealt with outside of the performing and rehearsing times.
11. Actors should be in designated areas at all times at all rehearsals and performances.
12. Notes are only given and should be received from a Director, Stage Manager, or other Director approved personnel. Furthermore, when a Director is giving a note, this is the chance to absorb the information, mull it over, and if still confused the next day, get back to us. In the interest of time, for notes, just write it down and move on.
13. No cell phones are permitted during rehearsals (unless for homework use) or performances and are not allowed on stage or backstage. Stage Managers will take them up at the start of rehearsal for safe storage depending on the show.
14. Any student who is not directly connected to the production through the audition, casting, and technical assignment process is not be allowed in the rehearsal or backstage.
15. All actors and crew are responsible for assisting with the post-show strike.

Technical Personnel: Crew and Performance Procedures:

1. The technical crew is responsible for the same rehearsal and performance procedures and expectations as the actors for all rehearsals and crew for which they are called.
2. Crew members must follow all orders by the Directors and Stage Managers and cooperate with the actors, other technicians, and participants in the production.
3. Stage Managers and Crew Heads should be treated with the same respect as a Director.
4. All schedule conflicts, including specific dates and times, should be reported to the Director and Stage Manager.
5. Technical members are required to attend all appropriate crew calls.
6. Backstage behavior MUST be professional and silent at all times.
7. The traveler lines are the curtains that open and close left and right across the stage by pulling of a rope. These curtains should only be operated after the curtain is clear of obstructions. They should be pulled at an even and consistent speed with a hand over hand method, and should not be jerked.
8. In order to receive Thespian points, you must be involved with the production from beginning to

end.

9. All furniture and scenery must be carried or rolled on the painted stage floor; no dragging or sliding. All furniture must be put in the proper place at the end of rehearsal or performance.
10. Only technical personnel approved by a Director are permitted in the control booth or the scene shop. Only trained and approved personnel are permitted to operate the light and sound boards.
11. Only technical personnel approved by a Director may be on headset. The conversation must be **professional** and **limited** to things directly pertaining to the technical aspects of the performance.
12. All microphones and headsets must be properly put up in the designated area at the end of each rehearsal and performance, and only handled by designated sound technicians.
13. No crew members are permitted in the dressing rooms during the dress rehearsal and performance process, unless specifically told to by the Director or Crew Head
14. Student technicians are responsible for the proper use of all equipment.
15. Horseplay or improper use of tools is not permitted and only trained and approved personnel are permitted to use power tools.
16. Wasting of supplies is not permitted.
17. Any tool/utensil used must be properly cleaned and put back in its proper place.
18. Crew will not be dismissed until all tools and equipment have been accounted for and returned to their proper place, and the work area is clean with Technical Director approval.

Expectations for Understudies/Alternates:

1. Understudies/alternates are expected to be prepared to perform their roles at an equivalent level to those whom they are assigned to understudy.
2. In the event of a re-casting situation, an understudy would be considered for but not guaranteed a role; however, that role will be defined by the Director.
3. All understudies/alternates are called for every rehearsal/performance for which that part is called.
4. Understudies/ alternates should be very familiar with the production and be ready and willing to step in at any time.
5. Every person in the production needs to be aware of the script and be able to mark another part.
6. The understudy's focus should be onstage at all times, especially when their character is performing.

Performance Etiquette:

1. "Breaking Curtain" (peeking out) before the show, during the show, or at intermission is considered extremely bad etiquette and is not permitted.
2. Leaving school campus during a performance is not permitted.
3. The lobby in front of the auditorium is referred to as the "Reception Hall". It serves as the place where congratulations, hugs, gifts, and flowers can be exchanged after the performance. This is the most appropriate place for the cast and crew members to greet audience members. All audience members will be asked to wait in that area to greet cast members so that the tech crew can lock up the auditorium. The cast may not greet audience members in the auditorium for any reason. That said, in our current climate, we might insist audience not congregate there, and

meet you outside of the lobby doors.

4. Cast members will change out of costume before greeting friends and family in the lobby.

General Rules

1. Any form of graffiti in and around the Fine Arts Department will not be tolerated.
2. Eating and/or drinking in costume is *strictly* forbidden, except for water.
3. All production participants should be prepared to perform assigned role/duties at rehearsals, crews, and performances.
4. Trash left around the Theatre area will not be tolerated. Please clean up after yourself.
5. Students are to be responsible for designated dressing room areas and must keep these clean and neat.
6. Costumes, clothing articles, accessories, make-up and props are not to be used unless designated/assigned to you by a director or designer. Students are required to wear assigned costumes.
7. After a scene is blocked, actors have *one* rehearsal when they may use their script onstage. During the two subsequent rehearsals, actors are permitted to call for a line when needed. Lines must be memorized as written at the following rehearsals or the actor is subject to disciplinary actions.
8. With the exception of cast, crew, Directors, and Director approved parents fulfilling their duties, absolutely no one should be backstage (dressing rooms, scene shop, etc.) during Dress Rehearsals and Performances.
9. Students who miss strike will be required to make up triple the time of strike they missed. If a student misses strike due to a pre-approved school sponsored event, they are only required to make up the time of strike missed.
10. Any outstanding debts (fees, fines, scripts, strike hours) will render students unable to participate in any subsequent performances.
11. Bridge Ensemble offers opportunities for the students to leave the campus during rehearsals or other activities for scheduled breaks, in which case Bridge Ensemble will not be held responsible. Each student should get permission from their parents to ride/drive other students if that is their choice.
12. Inappropriate public displays of affection are not allowed and will not be tolerated at rehearsals, back stage, or at any Bridge Ensemble sponsored events.

Procedures and Expectations of Ushers and House Staff:

1. All House Staff and ushers are to obey the House Manager at all times (as they would the Director).
2. The House staff and house crew must help set up the lobby and prepare programs before the opening of the house. When not fulfilling an Usher duty, all Ushers should stay in the auditorium until the opening of the House.
3. Ushers are to hand out programs, solve problems, handle emergencies, and answer any questions that may be asked by the audience.
4. At the end of each performance, the House Staff must clean up the house and lobby and return all equipment, including signs, tables, chairs and programs to their appropriate places before they are

dismissed.

5. All House staff must be dressed professionally – white dress shirt and black dress pants or skirt - and in compliance with the FCS dress code. You are the first impression of the department and must dress the part.
6. During the course of the show, the ushers and House Staff are to remain in the auditorium in their designated areas. They are not to leave or go backstage (unless otherwise told to do so by the House Manager or a Director).
7. Ushers are to enforce all rules stated in the Theatre Rules section of this document.
8. In the event of a disrespectful, unruly, or inappropriate audience member, the Usher is expected to remain respectful at all times. If the problem cannot be solved, alert a House Manager, Director, or School Administrator (in that order) if additional help is necessary.
9. All House Staff members must be professional, respectful, courteous, and helpful to all audience members at all times. Any disrespect to a patron or the House Manager can result in disciplinary consequences.

Travel Guidelines:

1. Students must maintain eligibility during the school year in order to travel with the Bridge Ensemble. If eligibility is lost, refund is not given.
2. All FCS, sponsoring organization, Travel Company, hotel, and transportation rules are enforced on trips. Any serious infraction will result in immediate dismissal with the parents logistically and financially responsible for the student's immediate return.

Transportation:

1. Travelers should respect the rules of the vehicle driver and be courteous at all times.
2. Voices should be kept at an appropriate level inside the vehicle.
3. If you are ever away from a chaperone or director when we are traveling, you must be with at least 2 other people from our troupe.
4. Any student leaving the designated campus we are visiting must be accompanied by a director or a chaperone.
5. Upon returning from a trip, be sure you've made proper arrangements for a ride home.

Hotels (Overnight Accommodations):

1. Students shall respect the curfew given by sponsors and/or hotel policy.
2. Rooms shall be kept clean and neat for the duration of the trip.
3. Be respectful of roommates and fellow guests of the hotel.
4. Voices should be kept at an appropriately low level in common areas of the hotel as well as the hotel room.
5. Students should be prepared to be flexible and plan ahead for showers, dressing, etc. as permitted.
6. Students are charged for any bills credited to their room.

Thespian Membership and Point Policy:

1. To be eligible to become an Official Thespian, ten points (in multiple categories i.e.; business,

acting, or technical) are required. To become an Official Thespian, you must pay dues for International Thespian Society, and be initiated at the Drama Banquet.

2. Points are assigned in a manner based on the intention of the International Thespian Society Points Policy, which states that one point is equivalent to ten hours of work. However, they will be adjusted and fairly distributed on a case-by-case basis.
3. All hours for strike must be completed before any points will be awarded for that show.
4. Any outstanding fees will result in no points being awarded until fees are paid.
5. Seeing or viewing a show is ¼- ½ point. These points are miscellaneous. Ticket stub or program must be turned in to receive points.
6. To be eligible for Thespian status, a Thespian must attend most meetings that are scheduled.

Infractions and Consequences

The goal of the Bridge Ensemble is to provide a quality experience in all areas of theatre education. All students involved are expected to follow all rules and procedures outlined by the Handbook, without exception. In the event of a violation of the rules, the Directors will determine the appropriate measures of discipline. These rules are in place to ensure the safety and success of all students involved in the program.

International Thespian Society Point Structure

Category	Position/work done	One Act	Full Length	Category	Position/work done	One Act	Full Length	
Acting	Major role	4	8	Directing	Director	4	8	
	Minor role	3	5		Assistant director	3	6	
	Walk-on	1	2		Vocal director	3	6	
	Chorus	1	3		Video producer/director	3	4	
	Dancer	1	3		Assistant vocal director	2	5	
	Understudy	1	2		Orchestra or band director	3	6	
Production	Stage manager	4	8		Assistant orchestra or band director	2	5	
	Stage crew	2	4		Choreographer	4	7	
	Lighting technician	3	6		Assistant choreographer	3	5	
	Lighting crew	2	3		Writing	Original play (produced)	5	8
	Set designer	4	5			Original radio script (produced)	4	6
	Set construction crew	3	5			Original TV script (produced)	4	6
	Costumer	3	6			Original play (unproduced)	1	2
	Costume crew	2	5	Original radio script (unproduced)		.5	1.5	
	Properties manager	3	5	Original TV script (unproduced)	.5	1.5		
	Properties crew	2	3	Miscellaneous	Oral interpretation		2	
	Sound technician	3	5		Duet acting scenes		2	
	Sound crew	2	3		Participation in theatre festival or contest		3	
	Video editor	1.5	2		Attending theatre festival		1/day	
	Video crew	1.5	3		Assembly program		1	
	Makeup manager	3	5	Advocacy	Participation in advocacy event		1/day	
	Rehearsal prompter	2	4		Local advocacy work		.1/hour	
	Pianist	3	6	Officers	President		6	
Musicians	2	3	Vice president, treasurer, or web editor			4		
Business	Business manager	4	6		Secretary/clerk		5	
	Business crew	2	4		International Thespian Officer (ITO)		10	
	Publicity manager	3	5		State Thespian Officer (STO)		8	
	Publicity crew	2	3		Audience	Troupe directors may award points at the hourly rate for attending productions, or they may award .5 point for attending <i>and</i> writing a critique or report reflecting the educational value of the experience.		
	Ticket manager	2	4					
	Ticket crew	1	3					
	House manager	2	4					
	House crew	1	2					
Ushers	1	2						
Programs	1	3						
Program crew	1	2						

10 Points	Thespian
60 Points	Honor Thespian
120 Points	National Honor Thespian
180 Points	International Honor Thespian

Troupe 7858 Meetings

General Rules and Procedures

1. Do not be disruptive at meetings or events associated with Troupe 7858
 - a. At meetings, pay attention when information is being shared, and do not distract fellow Thespian members. The less distracted people are, the quicker the informational meetings can be completed.
 - b. At events, you are a representation of 7858, and should hold yourself to the highest standard. Be kind, be helpful, and maintain a professional appearance and attitude.
2. You are expected to be in the Remind and stay up to date with the information the Officer Line provides.
3. Be kind to your fellow Troupe members. If you are a disruption that negatively impacts those around you, or are more discreetly partaking in bullying or mean behavior, the officers will be informed and a conversation about the behavior will occur. If it continues, Mr. Kelley will be informed and will have a conversation with the student's parent/guardian. If it *still* continues, roles and Thespian membership *may* be revoked.
4. Be proactive and take initiative. If you are given a job, or don't have responsibilities, then you should analyze the situation around you, and help those who may need it.
5. Be involved. You are not required to go to volunteering and events, but if everyone else is involved, and you are not, there is likely something wrong. Our community is only as strong as our weakest link.

Attendance:

1. All troupe members and hopeful troupe members are expected to be present at Thespian meetings.
2. If a member anticipates an absence at a meeting, he/she may fill out the Google Form posted from the remind. An officer will determine whether or not the absence is considered excused or unexcused
 - a. Excused absences may include, but are not limited to:
 - i. Mandatory practice for another extracurricular
 - ii. A doctor's appointment/illness
 - iii. Tutoring/testing before school
 - b. Unexcused absences may include, but are not limited to:
 - i. Didn't want to come
 - ii. Forgot about the meeting

Fees

1. Failure to pay club fees will result in being denied a t-shirt, being in the club photograph, and Thespian membership
2. A member of Thespians will not be considered for Thespian Society membership until all fines and fees have been paid.
3. In order for a member of the Troupe to be considered for Thespian of the month, all fines and fees must be cleared.

Demerit System

1. The purpose of the demerit system is to give an outline of the potential consequences that can come from certain actions relating to behavior or attitude as is ordained by the directors or other persons of power.
 - a. The demerits assigned are determined by either Directors (rehearsals/class) or Officers (Thespian events and meetings).
 - b. Demerits not specifically written in the handbook can still be assigned as the Directors see fit.
2. This system only applies to official Cambridge Theatre Thespian members, members of the Bridge Ensemble, and members of productions
3. An excess of demerits can result in a **warning** (you are notified about receiving a demerit, and receive a written warning), **probation** (you are put under supervision. The thespian will have to receive no more

Demerits for at least two weeks), **suspension from the troupe** (your Thespian membership is suspended, meaning you cannot come to Thespian events such as parties or socials, and you can't earn Thespian points while suspended. (two weeks), **or even dismissal from the troupe all together** (you lose the right to audition or tech in any shows next semester. By your Director's discretion, you are also dismissed from your current productions. You lose full membership of Thespians, and your membership is revoked until next season, and must be reinstated. If you are a graduating senior, this would result in being denied your Thespian Honor Cords, as well..)

4. Demerits include, but are not limited to, negatively representing the department in public, disruptive behavior during rehearsals and/or CHS meetings and events, leaving rehearsal/meeting early WITHOUT director/officer discretion, social media infractions that poorly represent the troupe or a troupe member, unexcused absence from a performance, etc...

Officer Line Rules and Regulations

Officer Code of Conduct:

1. You are expected to follow all Thespian rules, especially considering you are a pillar of the Thespian Troupe, Thespian club, and theatre department.
2. Officer-exclusive demerits may be presented to an officer who breaks the code of conduct. These include, but are *not* limited to:
 - Multiple unexcused absences to a Thespian meeting
 - Multiple unexcused absences to an Officer meeting
3. A member of the officer line must attend volunteering events or help organize Thespian Socials.

Guidelines for Officer Removal:

The first step is that the movement to begin the dismissal process must pass through a simple majority (50% or more) Officer Line vote to begin the dismissal process. The Officer Line must prepare a case for why the Officer-in-Question should be dismissed. It must be a genuine case grounded in case experiences and evidence. They should be prepared to present numerous exhibits of circumstances in which the Officer-in-Question failed to uphold their duties or broke the code of conduct. They will present this case before the Director(s), who will have the final verdict on the fate of the Officer.

The Directors are not required nor obligated to share the reasoning behind the verdict, dismissal or not, to the Officer Line, the Officer-in-Question, or at Troupe meetings. This is not to say they can't, or they won't, but they do not have to.

If the verdict is that the Officer is not dismissed:

1. The Directors/Officer Line should examine the problems that brought the disciplinary review into question, and plan a path forward to resolving the problems.
2. While the Officer-in-Question is not dismissed, they are still expected to work to fix any problems there were and continue performing their duties. If they continue to have issues, or begin to have more problems in the wake of the review, they can still be subject to another hearing.

If the verdict is that the Officer is dismissed:

1. Directors will inform the Officer that they are being dismissed.
2. The Officer Line is expected to handle the process of dismissal with maturity and poise.
3. The Officer being dismissed should leave their office and their role in a state for someone else to take their office.

If An Office Is Vacated For Any Reason:

1. The Directors and the Officer Line will announce a special election process for the Office, and put out applications for any incumbent hopeful.
2. After the application process, if needed, the candidate pool will be narrowed and the potential best fits will be called in for an interview with either a Director or the Officer Line.
3. After the interview process, assuming no further screening is needed, the new Officer will be chosen and will fill the vacant role, with all of the resources left by their predecessor.
4. After their election, the incumbent Officer will have a week-long grace period during which they will officially receive the role and their predecessor will guide them on their first steps. This applies to any vacancy, even dismissal.