

Membership Terms and Conditions

These terms and conditions set out the conditions relating to the Spotlight and Wildcats Kids Management databases.

Nothing in this statement is intended to limit any rights you have under the applicable area of consumer, or local law.

Any applications made through Wildcats Kids Management will also be with Spotlight, whose registered office is 7 Leicester Place, London WC2H 7RJ.

Your personal contact details

By joining spotlight you consent to your personal details to be held on their database. Spotlight will need to contact you and / or us (Wildcats Kids Management) from time to time with information relating to your Spotlight membership and Spotlight publications. Your professional contact details will be available to third parties (see below). Your personal contact details would only be made available to third parties with your permission.

In this application we will ask you for a mailing address, a landline number, a mobile number and an email address. It is vital that we have a current mailing address, mobile number and email address for you, at all times, so that we can contact you with information about your Spotlight membership and in some instances so that you can receive information about casting opportunities from third parties.

Your email address

Wildcats Kids Management uses email as it's main method of communicating with its members. Information emailed to you may contain confidential information about you - for example, we may ask you to verify personal contact details. It is your responsibility to keep your email address up to date with us, secure, and ensure that the relevant usernames / passwords are not known by anyone else.

Spotlight / Wildcats Kids Management cannot take responsibility for the successful delivery of email to your chosen email provider. Please ensure that you set up your spam filter / junk mail folder correctly to ensure that emails from us (including automated emails) can be received.

Professional contact details

Please note that WKM and Spotlight do not publish personal contact details on their website(s) or in their directories (where known as such). All registrations from us will appear in Spotlight as 'Wildcats Kids Management'. All contact from third parties will come through Wildcats Kids Management - and you will not receive any direct contact from any potential employers. Should a casting professional report to Spotlight directly that they have been unable to reach Wildcats Kids Management, Spotlight will leave a message for us but may also try to contact you directly.

Professional casting information

Spotlight / Wildcats Kids Management reserves the right to edit the information you supply, if it is more than sufficient for suitable display, or to amend or refuse or substitute any information tendered if we reasonably consider it unsuitable or inconsistent with the general standard, appearance or policy of Spotlight.

Your Professional Name

We recommend that every performer uses one unique, professional name across the industry, to avoid confusion with another performer. Spotlight reserves the right to refuse membership if your name is not sufficiently different from another Spotlight member. You may be asked to change your name if it is already being used, or a refund will be given for your membership.

Copyright

It is the responsibility of the Spotlight member to ensure that they have full copyright clearance for all photography, voice-clips and showreels featured as part of their Spotlight membership.

Photographs

You must provide us with the name of the photographer for all photographs submitted to us. Photographers must be credited, according to copyright law. We cannot submit any photograph to Spotlight without this information. We reserve the right to refuse any photograph which we consider unsuitable or inappropriate.

Showreels and voice-clips

Copyright is a legal right which exists in literary, dramatic, artistic and musical works. If you are taking a clip from previous professional work, in most cases the producers of that work will either have rights assigned to them or at least, a license to the rights. Producers normally grant permission for you to use short clips completely free of charge - but you must check with them first and get their permission in writing.

If you are recording a clip from scratch especially for your showreel/voice-clip, remember that most 20th century scripts are still subject to copyright, and you should seek permission from the publisher.

Under Spotlight's terms you have the responsibility for clearing any material that you decide to use for your showreel or voice-clip. If there is any sort of dispute, Spotlight will take your material offline until you clear the right to use the material. Spotlight reserves the right not to broadcast any material which it deems inappropriate.

Your web/book pages

On joining Wildcats Kids Management, we endeavor to submit your completed application to the Spotlight Directory within one working week. Your details will go onto the Spotlight website at the earliest opportunity - this is the responsibility of Spotlight, and not Wildcats Kids Management. You will then be sent an automated email (to the email address provided on the application form) letting you know that your Spotlight page is now live, and allowing you to review the details. A unique **Update PIN** sent to us at the same time will give you the ability to make changes to most of your online page - this will be retained by Wildcats Kids Management. Should you require changes to your details, then you should contact us immediately to have these amended online and noted for any printed publication, where relevant to your membership with Spotlight.

Our deadline for applications for inclusion in the 2012 directory is 1st November 2011 - this includes all amendments to details.

Should you believe that your website page(s) are being linked, without your consent, to any publicly available area of the internet, by an individual or organisation, other than Wildcats Kids Management or Wildcats Theatre School Ltd, then please inform us immediately. We will raise this for investigation and amendment.

Payment for services

Your child's membership with Wildcats Kids Management is charged by way of an annual subscription fee, except in relation to any additional services which are charged in accordance with their own Terms and Conditions.

Wildcats Kids Management charge **£150.00 per year** to all applicants, which breaks down as detailed on our Fact Sheet (available to download from our website).

New members joining Spotlight may cancel their membership with Wildcats Kids Management at any time within 30 days of submitting their application and agreeing to these terms and conditions. Spotlight will not charge any fee or penalty for cancellation within this 30 day period, however Wildcats Kids Management reserve the right to keep any administration & setup fees.

The cooling off period - up to 30 days - can only be completed in one block. New members having completed one cooling off period would not be eligible for another.

Your Spotlight membership starts on submission of your application and will not automatically continue each year unless you resubmit a registration form and payment to Wildcats Kids Management before it's renewal date.

Please note: Spotlight never takes commission on work opportunities found by it's members, however Wildcats Kids Management charge a set commission rate of 12% of the assignment fee before tax. In cases where WKM arrange work through a third party, such as a casting agency, they will advise of rates and commission on an ad-hoc basis. In this case, our commission rate will be halved to 6% of the assignment fee before tax.

Membership Cancellation

Both Wildcats Kids Management and Spotlight reserve the right to refuse or cancel membership for any member without explanation. In the event that membership is cancelled or refused a full refund will be given.

Membership will not continue annually until notice is given by the member that they wish to continue. You will be contacted each year to confirm that you wish your child's membership to continue. If no registration form or payment is received, your Spotlight membership will be cancelled and your profile will be removed from our website.

Should you decide to terminate your membership then your previous book and/or website advertisement will still run for the duration of time quoted at your last renewal. Should your membership lapse, we will offer you another chance to re-join just before your details are removed from the Spotlight internet site. We will also contact you with one more opportunity to re-join as Spotlight prepare a new book the year after your membership lapses.

If you contact us and ask to cancel with **immediate effect** we will contact Spotlight on your behalf, who will then remove your web page (including any multimedia attached) immediately. You would not be eligible for a refund in these circumstances.

Membership cancellation and personal details

When a performer cancels their membership, Spotlight and Wildcats Kids Management will retain your contact details in our internal databases for reference purposes, for the following reasons:

- ★ For urgent personal enquiries (former agents trying to contact you via Spotlight, etc.). In which case we will attempt to contact you to pass on a message.
- ★ Some professional details are also retained so that when you next re-join us your web page can be activated as quickly as possible.
- ★ To ascertain the previous membership status of those applying for future membership.

However, once you are no longer a member your 'professional' contact details will no longer be given out to enquirers (as we cannot verify them as correct) and no casting enquiries would be forwarded. You can ask for your details to be completely removed from our databases at any time.

If your child no longer attends classes with Wildcats Theatre School, membership to Wildcats Kids Management will continue until your renewal date, at which point we will terminate your child's membership. You will still receive casting information and your child's profile will still remain on Spotlight and our website until your renewal date.

Please note: The message forwarding mentioned above for former members does not form part of your Spotlight membership and is not guaranteed. Spotlight and Wildcats Kids Management reserves the right to archive and delete old member files when they have not been accessed for some time, to control the accuracy of the data held on our system, in line with the Data Protection Act.

Additional Information

Before agreeing to these terms and conditions, please ensure you have read and understood each clause in detail. Please also ensure that you have read and understood our Membership Fact Sheet in detail.

Wildcats Kids Management will not accept responsibility and/or liability for any oversight of the terms and conditions detailed in this document.