

OSCASA/CPA/ACA TALENT GUIDELINES FOR INTERNATIONAL/NATIONAL COMMERCIALS

These revised working guidelines become effective as of 1st August 2008. Any deviation from the following guidelines must be agreed upon in writing prior to booking confirmation. These guidelines ONLY apply to OSCASA member Talent and DO NOT apply to CAMA or PMA members.

1. GENERAL DEFINITIONS

- 1.1 **Usage Table:** the rate card of usage percentages as approved by CPA/ACA.
- 1.2 **Performance Fee or Day Rate:** a fee paid to the OCA to appear on the day(s) of shoot in hrs which includes 1/2hr for meal break within 6hrs of call time. Rates are subject to inflation by agreement with CPA/ACA only.
- 1.3 **Wardrobe Call:** a period of time in addition to call included in performance fee, not exceeding 2 hrs, allowing for wardrobe fittings for categories 1 – 3, 5 – 7. Thereafter a fee (as per addendum) shall apply. Background Artists shall receive a fee per hr (min 2hrs) if they attend wardrobe call. Only confirmed Artists attend wardrobe.
- 1.4 **Call Back:** a period of time in addition to call included in performance fee, not exceeding 2 hrs where after a fee (as per addendum) shall apply for additional hours & for 2nd Callback. Wardrobe/Call Back on non-confirmed artists attracts fee if artist is not confirmed on the production.
- 1.5 **Child Minder:** a suitably qualified person knowledgeable on laws pertaining to Children in the Performing Arts shall be appointed whose sole function is to supervise Children under 15yrs's during the session. Ratio of 1:10 or less if guardian not present.
- 1.6 **Travel Day:** 50% of the standard day rate based on 11hrs. If more than 11 hrs are traveled overtime at 10% of day rate per hr or part thereof will apply.
- 1.7 **Addendum:** means any of the addendums to the working guidelines detailing rates and usage percentages,
- 1.8 **Call time:** means the call time stipulated by the producer where Artists are required on set or a specific collection point. Artists are deemed to be based within 40km radius of Cape Town Station or production offices in all other provinces*. If the location is further than 40kms, transport will be provided by production or if the artist has their own transport an allowance as per addendum. Working Day/Travel time constituted from pickup to drop-off beyond 40km or if producer has stipulated requirement for a central collection point within 40km.

Where shooting is to take place at a location serviced or not-serviced by public transport, the Producer may designate a rendezvous point & call the Artists to that point to be transported at productions cost – this travel time is deemed part of working hours.

- 1.9 **Wrap:** means the end of a shooting session, technical wrap or return to base if the location is further than 40 km's from base, as called by the producer.
Artiste released at a time/location when public transport is not available, the Producer shall provide transport to the nearest public transport; or to the Artiste's home (for the purposes of this paragraph the Artiste shall be deemed to reside within a 40 km radius from Cape Town Station or **Production office in all other provinces***; or provide suitable overnight accommodation for the Artiste; or Pay the Artiste until public transport is available.
- 1.10 **Standby:** Should an Artiste be put on standby a half day rate will become payable if not released by 20h00 on the night prior to standby. If booking is within 24 hours of the shoot, confirm or release needs to happen within one hour of another booking confirmation (during office hours 08:30 to 18:00).

2. CATEGORY DEFINITIONS ON CAMERA ARTISTES (OCA)

- 2.1 **Category 1: Lead Artiste/s OCA** cast in a leading/dual leading role in the production.
- 2.2 **Category 2: Featured Extra (FE) (Professional Model/Character gets full Usage / OSCA Non-Pro Character gets 70% of standard Usage).**
OCA cast in a featured role in the story. If recognizable (not screen time dependant) in the role in which they were cast, usage applies. An artist will be deemed to be featured as a FE if they are featured/recognized in a role in the story, except in groups of 6 or more.
Non-professional may attract a lesser day rate than professional character.
- 2.3 **Category 3: "Walk-On Artiste (WO) (OSCA Non-Pro Character gets 100% of Day fee if Featured OR Contracted at a flat fee (Not to be used as an upgrade) whether featured as a WO or not. WO DOES NOT GET RENEWALS!**
OCA cast member who does not have specific role, likely to be recognized on screen, but does not play a role in the story. Required to attend castings/wardrobe & to exercise their professional skills in relation to a cast actor/actress including close-up to camera. Featured Fee (equal to day rate) applies if recognizable individually or in a group of 5 or less. WO may be upgraded to a FE if they play a role or interact with a lead or product. Walk-on Flat fee must be contracted prior, Walk-on plus usage to be used as upgrade.
- 2.4 **Category 4: Background Artiste/s "Extra" (BA).**
OCA appearing in vision not required to give individual characterization/dialogue. Group noises not deemed to be dialogue. Artistes, when called as BA's &/or Stand-Ins shall render such Performances & Services to set the atmosphere of the scene; including general &/or individual directed movement, group (6 or more) & individual activities, mass &/or individual reactions, audible & mimed sound. BA entitled to supplementary payments. Performance fee increased if upgraded to Cat 2/3 to that of similar roles on the shoot or as per casting brief rate now assigned.

- 2.5 **Category 5: Children. OCA** up to (under) 15 yrs as per Sectoral Determination 10. Children over the age of 2yrs get usage as per usage tables. **Children do not do overtime.** Babies below 2yrs may get 50% of Standard usage up to R10,000 for worldwide usage, if playing a "lead"/"dual lead" role. Babies do not automatically get renewals unless negotiated with client. Standby babies can be negotiated at lower rates & attract full rate if called to set.
- 2.6 **Category 6: Doubles OCA** properly qualified to Double cast on camera in scenes or stills, dependent on following definitions: Double: close physical resemblance to cast required./Stills Double/ Nude Body Double: nudity & close physical resemblance required.
- 2.7 **Category 7: Stand-In OCA** properly qualified to stand-in for cast members during "plotting", "rehearsing", "lighting", etc. If used as a double a further fee is applicable.

3. PERFORMANCES AND SERVICES RENDERED BY ARTISTE

- 3.1 Artistes called to perform in the capacity of one OCA Category. Should the Artiste perform in a higher capacity then upon consultation with the agent prior to commencement, upgrade of status &/or fees will be confirmed.
- 3.2 Supplementary Performances & Services shall attract additional payment, but which fees shall not attract overtime or premium payments of any kind.
- 3.3 Physical Appearance/Demanding Work must be alerted to Agents/Artistes in advance where physical change of appearance of a semi-permanent nature & unusually strenuous work is required. If not the Artiste has right of refusal and will be paid their agreed contractual fee in full.

4. WORK HOURS

- 4.1 **Overtime**
 - 4.1.1 An artiste is expected & is to be briefed by the Agencies to work up to 3hrs overtime, unless agreed prior to production. Overtime not paid on supplementary fees.
 - 4.1.2 Overtime is calculated as 10% of day rate per hour or part thereof The Artiste shall render overtime of up to fifteen minutes after the normal finishing time in order to complete a "take" or "set up". Background Artistes receive 15% into the 15th hr onwards. Unless agencies Terms & Conditions state otherwise. 2nd Day is payable after 17hrs.
- 4.2 **Standard Day:** shoot of 11 consecutive hrs inclusive of 1/2hr meal break *. Agents to be notified by midday the day prior to shoot if call time is before 06h00, in this instance where transport is not available or provided, a supplementary fee will apply.
- 4.3 **Standard Night for Background Artists Only:** a shoot of 11 consecutive hrs inclusive of 1/2hr meal break which continue past 24h00hrs. Night shoot rates attract time & half for Background Artists only for the first night then time for any consecutive nights. Agents to be notified at time of booking if night shoot or extended day.
- 4.4 **Time Out/Split Shift** unless agreed the day prior to shoot shall attract overtime from 1st call to last wrap.
- 4.5 **Public Holiday** New Year's/Christmas Day paid at time and a half.
- 4.6 **Weather Day** is treated as a call if an artiste is on set/Std cancellation terms apply.

* 1st Meal no later than 6hrs from call time or completion of 1st meal service.

5. SUPPLEMENTARY/SERVICE FEES BACKGROUND ARTISTES

** Fees do not apply if the person was booked in that capacity.

- 5.1 **Services/Performances** not listed & which an Artiste considers to be beyond basic group work shall be discussed with the Producer & OSCASA representative & /or Agency & a fee negotiated before the scene is shot. Note these are not of stunt caliber. If not alerted to the agency prior, then the supplementary fee will be invoiced.
- 5.2 **Special Skills:** Each call an Artiste is required to perform special skill(s), a fee is payable. Skills include those of a non-hazardous nature, i.e. swimming (immersed/swim in water), skating, fencing, driving, boxing & non choreographed/choreographed dancing or basic ballroom dancing with ltd choreography. **
- 5.3 **Special Clothing/2nd Dress/Suit:** Complete change clothing of a type that the Artiste would normally own but that is substantially different in style and/or purpose from the clothing the Artiste has been called to wear (e.g. the Artiste may be asked to bring a suit). Items must be approved & used on the day. **
- 5.4 **Inclemental Weather:** Artiste working in Ext Sequences being substantially wetted by natural/artificial rain. On exterior locations or where artificial wetting is planned the production company will ensure that facilities for changing will be provided. Agents must be given notice at the time of bookings. **
- 5.5 **Provision of Car/Driving:** Artiste properly qualified & licensed is required to provide their own car for filming purposes. No additional payments are due to the Artiste for transporting the car to the studio or location within 40km of Cape Town Station. Petrol consumption during filming must be paid. Code 8, Code 14, Code 10 vehicle or motorcycle in shot applies. **

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- 5.6 **Firearms:** Artiste suitably qualified required to handle/fire a weapon discharging blank ammunition under supervision by a qualified person. **
- 5.7 **Horse Riding:** Artiste required to ride/control a horse/domesticated animal. **
- 5.8 **Hair Cuts:** Artiste required to have a hair cut, which significantly alters their appearance. Such requirements must be made known prior to call. If 5cm or more is to be taken off the artiste's agent must be informed immediately. **
- 5.8 **Make-up:** Where an Artiste is required to have extensive SFX make-up i.e. Bullet wounds, Blood, etc. **

6. PAYMENT

- 6.1 CPA/ACA recommends for its Members to include session fees within the budget to assist in the payment of performance fees within the specified payment terms of 30 days of invoices received from OSCA members. Nothing in this Agreement prevents a Producer from making such payments at the end of each call.
- 6.2 Endeavor to ensure Dual Taxation documentation is supplied by the client as attachment to contract and ensure client understands that failure to provide will mean that they are not permitted to deduct foreign tax.
- 6.3 The producer may only withhold payment for an individual artiste & not the entire agent's statement for any given production.

7. CANCELLATION/POSTPONEMENT

- 7.1 Cancellation of calls shall take place no later than 15h00 on the day prior to the call attracting no cancellation fee, where numbers are less than 20 Artistes. 20 or more Artistes shall attract a 50% cancellation fee if cancelled after 10h00 on the day prior to the call. This clause relates to OCA CAT 3 to 7 where OCA is not contracted with an IPA. These terms are pro-rate number of days booked, i.e. 2 day booking conditions apply 24hrs earlier.
- 7.2 Where cancellation is made after the latest time of 15:30 on the day before the call is due to take place, 70% cancellation will apply whether or not the Artiste is required to attend the call except where bound by an IPA.
- 7.3 Cancellation on the day of the call is payable at 100% or 75% if 2hrs prior to call time due to special circumstances, except where bound by an IPA.
- 7.4 **Wardrobe/Cancellation:** Artiste cancelled having been confirmed & wardrobe & subsequently released prior to cancellation being payable, will receive a fee for wardrobe calls attended.

8. MEALS

- 8.1 Meal deemed part of Call Time if call is earlier than 07h30 for Std Day & /or later than 18h00 for Std Night.
- 8.2 Craft should be available upon 1st call time. Unless negotiated prior, catering & interim refreshments will be the equivalent of other members of the unit. Where >50 artistes, packaged meal/specific arrangements pre-approved by artistes' agency/s may be provided.

- 9. **INSURANCE:** The Artists must be covered by insurance by Client or Production House whilst on set &/or from collection point.

10. SPECIAL NOTES

- 10.1 CPA/ACA will facilitate through their Constitution disputes on repeat offences submitted to the CPA/ACA from OSCA SA in writing.
- 10.2 Timesheets should be presented for signature by the Artiste at call and at wrap. Where an artiste is signed in but not signed out, a valid reason must be given or the agency notified if they suspect the artiste has left set. If no notification is given, the artiste will be invoiced for.
- 10.3 Artistes arriving on set in a healthy condition and subsequently released for medical reasons, must be paid their day rate in full.
- 10.4 Artistes who's clothing is soiled/damaged during the engagement (other than through the fault of the Artiste) shall be compensated for the cleaning, replacement &/or repair of such clothing.
- 10.5 Artiste's rate increases will be negotiated once a year & published on 1st May for implementation by 1st September to facilitate quoting.
- 10.6 When discrepancy on usage occurs, a review board shall be nominated consisting of 3 members from, OSCASA, CPA/ACA, Casting Director or CAMA/NAMA/PMA. If escalated to this board, their decision must be accepted as final. Usage to be calculated on standard rates, not premium or supplementary rates.
- 10.7 Contracts must be completed in full by the client prior to shoot and signed before submitting to the Agency. Flight dates must be present on all contracts. Contracts cannot be signed by production house.
- 10.8 Bookings and Casting Briefs are to include full details of the client and details of the payee responsible.
- 10.9 Parking must be provided by production with security.

ENDORSED BY THE CPA/ACA 1st August 2008

CPA/ACA/OSCA GUIDELINES RATES FOR INTERNATIONAL COMMERCIALS

Fees only apply to OSCA talent and not Models or professional talent from CAMA/PMA OR NAMA agents.

Day Rates for Non Professional Featured Extras/Walk-on's		
	MIN	MAX
FEATURED EXTRA NON PROF. + 70% of std Usage if featured.	R1840.00	R3,450.00
WALK-ON NON PROF. + additional 100% of std day rate if featured (no renewals apply).	R1500.00	R2,875.00
WALK-ON AT FLAT FEE including featured fee whether featured in commercial or not (no renewals apply). Only be booked as, not upgraded to	R1840.00	R6,900.00
OTHER		
CHILDREN 0 TO 5YRS		R1400.00
CHILDREN 6 TO 10YRS		R1600.00
CHILDREN 11 TO 14YRS		R1800.00
DOUBLES - NO USAGE APPLIES	R920.00	R1150.00
BODY DOUBLE - TOPLESS	R5000.00	R12,000.00
BODY DOUBLE - FULL NUILITY	R6,000.00	R14,000.00
BACKGROUND ARTISTES (Extras)		
Standard Day/Cont Day	R550.00	R850.00
Night Shoot Time & a half for the first night, then time for any consecutive nights	R650.00	R1,000.00
<i>New Years & Christmas day - time and a half only. ALL OTHER PUBLIC HOLIDAY AT STANDARD RATE.</i>		

Supplementary Service Fees (only apply if not booked in that capacity)	
Description of Skills (see full description point 5)	Rate
Special Skills	R100
Second Dress/Suit	R100
Inclemental/Weather i.e. Rain/swimming	R100
Provision of Car & Driving	R150
Firearms	R150
Horse-riding	R150
Hair-cut that alters appearance	R100
SFX Make-up	R100
Stills Double in addition to day rate	R250
Stand-in in addition to day rate	R250
<i>Only one Category payment per call, except 2nd Dress/Suit & Hair/Makeup.</i>	

Wardrobe / Callback	MIN	MAX
Callback over 2hrs or 2 nd callback	10% day rate/hr	min R150/hr max R250/hr
Wardrobe call exceeding 2hrs	10% day rate/hr	min R150/hr max R250/hr
2nd Callback	10% day rate/hr	min R150/hr max R250/hr
Wardrobe / Callback attracts a fee if not confirmed on production		R150/hr
Wardrobe call for background artistes - min charge 2 hours	R150 for 2 hrs	R100/hr after
Cancellation after Wardrobe, before cancellation fee applies		R150
Per Diems		
Per day Per Diem	R120	R160
Per Day per Meal Allowance (Travel Day)	R50	R60
Travel Allowance - Artistes own transport used		
80c per km for locations more than 40km from CT station (Production office in all other provinces) i.e. Min km's travelled would be 81km which is R64.80		
Early Call (before 06h00) penalty or if no public trans avail or transport supplied.		R100

N.B. QUOTING THE LOWER FEES WILL LIMIT THE TURNOUT OF TOP TALENT FOR YOUR CASTINGS.

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USAGE AS PER CPA/ACA APPROVED TABLES - USAGE FEES BASED ON % OF DAILY RATE.

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THESE FEES ONLY APPLY TO CHARACTERS/BACKGROUND ARTISTES AND NOT TO MODELS OR PROFESSIONAL TALENT FROM CAMA, PMA OR NAMA AGENCIES.

*
NO COMPETITIVE PRODUCT & TOTAL EXCLUSIVITY - TO BE NEGOTIATED

* - To be reviewed with annual review 1st May 09

