



An Comunn Gàidhealach – Mòd Manual

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An Comunn Gàidhealach – Mòd Manual

Updated **08/02/12**

FOREWORD

The organisation of Am Mòd Nàiseanta Rìoghail is the responsibility of An Comunn Gàidhealach working with local organisers and other partners to ensure the successful staging of the event. An Comunn has overall responsibility for all aspects of the organisation of Am Mòd including fund-raising, administration, marketing and promotion.

This Mòd Manual aims to clearly outline the different roles and responsibilities of An Comunn and the local organising committees in each host area. Since the Mòd is staged in a different location each year it has to be re-invented annually, but the essential elements remain constant, including the need for adequate accommodation, appropriate venues, stewarding, etc.

An Comunn seeks to build strong and effective links with the local committee, as the success of Am Mòd Nàiseanta Rìoghail is dependent on cohesive community effort and co-operation.

The fact that the Mòd continues to grow and develop is proof of the continuing commitment of local committees and the importance of their role in the organisation of what many regard as Scotland's biggest Gaelic festival.

It should be understood at the outset that the focus of the Mòd is on promotion and development of the Gaelic language, music and culture. It should also be understood that each host area is providing a platform for Am Mòd Nàiseanta Rìoghail. An Comunn Gàidhealach understands that each local committee will wish to promote its own area and its own objectives in terms of Gaelic language, music and cultural development. The local organising committee acknowledges that the focus is on staging a successful and enjoyable national and international event, on behalf of An Comunn as the national body.

John MacLeod
President
An Comunn Gàidhealach
February 2012

AN COMUNN GÀIDHEALACH

An Comunn Gàidhealach is a voluntary organisation which was founded in Oban as a vehicle for the preservation and development of the Gaelic language. It actively encourages the teaching, learning and use of the Gaelic language and the study and cultivation of Gaelic literature, history, music and art.

The Association, usually referred to as “An Comunn”, has approximately 2500 members worldwide and, for many, is seen as the main body which best represents the interests of the Gaelic language.

An Comunn Gàidhealach has overall responsibility for the co-ordination of all aspects relating to the staging of Am Mòd Nàiseanta Rìoghail.

AM MÒD NÀISEANTA RÌOGHAIL

The first Mòd was held in Oban in 1892, one year after the founding of An Comunn Gàidhealach. Over a period of decades An Comunn has developed the Mòd into one of the major cultural events on the Scottish calendar. The Mòd remains the principal vehicle through which artistic performance is judged against standards, which act as benchmarks for excellence in all Gaelic activity.

The Mòd also exists to encourage the extension of traditional Gaelic cultural elements into contemporary Mòdes of expression such as popular music. In addition, the Mòd has pioneered and continues to encourage the exchange of artistic and cultural expression between Scotland and other Celtic countries.

The Mòd regularly attracts performers from overseas, both solo and choral. Annual Mòds are held in America and Canada under the auspices of An Comunn’s overseas branches. A network of Provincial Mòds are held throughout Scotland with strong educational, voluntary and community involvement.

The names “Royal National Mòd”, “Am Mòd Nàiseanta Rìoghail”, “Iomail a Mhòid”, “Feis a Mhòid” and “Mòd” and any variations thereof, are the property of An Comunn Gàidhealach and may not be used without prior written authority of An Comunn.

AN COMUNN STRUCTURE

Board of Directors

An Comunn Gàidhealach is managed by a Board of Directors. The current Board (**February 2012**) is as follows:

John MacLeod	President
Robin Banks	Director
Norma Young	Director
Janet MacDonald	Director
Tom Mitchell	Director
Amy Macaulay	Director
Donald MacDonald	Director
Allan Campbell	Director
Calum Iain MacLeod	Observer (CNAG)

The Board is supported by Peigi MacLennan (Company Secretary)

Offices

An Comunn retains its Head, and registered, Office in Inverness. It also has staff based in Stornoway.

Standing Committees

The work of An Comunn is overseen by a number of committees as follows:

The Music Standing Committee
The Mòd Standing Committee
The Corporate Affairs Committee

Each of the Standing Committees is chaired by a Board Director with individual committee members being invited to participate from among the general membership of An Comunn.

AM MÒD NÀISEANTA RÌOGHAIL – LOCAL ORGANISING COMMITTEE (LOC)

A National Mòd shall be held in October each year in accordance with the Company's Articles of Association.

An application to stage the Mòd should be submitted by Branches of An Comunn Gàidhealach not later than 30 June in the year four years before the Mòd is to be held. Applications require to be accompanied by a letter of support from the Local Authority to ensure that the local infrastructure is adequate to allow the hosting of a successful national Mòd.

Where a bid from a branch is not forthcoming or is considered not to have met the the overall requirements of An Comunn Gàidhealach arrangements will be made by An Comunn Gàidhealach to host the Mòd in an appropriate venue.

In the event of more than one application being received to host the National Mòd. An Comunn Gàidhealach, after due investigation will decide on the venue for the National Mòd applied for.

When the Mòd is awarded to a Branch, the Branch should then convene a public meeting to appoint a Chairman, Vice Chairman, Secretary and Treasurer on a local organising committee (LOC). The local organising committee will contribute to the organisation of the Mòd, acting at all times on behalf of, and in partnership with, An Comunn.

Local Organising Committees have previously adopted a sub-committee structure that includes:

- A Fund Raising Committee and/or Finance Committee
- An Accommodation Committee
- A Stewards Committee*
- A Fringe Committee (including Saturday Massed Choirs Parade)
- A Publicity Committee
- A Transportation Committee*
- A Halls & Venues Committee*

(* Sometimes combined)

The Chairman of each sub-committee sits on the LOC and forms a Convenors Committee along with office bearers.

The LOC must adopt the constitution that is provided by An Comunn Gàidhealach. The constitution states the responsibilities that have to be undertaken to comply with all statutory reporting.

The LOC must look to project the aims and objectives of An Comunn at all times during planning and preparations for the staging of the Mòd. The LOC must liaise closely with An Comunn staff and officials and provide full progress reports as and when required. The committee should meet as required and should meet at least once per month in the year of the Mòd. The LOC should be prepared to hold additional meetings as necessary as the Mòd approaches.

The Convenors Committee should meet monthly to receive and approve sub-committee reports and thereafter report to the LOC.

An Comunn will endeavour to be represented at LOC and Convenors meetings with increasing frequency in the year of the Mòd. Copies of Minutes of all LOC meetings must be sent to the Mòd office in Inverness and to the Director of Am Mòd Nàiseanta Rìoghail.

SPONSORSHIP

The raising of the major funds required to stage the Mòd is the exclusive responsibility of An Comunn Gàidhealach. This includes negotiations with Local Authorities, Local Enterprise Agencies and major national and local sponsors and supporters.

An Comunn recognises that sponsorship agreements may result from local contacts. Therefore, provided that prior consultation takes place with An Comunn individual agreements, up to the value of £5,000 may be negotiated locally. Such sponsorships will be administered by the LOC and may be included as part of the local committee's own contribution towards Mòd costs. An Comunn Gàidhealach must be kept informed.

The Chief Executive must be informed immediately of any major sponsorship opportunities, which may arise locally, and these will be followed up in consultation, and liaison, with the local committee.

An Comunn will take direct responsibility for raising funding in excess of £5,000. Sponsorship is a vital part of the Mòd funding and An Comunn has developed policies to administer this.

An Comunn and the LOC will work together to ensure that all sponsors and supporters of the Mòd receive due recognition in the build up to and during the week of the Mòd.

MEDIA

Media matters at the Mòd are the exclusive responsibility of An Comunn Gàidhealach and any statements by the LOC in relation to the Mòd must be made by their nominee with the prior approval of An Comunn.

Prior to, and during, the event, the Mòd attracts intense media interest. Throughout the year, An Comunn undertakes promotion aimed at generating positive media interest.

In consultation with An Comunn the LOC may publicise their hosting of the Mòd in their locality. Any approach to the local committee from the media on any matters relating to the Mòd should be referred to the Chief Executive or President of An Comunn Gàidhealach.

For the duration of the Mòd, all media matters are dealt with through a media co-ordinator appointed by An Comunn Gàidhealach.

During Mòd week it is important that an Office-bearer authorised by the LOC is available to provide media comments on their behalf. It is expected that this person would be a Gaelic speaker.

IOMALL A' MHÒID

Iomall a' Mhòid is complementary to the Mòd. It must not be allowed to conflict with the main event. It is subsidiary to the Mòd.

The LOC may organise a programme of events under the banner of Iomall a' Mhòid in liaison with An Comunn. The local committee are responsible for all financial matters connected with Iomall a' Mhòid.

The provision of information in relation to Iomall a' Mhòid events is the responsibility of the LOC, in consultation with An Comunn.

The production of, and any costs of production relating to, the Iomall a' Mhòid Programme is the responsibility of the LOC. The selling of advertising space in the Iomall Programme is the duty of the local committee, in liaison with An Comunn and its national sponsors and supporters. Principal sponsors of the Mòd must not be approached regarding advertising.

THE OFFICIAL MÒD PROGRAMME

The official Mòd Programme is the sole responsibility of An Comunn Gàidhealach. The local committee may wish to encourage local businesses to advertise in the programme and should contact the Mòd office who will provide them with further information.

WEBSITES

The LOC may operate a website to promote the staging of Am Mòd Nàiseanta Rìoghail in the locality. Any local websites should provide a prominent, free link which highlights the An Comunn Gàidhealach website as the official website. The official Mòd logo should be displayed on any local sites, as well as the logos of the main event sponsors and supporters.

CATERING

An Comunn will liaise with the local committee and local authority on the provision of official and public catering during Mòd week.

The LOC will be responsible for arranging the provision and delivery of refreshments for support staff at all competition venues on a daily basis, excluding Sunday, and/or advised by An Comunn. These costs will be met by An Comunn.

MÒD SHINTY

An Comunn will be responsible for organising the Mòd Shinty Cup in partnership with Comunn na Camanachd and the LOC. The match is normally played between two senior teams, but where this is not possible, the Mòd Shinty match should feature local junior teams. The Mòd Shinty Cup and medals will normally be presented by a representative of An Comunn Gàidhealach.

An Comunn will organise and meet the costs of post-match catering for players and officials and will also arrange for the provision of medals for competing teams and match officials.

MÒD FOOTBALL

The LOC, after informing An Comunn, may choose to run a football match. Any costs associated with the match will be the responsibility of the LOC.

MÒD DRAMA FINAL

Comunn na Drama, in consultation with An Comunn, will administer the Mòd Drama. An Comunn will provide a buffet for participants and meet the costs of the buffet. They will also arrange and meet the costs of any additional light and/or sound facilities that may be required for the Mòd Drama Final venue.

GAELIC SHOWCASE

The Gaelic Showcase represents an opportunity for companies and organisations promoting or providing Gaelic language products and/or services to promote themselves during Mòd week. An Comunn, in partnership with the local committee, will co-ordinate the showcase and fix charges for sites within the Showcase area.

VOLUNTARY SUPPORT

The LOC should aim to identify approximately 150 volunteers who would provide support during the course of Mòd week, e.g.

- stewarding
- drivers / runners
- trophy delivery
- chairing of competitions
- ticket / programme sales at venues
- Mòd shop staffing

An Comunn will provide the local committee with Guidance Notes for Stewarding duties in advance of the Mòd.

The LOC should appoint a Stewarding Convener who should aim to identify a number of Chief Stewards each of whom will have specific responsibilities. The Chief Stewards should have experience of previous Mòds.

An Comunn Gàidhealach's volunteer policy must be adhered to at all times (Appendix. 4). Training and child protection awareness will be provided.

The LOC should ensure that all proposed Mòd venues conform to the appropriate standards in respect of Health & Safety and Fire Regulations. Site visits should be undertaken in advance of the Mòd and in liaison with An Comunn Gàidhealach officials and other organisations as appropriate. Risk assessment forms are available from An Comunn to assist with this matter.

VENUE / OFFICE REQUIREMENTS

The Local Branch of An Comunn Gàidhealach, in their application, should have previously identified potential competition venues and offices, as follows:

- Two halls, each with a capacity of 600 – 1000 persons
- Four halls, each with a capacity of 150 – 400 persons
- Eight rooms seating 50 – 100 persons for Oral Competitions
- Gaelic Showcase location
- Rooms suitable for the following:
 - Mòd Finance & Administration Office
 - Trophy Storage space
 - Rooms for Gaelic Testing
 - Local Committee Official / Steward Room
 - Mòd Information Centre / Mòd Ticket Office
 - An Comunn / Mòd Information Desk

The LOC should provisionally book suitable venues to meet the needs of hosting the Mòd. When the venues have been approved by the Director of Am Mòd Nàiseanta Rìoghail their use will be confirmed in writing by An Comunn Gàidhealach. The Director will advise the LOC, and the venues, regarding which events will take place in each Mòd venue.

MAJOR EVENT ORGANISATION

An Comunn Gàidhealach understands the responsibilities that Am Mòd Naiseanta Rìoghail imposes on the organisation.

An Comunn will make every effort to ensure that the Mòd takes place in a safe environment. Risk will be assessed and if any risk is identified, steps will be taken to remove the risk. All competitions will take place in a safe venue. Employees and volunteers will be provided with a level of care and protection that they could expect to receive in their normal working situation.

Finance

An Comunn Gàidhealach will take all necessary steps to ensure the financial viability of each Mòd. It will only accept financial responsibility for expenditure associated with the Mòd where it has committed to that expenditure in writing (normally by the submission of a properly authorised purchase order).

Insurance

An Comunn Gàidhealach will insure the Mòd and provide copies of insurance certificates for display at the event (see Appendix 5). Any uncertainty regarding insurance should be referred immediately to An Comunn who will either address the issue or refer the matter to the insurance provider.

Risk Assessment

Risk assessment is a key tool in reducing exposure to risk. The Board of An Comunn Gàidhealach will consider the risks associated with each Mòd prior to awarding the Mòd to an applicant.

An Comunn requires that the local committee, if necessary, with the assistance of the supporting local authority, assess the risk associated with each venue identified as a potential Mòd venue. A Risk Assessment form is available from An Comunn (see Appendix 6). Alternatively, a local authority form may be used if deemed acceptable by the local committee. The forms will be assessed by the Mòd Director when final decisions concerning venues are being made.

Fundraising

Local fundraising to host a Mòd is classed as restricted fundraising by the Office of the Scottish Charities Regulator (OSCR). Any funding that is raised for the specific purpose of hosting Am Mòd Naiseanta Rìoghail can only be used for that purpose. It is important that LOCS are aware of this definition. In the event of fundraising exceeding the financial obligations (that have been agreed with An Comunn Gàidhealach) to host the Mòd, no other use may be made of the excess other than that for which it was raised.

An Comunn has introduced a policy that allows any excess to be held locally for a period of ten years, for the future support of a Mòd in the host location. If a national Mòd is not hosted in the location before the expiry of ten years, from the date of completion of the original Mòd, the excess funds will be passed to An Comunn Gàidhealach for the local support of a National Mòd in that locality at a future date.

AN COMUNN GÀIDHEALACH – RESPONSIBILITIES

The responsibilities of **An Comunn Gàidhealach** include the following:

Strategic Overview of the Event

Major Fund-Raising from Local Authorities and Local Enterprise Companies; all aspects of Mòd Administration; final allocation of competitions to venues; arrange Adjudicators; preparation and production of all Mòd music (through the Music Committee); production of Am Mòd Nàiseanta Rìoghail Syllabus; national and international marketing & promotion; liaison with sponsors, supporters, Local Authorities, Local Enterprise Agencies, etc; contact with local, national and international media.

Compile Official Mòd Programme

Process Mòd entries; co-ordinate editorial and advertising content; distribution, liaison with sponsors and Local Committee

Public Sector

Public Sector liaison & Public Relations.

Contact/liaison with MP's, MSP's, MEP's, Local Authorities and Scottish – this responsibility will be shared with the Local Committee to ensure that any local issues are properly considered and factored into the contact/liaison.

Private Sector Sponsorship

Liaison and negotiation with existing and potential national and international sponsors.

Media Relations

Liaison with local, national and international media representatives; organisation of daily Press Conferences at Am Mòd Nàiseanta Rìoghail; pre and post Mòd media activity and publicity. An Comunn Gàidhealach will appoint an Official Mòd Photographer and Media Co-ordinator. The work of the Media Co-ordinator will be managed and co-ordinated by An Comunn Gàidhealach.

Liaison with Local Committee

An Comunn Gàidhealach will be represented, where possible, at Local Committee meetings.

Organisation of Competitions

Rules and Regulations of all Mòd competitions;
Appointment and payment of Adjudicators;
Appointment of Chairpersons;
Allocation of and payment for all official Mòd competition and concert venues;
Printing of competition and concert tickets.

Accommodation

Sourcing, booking and administration of accommodation and associated services for core Mòd staff, Adjudicators, VIP's and other guests and international delegates.

Adjudicators/Adjudication Sheets

Recruitment, training and allocation of Adjudicators to competitions;
Distribution of adjudication sheets on completion of competitions,
Administration of adjudication sheets post-Mòd.

Mòd Office/Information Centre

Identification of centrally located venue;
Staffing;
Mòd administration and finance;
Programme and Ticket sales;
An Comunn membership information services;
General Mòd information and guidance for competitors and visitors.

Concert/Competition Chairpersons

Identify and allocate Chairpersons to major competitions and main concerts

Opening Ceremony

Issue of invitations to guests and participants in liaison with the Local Committee;
Format & production of Official programme;
identification of and payment for catering and hospitality services;
PA system;
Allocation of VIP seating.

Television/Radio

Liaison with broadcasters re the format and content of the main concerts and competitions and any other events which are to be broadcast on Television; Radio, Digital and Internet.

Catering

An Comunn Gàidhealach will arrange and meet the costs of catering for Mòd staff, officials, Adjudicators, delegates, VIP's and those stewards who may be required to be on Mòd duties all day during the course of Mòd week.

Mòd Lunch/Dinner or Buffet

An Comunn Gàidhealach will be responsible for the organisation and costs of the Mòd Lunch/Dinner/Buffer.

Communications Systems

Where necessary, An Comunn Gàidhealach will provide and meet the costs of appropriate communications systems and associated training requirements during Mòd week.

Transport

An Comunn Gàidhealach will provide official transport for staff, guests, delegates, officials, adjudicators and VIP's.

Gaelic Showcase

An Comunn Gàidhealach will co-ordinate the Gaelic Showcase arrangements as appropriate. The LOC is not responsible for costs associated with the Showcase.

PA System

An Comunn Gàidhealach will identify and source and pay for suitable systems for use at concert venues and other venues where required.

Fiddlers Rally

An Comunn Gàidhealach will identify the venue for the Rally and will meet the costs of providing a High Tea/Evening meal for visiting Fiddlers. An Comunn Gàidhealach will produce the Official Programme for the Fiddlers Rally in consultation with the Local Committee. Suitable refreshment will be provided at the break. Where the LOC is unable to source product sponsorship for the refreshment, An Comunn will ensure that performers receive a refreshment.

Venue Decoration

An Comunn Gàidhealach will ensure that venues have appropriate decoration for the major competitions and concert venues. This duty will involve close liaison with the Local Committee and with the BBC. An Comunn will accept responsibility for the reasonable cost of preparation and decoration of these venues.

Mòd Shinty Cup

An Comunn will be responsible for organising the Mòd Shinty Cup in partnership with Comunn na Camanachd and the LOC. The match is normally played between two senior teams, but where this is not possible, the Mòd Shinty match should feature local junior teams. The Mòd Shinty Cup and medals will normally be presented by a representative of An Comunn Gàidhealach.

An Comunn will organise and meet the costs of post-match catering for players and officials and will also arrange for the provision of medals for competing teams and match officials.

LOCAL ORGANISING COMMITTEE – RESPONSIBILITIES

The responsibilities of the host Local Committee will include the following on behalf of An Comunn Gàidhealach:

Local Fundraising

This could include a Lottery, raffles, ceilidhs, the establishment of a Mòd shop etc within the host location. These activities should be targeted at raising a minimum of **£25,000 (2012)**. Any costs incurred by the local committee eg in establishing a Mòd shop, undertaking a prize draw or lottery should be netted against local receipts.

An Comunn Gàidhealach takes responsibility for raising the majority of funding required to stage Am Mòd Naiseanta Rioghail. The local committee is required to raise a minority of funds (approximately 10% of the cost of staging the Mòd) on behalf of An Comunn Gàidhealach for the purpose of staging Am Mòd Naiseanta Rioghail. The contribution required is as follows:

2012 Mòd = £25,000 (Dunoon)
2013 Mòd = £27,250 (Paisley)
2014 Mòd = £30,000 (Inverness)
2015 Mòd = £30,250 (Oban)
2016 Mòd = £30,500 (Venue – tbc)

(Thereafter to be increased annually by an inflationary adjustment.)

The local contribution is to be remitted to An Comunn Gàidhealach as follows:

50% of sum to be paid on **15 June in the year of the Mòd**

50% balance to be paid on **15 September in the year of the Mòd**

An Comunn Gàidhealach will provide an invoice for the purpose of remittance of the sum required.

Any surplus funding raised locally for the staging of a Mòd must be treated as restricted funding (see above – major event considerations – Funding). Funding may only be applied for the specific purpose for which it has been raised.

To ensure compliance with statutory requirements, and with charity requirements, the local committee is required to provide An Comunn Gàidhealach with Audited Accounts that relate to Am Mòd Naiseanta Rioghail fundraising activities upon completion of the event.

Iomall a'Mhoid events

Any Iomall events will require to be arranged by the Local Committee with the support of the local business community. Each event must prominently feature the Gaelic language; Gaelic music and culture. Close liaison with An Comunn Gàidhealach is essential to ensure that where possible Iomall/Feis events do not clash with official Mòd events. The local organising committee will be responsible for liaising with artists and venues and for meeting costs associated with the staging of Iomall/Fèis a'Mhoid.

Massed Choirs Parade

The Massed Choirs event marks the closure of each Mòd. The local committee is expected to undertake the organisation of the Massed Choirs event as a finale to Am Mòd

Nàiseanta Rìoghail. The local committee will be required to meet all costs associated with the staging of this event eg catering. The local committee will also need to undertake all liaison deemed necessary eg with police, Scottish Government, local authority, roads dept, choirs etc and should work closely with An Comunn Gàidhealach.

The Local Committee should aim to work closely with the Association of Gaelic Choirs and An Comunn Gàidhealach in the organisation of this event. Local and National Pipe Bands may also be invited to participate.

Fiddlers Rally

The local organising committee shall identify an individual or organisation who will undertake co-ordination of the programme of music, issue of invitations to Guest Artists, liaison with Fiddle Societies, identification of Fear/Bean an Taigh and liaising with Mòd prize-winners etc.

Suitable refreshment will be provided at the break. Where the LOC is unable to source product sponsorship for the refreshment, An Comunn will ensure that performers receive refreshment.

Ecumenical Church Service

Co-ordination and production of printed Order of Service, identify participants, co-ordinate participation of local religious interests, provision and funding of post-service catering.

Convener's Ceilidh

Identify suitable venue, invite artists and Fear/Bean an Taigh. Meet the costs of any catering which may be provided. The Ceilidh is usually hosted as a part of the fund-raising effort and artistes, and the Fear/Bean an Taigh. do not normally receive a payment. This event may be combined with the Traditional Ceilidh if the LOC feels that this is appropriate.

Traditional Ceilidh

Identify suitable venue, invite artists and Fear/Bean an Taigh. Meet the costs of any catering which may be provided. The Ceilidh is usually hosted as a part of the fund-raising effort and artistes, and the Fear/Bean an Taigh. do not normally receive a payment. This event may be combined with the Traditional Ceilidh if the LOC feels that this is appropriate.

Venue Selection

The local committee will be expected to undertake initial identification of potential Mòd competition and concert venues; provide guidance to Am Mòd Nàiseanta Rìoghail Director regarding suitability and make initial approach regarding provisional bookings in order to establish estimated costs, audience capacities and facilities available at/for each venue.

Once venues have been approved by the Mòd Director they will be booked by An Comunn Gàidhealach. An Comunn will pay for venues following the completion of the Mòd. Payment will be based upon the submission of an invoice.

Venue Decoration

The local committee will co-ordinate the decoration of competition and concert venues except for the main Venue which is used for the evening concerts and televised events.

This responsibility should involve minimal expenditure at a local level. If significant expenditure is identified the matter should be referred to An Comunn at a National level immediately.

Town Decoration

The local organising committee should, in partnership with An Comunn Gàidhealach and the appropriate authorities undertake to organise effective decoration of the main host town in advance of, and for the duration of, the Royal National Mòd. The decoration of the town should reflect the assistance provided by major Mòd local and national sponsors and supporters.

Signage

The LOC should co-ordinate and organise the erection of directional signage to Mòd competition venues and concert venues; Mòd offices; Mòd shop etc and internal signage within venues. This should be done in co-operation with An Comunn Gàidhealach. An comunn will advise regarding signage for venues, offices etc. Signage must complement information contained in the official Mòd programme.

Shuttle Bus

The local committee may provide a shuttle bus service for competitors and visitors. The service should provide transport between major competition and concert venues. The costs of any such service should be met by the local committee. This facility is optional and will only operate if deemed appropriate by the LOC.

Mòd Ticket/Programme Sales

The LOC should identify responsible individuals who will be required to sell Mòd competition and concert tickets and official Mòd programmes at Mòd venues. It should be understood that income generated from the sales of Official Mòd tickets and programmes is returned to An Comunn Gàidhealach.

An Comunn will offer tickets for sale to Members in the first instance. Following the sale to Members the remaining tickets will be forwarded to the LOC for local sale. A minimal retention of tickets for sale in the offices in Stornoway and Inverness will take place prior to the tickets being forwarded. Dates of public sale will be advertised on the website.

Opening Ceremony

The LOC will provide tea/coffee for guests after the opening ceremony and will meet the costs of those refreshments.

Financial Synopsis:

Direct Funding sources:

Grants:

Bord na Gàidhlig – core

- responsibility of ACG to reach settlement with BnaG.

Local Authority

- responsibility of ACG to reach settlement with LA.

Other Grants

EventScotland

- ACG responsibility.

Commercial Income

Mòd entry fees

- ACG responsibility.

Programme Sales

- ACG responsibility.

Ticket Sales

- ACG responsibility.

Music Sales

- ACG responsibility.

Other Income

Local Mòd Committee (Page 13 refers)

- Local Committee to raise this funding.

Sponsorship

- ACG responsibility.

BBC

- ACG responsibility.

Application of funding:

Employee Costs

Salaries & Wages

- ACG responsibility.

Royal National Mòd Costs

Prizes

- ACG responsibility.

Medals & Engravings

- ACG responsibility.

Adjudicator; accomp. etc fees

- ACG responsibility.

Junior Choir Expenses

- ACG responsibility.

Venue Hire

- ACG responsibility.

Marketing & PR

- ACG responsibility.

Accommodation

- ACG responsibility.

Catering & lunches

- ACG responsibility.

Printing etc music

- ACG responsibility.

Delegate costs

- ACG responsibility.

Programme fees

- ACG responsibility.

Insurance

- ACG responsibility.

Event transportation (not Shuttle service)

- ACG responsibility.

ACG – An Comunn Gàidhealach.

ORGANISATIONAL RESPONSIBILITIES**Appendix 2**

ITEM	An Comunn Gàidhealach	Local Committee (LOC)	Possible In-kind assistance
Production/printing Official Mòd Programme	✓		
Venue Hire Costs	✓		
Main Venue Decoration	✓		
Venue Seating/Sound/Light	✓		
Official Mòd Accommodation	✓		
PA System	✓		
Opening Ceremony	✓		
Shuttle Bus		✓	✓
Massed Choirs Catering		✓	
Fiddlers Rally High Tea/Evening Meal	✓		
AMNR Official Catering	✓		
Steward Catering	✓		
Mòd Shinty Cup	✓		
Mòd Football Cup		✓	
Mòd Sponsors Lunch/Dinner	✓		
Literature Awards	✓		
Official Receptions	✓		
Communications Systems	✓		
Town Decoration		✓	✓
Iomall/Feis a Mhoid Programme		✓	✓
Venue Directional Signage		✓	✓
Adjudicator Fees	✓		
Chairperson/ Adjudicator refreshments		✓	
Post-Drama Buffet	✓		
Officials/VIP Transport	✓		
Gaelic Showcase Venue Costs	✓		
Church Service Catering		✓	✓

Note: Financial responsibility follows the organisational responsibility identified above.

THE ROYAL NATIONAL MÒD – MAIN EVENTS

Appendix 3

Friday	Opening Ceremony Opening Ceilidh/Concert
Saturday	Instrumental Competitions Mòd Sports Finals Mòd Sponsors Lunch/Dinner or Opening Buffet Fiddlers Rally
Sunday	Ecumenical Church Service Celtic Praise
Monday	Gaelic Showcase opens Junior Competitions Prizewinners Concert
Tuesday	Junior Competitions Prizewinners Concert
Wednesday	Literature Awards Drama Final Gold Medal Qualifying Clarsach Competitions Silver Pendant Qualifying Silver Pendant Final Traditional Medal Qualifying Traditional Ceilidh
Thursday	Traditional Finals Gold Medal Finals Rural Choirs Competitions Highland Dancing Competitions Convener's Ceilidh Prizewinner's Concert
Friday	Senior Choral Competitions Final Concert Gaelic Showcase closes
Saturday	Massed Choirs Farewell

Note: The daily diary of events at each Mòd may change at the discretion of An Comunn Gàidhealach. An Comunn will undertake to advise the local committee of any changes at the earliest possible opportunity.

- You volunteer in an organisation that is striving to be non-discriminatory and diverse.
- You volunteer in an environment that is safe.
- You will be covered by An Comunn Gàidhealach's insurance policies.
- You won't be out of pocket.
- You can expect An Comunn Gàidhealach to help you to resolve any difficulties you may have with An Comunn Gàidhealach or your volunteering.
- You are free to stop volunteering at any time.

In order to meet these aims:

- An Comunn Gàidhealach will ensure that staff maintain good inter-personal working relationships.
- An Comunn Gàidhealach expects everyone to carry out their volunteering within the Law and within the organisation's Policies and Procedures.
- An Comunn Gàidhealach may request that an individual stops volunteering where the relationship has broken down.
- An Comunn Gàidhealach will seek references for volunteers, as part of the selection process, who are providing significant and pro-longed voluntary service to the organisation.
- An Comunn Gàidhealach will maintain a register of volunteers' details.

An Comunn Gàidhealach expects all volunteers to act responsibly at all times.

An Comunn Gàidhealach Insurance
Appendix 5

(Certificate & Schedule available from An Comunn Gàidhealach)

SAMPLE FORM

Reference No	A1						
Dept: Chief Exec	AN COMUNN GÀIDHEALACH - RISK ASSESSMENT	RA1					
This risk assessment should be continually updated to meet identified risks within each individual work area. This is the responsibility of the supervisor.							
Subject or Description of Risk Assessment		Persons(s) At Risk					
EXAMPLE Mòd 20XX – various venues.		Employees/MOP					
Hazard(s)		Potential Outcome					
1 Large numbers of people gathered in small area . 2 Lack of written arrangements, roles, responsibilities etc . 3 Lack of appropriate facilities . 4 Slips, trips, falls . 5 Vehicular traffic and parking . 6 Lack/Failure of communications arrangements . .		Minor to Major Injuries Possible Cause:- 1. Distractions 2. Unsafe Act or Conditions					
Overall Risk Description Before Control Measures =		Substantial					
Control Measures		State whether by Employer (1) or by Employee (2)					
1 Ensure housekeeping arrangements intimated at beginning of the event inc. details of fire exits etc. . 2 Written Event Arrangements to be produced and circulated to appropriate staff . 3 Hall layout to be agreed in advance, toilet facilities to be regularly inspected throughout the event . 4 Trained First Aider to be in attendance . 5 Adequate signage for car park and stewards to oversee parking . 6 All designated staff to have mobile phones and relevant contact information. .		1&2 1&2 1&2 1&2 1&2 1&2					
Cross reference to:- Event Plan etc.							
Risk Description After Implementation of Control Measures =		(Tick Appropriate box)					
<table border="1" style="margin:auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Trivial</td> <td style="padding: 5px;">Tolerable ✓</td> <td style="padding: 5px;">Mòderate</td> <td style="padding: 5px;">Substantial</td> <td style="padding: 5px;">Intolerable</td> </tr> </table>			Trivial	Tolerable ✓	Mòderate	Substantial	Intolerable
Trivial	Tolerable ✓	Mòderate	Substantial	Intolerable			
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Assessed By:-							
Vetted By:-							
Designation:-							
Person(s) Responsible For Ensuring The Above Is Implemented Is:-							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Signature:-</td> </tr> <tr> <td style="padding: 2px;">Date:-</td> </tr> <tr> <td style="padding: 2px;">Designation:-</td> </tr> <tr> <td style="padding: 2px;">Review Date:-</td> </tr> </table>			Signature:-	Date:-	Designation:-	Review Date:-	
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