****

**Stiùireadh do Luchd-cathrach (stèidhichte air stiùireadh airson Am Mòd Nàiseanta)**

**Ron fharpais**

Feumar a bhith san talla, no san t-seòmar co-dhiù cairteal na h-uarach ro thoiseach na farpaise.

Thoiribh sùil sa phasgan agaibh a dhearbhadh nach robh atharrachadh sam bith on deach am prògram (ma tha prògram ann) a chlò-bhualadh. Mas e gu bheil atharrachadh sam bith ann, innsibh don luchd-èisteachd.

Dèanaibh cinnteach gu bheil a h-uile duais, ach duaisean cruinnichte a-mhàin, airson nam farpaisean faisg air làimh, agus ann an sealladh ro thoiseach nam farpaisean.

Dèanaibh cinnteach gu bheil neach-ciùil an làthair (ma tha seo feumail) mus tòisich an fharpais. Faighnichidh don farpaisich ma bhios iad ag iarraidh taic-ciùil.

Dèanaibh cinnteach gu bheil stiùbhardan an làthair, agus a ‘leantainn ur n-òrdughan, m.e. a ‘dùnadh dhorsan, a ‘dearbhadh gu bheil co-fharpaisich deiseil pàirt a ghabhail san fharpais, agus a ‘dèanamh ceangal le àiteachan eile a thaobh co-fharpaisich nach do nochd.

**Toiseach na farpaise agus tron fharpais**

(Ma bhios miocreofon no eile ri fhaotainn, dèanaibh cinnteach gun cuir sibh feum air).

Ma tha thu sa chathair aig farpais fileantaich, bu choir dhuibh Gàidhlig a chleachdadh a’ mhòr-chuid den ùine; ma ’s e farpais luchd-ionnsachaidh a th’ ann, bu chòir dhuibh an dà chuid, Gàidhlig is Beurla a chleachdadh.

Bu chòir don fhiosrachadh a leanas a bhith air aithris bho àm gu àm tron fharpais:

Cuiribh fàilte air an luchd-èisteachd, agus air na britheamhan.

Innsibh cò sibh, agus thoiribh iomradh air ainmean nam britheamhan, agus ainm, àireamh agus nàdar na farpaise. Ainmichibh cuideachd na cupannan agus duaisean a bhios air an toirt seachad anns an fharpais.

Innsibh don luchd-èisteachd far am faigh iad a-mach às an togalach ann an suidheachadh-èiginn, agus far a bheil na goireasan.

Dearbhaibh don luchd-èisteachd gum feum fònaichean-làimhe agus innealan eile a bhith dheth, agus nach bu choir dealbhan a thogail fhad ’s a tha farpais a ‘ruith.

Gheibh luchd-cathrach agus britheamhan fiosrachadh ann an clò le ainmean cho-fharpaisich a tharraing a-mach às an fharpais, no a chaidh a chur a-steach don fharpais. Thoiribh iomradh air seo don luchd-èisteachd bho àm gu àm.

Tòisichibh gu h-aithghearr, agus cumaibh an fharpais a’ dol; dèanaibh ur dìcheall nach bi dàil air farpais sam bith, le a bhith a’ leigeil le farpaisich pàirt a ghabhail nuair a nochdas iad.

Gheibh sibh fiosrachadh ag innse mar bu chòir do luchd-buannachaidh pàirt a ghabhail ann an Consairt , ma bhios consairt ann. Thoiribh seachad am fiosrachadh seo bho àm gu àm.

Cuimhnichibh nach eil còir agaibh beachd sam bith a thoirt seachad air na farpaisich no còmhradh a bhith agaibh leis na britheamhan.

Cha bu chòir do fharpais a dhùnadh tràth mura h-eil a h-uile farpaiseach air pàirt a ghabhail, no mura h-eilear air tarraing a-mach às an fharpais gu h-oifigeil.

**Aig deireadh na farpais**

Dùinidh neach-cathrach an fharpais cho luath ’s a tha cothrom math aig farpaisich nochdadh. Às dèidh don neach-cathrach an fharpais a dhùnadh, thèid iarraidh air na britheamhan na beachdan aca a ràdh, agus na comharraidhean agus toraidhean a thoirt seachad. Mar as àbhaist, bidh britheamhan-ciùil a’ bruidhinn an toiseach, agus britheamhan-Gàidhlig a’ toirt seachad am beachdan, agus na comharraidhean.

Dèanaibh cinnteach gun cùm sibh cùnntas de na comharraidhean air an duilleag agaibh, airson dearbhadh gu bheil na comharraidhean ceart.

Feumaidh luchd-cathrach dearbhadh gun cuir luchd-buannachaidh an ainm ris a’ chuidhteis agus gun toir iad am bogsa leotha.

Às dèidh do na toraidhean a thoirt seachad, dèanaibh cinnteach gun tèid duilleagan breithneachaidh, duilleagan comharraidh agus fiosrachadh dhuaisean slàn an cur air ais gu Oifis a’ Mhòid / Rùnaire cho luath ’s a ghabhas. NA TOIRIBH IAD DO FHARPAISICH AIG ÀM SAM BITH.

Airson barrachd fiosrachaidh cuiribh fios gu Oifis a’ Mhòid / Rùnaire

Mòran taing airson na tha sibh a’ dèanamh!

**Guidance for Chairpersons (based on guidance for The National Mòd**

**Prior to the competition**

Chairperson should be in the venue at least 15 minutes before the starting time of the competition.

Please check your folder to see if there have been any changes since the printing of any programme. If there have been changes, tell the audience.

Ensure that all trophies, excluding aggregate trophies, for the competition are at hand and displayed before the competition begins.

Ensure there is an accompanist present (where required) before starting the competition. Find out from competitors whether they require a ‘starting note’.

Ensure that Stewards are in attendance and are ready to carry out your instructions e.g. closing doors, checking that competitors due to appear are standing by, liaising with other halls regarding any competitors who have failed to appear.

**At the start and during competition**

(If there is a microphone available, ensure that you use it).

If the competition you are chairing is for fluent speakers, Gaelic should take precedence. In a Learners’ competition, Gaelic and English can be used on an equal basis.

The following information should be intimated at regular intervals during the competition:

Welcome the audience and the adjudicators.

Introduce yourself and introduce the adjudicators to the audience; intimate the name, number and nature of the competition. Also give the names of all trophies and prizes awarded in the competition.

Please give details of fire exits and toilet facilities.

Remind the audience and competitors to turn off all mobile phones and other electronic equipment, and that the taking of photographs during a performance is not permitted.

Chairpersons and adjudicators should be advised in writing of the names of entrants who have either withdrawn or been added to a competition. Pass this information to the audience at regular intervals.

Begin on time, and keep the competition running to time, as far as possible; ensure that delays are avoided by allowing competitors to perform when they appear.

Your folder will contain information regarding the appearance of 1st Prizewinners at any Concerts. Please announce these details at regular intervals as appropriate.

Please be aware that it is inappropriate for you to comment on a competitors’ performance, or to discuss this with the adjudicators.

Under no circumstances should a competition be closed before the full running time has elapsed, unless all competitors shown in the ballot, and additions, have appeared, or have officially intimated their intention to withdraw.

**At the end of the competition**

The competition will be closed by the chairperson as soon as all competitors have had fair opportunity to appear. After the chairperson’s final decision to close the competition, the Adjudicators will be called on to give their verbal comments, and announce marks and results. We would like to encourage Music adjudicators to speak first, followed by the Gaelic adjudicator, who will give the marks.

Ensure that you take a note of marks and placings on your abstract sheet, in order to confirm that marks are correct.

Chairperson should ensure that trophy winners sign a receipt. They should take the boxes away with them.

After the results are announced, please ensure that completed Adjudication sheets, Mark Abstract sheets and Trophy details forms are returned to the Mòd Office / Secretary as soon as possible. UNDER NO CIRCUMSTANCES ARE SHEETS TO BE GIVEN OUT TO COMPETITORS.

For further information please contact the Mòd Office / Secretary

Many thanks for all you have done!