



An Comunn Gàidhealach – Mòd Manual

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An Comunn Gàidhealach – Mòd Manual

Updated 28/01/2009

FOREWORD

The organisation of Am Mòd Nàiseanta Rìoghail is the responsibility of An Comunn Gaidhealach 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 the host area is playing host to Am Mòd Nàiseanta Rìoghail. An Comunn Gaidhealach 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 Gaidhealach
January 2009

AN COMUNN GAIDHEALACH

An Comunn Gaidhealach 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 Gaidhealach 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 Gaidhealach. 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 modes 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 Gaidhealach and may not be used without prior written authority of An Comunn.

AN COMUNN STRUCTURE

Board of Directors

An Comunn Gaidhealach is managed by a Board of Directors. The current Board (February 2009) is as follows:

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

The Board is supported by Peigi MacLennan (Secretary)

Offices

An Comunn retains its Head, and registered, Office in Inverness. It also has staff based at offices in Oban and 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 Literature Standing Committee

The Finance, Administration and Staff Standing Committee

The Membership, Branches and IT Standing 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 COMMITTEE

An application to stage the Mòd requires to be submitted by a Branch of An Comunn and requires the support of the host local authority.

When the Mòd is awarded to a Branch, the Branch should then convene a public meeting to appoint a local committee. 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.

The local committee 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 local committee must liaise closely with An Comunn staff and officials and provide full progress reports as and when required. The committee should aim to meet at least once per month in the year of the Mòd and should be prepared to hold additional meetings as necessary as the Mòd approaches.

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

SPONSORSHIP

The raising of the major funds required to stage the Mòd is the exclusive responsibility of An Comunn Gaidhealach. 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 local committee and may be included as part of the local committee's own contribution towards Mòd costs. An Comunn Gaidhealach 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 local committee 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 Gaidhealach and any statements by the local committee 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 local committee 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 Gaidhealach.

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

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

IOMALL A' MHÒID

Whilst 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 local committee 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 local committee, 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 local committee. 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 Gaidhealach. 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 local committee 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 Gaidhealach 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 local committee 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 Mod Shinty Cup in partnership with Comunn na Camanachd and the local committee. The match is normally played between two senior teams, but where this is not possible, the Mod Shinty match should feature local junior teams. The Mod Shinty Cup and medals will normally be presented by a representative of An Comunn Gaidhealach.

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 local Committee, after informing An Comunn, may choose to run a football match. This match should feature a local club and a club with roots in the Gaelic speaking communities.

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 costs for this. 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.

VOLUNTARY SUPPORT

The local committee 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 local committee 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 Gaidhealach's volunteer policy must be adhered to at all times (Appendix. 4). Training and child protection awareness will be provided.

The local committee 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 Gaidhealach 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 Gaidhealach, 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
 - Room for Gaelic Testing
 - Local Committee Official / Steward Room
 - Mòd Information Centre / Mòd Ticket Office
 - An Comunn / Mòd Information Desk

The local committee should provisionally book suitable venues to meet the needs of hosting the Mòd. When the venues have been approved by the Convenor of Am Mòd Nàiseanta Rìoghail they will be confirmed in writing by An Comunn Gaidhealach. The Convenor will advise the local committee and the venues which events will be taking place in each Mòd venue.

MAJOR EVENT ORGANISATION

An Comunn Gaidhealach understands the responsibilities that Am Mod Naiseanta Rioghail imposes on the organisation.

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

Insurance

An Comunn Gaidhealach will insure the Mod 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 Gaidhealach will consider the risks associated with each Mod prior to awarding the Mod 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 Mod 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 Mod Convenor when final decisions concerning venues are being made.

Fundraising

Local fundraising to host a Mod 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 Mod National Rioghail can only be used for that purpose. It is important that Local Committees are aware of this definition. In the event of fundraising exceeding the financial obligations (that have been agreed with An Comunn Gaidhealach) to host the Mod, 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 Mod in the host location. If a national Mod is not hosted in the location before the expiry of ten years, from the date of completion of the original Mod, the excess funds will be passed to An Comunn Gaidhealach for the support of a Mod 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 Mod Administration; final allocation of competitions to venues; arrange Adjudicators; preparation and production of all Mod 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 Mod Programme

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

Public Sector

Public Sector liaison & Public Relations.

Contact/liasion 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/liasion.

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 Mod media activity and publicity. An Comunn Gaidhealach will appoint an Official Mod Photographer and Media Co-ordinator. The work of the Media Co-ordinator will be managed and co-ordinated by An Comunn Gaidhealach.

Liaison with Local Committee

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

Organisation of Competitions

Rules and Regulations of all Mod competitions;
appointment and payment of Adjudicators;
appointment of Chairpersons;
allocation of and payment for all official Mod competition and concert venues;
printing of competition and concert tickets.

Accommodation

Sourcing, booking and administration of accommodation and associated services for core Mod 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-Mod.

Mod Office/Information Centre

Identification of centrally located venue;
staffing;
Mod administration and finance;
Programme and Ticket sales;
An Comunn membership information services;
general Mod 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 Gaidhealach will arrange and meet the costs of catering for Mod staff, officials, Adjudicators, delegates, VIP's and those stewards who may be required to be on Mod duties all day during the course of Mod week.

Mod Lunch/Dinner

An Comunn Gaidhealach will be responsible for the organisation of the Mod Lunch/Dinner

Communications Systems

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

Transport

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

Gaelic Showcase

An Comunn Gaidhealach will co-ordinate the Gaelic Showcase arrangements as appropriate.

PA System

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

Fiddlers Rally

An Comunn Gaidhealach will identify the venue for the Rally and will meet the costs of providing a High Tea/Evening meal for visiting Fiddlers. An Comunn Gaidhealach will produce the Official Programme for the Fiddlers Rally in consultation with the Local Committee.

Venue Decoration

An Comunn Gaidhealach will ensure that venues have appropriate decoration for the major competitions and concert venues. This duty will involve close liaison with the Local Committee.

Mod Shinty Cup

An Comunn Gaidhealach will assist with the organisation of the Mod Shinty Cup. It is anticipated that Comunn na Camanachd, and the local organising committee will also assist with the organisation of this event.

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 Mod shop etc within the host location. These activities should be targeted at raising a minimum of £20,000 (2009). Any costs incurred by the local committee eg in establishing a Mod shop, undertaking a prize draw or lottery should be netted against local receipts.

An Comunn Gaidhealach takes responsibility for raising the majority of funding required to stage Am Mod Naiseanta Rìoghail. The local committee is required to raise a minority of funds on behalf of An Comunn Gaidhealach for the purpose of staging Am Mod Naiseanta Rìoghail. The contribution required is as follows:

2009 Mod =	£20,000
2010 Mod =	£20,000
2011 Mod =	£22,250
2012 Mod =	£25,000
2013 Mod =	£27,250
2014 Mod =	£30,000

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

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

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

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

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

Any surplus funding raised locally for the staging of a Mod 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 Gaidhealach with Audited Accounts that relate to Am Mod Naiseanta Rìoghail 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 Gaelic song; Gaelic music and culture. Close liaison with An Comunn Gaidhealach is essential to ensure that where possible Iomall/Feis events do not clash with official Mod 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 Event

The Massed Choirs event marks the closure of each Mod. 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 Executive, local authority, roads dept, choirs etc and should work closely with An Comunn Gaidhealach.

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

Fiddlers Rally

The local organising committee will require to 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 Mod prize-winners etc. The committee will provide a finger buffet and tea/coffee at the end of the Fiddlers Rally for artists and performers and to meet the costs associated with such provision.

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.

Traditional Ceilidh

Identify suitable venue, invite artists and Fear/Bean an Taigh. Meet the costs of any catering which may be provided.

Venue Selection

The local committee will be expected to undertake initial identification of potential Mod competition and concert venues; provide guidance to Am Mòd Nàiseanta Rìoghail Convener 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 Mod Convenor they will be booked by An Comunn Gaidhealach. An Comunn will pay venues following the completion of the Mod. Payment will be based upon the submission of an invoice.

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.

Venue Decoration

The local committee will co-ordinate and meet the cost of the decoration of competition and concert venues (with the exception of the main stage at the main televised concert venue) as confirmed by the Mod Convenor.

Town Decoration

The local organising committee should, in partnership with An Comunn Gaidhealach 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 Mod. The decoration of the town should reflect the assistance provided by major Mod local and national sponsors and supporters.

Signage

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

Mod Ticket/Programme Sales

The local committee should identify responsible individuals who will be required to sell Mod competition and concert tickets and official Mod programmes at Mod venues. It should be understood that income generated from the sales of Official Mod tickets and programmes is returned to An Comunn Gaidhealach. The Local Committee should also identify appropriate persons who will be required to sell tickets for any events where the income generated is to be returned to the Local Committee eg Final Dance.

Financial Synopsis:

Direct Funding sources:

Grants:

Bord na Gaidhlig – 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

Mod entry fees

Programme Sales

Ticket Sales

Music Sales

- ACG responsibility.
- ACG responsibility.
- ACG responsibility.
- ACG responsibility.

Other Income

Local Mod Committee

- Local Committee to raise this funding.

Sponsorship

BBC

- ACG responsibility.
- ACG responsibility.

Application of funding:

Employee Costs

Salaries & Wages

- ACG responsibility.

Royal National Mod Costs

Prizes

Medals & Engravings

Adjudicator; accomp. etc fees

Junior Choir Expenses

Venue Hire

Marketing & PR

Accommodation

Catering & lunches

Printing etc music

Delegate costs

Programme fees

Insurance

Event transportation (not Shuttle service)

- ACG responsibility.
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ACG – An Comunn Gaidhealach.

ORGANISATIONAL RESPONSIBILITIES

Appendix 2

ITEM	An Comunn Gaidhealach	Local Committee	Possible In-kind assistance
Production/printing Official Mod Programme	✓		
Venue Hire Costs	✓		
Main Venue Decoration	✓		
Venue Seating/Sound/Light	✓		
Official Mod Accommodation	✓		
PA System	✓	✓	
Opening Ceremony Hospitality	✓	✓	
Shuttle Bus		✓	✓
Massed Choirs Catering		✓	
Fiddlers Rally High Tea/Evening Meal	✓		
Fiddlers Rally – Post Rally Catering		✓	✓
AMNR Official Catering	✓		
Steward Catering	✓		
Mod Shinty Cup	✓	✓	
Mod Lunch/Dinner	✓		
Literature Awards	✓		
Official Receptions	✓		
Communications Systems	✓		✓
Town Decoration		✓	✓
Iomall/Feis a Mhoid Programme		✓	✓
Venue Directional Signage		✓	
Adjudicator Fees & Refreshments	✓		
Chairperson 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 MOD – MAIN EVENTS

Appendix 3

Friday	Mod Lunch/Dinner Opening Ceremony Opening Ceilidh/Concert
Saturday	Instrumental Competitions Mod Sports Finals Fiddlers Rally Hornpipe & Jig Competition
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 Ceolraidh Clarsach Silver Pendant Qualifying Silver Pendant Final Traditional Ceilidh
Thursday	Traditional Medal Qualifying 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 Mod may change at the discretion of An Comunn Gaidhealach. An Comunn will undertake to advise the local committee of any changes at the earliest possible opportunity.



An Comunn Gàidhealach

Volunteer Policy

An Comunn Gàidhealach: volunteer policy

An Comunn Gàidhealach's work is a partnership between volunteers and staff. The aims of An Comunn Gàidhealach are to support and develop all aspects of the Gaelic language, culture, history and heritage at local national and international levels by:

- Promoting the study and development of Gaelic language, literature, music, drama and all other related art forms.
- Promoting the use of the language in everyday community life.
- Actively seeking official recognition and use of Gaelic as a living language and national asset from local, national and European Governments and other agencies, by co-operating with other organisations engaged in the provision of Gaelic language and culture.

An Comunn Gàidhealach is non-political and non-sectarian and membership is open to anyone sharing the above objectives.

As a volunteer, your gift of time, skills and experience will help us to achieve our aims. By doing so it is our aim that volunteers gain satisfaction from this partnership and that the relationship is one of mutual benefit.

When you volunteer with An Comunn:

- You can make a difference to our Gaelic language, culture, history and heritage.
- Your gift of time, skills and experience will be used well.
- Your volunteering will be appreciated and recognised.
- You will be provided with all the information and guidance required for you to carry out your volunteering. You will be encouraged to develop in your volunteering role.
- You will be given opportunities to keep up to date with An Comunn Gàidhealach's work.
- You can expect An Comunn Gàidhealach to seek your views on its work and on your volunteering.
- 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.



February 19, 2009

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TO WHOM IT MAY CONCERN

Dear Sirs

AN COMUMN GAIDHEALACH

We write to confirm the above Company's Liability Insurances are arranged on the following basis:

Insurers	Norwich Union
Policy Number	24660017CCI
Renewal Date	9 th December 2009
Business Description	Tourist publicity, Gift Shops, Owners of Trophies, Registered charity for the promotion of the Gaelic language and culture.

EMPLOYERS LIABILITY

Indemnity in respect of Legal Liability for bodily injury or disease arising out of the course of their employment. Cover complies with the requirements of the Employers Liability (Compulsory Insurance) Act 1969.

Limit of Indemnity - **£10,000,000** any one claim and/or series of claims arising out of one event including costs and expenses.

Willis Ltd
Bridgeman Court
Salop Street, Bolton
BL2 1DQ

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