Pasgan Taice nam Fèisean

Fèis Support Pack

A’ toirt ar dualchais do ar n-òigridh
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Introduction

This new Fèis Support Pack has been created by the Fèisean nan Gàidheal Development Team as a guide and point of reference for Fèis committees. It includes a wealth of useful information, guidance on how to set-up and run Fèis events and hyperlinks to all the documents you might need to download from our website.

We hope it will be useful for all Fèis committee members and particularly for new volunteers joining your committee.

As this is a new resource that will be regularly updated, we would be keen to get your feedback. If you have any suggestions for additional information that might be useful, please get in touch. If your Fèis has any queries relating to the materials included you should contact your Lead Officer who will be happy to help.
Fèisean nan Gàidheal

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Mu Ar Deidhinn About Us

Fèisean nan Gàidheal was established in 1991 as the independent umbrella association of the Fèis movement. It is a membership organisation that offers a range of services to its members including grant-aid, training, insurance, and instrument loans. Fèisean nan Gàidheal is a company limited by guarantee, registered number SC130071. It is a Scottish Charity, number SC002040, funded by Creative Scotland, Bòrd na Gàidhlig, The Highland Council and Highlands & Islands Enterprise.

In addition to support offered to Fèisean across the country, Fèisean nan Gàidheal has expanded to enable it to offer key services and deliver projects that are at the heart of traditional music and Gaelic language development in Scotland.

Fèisgoil – was launched in 2012 as a new Gaelic Arts service to deliver language, music, arts and cultural services to schools, local authorities, public bodies and community groups across Scotland.

This service involves a number of projects and includes all our formal education work with YMI – Youth Music Initiative, Drama tuition in schools, Gaelic Drama Summer School, Meanbh Chuileag theatre-in-education performances, Gaelic language taster sessions in schools. Our 5 Latha residential event offers a weeklong residency to Gaelic speaking high school pupils in a Gaelic speaking community to experience the traditional work and life of the area.

Our Ceilidh Trails have gone from strength to strength since Fèis Rois established the first project in 1999. Designed to give young musicians the opportunity to develop their skills as performing musicians and to gain first hand experience of the mechanics of the music industry. There are now 8 Ceilidh Trails on tour each summer across the country.

Since it was established in 2005 the Blas Festival has grown to be the Highlands' premier Gaelic and traditional music festival. The festival was established by The Highland Council after a visit to Cape Breton's Celtic Colours festival. Blas takes place in venues across the Highlands and includes an eclectic line-up of local, national and international artistes. In addition to the main concerts, Highl Life Highland arranges a comprehensive Education Programme taking place in Highland schools during the festival. In recent years the festival has extended it’s programme to Argyll and Bute.

Our Development Plan for 2015-20 details our intended programme of work for this period, committing Fèisean nan Gàidheal to delivering its mission of inspiring young people to value our culture.
**Dè th’ ann am Fèis? What is a Fèis?**

Fèis (plural Fèisean) is the Gaelic word for a festival or feast. However over the past thirty years the word has become synonymous with the Fèis movement; a group of Gaelic arts tuition festivals, mainly for young people, which now take place throughout Scotland.

A Fèis is an opportunity for individuals to come together to develop skills in the Gaelic arts - song, dance, drama, and traditional music on a wide range of instruments. Tuition is accessible and fun, but professional and effective. The focus of activity for most Fèisean is an annual, week-long festival, but increasingly Fèisean offer a full programme of year-round follow-on classes to ensure sustained provision.

The Fèis movement came about when a group of parents and other individuals - including Fr Colin MacInnes, Dr Angus MacDonald, Kenna Campbell and Isbhbel T MacDonald - on the Isle of Barra became concerned that local traditions were dying out and that island children were not being taught traditional music in the context of formal education. To address this issue the first Fèis Bharraigh was held on the island in 1981. A video with some of the history of Fèis Bharraigh can be seen [here](#), from a programme made by MnE Television to mark the 25th anniversary of the Fèis. Morag Stewart is the presenter.

Inspired by the success of this first Fèis, many other communities throughout Scotland established similar events. Today there are 45 Fèisean, each one community-led and tailored to local needs. Volunteers still form the core of most local Fèisean.

The skills taught at Fèisean are a highly-valued aspect of the informal education of young people, as demonstrated by the level of volunteer commitment and parental support in local areas. Most importantly, the Fèis experience is valued by the young participants themselves. At national level, the Fèisean are seen by many as one of the most successful arts initiatives in Scotland.

Fèisean represent excellence in youth work in the arts and strengthening of community skills, and offer significant employment opportunities and good value for money. Commitment to Gaelic language and culture is central to the Fèis ethos, and Fèisean nan Gàidheal and the Fèisean consistently strive to develop opportunities for the use and transmission of Gaelic language within the Fèisean.

Most Fèisean operate as unincorporated associations, some are registered as charities in their own right where as others operate under the umbrella of Fèisean nan Gàidheal. Any group wishing to become a member of Fèisean nan Gàidheal must complete an application.
form and be a constituted group with a committee consisting of a Chair, Treasurer, Secretary and Child Protection Officer as a minimum. Sample constitution

There are advantages of registering your Fèis with the OSCR – The Scottish Charities Regulator and more information can be found here - www.oscr.org.uk

If your Fèis is not registered with OSCR but you would like to go through this process, please contact your Lead Officer for advice/assistance.
**Bòrd Stiùiridh Fèisean nan Gàidheal** Fèisean nan Gàidheal Board

The Fèisean nan Gàidheal board is made up of representatives (trustees) from across the Fèis movement and also representatives from Fèisean nan Gàidheal staff and funding bodies.

Fèisean nan Gàidheal’s Board shall consist of:

- 10 Directors each of whom will be a representative of a Fèis, elected by the membership

In addition, each of the following bodies shall be entitled to send an observer to Board meetings:

- Creative Scotland
- The Highland Council
- Highlands & Islands Enterprise
- Comhairle nan Eilean Siar
- Argyll & Bute Council
- Bòrd na Gàidhlig

If, following an election, it is the view of the Board that there are certain skills needed to augment those present in the elected members, the Board may co-opt up to two members with skills they deem would be useful to the efficient running of the Board.

Area representation is maintained, on a proportional basis, with the following being the breakdown:

- 2 from the Western Isles
- 4 from The Highland Council area
- 1 from the Argyll & Bute Council area
- 3 from other areas in which Fèisean take place

Where the normal election procedure, detailed below, fails to fill a place in any given area, the Board may coopt a member from the Fèisean in that area to fill the vacant place. Where that is not possible, however, a member from a Fèis in another area may take up the vacant place on the Board. Alternatively, the Board may decide to leave the place vacant until the next election.
Each Board member, representing Fèisean, will be eligible to serve a 3-year term. After serving a 3-year term, Board members shall be eligible to serve for another period of 3 years, subject to satisfactory attendance at Board meetings during their first 3-year term.
Bòrd Stiùiridh 2015 Board Members 2015

Duncan MacQuarrie MBE - Fèis Rois (Highland) - Chair
Uisdean Robertson - Fèis Tìr an Eòrna (Western Isles) - Secretary
Elizabeth Bain - Fèis Cheann Loch Goibhle (Argyll & Bute)
Deirdre Beck - Fèis Lochabair (Highland)
Seumas Campbell - Fèis Fhoirt (Other Areas)
Kirsteen Graham - Fèis an Earraich (Highland)
Bob Mackinnon - Fèis Dhùn Bhreatuinn an Iar (Other Areas)
Peigi MacLennan - Fèis Eilean an Fhroich (Western Isles)
Elaine Spence - Fèis Lannraig a Tuath (Other Areas)

The following attend Board meetings:

Brian O’ Headhra - Creative Scotland / Bòrd na Gàidhlig
Cllr John A Maciver - Comhairle nan Eilean Siar
Ann Marie Reid - Highlands & Islands Enterprise
Morag Anna MacLeod - The Highland Council
Arthur Cormack - Fèisean nan Gàidheal Chief Executive
Anne Willoughby - Fèisean nan Gàidheal Executive Manager
Calum Alex MacMillan - Fèisean nan Gàidheal Development Manager
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In this section you will find contact details for all our member Fèisean, with a colour code denoting which Lead Officer has been allocated for each Fèis.

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<th>Fèisean</th>
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<td>Fèis Air An Oir</td>
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<tr>
<th>Fèis Taigh Dhonnchaidh</th>
<th>Fèis Thiriodh</th>
<th>Fèis Throndairnis</th>
<th>Fèis Tir an Eòrna</th>
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</thead>
<tbody>
<tr>
<td>C: Annette Hire</td>
<td>C: Shari MacKinnon</td>
<td>C: Christine Nicolson</td>
<td>C: Ann MacKenzie</td>
</tr>
<tr>
<td>T: 01851 810063</td>
<td>T: 07810 364597</td>
<td>T: 01470 552260</td>
<td>T: 01876 580698</td>
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<th>Fèis Tir a’ Mhurain</th>
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<tbody>
<tr>
<td>C: Morag Maclsaac</td>
<td>C: Christine Nicolson</td>
<td>C: Ann MacKenzie</td>
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<tr>
<td>T: 01870 602059</td>
<td>T: 01470 552260</td>
<td>T: 01876 580698</td>
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<tr>
<td>Email</td>
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</tbody>
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Development Officer Responsibilities

As a member of Fèisean nan Gàidheal each Fèis is assigned a Lead Officer from the Development Team. Your Lead Officer should be the main point of contact between your Fèis committee and Fèisean nan Gàidheal and they can help your Fèis with a variety of different things such as:

- Offering advice to help you plan and successfully run your Fèis activities, this might include advice on venues, tutors and timetabling.
- Source and apply for funding
- Fundraising initiatives/events
- Design, translation and distribution of publicity materials, application forms etc
- Implementation of Fèisean nan Gàidheal policies
- Organising appropriate training for committee members
- Attend committee meetings when appropriate
- Help you devise your Fèis Gaelic Plan and/or Development Plan
- Develop new projects
- Keep in regular contact with annualised hours workers
- Visit your Fèis events when appropriate
- Keep you up to date with other Fèisean and organisations in your local area

The best way to contact your Development Officer is via email or telephone and contact details provided above
Comataidhean Fèise Fèis Committees

- Dleastanasan Comataidh Role of committee members
- Dion Chloinne Child protection
- Plana Gàidhlig Gaelic Plan
- Trèanadh Training
- Measadh Cunnairt Risk assessment
- Siubhal Travel
- Uairean Rianachd Annualised Hours/Support worker
Role of Committee Members

Without a strong and effective committee each Féis would not be able to run. It is imperative that a dependable committee is sought and all members must share a common purpose and enthusiasm. Each committee member needs to be able to work as part of a team and everyone needs to be committed to the Féis. The committee is responsible for policy making and implementation as well as monitoring its progress. The committee members perform an ambassadorial role for the Féis and the committee is responsible for the Féis finances.

A Féis committee should include the following as a minimum:

- Chair
- Secretary
- Treasurer
- Child Protection Officer
- Gaelic Officer

A good committee member should:

- Attend meeting regularly and be prepared for them
- Listen and contribute when important, striving to be constructive at all times
- Not be afraid to ask important questions
- Follow-up on tasks they have been allocated
- At all times be discreet with sensitive information

Chairperson’s Role

During the meeting the Chair should chair the meeting actively and encourage participation from all members. He/She should ensure that decisions are reached in an efficient manner as possible, with opportunity for equal contribution amongst committee members. Between meetings the chair develops agendas with other executive members, monitors work of sub-committees, leads annual decision making e.g. applying for grants and arranging AGM, reviews progress annually and negotiates retirements or resignations. In general the Chair has knowledge of committee skills and should act as a principal spokesperson for the Féis.

Minute Secretary

The Minute Secretary should record present, apologies, approval of minutes and matters arising. They should record decisions under each agenda point with brief, clear note of discussion. The Minute Secretary should record action points, write up minutes, agree minutes with Chair and then distribute promptly. The Chair should then be asked to sign
the minutes following approval at the next meeting. It is extremely important to include your Lead Officer when you are circulating minutes or any other relevant information to the committee.

Effective meetings
Each meeting should have a manageable numbers of members. Papers should be supplied and read in advance of the meeting. An agenda should be set beforehand and it should be followed during meeting. The number of meetings held by the committee should be appropriate to the nature of the Fèis and they should suit the committee. For example too many meetings can prove to be as detrimental as too few. The Chair should be firm and lead the meeting as appropriate.

It is healthy for committees to rotate members as it is good to have a mix of experience and new members. It might also be helpful to have a Tutor representative on your committee. Any tutors on your committee will be Ex-officio which means they would not have any voting rights and should not be involved in decisions which relate to tutor pay and expenses.
Fèisean nan Gàidheal implements a Child Protection Policy in order to lessen the risks to participants under the age of 18 and to vulnerable adults, and to indicate to staff and volunteers the procedure for responding to reports of abuse or neglect.

The policy indicates how Fèisean nan Gàidheal implements its arrangements for the protection of children and vulnerable adults attending its events. It also provides examples of possible documents for use within member Fèisean to help reduce risk and serves to heighten awareness of possible risks to children and vulnerable adults in respect of abuse or neglect. It sets out the responsibilities of the Child Protection Officer - a necessary appointment within each member Fèis. A copy of this policy can be found here

As part of our Child Protection Policy, all tutors, committee members and people who volunteer at your Fèis on a regular basis must hold a current PVG with Fèisean nan Gàidheal. If any of your tutors do not have a PVG, we will be unable to pay out any grant money to your Fèis.

In order to obtain a PVG your Child Protection Officer should send a list of names, addresses and a note of whether the person in question has a PVG through another organisation to Fèisean nan Gàidheal’s Child Protection Officer – Sandy Gray

Sandy will then send the appropriate forms directly to the person requiring a PVG and it is their responsibility to complete the form and get it countersigned by a member of your Fèis Committee or a member of Fèisean nan Gàidheal staff.

Fèisean nan Gàidheal will cover all costs in relation to processing PVG applications.
**Plana Gàidhlig Gaelic Plan**

All member Fèisean are required to have their own individual Gaelic plans, which detail how they will implement Fèisean nan Gàidheal’s [Gaelic Policy](#) and how they will develop the language content and opportunities for participants within their programme of work. Each Fèis will be required to appoint a Gaelic Officer on their committee who will be responsible for Gaelic Policy issues and any language matters during any Fèis events.

All Fèisean are required to publish all advertising material, event application forms in a bilingual format. Support is available from your Lead Officer to ensure that this is possible.

All tutors employed by Fèisean are required to have at least a basic Gaelic ability in the Gaelic language, and to show they are all making efforts to develop their competence in the language. Training will be provided to those who require it at a level which best suits their needs. It is extremely important that Fèisean inform Fèisean nan Gàidheal who they will be employing as tutors at least 6 weeks in advance to ensure that we can offer tutors necessary support to successfully implement this policy aim.

A typical Gaelic Plan will include the following:

- A brief description of your Fèis activity
- How Gaelic is currently integrated in your programme of work
- New developments/How you plan to integrate Gaelic into your activities

Some of Examples of Gaelic plans been implemented include:

- Fun, interactive Gaelic language workshop every day for participants delivered by fluent speaking tutors
- Gaelic signage
- Gaelic tuckshop
- Bilingual announcements at concerts
- Gaelic workshop for tutors and committee members at the beginning of the Fèis
- Gaelic language training for committee members throughout the year
- Children encouraged and taught to present material bilingually at concerts
- Bilingual updates to social media and websites

A sample Gaelic plan can be found [here](#)
Trèanadh Training
Fèisean nan Gàidheal runs an on-going training programme for staff, volunteers and tutors as well as Fèis participants.

If there is anything that you feel would be beneficial to you or your Fèis committee you should contact your Lead Officer in the first instance as they will be able to lead a training session or assist you to find a suitable course in your local area.

Popular training requests include:

First Aid
There should be a designated First Aider who holds a valid certificate on duty at all your Fèis events. If any or all of your committee members would like to undertake First Aid Training, Fèisean nan Gàidheal are happy to help you find an appropriate course or to arrange an in-house training session and will cover the costs as far as possible.

Child Protection
Child Protection is very important for anyone who is involved in working with children and young people. This is explained in more detail in the following section. Your Lead Development Officer is able to deliver a short training session for your committee at any time. There will also regular courses run by local councils and other voluntary organisations in your local area.

Risk Assessment
Before going ahead with any Fèis activities you should undertake a risk assessment. Fèisean nan Gàidheal has a very simple system which is easy to follow. This shows you how to assess the seriousness of a risk and how to decrease it. There is more information in the following sections but your Lead Officer will be happy to assist you with your Risk Assessment if need be.

Committee Skills/Good practice
If you have new committee members or would like to be sure of the duties of each committee member, Fèisean nan Gàidheal can offer a short presentation which will give you more information on how to run meetings and how to delegate duties between members of the committee. Please get in touch with your Lead Officer who will be able to go through this with you. For more information see previous section.
Computing/IT skills
Most communications between Fèisean nan Gàidheal and your Fèis will be via email and most of your Fèis publicity and marketing will be done electronically so if you need to update your computer skills or find out how to use social-media to promote your Fèis, Fèisean nan Gàidheal staff can help you and as with Child Protection, there are lots of courses available and Fèisean nan Gàidheal will assist with costs where appropriate.

Gaelic Language
As a Gaelic organisation we are keen to encourage all our volunteers as well as tutors to learn Gaelic and develop their language skills. There are a wide range of options available to individuals and groups so please contact your Lead Officer to discuss the options and what support might be available to you.
Measadh Cunnart Risk Assessment

In-line with guidance on Good Practice, all Fèisean should carry out a risk assessment before undertaking any programme of activities.

Risk assessment is a huge subject area but there are five basic steps to follow to ensure you have taken adequate precautions to ensure the health and safety of your participants, tutors and volunteers:

1. Look for and list the hazards
2. Decide who might be harmed and how
3. Evaluate risks arising from hazards and decide whether existing controls are adequate
4. Record the findings
5. Review assessment when necessary

Undertaking a risk assessment should not be an onerous task and it shouldn’t require lots of additional paperwork. The aim of is to identify sensible measures to reduce the risk of accidents taking place during your Fèis activities. A sample risk assessment matrix can be found [here](#).

When thinking about your risk assessment, remember:

- A **hazard** is anything that may cause harm, such as instruments not in cases, a pile of chairs left where a child could climb on them, electric cables from a PA system running across the hall
- The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

**Accident Reporting**

Any accidents which occur should be recoded using the following [Accident Report Form](#). You should keep a copy for your records and also send a copy to your Lead Officer.

**First Aid**

There should be a trained First-Aider at all of your events. Fèisean nan Gàidheal recommends that all of your committee undertake First Aid training. If you have a large group of volunteers who would like training Fèisean nan Gàidheal can provide a trainer at a time and place that suits you but a number of local training providers run one-day courses and Fèisean nan Gàidheal can provide financial assistance for individuals to attend any certified First Aid course. If you would like First Aid training, please contact your Lead Officer in the first instance.

**Siubhal Travel**
**Tutor travel** – Most Fèisean will cover tutor travel expenses to and from the Fèis where possible this should be agreed in advance. Most Fèisean pay a rate of 30p per mile but it is up to your committee to agree an appropriate rate. You may want to offer a slightly higher rate of mileage for a limited number of miles and then reduce it, for example 30p/mile for the first 50 miles and 10p/mile thereafter. Tutors should be encouraged to find the most economical transport options, car-sharing, train or bus travel might be possible.

**Participant travel** – If you are transporting participants to and from Fèis events there are a number of things you should be aware of including Child Protection Guidelines. If you are hiring a mini-bus from a hire company the driver must be aged over 21 and you have held your licence for more than two years. Further information can be found [here](#).

It might be possible for you to hire a bus via your local school/local authority, this will require the driver to hold a Midas Certificate or to have sat a local authority mini-bus test. For more information contact your local council or Third Sector Organisation.

Fèisean nan Gàidheal implements a comprehensive Travel Policy which can be found [here](#).
**Neach-obrach Uairean Rianachd** Annualised Hours Worker

Fèisean nan Gàidheal operates a system of paying Féis Committees a number of hours to employ someone locally to do administrative work on their behalf, we refer to this as Annualised Hours. The number of hours allocated to a Féis depends on how much activity they are undertaking, the skills of committee members and volunteer helpers and the nature of the activities being undertaken. This means that some Fèisean don’t have any additional support and others have someone employed as an Administrator or Support Worker for several hours a week or month.

The following are general guidelines for employing an administrator. A sample contract and job description can be found [here](#) and can be adapted for any Féis. It is important to remember that the tasks included in the job description should be manageable within the number of hours the administrator is being paid for. The role of the admin worker should not replace the role of the committee.

- A job description should be a realistic target for the number of hours offered, and clearly state to whom the Féis administrator is responsible within the Féis committee.
- The administrator should not be a member of the Féis committee. If someone from your Féis is going to take on Annualised Hours, they should resign from the committee.
- The Féis committee should inform Fèisean nan Gàidheal who is undertaking the role of administrator or support worker.
- A suitable person within the committee should be appointed as ‘line manager’ to the Féis administrator. This person will be available to give guidance where required, and to ensure the welfare and progress of the Féis administrator. The Féis chair or secretary may be the most suitable person for this task. Regular meetings with the fèis administrator should be held to ensure progress.
- During the contract, the committee should ensure that the original terms of the job description are adhered to, or that these are altered in consultation with the fèis administrator and their designated line manager.
- The Féis administrator should keep a log of their hours, detailing work carried out, training received etc, which may be made available to any member of the local Féis committee on request.
- The Féis administrator should be employed on self-employed contract basis, the individual will be responsible for ensuring that all income tax and national insurance due in connection with the employment is paid and recorded for their own purposes.
If your Fèis would like to apply for annualised hours you should discuss this with your Lead Officer.

As Fèisean nan Gàidheal’s budget is limited and we now have 47 Fèisean we would suggest the following as a guide 50 hours per year for a residential Fèis, less for a non-residential Fèis and 100 hours for a programme of classes costing £4,000 and over. Smaller programmes of workshops and classes should be reduced proportionally.
**Tachartasan Fèise Fèis Events**

- Tachartasan Fèise Fèisean events
- Maoineachadh Funding
- Maoineachadh a Bharrachd Additional Funding
- Àite Venue
- Sgioba-G G-team
- Cothroman Co-ionnanachd Equal Opportunities
**Tachartasan Fèise Fèisean Events**

Fèisean offer a variety of opportunities to participants including: A traditional weeklong Fèis, two day Fèisean, year round classes, one-day workshops, residential events and more.

The main target age group for Fèisean classes are 8-18 year olds. Some Fèisean offer classes for 5-8 year olds (Fèis Bheag) and 3-5 year olds (Cròileagan), whilst some Fèisean offer a separate option for teenagers as part of their events. Any Fèisean interested in offering classes like these should contact their Lead Officer.

The table below provides a list of all the important items you must consider when organising your Fèis event.

<table>
<thead>
<tr>
<th>Before the Event</th>
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<tbody>
<tr>
<td>• A committee meeting should be held to discuss the event and when and where it will be held</td>
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<tr>
<td>• Any new developments to be brought into the Fèis events should be discussed at an early stage</td>
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<tr>
<td>• A Budget for the event should be created, identifying where any funding gaps exist</td>
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<tr>
<td>• Discussion on any new fundraising events / ideas can be discussed and planned at this stage</td>
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<tr>
<td>• The committee should agree on which subjects are to be offered</td>
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<tr>
<td>• Potential tutor list to be decided, with suitable reserve tutors if necessary</td>
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<tr>
<td>• Venue for Fèis should be booked in good time – A letting form for schools and community areas will need to be completed. In the form you must confirm number of rooms to be used confirm facilities available e.g. photocopying/ staging/ seating/ janitorial duties &amp; availability etc.</td>
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<tr>
<td>• Risk Assessment procedure in Place for venues Sample Risk Assessment Matrix</td>
</tr>
<tr>
<td>• Tutors should be contacted and booked well in advance of the event, suggested 6 months beforehand if possible.</td>
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<tr>
<td>• Once confirmed a list of tutors and their contact details must be sent to Fèisean nan Gàidheal’s Child Protection Officer to ensure they have a current PVG disclosure</td>
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<tr>
<td>• A letter of confirmation and contract should be sent to tutors. This should have details confirming fee, expenses, travel arrangements and accommodation. Sample Contract and Confirmation Letter</td>
</tr>
<tr>
<td>• Tutor Accommodation should be booked. It is important to identify any special accommodation requirement and specific dietary needs at this stage</td>
</tr>
<tr>
<td>• Fèis application forms should be designed, ensuring that they have all the relevant information about the event with a clear closing date for application. They must also be</td>
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</tbody>
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designed to adhere to Fèisean nan Gàidheal’s [Gaelic policy](#) Sample Application Form 1 Sample Application Form 2

- The forms should then be distributed widely to schools, past participants and local music tutors
- Advertise through social media, local press and important locations in the community e.g. the local shop, café, library etc

All forms should be returned at least 4 weeks before the event

- A database of all participants and their choices should be created
- If required, instruments should be booked from Fèisean nan Gàidheal and appropriate carriage and return organised. Contact your Lead Officer regarding this
- If any Fèis-owned instruments are out on hire, arrangements should be made for their return during the Fèis event.
- The budget should be checked frequently to ensure that all costs are on target.

Classes should be timetabled once all applications have been received

- Ensure that there are enough instruments available
- Any catering required should be booked at least one month in advance of the event
- Information regarding timetable, map, class sizes and participant abilities should be sent to tutors

At least one week before the event a committee meeting should be held to discuss:

- Rota for the event
- Allocation of specific jobs
- Ensure a qualified first-aider is to be present every day
- A participants pack should be made up with timetable, classes, map of venue, transport (if necessary) and information about events during the Fèis event

The week before the event the following tasks should be completed

- Contact Fèisean nan Gàidheal main office (01478 613 355) to ensure the ‘up-front’ grant payment is forthcoming
- The treasurer should ensure there are enough cheques and adequate finances available
- The First Aid box should be checked to ensure it is complete. Accident Report Forms should be printed off and kept with the box.

  [Sample Accident Report Form](#)

- Make up catering box with Tea, Coffee, Biscuits etc
- Raffle tickets to be bought and prizes to be gathered
- The following should be printed:
  1. Main register
  2. Class registers
  3. Participant name labels with order of classes
  4. Participant medical details - kept by committee in case of incident.
5. Class times - hung at various places around venue.
6. Floorplan of venue - hung at various places around venue.
7. Posters for any additional events taking place during the féis
8. Posters for forthcoming events - follow on classes etc.
9. Door labels
10. Any other information/posters required

## During the Event

- A folder should be made with plan for week, class times, floorplan, class registers and yellow child protection cards
- Tutor folder with information regarding class lists and timetable should be made up and distributed
- Participant’s folders should me made up and distributed as they register
- Tutor and Committee meeting - (this allows the committee members to get to know a bit about the tutors and the tutors to know who to go to in an emergency or when requiring help. This is also a good time to set boundaries regarding tutor conduct e.g. appropriate behavior/alcohol consumption etc.)
- At this meeting the following should also be discussed
  - Plan for the week, expectations, concerts etc
  - The importance of the contents of their tutor folders
  - Emergency planning and ay fire alarm tests
  - Information regarding photocopying
  - Remind tutors of any additional events taking place
  - Remind tutors to draw a plan of their room on the first morning so it can be returned to the state it was found in at the end of the week
  - Instruments to be registered to ensure that all items are matched to the appropriate cases.
- Continued communication with tutors – short daily meeting at the beginning/end of day
- Pass on relevant information to parents
- Advertise all events through local press, local venues, Social media and any other online platforms.
- Ensure certificate of employers’ liability insurance to be prominently displayed at all times during féis

- Make sure evaluation is done with youngsters/tutors/committee members & parents. [Sample Tutor’s Evaluation Form][1] [Sample Participant’s Evaluation Form][2]
- Ensure that tutor’s fees and expenses are covered [Sample Expenses Form][3]
- Ensure that the venue is left as found and nothing is left on premises (all teaching rooms and performance spaces)

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[1]: SampleTutorEvaluationForm.pdf
[2]: SampleParticipantEvaluationForm.pdf
[3]: SampleExpensesForm.pdf
**Maoineachadh Funding**

Fèisean nan Gàidheal offer funding support to member Fèisean, who are required to complete a grant application form each year. Fèisean are asked to provide details of the programme of work they intend to deliver, a detailed budget, financial information, whether they require annualised hours, committee details as well as providing an updated Gaelic Plan and an updated Development plan.

Following this application process, Fèisean will be made a grant offer and will receive the first sum following the submission of [Claim Form 1](#). The second, and final, amount can be claimed after the event has taken place, or the programme of work has been completed, by filling in and submitting the [Final Claim Form](#). The flow-diagram on the following page illustrates how the grant funding progress operates at the various stages in 2015-16.
October / November 2015
Main Grant Application Form 2015-16 online
Development Officers ⇒ Fèisean ⇒ completion meetings arranged

16 January 2015
Deadline date for receipt of completed Grant Application Forms 2015-16

Trèanaidh
Fèisean Training Needs - Anne Willoughby
01478 613355

Main Application Form
- Main Fèis 2015-16
- Classes & Workshops
- Annualised Hours
- Development Fund
- Cèilidh Trail Funding

Subject To Funding Availability
Separate Applications

Letters of Offer sent out March 2015
to be signed and returned within 21 days

- List of tutors to be submitted at least 6 weeks prior to event
- List of tutors to be provided prior to first event on Grant Claim Form 1
- Confirmation of post-holder – 50% released at time of appointment
- Payments released as per agreement with confirmation from Development Manager
- 90% released after 01.07.2015 on receipt of invoice and signed letter of offer

- 75% released at start of Fèis provided all conditions have been met
- 50% released at start of classes provided all conditions have been met
- Remainder released on completion of short report
- Payments released as per agreement with confirmation from Development Manager
- Remainder released on submission of report

28 February 2016
Deadline date for receipt of completed Grant Claim Forms for Main Fèis,
Classes & Workshops and Annualised Hours (for all activity held between 01.04.2015 and 31.03.2016)
Additional Funding and Fundraising

In addition to the Grant Funding Scheme, Fèisean nan Gàidheal also has a Development Fund which offers support to Fèisean who wish to deliver; a new project, a publishing project, take part in an inter-fèis activity or to new Fèisean in their first year of operation. An application form and guidelines for the Development Fund can be found here.

We continually look for funding opportunities for Fèisean and keep an updated funding page on our website. Your Lead Officer will be happy to discuss any funding opportunities with you and will identify suitable funds for any project ideas you would like to deliver.

It is also important for Fèisean to fundraise locally, not only will this bring funds in for Fèisean activities but it will also raise the profile of the fèis in the local community. Your Lead Officer will be able to assist in the planning of any fundraising activity and a list of suggestions that have worked well for Fèisean can be found here.

It is also worthwhile considering if any local businesses or individuals may be able to offer some sponsorship to the Fèis. A sample letter and guidance for this area can be found here.
Venue

The venue for your Féis is very important, it will need to be appropriate for your needs (i.e. enough rooms for teaching, if having a ceilidh is there a hall or big enough space to host this). It is very common for Féisean to use school premises due to the classroom and hall space available. It is also good to have a playground for the children to burn off some energy!

The venue really needs to be secured before any other planning and organising can take place. If a school is required the general procedure for this is to seek permission from the Head teacher in the first instance. Once permission is granted by the Head teacher a let form will have to be filled. This is available from the Local Authority. A let form will allow you to specify what rooms and hall space you would like and then it will detail the costs that will be incurred.

Other examples of different venues that Féisean use include; community spaces, churches or outdoor centres. It is about finding the right venue for your Féis needs.

If you plan to use a school or venue managed by your Local Authority please be aware that you may incur a let charge hire charge and these vary from area to area.
Sgioba-G G-team

Fèisean are required to offer participants an opportunity to learn and develop their Gaelic skills whilst they attend a Fèis. This can be done in a number of ways through subject choices and also specific Gaelic classes.

The G-team was set-up by Fèisean nan Gàidheal to support Fèisean who had fewer fluent Gaelic speaking tutors and committee members available to deliver Gaelic sessions by offering them resources and a dedicated tutor(s) who attends the Fèis to deliver Gaelic sessions and support other who will be delivering classes. Fèisean nan Gàidheal offers Fèisean a 50% grant towards the tutor fee and travel costs of having a dedicated G-team tutor.

The classes offered by the G-team are designed to offer a fun, interactive opportunity to participants of all abilities to learn and use Gaelic with their peers through a series of games and activities.

As some Fèisean may have up to 6 groups receiving a Gaelic workshop at the same time it is important that they have sufficient Gaelic speaking tutors and committee members available to lead sessions. Fèisean nan Gàidheal can provide training and support to any individual who will be leading a Gaelic session.

We are always interested to hear from anyone who would like to be involved with the G-team at Fèisean, you can register your interest by contacting Angus Macleod.
**Cothroman Co-ionnanachd Equal Opportunities**

At Fèisean nan Gàidheal we strive to provide equal opportunities to those who wish to be involved with the Fèis. We do not discriminate based on factors such as religion, disability, gender, nationality and ethnicity. We especially endeavour to support children who require special attention.

If a child who is in need of support wishes to attend the Fèis, you are able to employ someone who will accompany them throughout the week of the Fèis and they will be able to take part in classes alongside other children. After this person has been paid, you will invoice Fèisean nan Gàidheal for the fee and you will be reimbursed. We want every child to have the same opportunities and we want them to be comfortable and happy attending the Fèis.

Our Equal Opportunities Policy can be found [here](#).
Fiosrachadh a bharrachd Additional Information

- Àrachas Insurance
- Poileasaidh Fèisean nan Gàidheal Fèisean nan Gàidheal Policies
- Meadhanan Sòisealta Social Media
- Aithneachadh Coileanas Òigrídh Recognising Youth Achievement
Àrachas Insurance

Fèisean nan Gàidheal provides comprehensive insurance for all member Fèisean. This provides cover for the following:

- Public Liability Cover up to £5,000,000 per claim
- Employers’ Liability Cover up to £10,000,000 per claim, which covers paid staff, tutors and volunteers
- Musical Instrument cover up to £25k in any one place at any one time. This covers instruments owned by Fèisean nan Gàidheal, owned by a Fèis, owned by a participant, or borrowed from a third party, but not HIRED from a third party
- Instruments hired to individuals by Fèisean nan Gàidheal are covered in transit, but must be insured by the user in his/her own home, on their home policy
- Computer equipment owned by Fèisean nan Gàidheal but used by the Fèisean is covered in transit, but must be insured by the individual using it in his/her home, on their home policy

A copy of the Insurance Certificate will be provided to Fèisean as it is renewed annually, and can also be downloaded from [here](#). This document should be displayed at all Fèisean events.
Poileasaidhean Policies
Fèisean nan Gàidheal and member Fèisean are expected to implement a range of policies. The policies are agreed by the Board each year and are continually reviewed. Below is a list of all the policies. They can be viewed online, and downloaded from our website at: http://feisean.org/en/information/policies.php

Access Policy
To address or remove physical, social, financial, cultural and other barriers to participation in the Fèis movement.

Annualised Hours Guidelines
This provides guidelines to Fèisean and the appointed Fèis administrator to help operate the Annualised Hours Scheme

Data Protection Policy
This details the responsibilities and measures to ensure security of data held by Fèisean nan Gàidheal and members, including purposes for which data can be held, and identification of key risks. It includes a “good practice” note on subject access requests, and on Use of Photographs (and whether or not covered by Data Protection Act).

Environmental Policy
To promote and assist the improvement and protection of the environment and to encourage an environmentally-responsible attitude within the members and participants of Fèisean nan Gàidheal.

Equal Opportunities Policy
Fèisean nan Gàidheal is committed to equality of opportunity in employment and in participation for all who come into contact with the organisation, whether as employees, applicants, volunteers or participants.

Financial Procedures and Cash Handling Policy
Procedures for dealing with financial matters including responsibility, proposed limits of authority, signatories, ordering, payment, salaries, etc. Roles and responsibilities of Treasurer, Management, Board of Trustees and Executive Manager.
Health and Safety Policy
This provides information regarding the responsibilities and measures to ensure health, safety and welfare of employees and other personnel in connection with the organisation’s activities. Office Environment and Display Screen Equipment Risk Assessments appended to policy.

Lone Workers Policy
This highlights the additional measures to be taken by lone workers while also observing standard policies.

Travel Policy
Our travel policy offers guidance on advisability of travel for work, and lessening of hours/miles where possible. Legal matters (insurance, MOT, roadworthiness, influence of drink/drugs) and advisory matters (fatigue, regular breaks, sharing of driving, etc) to be considered, together with necessity of travel and use of other meeting methods which may be as effective as face-to-face meetings

Stress Management Policy
This policy recognises the need for preventative action, and to encourage at-risk staff to seek assistance early. The policy also encourages a supportive, healthy and safe working environment which fosters a culture of trust, co-operation and mutual respect. The policy seeks to develop a culture that is supportive and non-judgmental of mental health problems and to reduce or prevent where possible the risks to mental health in relation to work.

Risk Management Policy
This provides a strategy and objectives for operational risk management and the approach and processes by which Fèisean nan Gàidheal achieves those objectives. Fèisean nan Gàidheal defines operational risk as “the risk of loss resulting from inadequate or failed internal processes, people and systems or from external events.”

IT Acceptable Use Policy
This policy highlights a number of IT issues, such as copyright (software and content); security; data protection; interests of Fèisean nan Gàidheal; email policy; distribution lists; email etiquette; purchase and use of hardware and software; installation; data transfer and storage; use of portable drives; use of facilities for leisure/personal purposes; care of equipment.
Manual Handling Policy
This policy details the responsibilities and considerations to be taken into account when moving heavy and/or awkward loads. Risk assessment forms and guidance.

Staff Training and Development Policy
This policy is implemented to ensure that staff and volunteers are offered appropriate training to perform their individual jobs effectively and in doing so ensure that the organisation meets its strategic objectives.

Child Protection Policy and Procedures
The policy indicates how Fèisean nan Gàidheal implements its arrangements for the protection of children and vulnerable adults attending its events. It also provides examples of possible documents for use within member Fèisean to help reduce risk. It also serves to heighten awareness of possible risks to children and vulnerable adults in respect of abuse or neglect. It also sets out the responsibilities of the Child Protection Officer - a necessary appointment within each member Fèis.

Gaelic Policy
This policy provides guidance on use of Gaelic both within the workplace and in other work related situations, including the member Fèisean.

Whistleblowing Policy
This Policy is implemented to bring malpractice, irregularities and illegal or improper conduct to the attention of the management or other authorities at an early date

Anti-bribery Policy
This policy ensures Fèisean nan Gàidheal's compliance with Bribery Act 2010, and to underline the organisation’s zero-tolerance stance on bribery, whether as cash or as gifts to or from members of Fèisean nan Gàidheal staff where some business advantage is expected to be gained. This does not include provision of appropriate hospitality or gifts, for example to visiting speakers, or in recognition of some act of distinction.
**Na Meadhanan Sòisealta Social Media**

Social Media has become one of the most effective advertising tools available to us. A number of Fèisean have developed their own Facebook pages and Twitter accounts to build networks within their local communities, allowing them to publicise all upcoming events and opportunities that they are offering.

To find out more about creating a Facebook Page visit this [page](#) Committee members can share the admin work of running the page.

To create a Twitter Account visit this [page](#)

[Youtube](#) channels offer a hosting space for videos that can then be shared on other Social networks.

Our Graduate Marketing Officer [Rowan Paterson](#) is able to assist Fèisean to create and manage Social Media Accounts to ensure that they are gaining maximum impact for fèis publicity.

Fèisean nan Gàidheal can be found on the following Social Networks

[Facebook](#)

[Twitter](#)

[Youtube](#)

[Pinterest](#)

[Flickr](#)
Aithneachadh Coileanas Òigridh Recognising Youth Achievement
As part of Fèisean nan Gàidheal’s on-going work we are looking to promote opportunities for young people to gain recognition for the time, effort and commitment which they put in to developing their skills in traditional Gaelic arts and in particular participating in Fèis activities.

There are a number of schemes that young people can participate in including:

**The Saltire Awards**
Saltire Awards are the new Scottish awards designed to formally recognise the commitment and contribution of youth volunteering to voluntary organisations. Supported by the Scottish Government the Saltire Awards enable young volunteers to record the skills, experience and learning gained through successful volunteering placements provided by local and national voluntary agencies.

Saltire Awards are designed to encourage, enable and reward youth volunteering and to make it easy for organisations to support young people to take part.

**Arts Awards**
Arts Award inspires young people to grow their arts and leadership talents: it's creative, valuable and accessible. The Arts Award can be achieved at five levels, four accredited qualifications and an introductory award.

**Duke of Edinburgh Awards**
The Duke of Edinburgh’s Award (DofE) is the world’s leading youth achievement award, giving millions of 14 to 24-year-olds the opportunity to be the very best they can be.

If your Fèis would like to participate in any of these schemes, you should contact your Lead Officer who will be able to offer advice on where to start.