

**8 EASY STEPS TO
HAVING FUN:**

**INSTRUCTIONS
FOR CONVENERS**

INSTRUCTIONS FOR CONVENERS

These guidelines are based on common practice and experience. They should be followed whenever possible so that we can coordinate schedules. Each experienced convener will find the best way for his or her games. Sending in the reports as requested is necessary and will facilitate the officers doing their jobs.

1. PREPARING TO CONVENE FOR THE FIRST TIME
 - A. A clan member who is interested in having a Clan Moffat tent at a Scottish event for the first time should contact the Convener Chair, giving as much information as possible. The Convener Chair will arrange for a kit to be sent to the member.
 - B. The convener should contact the local sponsoring organization for proper forms and other information, and remit payment to the sponsor in advance of any deadline. If you do not own a tent, most organizations rent tents, tables and chairs. (more on this later)
 - C. As you plan for the games, include other Clan Society members in your area. A participant is more likely to stay active in the Society. Also, it is hard to be a lone convener all day. In addition to helping you at the tent, they may be able to help plan and/or bring refreshments or lunch.

2. CONVENER KIT
 - A. Moffat tartan flag (As it is impractical to ship flag poles, buy two and keep them with your supplies.)
 - B. Saltire flag
 - C. Brochures
 - D. Membership applications
 - E. Copies of Moffatana to give to prospective members.
 - F. Clan Moffat banner
 - G. Sign-in forms for guests

3. HAVE YOUR OWN KIT
 - A. Pliers, screwdriver, hammer, masking tape, duct and scotch tape, knife, markers, pens, etc.

4. AT THE GAMES

- A. You will receive from the people or organizations who are sponsoring the games a packet containing parking pass, admission tickets and special instructions. Follow these instructions for times and place for tent set-up.
- B. The banner reading CLAN MOFFAT SOCIETY goes across the top front of the tent. As you face the tent the Saltire flag is on the left and the Moffat Tartan flag is on the right. If you have United States or Canadian flags they should be displayed inside or just outside of the front of the tent. The flag of the nation where the games take place is properly displayed on the same side as the Saltire flag.
- C. The Clan Moffat Directory, if you have one, should be available so people can see if a friend or relative is a member.
- D. Your own collection of colorful posters, books, photograph albums, and Scottish mementos would help attract attention to the tent.
- E. Lunchtime is an opportunity for everyone to become better acquainted. You may arrange a potluck ahead of time, prepare the food yourself, or invite members and guests to pack a lunch or buy their lunch from the vendors and bring it back to the tent.
- F. The Parade of Tartans usually takes place sometime during the games. You will be told by someone, or it may be in the packet you received, where and when to assemble. Some games request or require each member in the parade to wear a Clan tartan. This can be a scarf, tam or full regalia. The Moffat Tartan flag is usually carried along with the Moffat banner. (Depending on how many participate in the parade, you may want to carry only the Moffat Tartan flag. If you have enough to carry both the flag and the banner, all the better.)
- G. If the games last more than one day it is your responsibility to secure the tent overnight. Security is normally provided, but it is wise to take any items of value with you.

5. AFTER THE GAMES ARE OVER

- A. The instructions you received from those organizing the games will tell you when you are to take down the tent. This is usually after the Closing Ceremonies. If the organization provided the tent they will also provide any instructions necessary.

6. PREPARE AND SEND IN REPORTS

- A. Send any membership applications taken and the money received to the Membership Chair. (Addresses will be at the end of the handbook)
- B. We would really like you to write a report about the games. Look in the past Moffatanas for an idea of how other people have written about their

games. This report should be sent to the Convener Chair who will forward it to the Publisher Chair.

- C. Complete the Games Report and send to the Convener Chair. (For a copy of the Games Report contact the Convener Chair.)
- D. Send a copy of the registration form you completed for the games to the Convener Chair who will approve and forward to the Treasurer for reimbursement of expenses shown below.

7. EXPENSES

A. DO NOT take any of your expenses from the money you have collected for membership or Quartermaster items. Send your request for reimbursement to the Convener Chair within 30 days of the games. A copy of vouchers, canceled checks or receipts of your expense is necessary. The Society will reimburse for the following expenses:

- 1. Registration Fees – This normally includes parking and two admission tickets.
 - 2. Rental of one site, one tent, one table and two chairs. It is preferred that, when possible, the tent, table and chairs be provided by the convener.
 - 3. Two admission tickets if not provided with the registration fee.
 - 4. Other expenses, approved prior to the event by the Convener Chair.
- B. The clan will also provide a \$100 payment for submittal of the following items to the Convener Chair:
- 1. Article describing the games. (See a Moffatana for example)
 - 2. Games Report

8. EXPENSES NOT PAID

- A. Your expenses getting to and from the games, lodging and food.
- B. Sign-up fees for trophies, ads or sponsorships
- C. Anything else not previously approved.

9. QUARTERMASTER ITEMS FOR SALE

The selling of clan items is not a requirement for conveners. But if you want to help promote the clan through the sale of clan clothing, jewelry and related items please contact the Quartermaster. He/she will discuss the items for sale, paperwork required and send you a supply of the items.

10. VERY IMPORTANT – WHAT YOU CAN & CAN'T WEAR OR DISPLAY

- A. Coat of Arms:

1. If you don't have a Coat of Arms, don't display a coat of arms. There is no such thing as a "Family Coat of Arms". Arms are the personal, heritable property of one person.
 2. A Crest is not the same as Arms and as such may be worn by clan members.
- B. Banners, Pennants and Standards:
1. The Scottish flag is known as the Saltire and this may be flown as listed in paragraph 4b above.
 2. If you own a Lion Rampant flag **DO NOT FLY IT** unless you have the Queen or other high royalty in your tent.
- C. Ladies Sash:
1. It may not come up, but a lady may wish to wear her surname tartan or that of her husband, as a sash. But take care to drape it over the correct shoulder.
 - a. Over the left shoulder, brooch at shoulder – female Chiefs, wives of Chiefs and Colonels of the Scottish Regiment, Heads of companies, but also Highland Dancers (to keep their right arm free).
 - b. Over the right shoulder, brooch at shoulder – almost everyone else, except...
 - c. Over the right shoulder, with a bow at the left hip – ladies who have married out of their Clan or Family but wish to wear their original Name tartan.

IMPORTANT FINAL REMINDERS: SEND IN YOUR REPORTS PROMPTLY. FORWARD ANY SUGGESTIONS OR CRITICISMS FROM YOU OR OTHERS TO THE CONVENER CHAIR. NEW IDEAS ARE ALWAYS WELCOME AND WILL HELP IMPROVE OUR CONVENERING EFFORTS. IT IS YOUR ENERGY AND ENTHUSIASM WHICH HELP OUR SOCIETY GROW IN NUMBERS AND COMRADERIE.

CONTACTS AND ADDRESSES

Convener Chair

Jim Moffitt #1291
 2337 S 83rd St
 West Allis, WI 53219
jlmoffitt3@gmail.com
 414-477-1467

Membership Chair

Quartermaster

Roger Moffat #1275
3020 76th Street, SE
Caledonia, MI 49316-8398
RogerMoffat@ClanMoffat.org
616-554-7266

Carole Moffett #1917
658 Talmadge Mayo Road
Harrodsburg, KY 40330-7604
moffetts@roadrunner.com
859-734-2856