

Beltane Fire Society Volunteer Handbook

Thank you for taking part in and contributing to one of the biggest, wildest re-imaginings of the ancient Celtic quarter days festivals.

Beltane Fire Society recognises that our society is a community of volunteers, and would be nothing without the sum of their contributions. Our volunteers, especially those with extra responsibilities such as Blues and Group Organisers (GOs), are our key interfaces with the wider community, public and witnesses.

We aim to make sure that anyone puts in their time and effort should feel that their contributions are recognised and supported, that they have gained skills and understandings about the Celtic quarter days, nature and the environment and feel like time with us is an experience to be celebrated.

This volunteer handbook aims to cover a few of the aspects of volunteering for us that you need to know – from who we are, our aims and objectives, to what support there is if you need it.

If you need more information than is here, please speak to the person(s) designated as your support / named contact in your volunteer agreement and they will point you in the right direction.

Beltane Fire Society Board

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BFS Code of Conduct

We believe that members (Volunteers and Contractors) of the Beltane Fire Society should participate in the charity's activities with a shared behavioural expectation, regardless of experience or role. That we all:

- Communicate honestly and considerately with all being aware of and respecting diversity, equality, different roles and boundaries, without discrimination. We value each others' truths whilst expressing our own.
- Work together to make BFS as inclusive, welcoming and sharing an environment as possible. We form a Society with room enough for everyone who upholds these values to take part.
- Learn, develop and grow through our involvement with BFS. When something negative happens, we do our best to explore it to find the lessons to be carried forward. We welcome positive change.
- Act in the best interest of BFS as a whole –always remembering that BFS is a registered and legally accountable charity. We avoid bringing BFS, and ourselves, into disrepute by our actions while representing the charity.
- Participate in discussion, debate and decision-making –contributing, listening carefully, challenging and finding a common resolution. We acknowledge conflict as a natural part of any community and show our best selves when we approach it in a positive manner and take a sensitive approach in dealing with others.
- Operate within the established guidelines of BFS and the framework of the law –
 upholding the objectives and principles of the society and the law as they apply to
 our events. We accept, and will do our best to uphold our legal and moral
 responsibilities to each other and the wider community.
- Recognise that safeguarding is a collective responsibility that we all have a part
 to play into. We work towards making a community where everyone feels
 supported in calling out behaviour that goes against the values listed here.
- Engage with BFS through the support channels in place –via the Board of Directors, Event Coordinator, Blues, Group Organisers and others holding specific roles within the society. As these positions have a key role to play in terms of safeguarding for all in BFS, we entrust them to fulfil the duty of care responsibilities their position requires, and shall assist and enable them where possible.
- Consider and express our own boundaries and respect the boundaries of others.
 None of us has to be open to everything to fully participate in what we do. We
 should be clear about what our own boundaries are while also respecting each
 others' boundaries. We make our safety and comfort our primary responsibility
 whilst enabling others to meet their own responsibilities.

We look to have an acronym that helps sum up the sentiments above, FIRE:

- F Freedom of creativity
- I Inclusive of everyone
- R Respect each other and the environment we play in
- E Educate others and share our skills

All members, regardless of experience within the charity, should look to embody the Beltane FIRE whenever they are engaging in BFS activities, or when representing the charity in any other manner.

The Origins of the Society

The first modern Beltane Fire Festival in Edinburgh was founded by Angus Farquhar and a crew of wonderfully creative people who danced and drummed around a bonfire into the wee hours of the morning on a soggy and cold but magical May day in 1988. The formation of the charity 'Beltane Fire Society' occurred to support the continuation of the festival a few years later. The Society's aim was to create a sense of community, to engage people with the old Celtic Quarter Day festivals, to bring an appreciation of the cyclical nature of the seasons, to learn from and engage with others in our society to make sure our skills, lore and history will not disappear. Since that time the society has kept the Festival alive and has helped it grow into the internationally recognised event that it has now become.

 (To find out more about the first beltane, please check out this blog post: https://beltane.org/2015/06/29/angus-farguhar-for-luck-and-reconnection/)

What are Beltane and Samhuinn?

Our primary festivals, Beltane and Samhuinn are two of the old Celtic Quarter Day festivals - the others being Imbolc and Lughnasadh. They are markers of seasonal change and each has its own suite of old and new rituals and meanings for our modern community, with some small threads of continuity which run through both.

Our modern reimagining of them combines ancient themes with more recent ideals of connection, performance and ritual - wrapping them up into a spectacular event which engages people like no other.

Beltane

One of the 4 quarter day festivals, Beltane saw members of communities come together to celebrate the return of the summer. The observance of this hugely important time in the turning of the wheel of the year was characterised by an acknowledgement of the return of the fertility of the land and would have been a time when livestock would have been put out to pasture.

The word 'Beltane' roughly translates as 'bright fire' and one of the most important rituals which survives today in our modern festival is the lighting of the Beltane bonfire. Fire was seen as a purifier and healer and would have been around which the community would have gathered and danced. Farmers would also have driven their cattle between bonfires to cleanse and protect them before being put out into the fields.

In ancient communities, all hearth fires would have been extinguished and a new neid fire lit which would have then been used to relight people's hearths in their own homes much as we now light all of the fires on the hill from our own Neid fire - kindled by a bow drill or flint and steel in front of the witnesses. In this way the community was connected to each other by the sacred fire which was central to all.

The festival would also have been a time of courtship rituals and a celebration of our own fertility!

When we think about our own, modern festival it is the joy and the revelry that is fostered in our ritual. It is about casting off the darkness and celebrating the light. It is a time for celebrating fertility as well as our own creative energies: the fertility of our creative community and of the world around us, as it surges into summer.

Samhuinn

Samhuinn is the Winter-welcoming counter to Beltane. Like Beltane it is a liminal time - where the veil between worlds is thin and the Sìdh, faerie creatures, begin to slip into our mortal world.

Our Samhuinn celebration takes place in Edinburgh's Old Town which has historic significance as a site of ancient markets and All Hallows fairs, street theatre and performances (especially of the Galoshan plays from which our performance takes its structure).

The story follows the ideas of the overthrowing of Summer by Winter, with a stand-off between the Summer and Winter Kings. This is all overseen by the Cailleach, a Celtic representation of the Goddess, or Divine Hag. The transformation from Summer to Winter is supported by the energies and interactions of the Summer and Winter courts – through performance, music and dance. The narrative focuses on this conflict and its resolution, but also focuses on the transition that many aspects of life take during the changing of the seasons.

How our Festivals Work

Our festivals are focussed around Mar-May and Aug-Oct each year, and for most volunteers begin with the **Open Meeting**. The Open Meetings are aimed at giving a small flavour of each group which will be available to join for that festival, and enable people to talk to the respective organisers.

The Group Organisers (GOs) put **applications** in around a month before this point - setting out their own visions for an aspect of the festival. They may wish to portray a large theme or something small and concise. The Board and Blues look through all of the applications and judge which represent our story well, and which will be engaging for our witnesses as well as the volunteers who take part.

Most groups have 2-4 **open practices** in the fortnight following the Open Meeting. These practices are 'taster' sessions where people can turn up, find out about the groups, try out a bit of what they do and see if they'd like to sign up for what that group offers.

Many groups have limited spaces and therefore once the open practices are over they will inform those who they are able to take on and will ask them to join in for the remainder of the festival. GOs will have their own criteria for what they want or need in their group. If you are not picked for the group you'd like, a quick email to volunteers@ will let you know if there are any other groups still looking for people. Most groups also have a cost associated with participation past this point.

Once everyone is settled into their groups the exciting work of building a character and performance for the festival begins. There is a range of **commitment levels** for groups and whilst some groups may meet only once a week or even less, some may have costuming sessions alongside two practical practice sessions each week. With extra social events and society workshops, you may find your calendar is very full for the weeks of the festival runup and the last fortnight is generally extremely busy!

Most groups will be visited by a **Blue**. They may tell you a little bit more about the current festival, it's origins and will be able to answer questions you might have about more broad aspects of the festival and our society. Groups may also be visited by **Court** members for that festival (May Queen & Green Man for Beltane, Cailleach & Kings for Samhuinn) to tell their own personal stories and themes for the year.

Our festival is made up of many disparate groups coming together to create a narrative and so we ask our GOs and also our volunteers to remember that there needs to be some **flexibility** of ideas until things begin to settle into place. This can mean that GOs may not be able to 100% tell you what will happen exactly on the night until a few weeks in. This also allows for some group member input into the final performances.

During the runup to the festival, many groups have an **Away Weekend**, where they go camping for one or two evenings. Generally these are for bonding, extra practice and engaging with nature. Some Away Weekends are mandatory for group participation. These will generally happen some time near the middle of the runup.

Generally, in the two weekends before the festival, there will be whole-cast walkthroughs. These walkthroughs may be in the space where the festival takes place, marking out how long it takes to get from A to B, or they may be a performance rehearsal in an indoor space, to work out the last few kinks as everyone tries to get things working smoothly. Walkthroughs can be a stressful times for GOs, Blues and the Event Coordinator and we ask volunteers to be aware that this is a time for focus and attention to make sure you know what will happen on the night.

As **the Night** itself approaches your GOs will tell you where and when you'll be getting ready. Most **getting ready spaces** open at 4-ish, to give people time to not only don face paint and costume, but also to get into character and, for those who wish to, begin engaging with the ritual parts of the festival.

GOs or Blues will lead groups to their starting positions and, as the first drumbeats sound, the magic begins...

The planning and production of the festivals does not stop outwith the festivals - the Blues and Board have a continual presence, year round, as they must plan and prepare for the next festival. This usually begins only a few short weeks after the previous one. Board members are elected once a year at our AGM in summer, generally June. New Blues are selected by the current ones when one stands down or when a need is felt for more by the current blues.

(Very) Rough Festival Timeline

This is to give you an idea of the things, other than group practices, which you may have to be aware of. Items in grey are more variable and only 'common' weeks for those things to happen. People should be given more detailed Calendars / Dates lists by their GOs.

Week -1	GO weekend
Week 0	Open Meeting
Week 1	Open practices
Week 2	Open / first closed practices
Week 3	Blocking walkthrough (Beltane only)
Week 4	Possible Away Weekends
Week 5	Possible Away Weekends
Week 6	Possible Away Weekends
Week 7	1st full walkthrough
Week 8	Possible Away Weekends
Week 9	2nd full walkthrough
Week 10	Festival!
Week 11	Group debriefs
Week 12	GO debriefs

How to Find Out What's Going On

We aim to keep our membership up to date with what's going on throughout the year with information such as how to get involved in BFS, festival plans, issues affecting our community and opportunities to contribute.

During the festival your main contact for specific information should be your Group Organiser (GO), if a volunteer, or named contact / Event Coordinator for others.

We have a number of channels which we use to disseminate general information:

Web – We have a website, located at beltane.org. Important community information, reminders, and selected images will be available via the website. Many of our society's policies and procedures are located here, in the members section.

Email - When you volunteer with BFS, you will be asked to provide an email address to your Group Organisers so they can communicate with you throughout your involvement in their group. You can also choose to join our announcements email list to be kept up to date with news and activities of interest to the BFS community. If you join the mailing list, you can ask us to amend or remove your email at any time by emailing board@beltane.org. Don't worry, we will never share your email address with external organisations.

Facebook - We have **two** facebook pages where all announcements, smaller updates and images of rehearsals and the night go.

Our official public page for the society: https://www.facebook.com/beltanefiresociety/

Our members updates page: https://www.facebook.com/groups/1557751577581420/

Our members page will have any important updates added but will also include community stuff specifically for existing volunteers, details about upcoming BFS social events, blethers and AGMs and so on.

Twitter – Most main updates and some images are distributed via twitter @beltanefs

Some groups will create their own social media groups, which they manage themselves and are not controlled by Beltane Fire Society. Before posting on social media, make sure you have apprised yourself of our Social Media Policy found in the members section of our website.

 Our social media policy can be found here: https://beltane.org/social-media-and-internet-usage-policy-for-bfs-volunteers/

Key Contacts

Email	
volunteers@beltane.org	For general volunteer enquiries / signposting
blues@beltane.org	If you feel unable to approach a Group Organiser
	about an issue.

board@beltane.org /	For raising concerns or complaints directly with the	
chair@beltane.org	board, for advice on how to resolve issues informally	
	and information on the BFS policies/procedures.	
coordinator@beltane.org	For enquiries on logistical (non-tech) issues,	
	permissions, guidance on format.	

Engagement and Selection

The selection process documents for the current festival's GOs and Court can be found here: https://beltane.org/members-info/ These processes may change in general and in specific from year to year based on community blethers or issues which have arisen in previous festivals.

Blues

New Blues are shortlisted by the current Blues when one or more retire. This shortlist is reviewed by the Trustees, who decide on whether or not to accept certain candidates or not. You can find out more specific information about this here: https://beltane.org/beltane-2017-blues/how-blues-are-selected/

Group Organisers

The selection process for Group Organisers is distributed with the application forms prior to each festival. This is posted on our webpage, social media and to our email announcements list. Group Organiser applications will be discussed and voted on by the Board and Blues. There are restrictions on certain board roles with regards to taking on a Group Organiser role.

Court

'Court' are members of the community who stand in place as representations of our deities for both festivals. For Beltane this is the May Queen and Green Man, for Samhuinn it's the Cailleach, and Summer and Winter Kings. The selection process for all of these roles currently involves a period in which people can self-nominate and a slightly shorter one in which others can nominate people for a role. Those nominated by other people are asked, where appropriate, to submit applications alongside the self-nominated candidates.

Generally, then, there is a panel which is made of Blues and at least one board member who invite one of the candidates to take up the role.

Volunteers / Group members

The selection process for group members may be different for each group. Group Organisers will decide on what they need - which may be specific skills or may based on other factors such as personality fit, or ability to engage with the group themes well. Final decisions on this are made by the Group Organisers, generally

after 2-3 Open Practices. They will inform all interested parties whether they have been selected for the group or not.

If a group is heavily oversubscribed, people who want to join it may want to try for other groups too as many groups close selection in the same week and can't take on people who've not gone to any of their open practices. Volunteers should feel free to let the Group Organisers know - they may even ask for your group preferences for planning. It's understood that sometimes there will be a bit of jostling about for everyone to find the right spot and that trying out for multiple groups is not unusual.

Any groups who are still looking for members will be posted on the website and social media. If you don't know what to do, or don't make it into your first choice group, you can email volunteers@beltane.org and they can also let you know which groups are still looking for more people.

Induction, Training and Support

BFS will aim to provide support, induction and training for those who are taking on responsible volunteering roles for a Festival. Those people will then be delegated to take on the support, induction and training of the groups they are put in charge of for the duration of the festival, with the support and supervision of senior community members, the Board, Event Coordinator, and Event Safety Officer.

The type and nature of that training will have been set out in the applications for Group Organisers and risk assessments will be carried out by the Group Organisers for any activities which are deemed a risk.

Extra training opportunities may be arranged or offered in small workshops dependent on availability.

As part of our core objectives we aim to encourage people to share their skills in everything from performance and audience interaction, to how to recognise native trees in winter. We encourage those who have any skills they would like to share to let us know and we will help with organising workshops where we can.

Reliability and Commitment

Volunteers will be asked to commit to attending a certain amount of rehearsals/training during the run up to a festival. Some of these may be based on health and safety requirements, others on minimal time needed to participate in a performance. The time commitments will vary by group; some will be considered high commitment and others will be lower commitment.

Volunteer Participation Requirements

To take part in a festival, as a minimum, you must have attended at least one Walkthrough, taken part in a Health and Safety briefing and signed a Volunteer agreement relevant to your role in that festival. Group Organisers may place further restrictions on members' participation in festivals. These are health and safety requirements, not obligations which might represent a contractual agreement.

Costs of Participation

Most groups in Beltane ask for a group contribution - usually this is towards covering the costs of costumes, face paint, gear getting ready spaces and Away Weekends. This is often around £20 - £60.

BFS monitors the spending of groups and asks them to provide costs spreadsheet which details how much money people end up contributing to taking part. BFS subsidises some groups which have significantly higher costs (e.g. drummers) and pays a small contribution towards costume or paint for all performing volunteers. This amount is reviewed per festival.

GOs should allow for installment payments for group contributions and try to make space for those with lower incomes to participate. Through groups such as The Beltane Share many bits and pieces needed for the festival can be begged or borrowed to reduce costs.

What To Do If You Have A Problem

Although we work hard to make participating in our society and festivals a rewarding experience for everyone, we recognise that problems can occasionally arise and that we need an effective way to addressing them when they do.

BFS has procedures in place to guide us through resolving such issues - either through open, collaborative discussion or, when required, through more formal investigation routes. More information on our Resolutions and Grievance procedures is available on the members section of the BFS website:

https://beltane.org/members-info/policies-guidance-and-forms/

The general order of complaints handling is that you should go to your GO, if relevant / the complaint is not related to them; the Blues if it is related to your GOs or you don't feel comfortable talking to your GOs or the Board if it is an issue that you don't feel comfortable bringing to your GOs / Blues. The Key Contacts section above gives details of how to contact these groups.

In the event of a complaint of criminal activity, please contact the police directly.

If you need help resolving an issue and aren't sure where to go please feel free to get in touch with the Board - we can help by providing advice and support, signposting you to the relevant resolution route where required.

Proposals and Expenses

There is a huge amount of creativity within our society, however, as we are a charity we are constrained by a tight budget as well as other logistical factors which may limit what is possible.

Individual group expenses are the responsibility of and agreements between the Group Organisers of a group and the volunteers. BFS takes no responsibility for these beyond providing resources and information on budgeting for GOs.

Expenses for special items will not be reimbursed unless agreed with the Treasurer in advance, and upon presentation of a receipt. For festival volunteers this must go through Group Organisers.

If a GO, Court member, Blue or Project Coordinator wishes to ask for any special technical items (e.g. pyrotechnics, large props) those items must be approved by the Event Coordinator, Tech & the Event Safety Officer before they begin construction or are purchased. Approval is subject to authorisation from the Treasurer (or in the case of larger expenses, the board). Anything which does not have pre-approval may be reimbursed late or, if they are deemed unsuitable, may not be allowed to be used in the festival.

Loss / Damage to Personal Property

Volunteers should take care to protect their personal property. Purses, wallets or other valuable items should never be left unattended. When items are found, they will be taken to our premises and you may email the a board member or the event coordinator, who may be able to get it back to you or will make it available for pickup.

If an item is stolen, the Event Coordinator or a Trustee should be notified and they may investigate in-line with the grievance / disciplinary procedures where necessary. In the event of a theft or breakage BFS cannot be held responsible for replacement items. If a volunteer is found to have stolen items their membership may be revoked and they may be asked to leave the society.

While many volunteers and groups choose to practice and prepare for Beltane at home or in private spaces, please note that BFS does not take responsibility for any damage that may occur in these private settings which are not official events held by BFS. Please ensure you respect others homes and any private places hired for practice.

Feedback

BFS wants to make sure that you've had a good time and that we're meeting our charitable aims - as such, we may send a volunteer survey around after each festival to find out how the festival was for you. It's invaluable to us to hear direct feedback about your experiences in the festival, so please fill these out!

Feedback from these is collated and anonymised versions are given to GOs so that they can reflect on how they managed their group and how they can improve if they run one again. They also allow us to evaluate if further training, restrictions or conversations are needed with certain individuals before they are allowed to GO again in the event of problems.

Protection Policies

We have a range of policies designed to protect our volunteers:

- Equality and diversity policy
- Bullying and harassment policy
- Protection of vulnerable adults and children policy (including guidance on family-friendly groups, projects and events)
- Data protection policy

These can all be found here: https://beltane.org/members-info/policies-guidance-and-forms/

Health and Safety

BFS is committed to making sure that all volunteers are briefed on health and safety policies before taking part in one of our festivals. It is your duty as a volunteer not to put at risk either yourself or others by your acts or omissions. It is important that you take care to read, understand and accept your personal responsibilities with regards to health and safety when they are made available to you in order to protect yourself, others in the society and the public. Suitable risk assessments must be prepared for all activities which are carried out during our festivals.

You will be asked to fill out a short health and safety form to provide emergency contact details and any medical requirements you would like us to be aware of in the event that you require aid.

This information will be treated as confidential and will only be shared with select individuals (e.g. emergency services, event medical services or select BFS volunteers such as your GOs or a member of the board) in the event of an emergency in order to provide you with support and care.

We will never use this information for any purpose other than emergency aid on the night of the festival and all of these forms are destroyed after the night.

Glossary of Roles

Group Organiser

A Group Organiser (GO) is a member of BFS who is organising and coordinating a group of volunteers who are taking part in the festival. Working with a co-GO, they have created or adapted a concept and submitted a group proposal to Board of the Beltane Fire Society, and that proposal has been accepted.

Most groups must have two group organisers, this is intended to reduce the burden on the Group organisers team.

All the GOs work with each other and with the production team, Blues and Court in order to organise a safe, coherent and successful festival.

Blue

The Blues are a team whose role is to keep the fire alive. They are protectors of the ritual and help to coordinate the court stories. They also take on a leadership role within the GO team ensuring that the festival goes without a glitch and the ritual function of the festival is properly performed.

The Blues are a group of experienced BFS members who have been selected because of the skills and experience that they have shown over the years that they have been involved. Although they are not always the oldest members of the society, they do occupy the role of Elder.

Trustee

The Beltane Fire Society is run by a Board of Trustees, who are elected from the membership at the Annual General Meeting (usually in June). They are volunteers who work really hard to keep the legal entity (BFS) going. The Board are involved in appointing GOs, the selection of Blues and Key Characters, as well as looking after the finances, membership, stores and future of the society. You may see some of the Trustees at GO meetings from time to time, sometimes they may also be a GO or fellow volunteer in your group.

Festival Coordinator (FC)

The Festival Coordinator is appointed by the Board of Trustees to ensure that the festival happens. They take on the role of facilitating the fantastic festival that you will create. They look after the legal side of the event (ensuring that the many permissions, licences and permits are in place, as well as ensuring that the festival site is built and dismantled on time).

The Festival Coordinator also works with the Blues and GOs to ensure that the festival is as good as it can be, and can inspire, give advice and make decisions. If you have a question that the Festival Co-ordinator can't answer, they will work with you to find the answer (or give you the tools to find the answer).

Other Contractors:

Press and Communications Contractor - Is appointed by the the board of Trustees to ensure that External Communications and Public Relations are managed effectively to encourage the sale of tickets, manage the society's reputation and enhance the festival experience for ticket holders

The Front of House Coordinator - is appointed by the board of trustees to ensure minimal levels of stewarding standards are maintained, supporting Stewarding GOs providing operation oversight and a friendly approachable FOH environment, improving the festival experience for ticket holders. They also oversee and help brief the professional Stewards and Box Office providers helping them to get in the community spirit whilst maintaining assertive and effective crowd control.

The Production and Site Coordinator is appointed by the board of trustees to ensure that the logistics and site infrastructure for the festival are at the desired level, and to provide operational support to the Tech GOs, helping to manage the Production and build schedule and to coordinate all society volunteers with the build and derig of the site. They also oversee the professional event crews/contractors who provide us with specifically qualified teams to undertake certain activities.

The Artist in Residence is appointed by the board annually to design the posters, programs and other bits and pieces for Beltane and Samhuinn

Member

A member of BFS is someone who has participated in a BFS event or festival in the last 3 years. Generally they will have signed up at an open meeting. Essentially we are a society of friends who all have a passion to celebrate the quarter day festivals in our unique way, and share the traditions with non members.

All members of BFS are bound by the Principles of Participation, which you can find as a separate document in the GO Pack.

Volunteer

A volunteer of BFS is specifically someone who is participating in a volunteer role for the current festival. The role extends only for the duration of the festival for those in non-responsible roles, with others (GOs, Blues) continuing outwith that time. Volunteers are members but members may not necessarily be volunteers. Volunteers are required to abide by the Health and Safety requirements of the festivals and asked to sign up to the Principles of Participation as well as a volunteer agreement specific to their role in the festival.

Witness

Witness is the name we give to our audience members to show that we regard them not only as passive bystanders, but as an integral part of our festivals.

Please note that acceptance of this handbook will be deemed to acknowledgement of and agreement with the principles outlined above. This agreement is binding only in honour and is not intended to be legally binding.

This volunteer handbook is intended as a living document which we will update in response to the needs and wants of the community. If you have anything you'd like to see added, amended or elaborated upon then please email festival@beltane.org and we'll do our best to accommodate requests.

Our volunteer handbook is intended to give people a broad overview of the festival and answer some of the most common questions for people new to the festival. We'll link direct to sources which are updated regularly based on legislation, feedback, board decisions etc. rather than try to duplicate material which will become quickly out of date.