



HAWICK COMMON RIDING COMMITTEE SCIO

Registered Scottish Charity SC049647

HAWICK COMMON RIDING 2022

Guidance Note for Speakers

Secretariat
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Hawick Common Riding Committee SCIO are committed to striving for best practice and inclusivity, and to assist with this we have drawn up guidelines for those speaking publicly at all Hawick Common-Riding functions.

Speakers must address the whole company:

We recommend starting your speeches with Honorary Provost, Cornet, Ladies & Gentlemen....
or Honorary Provost, Cornet, Distinguished Guest, Ladies & Gentlemen

We would advise against using gender specific terms, but Ladies and Gentlemen can be used.

Foul language is not permitted. Offensive jokes are not permitted.

When speaking and regardless of who your immediate audience is, you should always be mindful of the impact your comments could have on other people. You should consider whether your comments are appropriate and if you are in any doubt at all, you should err on the side of caution. If you would like the Hawick Common Riding Committee to look over the text of your speech, we will be happy to do that.

Legacy phrases such as Married Men's Chase, Unmarried Men's Chase and Lad's gallery should be referred to as the Acting Father's Chase or Married Supporters Chase, Cornet's Chase or Unmarried Supporters Chase and Supporters Gallery.

We would remind you that we are reliant on funding from Scottish Borders Council and they, in turn, are subject to the Public Sector Equality Duty. This means that any complaints Scottish Borders Council receives in relation to comments made by speakers at our events, have to be investigated by them and may have an impact on our eligibility for future funding.

Please adhere to the time given for your speech. Timings at functions must be adhered to as there is a strict time-table to follow, speeches overrunning have a knock-on effect.

Here is a guide to speech length:

1 minute	130 words
2 Minutes	260 words
5 Minutes	750 words

If you have any questions on the guidance please contact and I will be happy to help.

Regards

L. Fraser
Hon. Secretary