

## AREA FINANCES

Income comes from three sources:

1. Club affiliation fees (currently £25/£30 per annum)
2. Training Grant from BRC (currently £400 per annum)
3. Area Qualifiers profits.

From the income, all Area expenses have to be met. Expenditure takes the form of covering Committee members expenses, training costs, expenses of running Area competitions e.g. lunches, rosettes, travel expenses, judges fees, etc.

We are currently reviewing the charges being made by competition venues in the hope of getting better value for money. We are also looking at ways of making a profit at area competitions so that clubs and the Area can benefit.

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**THE AREA COMMITTEE**

**ROLE OF OFFICERS**

**AREA CHAMPIONSHIP  
COMPETITIONS**

## **THE AREA COMMITTEE**

The Area Committee exists to carry out three main functions:

1. To act as a communications link between the affiliated riding clubs and British Riding Clubs, promoting closer co-operation.
2. To enable the organisation of Area Qualifiers for the National Championships in the various riding disciplines.
3. To organise Area Training for affiliated clubs.

In addition, the Area Committee also exists to:

- a) encourage non-affiliated clubs to join British Riding Clubs and to provide advice on how to do this.
- b) provide advice and help to affiliated clubs.

### **Make-up of the Area Committee**

The Area Committee consists of the Area National Representative (Arthur Stevens), two joint Chairmen, a Secretary, a Treasurer and two Training Officers.

The roles of the Committee members are described below.

### **Duties of Chairman**

The Chairman is responsible for:

1. Determining the dates of meetings in consultation with the Secretary.
2. Fixing the agenda and conducting the meeting according to the order of the agenda.
3. Confining discussion to the item before the meeting and dealing with it before passing on to the next.
4. Being completely impartial and expressing no opinion until the matter has been fully discussed.
5. Ensuring that the motions are correctly worded and put to the vote.  
Giving everyone a chance to speak and ensuring that all remarks are addressed to the Chair. No private discussion or personal matters should be raised.
6. Controlling the meeting and making sure everyone understands the procedure and rulings given. The chairman of the meeting has a casting vote.

## **Area Championships and BRC Qualifying Competitions**

We want to upgrade the status of The Area Championship by opening all Area competitions/classes to those seeking to qualify for the BRC Championships and those that are not. They will compete alongside each other and whoever wins the class will be awarded the Area Championship either as a team or as an individual. Each Area Championship will be marked by the presentation of a rosette on the day and later by the presentation of a trophy at the AGM. Qualifying places for the BRC Championships will also be awarded to the highest placed eligible competitors in each class and they will be awarded a BRC rosette on the day of the qualifying competition.

### **Running Area Championships**

It is not the role of the Area Liaison Committee to run Area Competitions. We see this very much as a role for clubs, with the exception of the Horse Trials, which we think should be run by a professional organization. The Area Liaison Committee will do everything it can to help clubs run a successful Area competition, including encouraging them to run an Open competition alongside the Area ones to ensure they cover costs. The Area Liaison Committee will ask clubs to volunteer their services to help run these competitions at the October meeting in the year before. Any profits / losses made at these competitions are the responsibility of the organising club/s with the exception of 10% of the profit / loss which will be provided to / by the Area Liaison Committee. Any sponsorship gained by the organising club should not be included in the 10% of profit payable to the Area. Any profits gained by the ALC will be placed in the Training Fund.

- a) Area Competitions will be organised much earlier, at least 12 months in advance, with the booking of the venue and the Organiser made at this time.
- b) The ALC will prepare a competition schedule for each of the Area Championships but the organising club's can add Open Classes.
- c) Schedules will be sent out to clubs 6-8 weeks in advance of the Area competition by the competition organiser.
- d) Clubs will receive a calendar in January of the dates of Area and National B.R.C. Competitions, venues and organisers together with deadline dates for entries to BRC and Area.
- e) Each Area Championship and BRC Qualifying Competition will be overseen by an Area Committee member who will also act as Chief Steward at the event.
- f) A competition file will be kept for each Area competition which will have a detailed check list, details of all contacts made, handed on to the organiser of that competition in the following year.
- g) The organizing club is responsible for ensuring that the entry fees charged will cover the basic costs of putting on the Area Competition. These costs will include the cost of the Area Rosettes.

The Treasurer is required to be responsible for paying in income received and arranging for the Area 12 accounts to pay for items of approved expenditure.

The Treasurer will advise the Area Liaison Committee/Meeting on the most appropriate means of transacting the financial affairs of the Area. The Treasurer is responsible for keeping clear financial records for at least the last six years (as the Inland Revenue will check up on club accounts from time to time.)

### **Duties of the Committee Member/Training Officer**

Committee members should, where possible attend every Committee Meeting. If unavoidably prevented from attending, apologies should always be sent to the Secretary.

Committee deliberations are usually confidential and should not be discussed outside the meeting. If in any doubt about this, ask at the meeting.

A committee member should present the views of those he/she represents and respect other points of view, but it is his/her responsibility to accept and support the majority view of the Area Liaison Committee.

The Training Officer should be able to canvas views from clubs on any training required, suggest topics, venues, and trainers, organise, publicise and run Area Training Clinics / events.

The Training Officer is responsible for ensuring that any fees charged should be sufficient to cover the expenses incurred.

### **Duties & Responsibilities of an elected member of the British Riding Clubs National Executive Committee (National Representative)**

All members must be full voting members of the British Horse Society and members of an affiliated Riding Club.

A member is expected to carry out the duties and accept the responsibilities as follows:

1. Attend the NEC meetings (not usually more than four per year)
2. Attend sub-committee meetings if elected onto a sub-committee (usually three per year).
3. Attend the liaison meetings of the Area they represent, and keep Clubs informed.

To carry out visits to clubs applying for affiliation, with a view to recommending provisional affiliation. After twelve months, a report will be required

## COMMUNICATIONS

To facilitate communications between affiliated clubs and between clubs and the Area and National Committees, it is proposed that the Area set up the following communication links:

1. An Area 12 website so that clubs can advertise forthcoming events and competitions and which will allow clubs to readily access dates, venues, etc. for Area Qualifiers. The website will also contain information about the Area Committee and the Liaison meetings and about the clubs in the Area and their key Committee members plus details of how to contact any of the above.
2. E-mail communications to be set up between Area Committee members and affiliated clubs so that clubs can be quickly contacted and information exchanged readily and clubs have quick access to the appropriate Committee member. To do this a clubs e-mail address book needs to be set up to which all clubs have both input and access.
3. An Area Committee member to visit each club annually at their AGM. Dates for this need to be published well in advance and copy of agenda and any relevant papers sent in advance.
4. A copy of each club programme and newsletter to be sent to the appropriate Chairman as soon as possible after publication. This is purely for information.
5. Area Liaison Meeting Minutes will be sent to clubs within two weeks of the Meeting.
6. Each Area to set up a newsletter to which clubs can contribute and which can be published to clubs each quarter on the Area website.
7. Clubs need to exchange publication dates, to start to talk to each other about the possibility of holding joint clinics, to exchange information about competition dates, etc.

recommending an upgrade to full affiliation. A visit is only required in this instance if the executive committee member feels it is appropriate.

Responsibility for the Area Qualifying competitions, by acting as Official Steward. The duties will include:

- To ensure that the competition is run in accordance with the rules, for confirming the results and sending these immediately to the Riding Clubs office.
- To advise on the lay-outs of the show ground and, in particular, the cross-country course (the type and siting of the obstacles to be built, their construction and finally, their adjustment for height). This can rarely be done in less than three visits.
- To ensure all officials fully understand the rules
- To brief fence judges at cross country events - this may be delegated to Chief Cross Country Steward if appropriate.
- The Official Steward should not be directly involved in the judging or running of any specific competition. It is important that s/he remains impartial to deal with any complaints or objections received.
- The Official Steward must ensure that a Health & Safety Adviser is appointed for each official event prior to that event and must ensure that the Health & Safety Adviser appointed understands fully his duties prior to, during and after the event.
- Assist with the running of the National Championships by acting as a senior steward or in some other capacity as requested by the competitions sub-committee.
- Should a member find it impossible to attend to duties so marked, he/she must appoint some other responsible and capable person to carry out these duties. Such appointment must be reported to the office and/or the Chairman of the competitions sub-committee.







### **Duties of Secretary**

1. Arrange Committee Meeting dates in consultation with the Chairman and book a room for the meeting.
2. Collate the agenda and send out the notices to all those entitled to receive them within the time limits set down in the constitution and rules.
3. Keep the Minute Book, (the constitution and rules should be attached to the front of the book.) After every meeting a copy of the minutes should be filed into the book ready for signing.
4. Make notes during the meeting to aid production of the official Minutes. The Minutes should be a concise record of decisions made. Proposer's and Seconder's names should be recorded formally, e.g. Mrs C Smith.
5. Retain all records and Minute Books in a safe place and hand them on to their successor.
6. Keep relevant papers handy in a folder ready for the meeting.
7. Arrange for the Treasurer to present the Financial Statement.
8. Keep a record of all monies expended on postage and telephone calls, etc.
9. After the Chairman has altered and approved the Minutes send them out to members entitled to receive them and a copy to the Riding Clubs National Representative for your Area and the Riding Clubs Office.

10. Area Secretary is responsible for receiving and sending out any correspondence to clubs and other organisations

### **Duties of Area Treasurer**

The Treasurer is responsible to members for the Area Finances

The Treasurer will give the Area Liaison Committee regular updates on the state of the Area Finances and advise on suitable action to remedy any deficit/use any surplus.

The accounts must be audited annually by an appropriate person appointed by the Area Liaison Committee.

The Treasurer is responsible for keeping proper accounts according to the current accounting practice and to present the annual accounts at the AGM.

The Area Liaison Committee will determine the costs of booking the venue before confirming any competition date with it and will also set the date