

British Riding Clubs

Welcome to the BRC Road Show

Myerscough College, 19 November 2011

Hartpury College, 20 November 2011



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Programme

- 1005 - Running and Promoting Your Club
- 1130 - Health & Safety
- 1230 – Training
- 1300 – Lunch
- 1400 – Competitions
- 1500 – Running an Area Qualifier
- 1530 – Tea
- 1545 Question Time



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British Riding Clubs

Running & Promoting your Riding Club

Peter Buist

BRC Chairman



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Getting Your Club Started

The Committee:

- Elected by members
- Runs club affairs
- Needs officials
- Needs a constitution
- Regular meetings



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Club Officials

- ◆ Chairman
- ◆ Secretary
- ◆ Treasurer
- ◆ Trustees (if club owns major assets; remain in post on longer term basis)
 - ◆ Register under The Friendly Societies Act



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Roles - The Chairman

Heads the committee

Guides the strategic direction & club activities

Promotes interests of the club & acts as the Clubs ambassador

Meets and welcomes new members



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Chairman Skills

Skills

- be mindful of the agenda & watch the time
- allow people to have a say but do not allow individuals to dominate
- do not inflict your own views
- sum up any discussion with pros & cons & draw a conclusion
- call for a proposal and vote?
- ensure secretary has understood and recorded any policy decisions
- or actions needed and by whom



Roles - The Secretary

- ◆ General Administration
- ◆ Club Correspondence
- ◆ Arranging meetings
- ◆ Agendas & Minutes
- ◆ Membership
- ◆ Recruitment;
 - ◆ Maintaining membership lists;
 - ◆ Subscriptions
- ◆ Competition Entries



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Roles - The Treasurer

Keeping accounts

Paying bills

Obtaining receipts

Arranging Independent Inspection
of Accounts.

Reporting to Committee &
members at AGM



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Other Club Officials

- Training Officer,
- Membership Secretary,
- Newsletter Editor,
- Events Organiser,
- Team Organiser,
- Bridleways Officer,
- Club Welfare Officer,
- Web Site Administrator,
- Facebook page administrator.



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Club Constitution

Set of Rules :

- Objects of Club
- Becoming a member
- The Committee & Electing Officers
- Meetings – regular and special
- Subscriptions
- Dealing with a problem
- Accounts and Inspection of Accounts
- Local Rules
- Disbanding Club



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Meetings & Agendas

Committee Meetings

Agree previous minutes & discuss matters arising

Agree budgets & review income and expenditure

Review past events

Plan future events & organisers

Competitions

Training & Assessment

Social

Recruitment

Any other business



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Meetings & Agendas

Annual General Meeting

Annual Report from:

Chairman

Secretary

Treasurer

Appointment of Auditor

Approval of Subscription Fees

Election of new committee members

Changes to Constitution

Motions for consideration

Suggestions for improvements to club

Club Awards



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Managing Finances - Hints & Tips

Don't mix club and personal finances

Set up two club bank accounts: Current & Savings

Bring original bank statement to meetings

Record all income & expenditure

All transactions supported by invoice or receipt.

Three club officials to sign cheques

Present accounts to committee before AGM



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Managing Finances - Hints & Tips

Ensure that an independent person is appointed at AGM to verify accounts

Get accounts verified for presentation at AGM

Record all assets and value: Land, Property & Equipment

Financial record for each event



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Managing Finances - Hints & Tips

Create an annual budget & event budgets

Don't forget to consider membership fees

Provide for BRC Insurance Fees : Payable January

Provide for BRC Affiliation Fees: Payable May

Financial Reserves

Financial problems? - talk to Area Rep.



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Insurance

What cover?

Third party bodily injury and property.

Who's covered?

Members of BHS Affiliated Riding Clubs.

When covered?

While participating in a BRC activity.

Not covered.

Personal injury or at any time.



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Data Protection

Data Protection Act

BRC are Incorporated Clubs – need a constitution
(Unincorporated clubs – exempt)

TWO conditions

Members must be asked if they object to data being held

Only disclose when consent given

Statement on membership application form

“I do not object to data relating to me being held by
Riding Club. I agree that this data may be disclosed to the
BHS”



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Duty of Care

Duty of Care & Child Protection

BEF take lead role and publish guidelines

BRC (through BHS) is a member body of BEF



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Duty of Care

Who needs to be protected? Everyone

Children - most at risk?

Duty of Care booklet - from BHS Bookshop

Duty of Care - policy for clubs



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Roles - Club Welfare Officer

Clubs should appoint a Welfare Officer

- Mandatory for clubs with juniors
- No juniors – appoint official with a “safeguarding” responsibility at events.

Complete BEF Safeguarding & Protecting Children Workshop via BHS

Complete CRB (mandatory from 31 Dec 2011)

Distribute policy to club officials



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Roles - Club Welfare Officer

Downloads available from BRC website

- FAQ's
- Role of Club Welfare Officer
- -BEF Child Protection & Duty of Care Guidelines

Contact Ellie Vajcovec (BHS) 02476 840500

e.vajcovec@bhs.org.uk



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National Organisation

Clubs affiliated to the British Horse Society

Grouped to form British Riding Clubs

BHS provide:

Office & facilities

Staff

23 Areas – 440 Clubs – 36,000 members



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National Organisation

- National Executive Committee
 - 23 Area Reps
 - Sets strategy, makes policy decisions & sets rules
- Sub Committees advise NEC on:
 - Training
 - Marketing
 - Competitions



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Area Organisation

Area Liaison Committee & Officers: Chairman;
Treasurer; Secretary & Training Officer

Area Liaison meetings held to discuss

Qualifying competitions

Training

Local matters

Area Rep. elected onto National Executive

Getting issues raised: Via Area Rep or direct to BRC
Office



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Information Sources

BRC Official Rule Book

Official Stewards & Organisers Handbook (including
H&S Guidelines)

BRC Training Handbook

BE/BS/BD Rule Books

Duty of Care



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Information Sources

Rider - sent to all members

Enews – sent to all members (with email addresses)

Secretaries Update - sent to all Area & Club Chairmen
& Secretaries

Web pages at www.britishridingclubs.org.uk

Office Staff – Sarah Phillips & the BRC Team.

Area Rep & Area Chairman



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Promoting Your Club

Establish & cultivate contact with:

local newspaper

local radio & TV

local equestrian press

Provide press information for editorials

news & results of events



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Promoting Your Club

Provide information through equestrian outlets & local notice boards

Links from Websites –run an Area Website

Advice section on BRC web pages with resources pack



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Writing a Press Release

Headline

Write in short sentences

Make it interesting

Key points:

Who, What, Where, When, Why.



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Advertising & Sponsorship

Use BRC Marketing Toolkit – online

Logos; help in creating a website; recruitment posters

Use adverts to fund Omnibus/Newsletters

Sponsorship from local businesses can offer discounts; services; prizes; team equipment



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The Future

Ride together Train together
Compete together
Have Fun Together

Strategic Plan 2010 to 2012



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Objectives 2010 to 2012

Membership

More members – more clubs – better communications

Services

Fill gaps

Promotion

Media – disciplines - partnerships



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Objectives 2010 to 2012

Training

Official s – Road Shows

Competitions

New competitions – Eligibility

Social

Quadrille Gala – Quiz

Volunteers

More recognition – Volunteers Club – Rewards



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Running & Promoting your Riding Club

Questions?



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