

## **York & District Riding Club**

### **Committee guidelines and role descriptions**

The Committee is responsible for the safe running of the Club, in accordance with the Club Constitution and Objectives.

All committee members are expected to support the activities of the Club, act as a point of contact for members, make suggestions for improvement, attend regular meetings, and represent and uphold the interests of members at all times.

Committee members must ensure that all suggestions are given due consideration, and that decisions are reached democratically and fairly.

Committee members are expected to behave considerately and professionally in all business related to the Club, and to take personal responsibility for upholding and promoting the Club Objectives: to be encouraging to others, to promote good fellowship, and to improve and maintain standards of riding and horsemanship.

Committee members must not benefit from or take advantage of their position in any way.

Committee members must follow the British Horse Society Code of Practice for Volunteers and Officials:

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play/responsibility for animals).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the club.
- Hold appropriate valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.

Any committee member who misses three consecutive meetings without good reason may be assumed to have resigned from the committee.

Specific responsibilities are outlined below:

### **Chair**

To be responsible for chairing meetings, and to act as a contact and spokesperson for the Club. To ensure that Committee members fulfil their duties, and that the functions of the Club are carried out.

### **Vice-Chair**

To deputise for the Chair as required.

### **Treasurer**

To be responsible for all financial matters of the Club including making and accepting payments, keeping records of all transactions, managing bank accounts, producing income and expenditure statements and balance sheets as requested, drawing up the annual accounts for presentation to the Club AGM and making all financial documentation available to the Auditor.

### **Secretary**

To be responsible for administrative matters, including liaising with the Chair for the timely production of agenda and minutes of meetings, and for keeping records of any paperwork or documentation relating to the Club and Club activities. To ensure members are notified of Annual or Special General Meetings as required by the Club Constitution.

### **Welfare Officer / Child Protection Officer**

To ensure that the Club meets all its legal obligations with regard to the welfare of members, especially those who may be classed as vulnerable. To ensure that the Club has appropriate Child Protection policies and procedures in place, that these are made available to members and promoted and enforced as necessary. To take action and liaise with relevant external organisations as required if incidents arise.

### **Health & Safety Officer**

To ensure that the Club meets all its legal obligations with regard to Health & Safety, and promote a sensible, proactive approach to safety by all members. To ensure event organisers complete risk assessments as appropriate, and that records relating to health and safety matters, particularly records of accidents and injury, are kept.

### **Membership Secretary**

To be responsible for processing and recording memberships, for notifying the national BRC office of members' details, and producing and circulating membership lists and emergency contact details as required.

### **Committee member (Communications)**

To be responsible for the regular and timely maintenance of the website, and for the regular monthly circulation of the Club newsletter, by email and in print where necessary.

### **Committee member (Helpers)**

To be responsible for holding a central record of all helper activity, and to encourage members to volunteer as helpers. To be responsible for contacting individual members as necessary to remind them of their commitment to help at two Club events per year.

### **Committee member (Teams – jumping)**

To be responsible for the organisation and administration of any Club teams entered for jumping competitions, including liaison with organisations and venues, communication with team members, making entries, and recruiting any helpers that may be necessary. To promote the benefit of, and encourage all riding members to consider participation in, Club teams.

### **Committee member (Teams – dressage)**

To be responsible for the organisation and administration of any Club teams entered for dressage competitions, including liaison with organisations and venues, communication with team members, making entries, and recruiting any helpers that may be necessary. To promote the benefit of, and encourage all riding members to consider participation in, Club teams.

### **Committee member (instructional rides – jumping)**

To be responsible for the organisation and administration of any jumping lessons held by the Club, including promotion of lessons, fair booking procedures, booking and paying instructors, liaising with venues where appropriate, liaising with other Committee members on scheduling, and liaising with attending members as required. To be responsible for ensuring the venue and any equipment are available and suitable for use. To ensure that emergency contact details for all participants are available on site for the duration of the activity. To ensure that a committee member is present as appropriate.

### **Committee member (instructional rides – flatwork)**

To be responsible for the organisation and administration of any dressage lessons held by the Club, including promotion of lessons, fair booking procedures, booking and paying instructors, liaising with venues where appropriate, liaising with other Committee members on scheduling, and liaising with attending members as required. To be responsible for ensuring the venue and any equipment are available and suitable for use. To ensure that emergency contact details for all participants

are available on site for the duration of the activity. To ensure that a committee member is present as appropriate.

**Committee member (Events – jumping)**

To be responsible for the organisation and administration of any jumping events held by the Club, including promotion of events, fair booking procedures, booking and paying judges, arranging helpers, liaising with venues where appropriate, liaising with other Committee members on scheduling, and liaising with attending members as required. To be responsible for ensuring the venue and any equipment are available and suitable for use. To ensure that a committee member is present as appropriate.

**Committee member (Events – dressage)**

To be responsible for the organisation and administration of any dressage events held by the Club, including promotion of events, fair booking procedures, booking and paying judges, arranging helpers, liaising with venues where appropriate, liaising with other Committee members on scheduling, and liaising with attending members as required. To be responsible for ensuring the venue and any equipment are available and suitable for use. To ensure that a committee member is present as appropriate.

**Committee member (Flu vaccinations)**

To ensure all equines representing the Club at Area events have valid Flu vaccination records.

**Committee member (Club Field)**

To be responsible for all matters relating to the Club field, including ensuring maintenance and security of the site.