



CLUB RULES & CONSTITUTION

1) TITLE

The Club shall be known as the “Bucklow Trafford Riding Club”.

2) PURPOSE AND OBJECT

The main purposes and objects of the Club are:

2.1	To provide facilities for and to promote participation in the amateur sport of horse riding in Altrincham and Trafford and in surrounding communities, to encourage riding and showing as a sport and recreation, to improve and maintain the standard of riding and horsemanship.
2.2	To organise competitive, instructional, recreational and social events and other activities to further the objects.
2.3	To foster and maintain the Club as a friendly and welcoming club to Club Members, visiting competitors and spectators and to promote good fellowship among riders and those who show in-hand.
2.4	To affiliate to recognised organisations concerned with the care, health, welfare, breeding and use of horses and ponies as determined from time to time by the AGM or the Club Committee and to maintain good relationships with other riding clubs.

3) MEMBERSHIP

3.1	Membership shall be open, without discrimination, to anyone 3 years and over who wishes to take part in any competitive, instructional, recreational, social events and other activities organised by the Club or use Club facilities and to anyone the Committee believes shall make a useful contribution to the running of the club.
3.2	A Senior Member is one who has attained the age of sixteen on 1 January in the current year. A Junior Member is one who is at least 3 years of age and below the age of 18 on 1 January of the current year. (Note: organisations to which we affiliate may have different definitions of Senior and Junior). Very young members must be able properly to support themselves in the saddle and shall only compete in classes suited to their age and ability.
3.3	Junior Members shall have the same rights as Senior Members except that they may not be Officers of the Club. A parent, foster parent or legal guardian of a Junior Member may attend meetings of the Club along with a Junior Member, and may vote on behalf of and instead of, such a Junior Member. A Junior Member shall be entitled to stand for election to one of the Additional Committee Member places reserved for riding/in-hand showing members. A parent, foster parent or legal guardian of a Junior Member shall be entitled to stand for election to an Officer post.

3.4	Membership shall be from 1 January to 31 December in any year and membership fees shall be due on 1 January each year at a rate set from time to time by the AGM provided that the level of membership fee and any other charges for the use of club facilities and participation in training events are set at a level that do not pose a significant obstacle to membership or to the use of facilities and participation in training events.
3.5	The Club or its Committee may expel from membership, and subsequently refuse to accept back into membership, any member that it considers has seriously breached the rules of the Club, including the health & safety rules, or who has been guilty of conduct derogatory to the character or prejudicial to the interests of the club or who has been guilty of serious dishonesty, provided that the Committee set up a fair procedure in each case to allow any Member accused of such behaviour to give an explanation and answer any allegations.

4) OFFICERS OF THE CLUB AND THE CLUB COMMITTEE

4.1	There shall be elected at the Annual General Meeting five Principal Officers of the Club as follows: Chairperson, Vice Chairperson, Treasurer & Membership Officer, Secretary, Catering Officer, Sponsorship Officer, Points Scheme Secretary + Qualifiers Coordinator, Social Media Officer, Website Officer, Judges and Judges Steward Organiser, Pre Show Day setup & Equipment Officer. Up to 2 other Additional Committee Members.
4.2	The Club Committee may, at its own discretion, co-opt additional Members to the Committee who, it believes, will make a valuable contribution to their work.
4.3	The Club Committee shall meet once every other month or as required during the showing Season (May to October), on a date, time and at a venue decided by the Committee. Also at other times when needed.
4.4	The Club Committee shall at each of its meetings appoint one of its numbers who shall chair the meeting and another to take minutes and later type them. Prior to the Annual General Meeting and any special general Meeting of the Club it shall appoint one of its numbers who shall chair such meeting and another to take minutes and later type them.
4.5	Officers, Committee Members and Co-opted Committee Members of the Club shall give their services to the Club on a volunteer basis and shall receive no payment for their work. They shall be entitled to a reduced membership fee under rule 3.4 or shall receive a complimentary ticket to the Annual Presentation Evening for the year in which they serve as a small token of gratitude of the Club. Nothing in the foregoing shall prevent the payment of the standard fee to an Officer or Committee Member who is contracted to work as a Judge or Qualified Training Instructor on the same basis as external Judges and Instructors at a Club organised event.

5) DUTIES OF OFFICERS, CLUB COMMITTEE MEMBERS AND MEMBERS

5.0	The <u>Club President</u> is not considered a member of the committee but is the figurehead for the club to help with engagement of judges on show day. This is an honorary position to be awarded to a person who the committee feels deserves recognition for all the work they have done for the club.
5.1	The <u>Club Chairperson</u> shall be the principal point of contact for all matters relating to the Club except as determined otherwise. S/he shall coordinate the activities of the Club and its Officers, Club Committee Members, Members and supporters and delegate necessary tasks to ensure the efficient and effective running of the Club, its shows, events and activities. S/he shall be responsible for ensuring that all shows, events and activities are properly organised and managed. The Chair shall organise meetings of the Committee, the Annual General Meeting and any Special General Meetings; support as required; and coordinate the work of the Committee providing assistance to Principal Officers and Additional Members from time to time. S/he shall be responsible for forging links and good relations with other local clubs and equestrian organisations and for securing sponsorships where possible.
5.1a	The <u>Club Vice Chairperson</u> shall be the secondary point of contact for all matters relating to the Club except as determined otherwise. S/he shall coordinate the activities of the Club and its Officers, Club Committee Members, Members and supporters and delegate necessary tasks to ensure the efficient and effective running of the Club, its shows, events and activities. S/he shall be responsible for ensuring that all shows, events and activities are properly organised and managed. S/he shall be responsible for forging links and good relations with other local clubs and equestrian organisations and for securing sponsorships where possible. The Vice Chairperson is there to support the Club Chairperson.
5.2	The <u>Membership Officer</u> shall administer the membership of the Club and be responsible for maintaining an accurate list of paid-up members and their horses and ponies, visiting competitors and friends of the club and for producing membership cards (if issued). S/he shall seek to identify opportunities to maintain, increase and develop membership.
5.3	The <u>Website Secretary</u> shall be responsible for producing regular Club website updates/Emails and Notices to Members in an agreed format that takes into account the experience and ability of the occupant of the post. S/he shall, if required by the Club Committee, ensure that the Club Committee sees and approves a draft of the newsletter before it is issued. S/he shall be responsible for the production of all literature and advertisements for issue to members, newspapers and magazines and other outlets as necessary.

5.5	The <u>Entries and Points Scheme Secretary</u> shall be responsible for administering the entries to each points show and other competition. S/he shall be responsible for ensuring that there are sufficient people allocated to entries duties at each show and other competition and coordinate runner duties. S/he shall monitor the number of entrants to each class over the year and make recommendations to the Committee on any changes that s/he thinks should be made to the schedule. S/he shall administer the points scheme.
5.6	The <u>Judges and Judges' Steward Organiser</u> shall be responsible for securing judges and their stewards for points shows and other competitions and shall maintain contact and good relations with past, present and prospective judges.
5.7	The <u>Show Day Organiser</u> shall ensure competitor numbers are allocated. S/he shall be responsible for maintaining the first-aid kit and accident book. Ensure an accurate record of results is maintained. Take on day Entries and Memberships. Ensure that class sheets are sent to the ring in good time. The PA system is used to ensure smooth running of the show and good advertising for the Club and Sponsors.
5.9	The <u>Qualifiers Coordinator</u> actively shall seek qualifier opportunities, if possible in advance of the production of the relevant societies Club handbook. S/he shall be responsible for recommending to the Committee the manner in which those who will represent the Club are selected. S/he shall be responsible for all the administration, documentation, notification to those who have qualified and the collection of entry fees, and notification to the organisations arranging events for which members have qualified within the deadlines involved and for liaising with such organisations.
5.10	The <u>Secretary</u> Supporting the administration of the organisation including correspondence <ul style="list-style-type: none"> • Facilitating and supporting committee meetings • Ensure all paperwork is available for show day (inc but not limited to entry forms, membership forms, ring forms, class sheets etc) Specifically the secretary might support the administration of meetings and prepare minutes, keep all committee members updated on progress, and be the main point of contact for all local and external enquiries.
5.11	<u>The Pre Show Day Set Up & Equipment Officer</u> Responsible for Organising the WhatsApp group for Friday Eve Show setup. Looking after Club equipment before & after Shows. Reporting any discrepancies or damage of equipment. Request any equipment that maybe needed for show days.
5.12	<u>Additional Committee Members</u> and Co-opted Committee Members shall play a full part in the management of the Club and will be expected to assist at shows when they are not competing, and helping with the setting up of the Club field and the maintenance of the Club fields and equipment.

5.13	The <u>Club Committee</u> may vary the tasks of individual Officers to take account of their individual circumstances. All Officers and Committee Members will be expected to attend Club Committee meetings and operate flexibly, and help each other, in order that the Club operates efficiently, effectively and smoothly. They shall seek to act in a way that enables the Club to live up to its reputation as welcoming, friendly and helpful. Officers and Committee Members who find they cannot manage the task allocated to them should advise the Club Chairperson as soon as possible so that a solution can be found.
5.14	The Club Committee shall have the power to fill Officer vacancies or combine duties in the event of a vacancy arising or a post not being filled at the Annual General Meeting. If the duties of a post are not being carried out satisfactorily and no other solution can be found, the Club Committee shall, as a last resort, have the power to ask the person filling the post to resign from office.
5.15	Members shall be expected to give up a little of their time to help set up events and clear away afterwards, undertake steward duties, and help with the maintenance of the Club fields and property at the start of the season and at the end when everything is put away.

6) ANNUAL GENERAL MEETING & OTHER GENERAL MEETINGS OF THE CLUB

6.1	<p>The Annual General Meeting of the Club shall be held at the beginning of the showing season to transact the following business:</p> <p><u>6.1.1</u> To receive reports from the Officers on the activities of the Club over the year</p> <p><u>6.1.2</u> To receive and agree the statement of accounts and balances</p> <p><u>6.1.3</u> To make any changes to the rules and constitution of the Club</p> <p><u>6.1.4</u> To elect the Officers and Committee Members for the ensuing year</p> <p><u>6.1.5</u> To consider any matters placed on the agenda by the Club Committee</p> <p><u>6.1.6</u> To consider any matters placed on the agenda by Members that have previously been notified to the Club Chairperson.</p>
6.2	The agenda for the Annual General Meeting shall be sent out at least fourteen days before the meeting.

6.3	A Special General Meeting of the Club may be called by the Club Committee, or by a request signed by not less than five Members who shall not be members of the Club Committee specifying the business to be discussed. The Club Organiser shall give Members at least ten days' notice of such a meeting and shall specify the business to be discussed.
6.4	Members wishing to place a proposal before an AGM or SGM but submit the proposal to the Club Organiser in writing at least seven days in advance of the meeting.

7) INSURANCE

7.1	The Officers and Club Committee shall ensure that the Club operates with adequate public liability insurance at all times.
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8) RULES FOR THE CONDUCT OF COMPETITIONS AND OTHER EVENTS

8.1	The Club does not accept liability for accidents to riders, handlers, owners, grooms, spectators or any other person or for loss or damage to any animal, vehicles or property at any competitive, instructional, recreational or social event organised or supported by the Club. It shall be considered a condition of entry that each entrant agrees to indemnify the Club against any legal action arising therefrom. Nothing in the foregoing shall affect statutory rights.
8.2	The Organisers reserve the right to alter, cancel, combine or split events and classes as felt appropriate.
8.3	The Organisers reserve the right to refuse entry to events or classes where it is felt a competitor is unsuitable in any way and to expel from a ring or the fields any person, horse or pony behaving in a manner likely to affect adversely the safety and enjoyment of others.
8.4	Entry fees must be paid in full before entering the ring. Only those who have been listed on the ring class sheet shall be allowed to compete. Late entries will only be accepted at the discretion of the entries steward and the ring judge. Entry fees are non-refundable.
8.5	While every effort will be made to give advance announcement of the start of classes it shall be the responsibility of each competitor to arrive at the ring for the start of a class. Clashes of classes are inevitable and a competitor faced with a clash should alert the ring stewards or judges to the problem at an early and appropriate opportunity and, if possible and practicable, judges will allow competitors to move between rings provided that a class is not unduly disrupted. No refund of entry fees can be made if a competitor misses a class for any reason.

8.6	Cruelty to any animal shall not be tolerated. Excessive use of the whip, cruel use of the spurs or excessive use of the bit to admonish or punish an animal shall result in disqualification and offenders may be asked to leave the show fields.
8.7	The decision of a Judge is FINAL. (Show Day Rule 4)
8.8	Any complaint or objection must be made by a fully paid up member in writing to the show Secretary or Club Chairperson within 24 hours of the incident if urgent please report at the time so that it can be dealt with quickly. Non members would need to provide ID. A fee of £50 will need to be paid and which shall only be refunded if the objection is upheld. (Show Day Rule 14)
8.9	Abusive or intimidating behaviour or language shall not be tolerated and offenders may be asked to leave the Club fields. All competitors and spectators shall obey legitimate requests made by an Officer, steward or judge.
8.10	All Junior competitors are advised to wear body protectors in all classes with jumps. Juniors must wear hard hats to current BHS approved safety specifications with safety harness, which must be fastened at all times when mounted and when in in-hand classes. Although it is compulsory for all riders to wear a hard hat while mounted it is strongly advised that all competitors also wear their hats while competing inhand. In-hand competitors must wear suitable clothing including appropriate footwear. Judges have the discretion to penalise handlers incorrectly attired

9) HEALTH AND SAFETY RULES

9.1	The Club Committee shall have the power to introduce and amend health and safety rules for the conduct of competitive, instructional, recreational and social events and other activities. Such rules shall be made available to all members and shall be displayed at all events held at the Club fields.
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10) CLUB PROPERTY

10.1	All members, and particularly those taking part and others with access to keys and equipment, must not borrow, lend or remove club property without the consent of the Club Committee; have keys copied, lend or give club keys to anyone not authorised to have those keys; allow anyone who is not a member, or anyone who is a member, to use the fields or other resources other than at scheduled events or shows. Abuse of Club resources, equipment and facilities shall be viewed very seriously.
10.2	Trophies, keys and any other Club property must be returned immediately upon the request of the Club Organiser, Treasurer or Club Committee.

11) INFRINGEMENT OF RULES

11.1	Any infringement of Club rules, including health and safety rules, shall be referred to the Club Committee for determination and appropriate action.
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12) NON-PROFIT NATURE OF THE CLUB

12.1	Bucklow Trafford Riding Club shall be a non-profit-making club and all surplus income or profits shall be reinvested in the Club. The Club shall seek to maintain sufficient reserves in its bank account to cover the regular replacement, repair and renewal of storage facilities, equipment, fences, walls and groundwork; to cover unforeseen repairs and replacements necessitated by forces of nature; and with sufficient reserves to cover fixed and essential costs for the following year should bad weather or animal disease prevent or curtail the operation of the Club the following year. No surpluses or assets shall be distributed to Members or to third parties subject to the provisions of Rule 13 – ‘Dissolution of the Club’.
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13) DISSOLUTION OF THE CLUB

13.1	In the event that the Club is dissolved, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club but shall be given or transferred to one or more of the following approved sporting or charitable bodies:
13.2	<ul style="list-style-type: none"> ● A registered equestrian or equine welfare charitable organisation(s) Another registered Riding Club ● The British Horse Society for use by them for community sports organised by British Riding Clubs

14) DISCIPLINE AND APPEALS

14.1	All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the safeguarding policy and procedures. The Club Welfare Officer (CWO) is the lead contact for all members in the event of any safeguarding concerns.
14.2	All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
14.3	The committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

14.4	The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
14.5	There will be the right of appeal to the committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

15) AMENDMENT OF RULES

15.1	These rules may be added to, repealed or amended by resolution to an Annual General Meeting or Special General Meeting of the Club provided that no such resolution shall be deemed to have been carried unless carried by a two-thirds majority of those present and voting and provided that any such resolution and any proposed additions and amendments have been circulated with the agenda. Notwithstanding the above, the Club Committee shall, by a simple majority, have power to introduce new and changed rules for the conduct of competitions and other events at any time provided that such changes are ratified by a subsequent Annual General Meeting.
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