

EBRC CLUB RULES & CONSTITUTION

THE CLUB

1) TITLE:

The Club shall be known as the 'Eldwick & Bingley Riding Club'.

2) PURPOSE AND OBJECT:

The main purposes and objects of the Club are:

- a. To provide facilities for and to promote participation in the amateur sport of horse riding in Eldwick and in surrounding communities, to encourage riding and showing as a sport and recreation, to improve and maintain the standard of riding and horsemanship, to provide training. Events are open to members and visiting competitors.
- b. To organise competitive, instructional, recreational and social events and other activities to further the objects.
- c. To be a friendly and welcoming club to Club Members, visiting competitors and spectators and to promote good fellowship among competitors.
- d. To affiliate to other equestrian organisation as agreed at the AGM or the Club Committee and to maintain good relationships with other riding clubs.
- e. To support organisations in relational to investigations and maintenance of bridleways, riding and road safety and rights of way as seen appropriate, when required.

3.) MEMBERSHIP

- a. Membership shall be open, without discrimination, to anyone 3 years and over who wishes to take part in any event or activity organised by the club.
- b. A Senior Member is 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 16 on 1 January of the current year. (Note: organisations to which we affiliate may have different definitions of Senior and Junior). All members (and competitors) must be able properly to support themselves in the saddle and shall only compete in classes suited to their age and ability.
- c. Membership will run from 1 April to 31 March in the following year in any year. Membership fees shall be due at a rate set by the AGM
- d. 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.

4.) OFFICERS OF THE CLUB AND THE CLUB COMMITTEE

The committee will take all available steps to ensure that it has the following officers elected as required by the club and given available resources.

a. There shall be elected at the AGM four Principal Officers:

- Club Organiser
- Treasurer
- Membership Officer
- Communications Officer

b. Six Additional Officers shall also be elected at the AGM:

- Entries Secretary
- Points Secretary
- Judges & Judges' Steward Organiser
- Jumping Advisor
- Trophies and Rosettes Organiser
- Field maintenance manager.

- c. The Club Committee may, at its own discretion, co-opt additional Members to the Committee who, it believes, will make a valuable contribution to the club.
- d. In addition to the AGM, the Club Committee shall meet minimum of once a year in person, but will meet as required either in person or online to discuss club matters.

- e. The Club Committee shall at each of its meetings appoint one of its numbers to chair the meeting and another to take minutes and later type them and circulate to the committee.
- f. 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. 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, COMMITTEE & MEMBERS

a. The Club Organiser are responsible for:

- Shall be the principal point of contact for all matters relating to the Club except as determined otherwise.
- Coordinating the Club, Officers, Committee Members, Members and supporters.
- Delegating necessary tasks to ensure the efficient and effective running of the Club, its shows, events and activities.
- Ensuring that all shows, events and activities are properly organised and managed.
- Forging links and good relations with other local clubs and equestrian organisations
- Securing sponsorships where possible and delegating workload.

b. The Membership Officer shall be responsible for:

- Administering membership
- Maintaining an accurate list of paid-up members and their horses and ponies.
- Ensuring the membership system gathers the correct information and is user friendly.
- Ensuring payment is received
- Issuing correspondence. competitor numbers, and other mailings
- Seek to identify opportunities to maintain, increase and develop membership.

c. The Communications Officer is responsible for:

- Promoting the events and activities organised by the club.
- To be responsible for the production of all promotional material distributed by the club. Inc. Online media, websites, social media, posters, handbooks and schedules.
- Ensure all booking systems are created in line with event information and are user friendly.
- To be responsible for all websites and social media resources used to promote the club.

d. The Field & Equipment Manager are responsible for:

- ensuring that the Club fields are maintained in good and safe order and that walls, fences, gates, temporary buildings and toilet are maintained, repaired and replaced as necessary.
- Ensure that jumping and other equipment is maintained, repainted, repaired and replaced as necessary.
- Ensure that grass is cut before events and that obstacles that could cause injury are removed from horse and spectator areas.
- Ensure that equipment is safely stored for the winter and ready for the start of the following season.

e. The Entries Secretary shall be responsible for:

- Administering the entries to each points show and other competition.
- Be responsible for ensuring that there are sufficient people allocated to entries duties at each show and other competition and coordinate runner duties.
- 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 be responsible for maintaining the first-aid kit and accident book.
- Ensuring entry forms are available for use at the event alongside any other paperwork needed to run the entries efficiently.

- f. The Judges and Judges' Steward Organiser** shall be responsible for:
- Securing judges and their stewards for events
 - Shall maintain contact and good relations with past, present and prospective judges.
- g. The Jumping Advisor** is responsible for:
- Designing and where possible, build show-jumping and working hunter courses for points shows and other competitions.
 - Advising the Committee on all matters concerned with jumping, including training.
 - Overseeing jumping events and making decisions regarding rules
- h. The Points Secretary** shall ensure that:
- Event results are documented and points are awarded to the members subject to conditions of membership.
 - The committee is informed of the end of season results so the prizes can be allocated
- i. Additional Committee Members 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
- j. The Club Committee** 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 Organiser as soon as possible so that a solution can be found.
- k.** 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.
- l.** 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. THE ANNUAL GENERAL MEETING AND OTHER MEETINGS OF THE CLUB

- a. The Annual General Meeting (AGM) of the Club** shall be held within the first month of the new year to transact the following business:
- To receive reports from the Officers on the activities of the Club over the year
 - To receive and agree the statement of accounts and balances
 - To make any changes to the rules and constitution of the Club
 - To elect the Officers and Committee Members for the ensuing year
 - To consider any matters placed on the agenda by the Club Committee
- b. A Special General Meeting (SGM) of the Club** may be called by the Club Committee, or by 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 7 days' notice of such a meeting and shall specify the business to be discussed.
- c.** 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

The Officers and Club Committee shall ensure that the Club operates with adequate public liability insurance at all times.

8) CODE OF CONDUCT AT CLUB EVENTS

The club has event rules that all competitors must obey by when at any club organised event. These are available on the club website, in the office and on request. These are additional rules in terms of code conduct...

- a.** 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.
- b.** The Organisers reserve the right to alter, cancel, combine or split events and classes as felt appropriate.
- c.** 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.
- d.** Entry fees must be paid in full before entering the ring. Late entries will only be accepted at the discretion of the entries steward and the ring judge. Entry fees are non-refundable once a closing date has passed.
- f.** 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 make provisions too accommodate the clash, 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.
- g.** The welfare of any animal on the show field must not be compromised at any time. Any behaviour or treatment towards an animal that has a detrimental effect on its wellbeing will not be tolerated and you may be ask to dismount, leave the ring and even requested to leave the show ground.
- h.** Any horse or pony displaying signs of lameness or discomfort will not be permitted to compete in any event.
- i.** It is the responsibility of the competitor to ensure they have read and understood the conditions of any qualifier and to ensure that all fees are paid to the qualifying event organiser by the requested date and before the date of the competition.
- j.** Harsh handling and misuse of a whip towards any horse or pony whether in the ring or out will not be tolerated and may result in you being asked to leave the show ground.

9) HEALTH AND SAFETY RULES

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.

10) CLUB PROPERTY

All members and committee members with access to keys and equipment, must not borrow, lend or remove club property without the consent of the Club Organiser or Club Committee. It is the responsibility of all users of the club facilities to report any damages immediately to the club organiser or a member of the committee. Trophies, keys and any other Club property must be returned immediately upon the request of the lendee or club officer.

11.) INFRINGEMENT OF RULES

Any infringement of Club rules, including health and safety rules, shall be referred to the Club Committee for determination and appropriate action.

12) NON-PROFIT NATURE OF THE CLUB

- a. Eldwick Riding Club shall be a non-profit-making club and all surplus income or profits shall be reinvested in the Club.
- b. 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.
- c. No surpluses or assets shall be distributed to Members or to third parties subject to the provisions of Rule 13 – ‘Dissolution of the Club’.

13) DISSOLUTION OF THE CLUB

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 charitable or associated organisation as agree by the current committee at the time of dissolution.

14) AMENDMENT OF RULES

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.