Reference: D151/21
Issued: 16/08/2022
Amended:

Association of Irish Riding Clubs
Regional Grading Advisory Committee (RGAC)

Terms of Reference

1. Purpose

1.1. The AIRC Regional Grading Advisory Committee (RGAC) shall oversee downgrading applications on behalf of affiliated clubs in their area in accordance with rule 6.5.2.

1.2. Members are graded as per rule 6.1 and the RGAC may only consider applications submitted by a members club committee on the individual's behalf.

2. Applications

2.1. Applications for downgrade must be submitted on the official downgrading application form (F22b/22) as per rule 6.5.2.

2.2. Applications are only to be discussed by the RGAC.

3. **Membership**

3.1. The RGAC shall comprise of the following officers of the region by virtue of their office:

3.1.1. The Regional Grading Officer (RGO)

3.1.2. The Regional Chairperson (RCP)

3.1.3. The Regional Secretary (RS)

3.2. Members of the RGAC must be graded no lower than RC P3 in dressage with the exception of the RGO who must be graded no lower than RC N in dressage.

3.3. Where a member of the RGAC fails to meet the minimum criteria as per 3.2, they may continue as a non-voting member of the RGAC.

3.4. Where the RCP and RS fail to meet the minimum criteria as outlined in 3.2, the region may nominate another regional officer such as the Regional Treasurer or National Committee member to take their place on the RGAC.

3.5. The term of office for members of the RGAC is determined by virtue of their office. If they no longer hold their officership, they are automatically no longer a member of the RGAC and is replaced by their incumbent. Where the RCP or RS is replaced on the RGAC, they may resume their place on the RGAC if their grading meets the criteria in 3.2.

4. Meetings

4.1. The Regional Grading Officer shall chair meetings of the RGAC and these may take place online or in person.

4.2. The quorum necessary for the transaction of business shall be two (2) members, one of which must be the Chair.

4.3. The RGAC shall meet as required in order to discharge its responsibilities but shall meet no fewer than 4 times annually.

4.4. Minutes of meetings must be maintained and a copy must be circulated to National Office in a timely fashion.

4.5. The RGAC must notify National Office of all decisions with regard to any applications in a timely fashion.

4.6. The RGO must return section 6 of each applicants downgrade form to National Office in a timely fashion once the committee has approved an application.

5. Duties

5.1. The RGAC must review each application and verify the information provided such as performance history. Where incomplete information is provided, the application must be rejected.

5.2. The RGAC must undertake a review of the members performance history on DI, EI and SJI databases.

5.3. The RGAC must consult with National Office with regard to a members performance history in AIRC competitions.

5.4. The RGAC may consult with the applicant's club grading officer should they require any further information regarding an application.

5.5. The RGAC must outline its reasoning for approving an application to approve an application to downgrade.

5.6. The RGAC may review its decisions

6. Downgrading Criteria

The RGAC must adhere to the following when considering applications for a downgrade:

6.1. A member may not downgrade in dressage to RC P1 from a higher grade.

6.2. A member may not downgrade more than one grade span or level in any discipline.

6.3. Where a membership has lapsed for 3 or more consecutive years, the member may not downgrade more than two grade spans or levels in any discipline.

6.4. A member may not downgrade to a lower level if they have competed at a level higher than the grade they wish to downgrade to in a DI/EI/SJI competitions within the past 12 months.

6.5. A club committee may only submit one application on behalf of the same member for consideration after 6 months lapsed from the previous application.

7. Review

7.1. This Terms of Reference is approved by the Board and reviewed by the Board when required.

7.2. Any changes to these Terms of Reference must be approved by the Board.