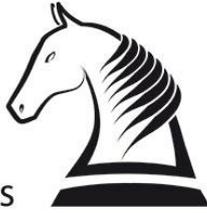


A.I.R.C.

Association of
Irish Riding Clubs



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Officers in the Club

Introduction

A riding club must appoint several officers to their club committee at their annual general meeting each year.

These include a chairperson, secretary, treasurer, safety officer and a grading officer. A club should also appoint a public relations officer (PRO) and for those clubs with members under 18, they must appoint a club safeguarding officer and designated liaison person (DLP).

Each club officer plays an important role within the club committee structure and this document provides an outline of each role. It's not an exhaustive description so you should discuss the role with the club committee or chairperson to ensure you meet the needs of the club.

This document provides role descriptions for the following:

- Club Chairperson
- Club Secretary
- Club Treasurer
- Club Safety Officer
- Club Grading Officer
- Club PRO
- Club Safeguarding Officer
- Club Designated Liaison Officer

The document is provided for information purposes only.

Club Chairperson

Role Description

The Chairperson is the principal officer on the Club Committee with responsibility for planning, organising, and managing affairs of the Club. The Chairperson must be a leader with a vision on how to progress the Association.

The Chairperson plays a key role in ensuring that Club Committee meetings function effectively and efficiently, where decisions taken are acted on. This is a voluntary role.

Reports / Accountable to:

- Club Committee.

Responsibilities:

The main duties of the Club Chairperson are summarised as follows:

1. Chairing Club Meetings

The Chairperson is responsible for convening meetings and making sure that each meeting is planned effectively, conducted according to the rules of the Clubs Constitution and the rules of the Association. They must also ensure that matters are dealt with in an orderly and efficient manner.

They must:

- Bring impartially and objectivity to meetings and decision making.
- Facilitate change and address conflict within the committee / officers.
- Facilitate those present to make their views, while maintaining control over the meeting.
- Ensure that meetings are progressive and that decisions are implemented.

2. Ensure that Club Affairs are managed effectively

The Chairperson must co-ordinate the affairs of the Club to ensure that appropriate procedures are in place for the effective management of Club affairs.

They must:

- Keep an overview of all club activity ensuring corrective action is taken where needed.
- Coordinate the committee to ensure responsibility for particular aspects of management are met.
- Ensure the Club operates in line with AIRC rules and policies.
- Be actively involved in creating and following a Club Development Plan.

- Ensuring an understanding of the legal responsibilities of the club to which the Club complies

3. Understand the AIRC and its objectives

The Chairperson must have an understanding of the aims and policies of the Association and ensure that the club works towards these shared aims.

4. Uphold Rules of the AIRC

The Chairperson must ensure that the rules of the Association are always upheld and must ensure that Association policy is implemented in the Club.

5. Represent the Club

The Chairperson may be called upon to represent the Club at local, regional and national level on occasion and should always exemplify the ethos of the Association.

6. Be a Leader and have a vision for the future of the Association

The Chairperson must have a vision for how the Club will progress and should ensure that the Club is operating in coordination with their objectives.

The Chairperson must be seen to “lead the Club Committee Team”. This also involves regularly reviewing the Committees performance and identifying and managing the process for renewal of the Committee through recruitment of new members.

7. Other Duties

The Chairperson may also have to carry out any other functions and duties as required by the Club Committee from time to time.

Skills Required:

- Be friendly and approachable.
- Excellent leadership, planning, organisational, interpersonal and communication skills.
- Ability to ensure decisions are taken and followed-up.
- Impartial, fairness and the ability to respect confidentiality.
- Ability to delegate key tasks to other officers.

Knowledge:

- Be familiar with the rules of the AIRC.
- Be familiar with the club’s constitution.
- Have a good knowledge of the AIRC.

Other Requirements:

- Have time to do the job.
- Have a genuine interest in the AIRC.
- Motivated to set high standards for the Club.
- Motivated to improve the whole Club.
- Be a registered member of the club and AIRC

Support

The Chairperson can seek advice from the Regional Chairperson or from National Office when needed.

Club Secretary

Role Description

The Secretary is the chief administrator in the Club. The duties of the role are many and varied and call for a high degree of dedication.

The Secretary has more to do with the practical running of the Club than any other officer. They should be a good organiser, be methodical and above all, be reliable.

The duties dovetail with those of the Chairperson and it is essential that both officers work as a team of which the Secretary will very often be the more active person.

The Club Secretary is the first point of contact for club enquiries. This is a voluntary role.

Reports / Accountable to:

- Club Committee.

Responsibilities:

The main duties of the Club Secretary are summarised as follows:

1. Communication

- Communication with Club members and officers.
- Communication with the Regional Secretary and other Regional Officers.
- Communication with National Office.

2. Meetings

The Secretary must liaise with the Club Chairperson with regard to any meetings in the club as follows:

- Preparation for and follow up on assigned tasks for general meetings and the AGM.
- Circulation of agendas and supporting documents.
- Recording of meeting minutes including attendance and decisions taken.

3. Administration

The day-to-day administration of Club activities, including:

- Monitoring the Club's email address (i.e., clubname@airc.ie) and dealing with correspondence in a timely fashion.
- Membership and club registrations.
- Change of Grade applications.
- Keeping records, e.g., membership and registration, club activities, meeting minutes, etc.

- Administration of Club activities including training and competitions.
 - Notifying AIRC of inter-club activities.
 - Submitting team entries on behalf of the club.
 - Liaising with the Regional Secretary on behalf of members with regard to volunteering requirements at national events
 - Club property
 - Safeguarding of children / young people if the club has any members U18.
 - Data protection
4. Club Planning
Assisting in developing a Club Plan.
5. Regional Meetings
To represent the club at Regional meetings.
6. Other Duties
To carry out any other functions and duties as required by the Club Committee from time to time.

Skills Required:

- Be friendly and approachable.
- Be organised and efficient.
- Have a good eye for detail.
- Strong communication (verbal and written), and interpersonal skills.
- Strong ability to manage people and build and sustain good team relationships and manage conflict.
- Strong leadership and decision- making skills.
- Strategic thinking in order to develop and contribute to vision and implement a Club Plan.
- Solid presentation skills.
- Strong IT skills to facilitate the use of email, word processing, presentations, etc and online systems.

Knowledge:

- Be familiar with the rules of the AIRC.
- Be familiar with the club's constitution.
- Have a good knowledge of the AIRC.
- Working knowledge of the Membership Online portal and Club Mail systems.

Other Requirements:

- Have time to do the job.

- Have a genuine interest in the AIRC.
- Be a registered member of the club and AIRC

Support

The Secretary can seek advice from the Regional Secretary or from National Office when needed.

Club Treasurer

Role Description

The overall role of the Treasurer is to ensure that all financial matters within the Club are managed correctly and efficiently. They must ensure that proper books of accounts along with proper controls and procedures are in place and adhered to. They should ultimately be responsible for all financial matters relating to the Club. This is a voluntary role.

Reports / Accountable to:

- Club Committee.

Responsibilities:

The main duties of the Club Treasurer are summarised as follows:

1. To ensure proper Financial Records and Procedures are maintained

- To oversee and present accounts and financial statements to the Club on a regular basis.
- To ensure that appropriate accounting procedures and controls are in place and adhered to in relation to all financial matters. Efficient payment of invoices and bills.
- Depositing cash and cheques that the club receives
- To liaise with other committee members about financial matters.
- To ensure compliance with relevant legislation.
- To advise on fundraising in the Club.

2. Financial Planning and Reporting

- To prepare a budget at the beginning of each year, which should be agreed by the rest of the Club Committee.
- To advise the Club of the financial implications of strategic and operational plans.
- To provide accurate and up to date assessment of the Club's finances at Committee and Annual General Meetings.

3. Club Property Register

To work with the club secretary to ensure an up-to-date register of all club property and equipment is maintained.

4. Other Duties

To carry out any other functions and duties as required by the Club Committee from time to time.

Skills Required:

- Experience of finance control and budgeting.
- Experience of fundraising.
- Good communication with interpersonal skills.
- Good organisational skills with an eye for detail.
- Ability to work well with the Committee and wider members of the Club.
- Ability to ensure decisions are taken and followed up.
- Ability to delegate tasks to other people where required.
- Good IT knowledge and understanding of excel or similar software.

Knowledge:

- Have a good background in finance
- Have experience of Committee involvement
- Have a good knowledge of the AIRC.

Other Requirements:

- Have time to do the job
- Have a genuine interest in the Association
- Be a registered member of the club and AIRC

Club Safety Officer

Role Description

The overall role of the Safety Officer is to ensure that all safety measures are up-to-date and implemented across all aspects of the club and to ensure there are safety stewards in attendance at all activities.

They must also ensure that all members are aware of their obligations and responsibilities when it comes to safety in the club.

This is a voluntary role.

Reports / Accountable to:

- Club Committee.

Responsibilities:

The main duties of the Club Safety Officer are summarised as follows:

1. Safety Rules and Policies

The Safety Officer must familiarise themselves with the Association's safety policies, procedures, and rules. They must ensure that they are implemented and monitored across all areas of the club.

2. Safety Stewards

The Safety Officer must ensure that there are adequate safety stewards onsite during all activities.

3. Risk Assessments

A risk assessment must be carried out for all activities by the Safety Officer. A risk assessment looks at what can cause harm to people. It identifies if measures are adequate, or additional measures are required, to reduce injury and ill health.

If using the same venue for similar activities, the risk assessment can be reviewed and updated where necessary.

4. Incident Reporting

The Safety Officer must ensure that the club adheres to the incident reporting measures outlined by AIRC. They must liaise with the Club Secretary and ensure that incidents are reported to National Office within 14 days of them occurring.

5. Other Duties

To carry out any other functions and duties as required by the Club Committee from time to time.

Skills Required:

- Good communication with interpersonal skills.
- Have patience and unending diplomacy!
- Good organisational skills with an eye for detail.
- Ability to work well with the Committee and wider members of the Club.
- Ability to ensure decisions are taken and followed up.
- Ability to delegate tasks to other people where required.

Knowledge:

- Have experience and knowledge enough to recognise hazards or potential hazards.
- Have experience of Committee involvement.
- Have a good knowledge of the AIRC.

Other Requirements:

- Have time to do the job
- Have a genuine interest in the Association
- Be a registered member of the club and AIRC

Club Grading Officer

Role Description

The Club Grading Officer (CGO) is responsible for overseeing and ensuring that individual members are graded in a fair and consistent manner in accordance with the relevant criteria in their area.

The RGO will be a team player and will liaise with their Club Committee and with Regional Officers and Club Grading Officers in their area. They will also liaise with the National Office when required. This is a voluntary role.

The CGO must be a member of an affiliated club and must attain either of the following:

- An instructor with a BHS AI or HSI level 1 qualification or higher at minimum.
- Compete at Intermediate level in dressage, at minimum.

Reports / Accountable to:

- Club Committee.

Responsibilities:

The main duties of the Club Grading Officer are summarised as follows:

1. Understanding of Rules

The Grading Officer must have a strong understanding of the grading rules and criteria of the Association.

To be consistent and fair in the application of the grading criteria and rules of the AIRC. To be able to discuss and align an individual to a relevant grade

2. Grading in the Club

The Grading Officer must advise and support the Club Committee with regard to the grading of members in the club.

They must monitor and review the grading of members within their club. They must also review any change of grade applications from individuals within their club and to consult with their Regional Grading Officer, if required.

3. Liaise with Others

- To liaise with Club Grading Officers in their region.
- To liaise with Regional Grading Officers regarding disputes of the grading of individuals in their club when required.

- To liaise with their Regional Secretary to ensure notification of approvals for change of grades are submitted to National Office in a timely fashion.

4. Other Duties

To carry out any other functions and duties as required by the Club Committee from time to time.

To identify a successor in the club to take over the role from you and provide guidance and support

Skills Required:

The ideal candidate for the role should exemplify the following skills and qualities:

- Excellent leadership, planning, organisational, interpersonal and communication skills.
- Excellent facilitation and negotiation skills.
- Ability to ensure decisions are taken and followed-up.
- Impartiality, fairness and the ability to respect confidentiality.

Knowledge:

- Have experience and knowledge of the grading rules and criteria of the Association.
- Have experience of Committee involvement/people management.
- Have a good knowledge of the Association.

Other Requirements:

- Have time to do the job
- Have a genuine interest in the Association
- Be a registered member of the club and AIRC

Club PRO

Role Description

The role of the Club PRO or Communications Officer is to inform club members and to promote the club and Association activities in a positive manner.

They should establish good relations with local media and the equestrian media. They should provide regular updates on events/shows, results, and information on all other Club activity across a variety of traditional and digital channels.

Reports / Accountable to:

- Club Committee.

Responsibilities:

The main duties of the Club PRO are summarised as follows:

1. Promote Activities

- Use every opportunity to promote the Club focusing on Club activities using every channel possible.
- Provide members, the media and the wider community with timely and regular updates on Club activities.
- Ensure the Club is well presented.

2. Club Website

- The Club PRO is responsible for the ongoing and regular upkeep of the Club website to ensure all relevant information relating to the Club can be found there.

3. Social Media

- The Club should have a presence on social media to promote its activities. Facebook and Instagram are the recommended channels
- The Club PRO should familiarise themselves with the channels used by the AIRC regionally and nationally.
- Creating content for social channels or sharing that which is relevant from your region or from our National accounts.
- Working knowledge of the AIRC's Social Media Policy. You must also be aware of our guidelines and your obligations under GDPR and ensuring these are always applied by anyone with access to the platforms.

Skills Required:

- Excellent oral and written communication skills.
- Good organisational skills.

- Ability to recognise good news stories for the Association.

Knowledge:

- Have a good working knowledge of digital and social channels.
- Have sound knowledge of the Association policies and procedures.

Other Requirements:

- Have time to do the job
- Have a genuine interest in the Association
- Be a registered member of the club and AIRC

Club Safeguarding Officer

Role Description

All clubs with young members (U18) and/or vulnerable adults must appoint a Club Safeguarding Officer and a Designated Liaison Person within their club.

It is strongly recommended that they are a member of the committee, or reports to the Committee. They will, with the support of the committee, 'champion' good practice and make sure club policies and procedures are put in place. This is a voluntary role.

The role of Club Safeguarding Officer and Designated Liaison Officer may be combined within the club where there are a small number of U18 and/or vulnerable adults.

Responsibilities:

The main duties of the Club Safeguarding Officer are summarised as follows:

- Promote and champion child safeguarding and wellbeing at the club and encourage good practice.
- Highlight the importance of members of volunteers who are working with children being recruited safely and in line with legal/policy requirements.
- Make sure that all members, volunteers, parents/guardians and children are aware of:
 - How to contact the Club Safeguarding Officer
 - The Code of Conduct
 - How to raise concerns
- Deal with/highlight breaches of the Code of Conduct
- Keep up with developments in Child Safeguarding and wellbeing by liaising with the AIRC's National Safeguarding officer
- Attend training
- Signpost other adults in the club to relevant training such as Safeguarding 1 course
- Liaise with the Club Designated Liaison Person and the AIRC's DLP and Safeguarding Officer

Skills Required:

- Complete training to fulfil the role Safeguarding 1 and 2 courses.
- Garda Vetting via Horse Sport Ireland.
- Friendly and approachable with the ability to communicate well with adults and children.
- Strong listening skills and the ability to deal with sensitive situations with empathy and integrity.
- An understanding of the importance of confidentiality and when information may need to be shared to protect the best interests of a child.

- The confidence and ability to manage situations relating to the poor conduct or behaviour of others towards a child and know when to ask for support

Knowledge:

- An interest in child safeguarding and wellbeing matters.
- A knowledge of the Associations Safeguarding and Vetting policy.

Other Requirements:

- Have time to do the job
- Have a genuine interest in the Association
- Be a registered member of the club and AIRC

Club Designated Liaison Officer

Role Description

All clubs with young members (U18) and/or vulnerable adults must appoint a Club Safeguarding Officer and a Designated Liaison Person within their club.

The Designated Liaison Person is to act as a liaison person with outside agencies and a resource person to any staff member or volunteer who has child safeguarding or welfare concerns. This is a voluntary role.

The role of Club Safeguarding Officer and Designated Liaison Officer may be combined within the club where there are a small number of U18 and/or vulnerable adults.

Responsibilities:

The main duties of the Club Designated Liaison Person are summarised as follows:

- The DLP is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child abuse and/or neglect are reported promptly to the relevant statutory authorities.
- **A Club Authorised Person who validates ID for vetting purposes for members/volunteers.**
- In the event of an emergency where a child is thought to be in danger, and a Social Worker cannot be contacted, contact should be made with An Garda Síochána/Police Services Northern Ireland.
- The Designated Liaison Person is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the Child and Family Agency Duty Social Worker. In the event of an emergency where a child is in immediate danger and TUSLA/HSCT cannot be contacted, An Garda Síochána/Police Services Northern Ireland should be contacted.
- Co-operate as required with the statutory authorities (as above) if any disclosures or concerns of abuse regarding a club member arise within the club.
- Operate with and encourage a strict code of confidentiality within the Club, including any matters concerning a child occurring outside the Club environment.

Skills Required:

- Complete training to fulfil the role Safeguarding 1 and 3 courses.
- Garda Vetting via Horse Sport Ireland.
- Strong awareness and understanding of policies and procedures relating to Safeguarding.
- Ability to be a resource to others with Child Protection concerns
- Be a person in a senior position within the club
- Ability to keep accurate records

Knowledge:

- An interest in child safeguarding and wellbeing matters.
- A knowledge of the Associations Safeguarding and Vetting policy.

Other Requirements:

- Have time to do the job
- Have a genuine interest in the Association
- Be a registered member of the club and AIRC

Please note that the DLP does not have the responsibility to investigate or validate child/vulnerable adult protection allegations or concerns within the Club. Rather, it is their responsibility to report any concerns to the relevant bodies, as detailed above. The concern will be investigated by trained professionals in the relevant authorities who will decide on any further action required.