A.I.R.C.
Association of
Irish Riding Clubs

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The Region

The Region
The Region comprises of registered riding clubs of the Association of Irish Riding Clubs who co-operate for their mutual benefit. Clubs should find most of their support within their region.

Each region is based on geographical area of reasonable distance and of reasonable membership. The boundaries of each region are determined by the Board of Directors.

Role of the Region
The primary role of the region is to support clubs within its area and to ensure that the rules of the Association are upheld. It does this in a number of ways:

1. Co-ordinate Regional Activities
   Each region produces an annual calendar of activities, and these are co-ordinated within each region.

2. Co-ordinate Championship Qualifiers
   Qualifiers for national championships are co-ordinated through National Office annually. Each region submits proposed dates and venues each year and a national list is then published.

   Each region must monitor and ensure that each qualifier is run in accordance with the rules of each respective championship.

3. Training
   Training programmes are produced in accordance with the AIRC Training Bursary for Regions scheme with applications submitted through the Regional Secretary.

4. Benefits for the Association
   The region provides an opportunity for members and clubs to direct policies and the future development of the Association through the National Committee representatives of the region.

   It affords the Association with a structure to communicate with clubs and members on policy changes and other initiatives to develop and grow the Association.

   It ensures that the aims and ethos of the Association are maintained and delivered at local level.

   It enables a structure to enable new clubs to be established, in conjunction with the Executive Committee, with the benefits of the support mechanisms of the region.

5. Grading
   To monitor the grades of riders within its area to ensure compliance with the grading rules of the Association. It also notifies National Office of downgrades approved by the Regional Grading Advisory Committee (RGAC).

6. Public Relations
   It promotes activities of the Association through good community and public relations at local level within the region.

The Committee
The regional committee comprises of the following:

- Regional Chairperson
- Regional Secretary
- Regional Treasurer
- Regional Grading Officer
- Regional Public Relations Officer
- National Committee Representatives
- Club Delegates (Two nominated persons from each club).

Consult document D41/12 for a description of each officer's roles and functions.

All decision making in relation to the region must be ratified by the regional committee and such decisions must remain within the parameters of the Articles of Association and Rules of the A.I.R.C.

Committee Meetings
Meetings should take place regularly with a recommendation of not less than 4 times each year.

Clubs are entitled to request items to be added to the agenda for any meeting. These must be submitted to the regional secretary within a reasonable timeframe prior to the issuance of an agenda for the meeting.

It must hold an Annual General Meeting before the end of October each year. The agenda for the Annual General Meeting of the region must include at minimum:

- Approval of minutes of the previous meeting
- Matters Arising
- Annual Report
- Treasurers Report
- Election of Officers:
  - Chairperson
  - Secretary
  - Treasurer
  - Grading Officer
  - Public Relations Officer
  - National Committee Representatives (x3)
- Any Other Business

Notice of meetings must be sent to National Office by submitting an event notification form. Minutes of meetings must also be forwarded to National Office once available after each meeting.

Voting
Each club is entitled to cast one vote via one of its nominated club delegates in the event of a ballot being taken at a committee meeting. In the event of a tie, the regional chairperson may cast a deciding vote. All other regional officers are not entitled to cast a vote.

Appendix 1 – Virtual Meetings

Many regions have become accustomed to having their meetings online since this pandemic began, however, all regions are asked to follow the guidelines below when running their meetings online, in particular for regional AGM's.

Please consider the tips below for running meetings virtually:

- Pick an online platform that works for your region.
- Make time for people to get used to the system. This can often be challenging if you are new to online meetings. You may also find that committee members use systems in their everyday lives so are already comfortable with them.
- Consider how best to manage attendees. Even with a small meeting, unexpected background noise or attendees talking at the same time can cause confusion and lack of clarity. Encourage people to use the mute button unless they wish to speak or alternatively use the chat function if available.
- Ensure communication is clear. It's important that people know who is talking, particularly if the meeting is audio only. Ask people to say their name before they speak.
- Each meeting is different. Depending on the number of attendees or the importance of the meeting, consider whether using videos, chat boxes, or screen sharing are valuable to the outcome.

<u>Regional AGMs:</u>

- The meeting should be run in accordance with the parameters of your AGM as they normally would, particularly in terms of seeking nominations for committee positions, issuing the notice of the meeting and the circulation of minutes, etc.
- Attendance at virtual Regional AGM's <u>must be limited to one club delegate</u>, who has been nominated by each member clubs committee. Under the constitution of the Association, each club has one vote and this must be adhered to at any regional AGM.
- Attendees must pre-register in advance of the meeting.
- A quorum is required, as normal to ensure the virtual meeting is valid, this should be at least 50% of Member Clubs present, plus 1.
- Be clear on rules of behaviour. At the start of the meeting identify the rules of behaviour. Some systems such as Zoom, have an ability to put a "hand up" - if possible, this should be used. It may also be useful to have a PowerPoint slide showing the rules as people are joining the meeting.
- Anything for consideration at the meeting must be submitted in advance and circulated to the Club Delegates with the notification of the meeting.
- If a vote is required, consider using Google Forms or the poll function in Zoom if using that platform. It is important that only those who are eligible to vote, can vote and that each Member Club vote remains confidential.

A live stream of the meeting could be set up to accommodate those who wish to view the meeting but have not been elected as their Member Clubs delegate. Zoom facilitates this and those who wish to observe the meeting should also pre-register in advance.

If a region chooses to do this, it is recommended that they make the meeting available via a private link on Youtube.