

Introduction

The Association of Irish Riding Clubs recognises the vital contribution affiliated clubs make in the development of the sport while providing outlets for participation and promoting equestrian sports at grass roots level.

The Club Excellence Award will celebrate and reward those affiliated clubs within the Association which demonstrate that it has established above average standards in the key areas of:

- Basic Requirements
 - Open and non-discriminatory Club Constitution which has been submitted to National Office
 - Affiliated to the Association for a minimum of three consecutive years
 - Club Accounts submitted to National Office for previous two financial years
 - All members are registered with the Association in a timely manner on an annual basis.
 - Child Welfare Officer appointed in Clubs where members under 17 registered.
- Club Management
 - Club Constitution (See above)
 - Effective Committee Structure
 - Record of Committee meetings
 - Asset Register
 - Club Development Plan
 - Website and Communication
 - Communication with Club Members
 - Communication with Regional PRO & National Office
 - Communication with Equestrian Media
 - Communication with Local Media (Newspapers / Radio)
 - Active and online presence (website and/or social media)
 - Disciplinary Procedures
- Club Development
 - Membership Fee & Pricing Policy
 - Membership Recruitment & Retention
 - Social Activities
- Education & Training
 - Host and take part in training activities
 - Ensure trainers are suitable qualified in accordance with AIRC guidelines for training events
 - Participate in training seminars for club officials
- Volunteer Management
 - Award Nominations

- Club Awards
- Competition Participation
 - Club competitions
 - Participate & host regional competitions
 - Participate in National competitions
- Community Development
 - Contact with Local Sports Partnership
 - Charitable fundraising
- Health & Safety
 - Adoption of AIRC Safety Statement
 - Club Safety Officer
 - Risk Assessments for activities
 - Evidence of First Aid provisions at activities
 - Clear procedures for managing and recording incidents

This accreditation scheme does not relate to the winning of competitions or trophies but more to the overall operation of the club from which, the Association believes, achievements and performance will follow.

The scheme will provide a road map for clubs to ensure they are operating at the highest standards possible.

The Assessment

An affiliated club will submit a portfolio of evidence, before the deadline date, which shows how they meet the scheme's criteria.

Once the portfolio has been submitted and assessed a number of club visits may be organised where the remaining criteria will be assessed on site, if necessary. These visits may be announced and unannounced.

The Benefits

Clubs which attain the club excellence standard will receive a grant towards the development of their club in recognition of their efforts of best practice. There are three levels of award:

- Gold €750
- Silver €500
- Bronze €250

Where clubs fail to meet the required standard, no award will be given.

Exclusions

Clubs, who have been continuously affiliated for the past 3 years are eligible to submit an application under the scheme. Clubs are only permitted to apply under the scheme every two years.

Terms and Conditions

By submitting an application, Clubs agree that the adjudicators' decisions will be final and no correspondence will be entered into.

The AIRC reserves the right to amend

Club Excellence Award Criteria

1. Basic Requirements for Affiliated Club

	Criteria	Evidence	Supports Available	Assessment
1.1	The club must be affiliated to the Association for the previous three years and adhere to its disciplinary procedures			Verified by National Office
1.2	The clubs officers and members must be registered with the Association			Verified by National Office
1.3	Clubs members must complete and sign and annual club membership registration form		Club Membership Application Form (Sample) (F23/13)	Add to portfolio
1.4	The club must have an open and non-discriminatory constitution which has been submitted to National Office	Copy of the clubs constitution and a copy of the minutes from the meeting at which it was accepted.	The Club Constitution (D21/12)	Add to portfolio Verified by National Office
1.5	The clubs approved accounts for the previous two financial years must be submitted to National Office		Finance in the Club Guide (D30/12 & D30a/12)	Add to Portfolio
1.6	A Child Welfare Officer has been appointed for Clubs who have members aged 17 years old	Name of designated person. Include copies of Child Protection Certificate & Garda Vetting		Add to Portfolio Verified by National Office

2. Club Management

	Criteria	Evidence	Supports Available	Assessment
2.0.1	The Club must have an effective Committee structure	Document showing current committee structures.	<i>Officers in the Club (Not Available Yet)</i>	Add to portfolio
2.0.2	The club must produce job descriptions for officers of the club.	Copy of job descriptions signed and dated by each officer.	<i>Officers in the Club (Not Available Yet)</i>	Add to portfolio
2.1	A record of committee meeting minutes must be maintained.	Minutes of Committee Meetings	Club meetings and procedures	Add to portfolio
2.2	An asset register is maintained and includes all club property	Document showing register of club property	Finance in the Club (D30a/12 - Appendix E)	Add to portfolio

2.3.1	Communication with Club Members	Copy of club newsletters / emails / sms / etc.		Add to portfolio
2.3.2	Communication with Regional PRO & National Office	Copy of news items sent to Regional PRO's & National Office		Add to portfolio
2.3.3	Communication with Equestrian Media	Copy of news articles or photos items published in Equestrian Media		Add to portfolio
2.3.4	Communication with Local Media	Copy of news articles or photos items published in Local Media		Add to portfolio
2.3.5	The Club must have an active and updated online method of communicating with Club members and the public.	Club's website is regularly maintained and has appropriate links to www.airc.ie . Provide URL link.	Club Websites & Social Media (D24/12)	Verified by National Office
2.3.6	Club Social Media	Club's social media accounts are regularly maintained and have appropriate links to AIRC social media & websites. Provide URL links.	Club Websites & Social Media (D24/12)	Verified by National Office
2.3.7	Members must abide by the clubs set of disciplinary procedures and also the AIRC disciplinary rules	Copy of club disciplinary rules		Add to portfolio

3. Club Development

	Criteria	Evidence	Supports Available	Assessment
3.0	The club must demonstrate a commitment to ongoing development within a suitable annual Club Development Plan.	Copy of clubs development plan	Club Development Plan (D25/14)	Add to portfolio
3.1	Club Membership pricing structure for the past two years & Pricing Policy	Details of the various membership categories and fees charged		Add to portfolio
3.2	Outline social activities host by the club over the past year			Add to portfolio
3.3.1	Has the club an internal awards system to recognise			Add to portfolio

	volunteers and members achievements			
3.3.2	Has the club submitted nominations for regional and national awards within the Association			Add to portfolio Verified by National Office

4. Education & Training

	Criteria	Evidence	Supports Available	Assessment
4.0	Does your club host and take part in training activities in your area			Add to portfolio
4.1	Provide list of trainers/instructors used & qualifications		Instructors & Trainers Qualifications (D70/12)	Add to portfolio
4.3	Provide evidence that club members have taken part in regional and national training seminars, etc.	Provide a list of seminars attending to include dates and members names.		Add to portfolio

5. Competition Participation

	Criteria	Evidence	Supports Available	Assessment
5.0	Provide a list of club only activities which have taken place in the previous calendar year			Add to portfolio
5.1	Provide evidence of members taking part in regional activities			Add to portfolio
5.2	List National Events where your club members took part in the previous calendar year			Add to portfolio Verified by National Office

6. Community Development

	Criteria	Evidence	Supports Available	Assessment
6.0	Is the club in contact with their local sports partnership and listed on their website			Verified by National Office
6.1	Has the club raised money for charity and notified National Office	Details submitted via online form on www.airc.ie		Verified by National Office

7. Health & Safety

	Criteria	Evidence	Supports Available	Assessment
7.0	Has the club adopted the Associations Health & Safety Statement	Minutes of committee meeting	Safety Statement (D07/03)	Add to portfolio
7.1	Has the club appointed a Safety Officer			Verified by National Office
7.2	Provide a risk assessment that your club has carried out for a venue where you've hosted activities in the previous calendar year.	Completed risk assessment forms	Risk Assessment Form (F08/14) Safety Check Lists (D07a/14)	Add to portfolio
7.3	Outline your clubs procedures for managing and recording incidents		Incident Guidelines (D09/14) Incident Report Form (F07/11)	Add to portfolio