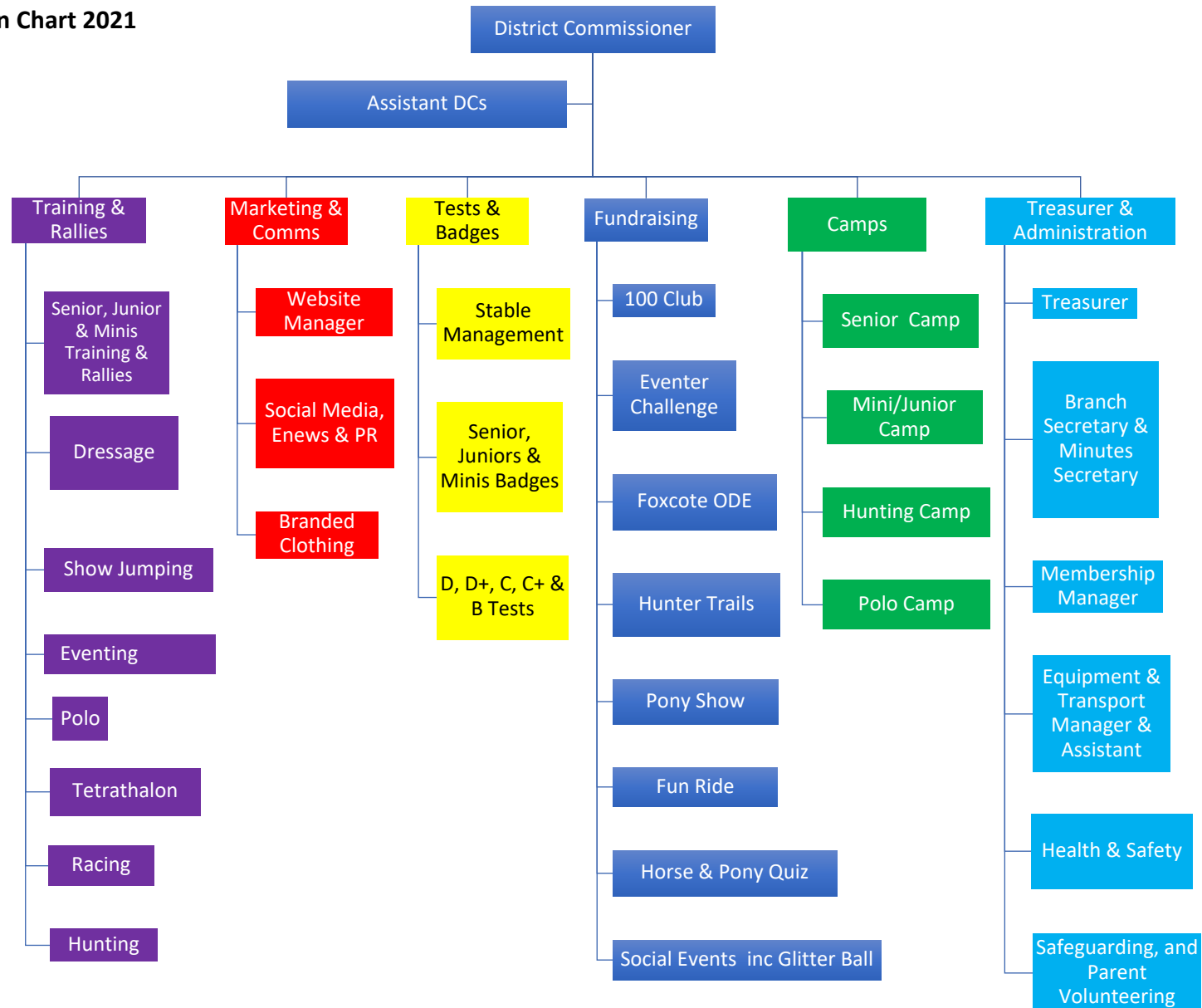


CHPC Organisation Chart 2021



DC 1 ("head judge")

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- Respond to phone calls and emails
- Communications with branch members and parents
- Liaise with Central PC (The committee is made aware of all important information from The Pony Club Office, bulletins etc and that Directives from The Equestrian Council are fulfilled)
- Liaise with Area 9 representatives and share information with committee and members as appropriate
- Dissemination of minutes from committee and working parties ahead of meetings
- Transfer requests between branches
- Check delivery of activities to all ages and abilities
- Coordinate Thankyous to helpers as needed and gifts (eg wine for dressage judges)
- Oversee Parents/Social Secretary

Publicity and Website Manager

- Post and review use of the CHPC Facebook pages (supports as well as main pages)
- Advertise events on Area 9 Facebook page and create and maintain links with other local PC branches Facebook and other social media formats.
- Advertising in Horse and Hound date listings
- Link with other relevant local groups such as the Cotswold Hunt.

DC 2 (assistant?)

Financial and Health and Safety

- checking financial flow (All returns and moneys required as set out in the rules are sent to The Pony Club Office on time)
- Ensure and sign off simple Branch accounts prepared by Treasurer
- Accounts should be checked by a third party with financial experience (Treasurer).
- compliance with Health, Safety and Welfare Policy and other statutory obligations relating to instructors and members

Branch Secretary

- Ensure that the Branch Committee Members work efficiently.
- Record and keep the minutes of all Committee meetings all persons present should indicate a conflict of interest if appropriate. Minutes of Branch Committee meetings and annual meetings are kept in a Minute Book.
- The committee is made aware of all important information from The Pony Club Office
- Arrange Branch Committee meetings at least four times every year.
- Ensure all committee members who have served for more than 3 years subsequently stand for election for a further 3 year term and record the results of such elections.
- Produce and distribute a Branch holiday programme to all Members, instructors and the Area Representative on line.
- Check that Capitation Fee has been sent to The Pony Club Office on February 28th and October 31st of each year and that the statistical and Branch information comprising The Annual Report is sent to The Pony Club Office on October 31st each year.
- Keep a supply of stationery, rosettes, dressage sheets, test cards, rule books as well as recording the sale of Pony Club items.
- Liaise with Clothing Coordinator to keep a supply of PC items e.g. badges and ties and CHPC clothing.
- Every autumn remind all existing Members to renew their membership subscription for the following year.

DC 2 (assistant?)

Assisting Chief Instructor

- attending competitions, rallies
- overseeing camps
- competition organizing
- check delivery of activities to all ages and abilities
- Working party with Chief Instructor and Rally Secretary

Parents' or Supporters' Committee? Social Secretary?

- Organise non equine activities for the members
- To run fundraising activities for the Branch. The group may provide assistance at a competition e.g. jump-judges, catering, stewarding.
- Run a second-hand clothing rail at rallies. A fixed percentage of the value of an item is returned to the Branch whilst the remainder is returned to the vendor. A parent could collate the names of other parents who are prepared to move Branch "props" around the district for rallies and shows and inform the DC accordingly.
- Hunt liaison?

Rally Secretary

- In conjunction with the Chief Instructor and the Tests Coordinator to plan and organise the instruction for Members and planning the sequence of instruction.

Chief Instructor

- *In conjunction with the Rally Secretary, the Team Training Coordinators and the Tests coordinator to plan and organise the instruction for Members and planning the sequence of instruction.*
- *Be responsible for the planning, organising and running of mounted and un-mounted rallies according to The Pony Club test card, achievement badge and competition requirements so that Members are prepared in a systematic way.*
- *Selecting and booking suitable accredited instructors for all rallies and camps. Dividing Members into ride groups for rallies and camps compatible with age and ability, wherever possible.*
- *Arranging Branch Instructors' training by sourcing local, regional and national training sessions for accreditation and encouraging attendance to enhance career development.*
- *Ensuring that all Branch instructors are conversant with current Pony Club training policy.*
- *Encouraging Members who have passed their full „B" Test to attend an Introduction to Pony Club Coaching Year 2 Course. Once accredited, these young people can be used to help with the training of younger Members in the Branch.*
- *Maintaining a register of accredited Branch Instructors and Trainers.*

Publicity and Website Manager

- Post and review use of the CHPC Facebook pages (supports as well as main pages)
- Advertise events on Area 9 Facebook page and create and maintain links with other local PC branches Facebook and other social media formats.
- Advertising in Horse and Hound date listings
- Link with other relevant local groups such as the Cotswold Hunt.

Junior Committee/working party?

- In conjunction with the Rally Secretary run events specifically for younger members on foot and mounted
- Organise and run Junior Camp
- Organise competitions in a format such to raise a significant amount to fund subsidy of rallies for the year. Eg One day event or eventer challenge.

Tests and training coordinator

- Be responsible for the planning, organising and running of mounted and un-mounted rallies according to The Pony Club test card, achievement badge and competition requirements so that Members are prepared in a systematic way.
- Maintain a record of all Branch Members' activities e.g. tests passed (as well as rally and camp attendance).
- Organise training for D to C+ Tests and liaise with Area 9 coordinators to offer B Test and beyond training to members as appropriate.

Treasurer

- Send Year-end accounts to Pony Club office annually. The completion and return to The Pony Club Office of the Annual Financial Return by February 28th following year end of December 31st. Pay instructors invoices and volunteers expenses and other invoices authorised by the DC.
- Produce simple Branch accounts. Accounts and all bank statements should be available for scrutiny by the Branch Committee at every meeting.
- Operate an appropriate named branch savings account approved by the DC and Branch Committee.
- Ensure that the collection of Gift Aid from Members' parents/sponsors is efficient.
- Ensure that Capitation Fees are paid on time the first due by 28th February and the second due by 30th September.
- To arrange the purchase of Branch equipment as authorised by the DC and the Committee.
- To ensure that all Branch equipment is adequately insured.

Health and Safety Officer

- The maintenance and safekeeping of the incident report file and all risk assessment forms. Ensuring that all Branch activities are run according to the current Pony Club Health and Safety Rule Book.
- Ensures that risk assessments are carried out and are completed before every Pony Club activity for every venue that hosts a Branch Pony Club activity and ensures that they are kept in a safe place (liaising with the Secretary) for the specified period of time. Where there has been no material change a risk assessment may be revisited quarterly, signed and re-used. It should be rewritten every two years.

Membership secretary

- Accurate membership information is maintained.
- Ensuring that Annual subscriptions and Joining Fees and other payments are collected on time.

Equipment Manager

- Audit equipment maintenance and repair audit annually)
- Keep register of all fixed assets is maintained
- Hold keys to trailers and equipment

Safeguarding Officer

- Maintain up-to-date details of Instructors on the database including names of instructors, their qualifications and their most recent accreditation date.
- Chase any instructors due for renewal of their accreditation
- Notify committee of any anomalies of regularly used instructors' accreditations.
- Ensures that;
 - All disclosure checks are carried out.
 - All records are maintained.
 - The DC and Branch Committee are advised on current Child Protection issues.
 - The DC is assisted in child welfare concerns