



Northside Riding Club

**POLICY AND PROCEDURES
MANUAL
last updated in 2018**

**Club operations, policies, event management
and more**

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1. Northside Riding Club

About Northside

Northside Riding Club is one of the longest established equestrian clubs in the Sydney Metropolitan area. We have been an active user of the St Ives Showground since 1973 with dedicated grounds at Princess Anne Equestrian Arena opened by the Princess Royal in 1979. Northside is committed to providing top quality training and competition days, as well a diverse range of equestrian activities that are relevant to our members, their supporting families, the wider equestrian community and which are for the good of equestrian sport in Australia. We are committed to maintaining and safeguarding the grounds and surrounding bush environment.

While most other metropolitan adult riding clubs have disappeared due to urban pressures, Northside remains one of the most important and active equestrian clubs in the region, scheduling around 70 events every year, with more than 1800 entries in 2017.

Northside Riding Club is one of the few equestrian clubs to offer competitions across nearly all equestrian phases, including the Olympic disciplines of Show Jumping, Dressage, Para-Equestrian Dressage and Eventing, as well as Hacking shows and gymkhanas.

Northside offers both training and competition days, including entry level competitions for new riders, training opportunities with elite instructors, Open Days and Fun Days. Northside is affiliated with Equestrian Australia, the pre-eminent equestrian body in Australia. In 2007 Northside was recognised as the EFA Club of the Year, a prestigious award to acknowledge Northside's significant contribution to equestrian sport in Australia.

Northside is a not-for-profit community sporting association run by volunteers.

Public Information

Structure: Incorporated Association – Incorporation # Y0103033.
ABN: 60 028 515 232
Location: Princess Anne Equestrian Arena, 450 Mona Vale Road, St Ives, 2075
Council: Ku-Ring-Gai Council
Mail box: PO Box 72, Terrey Hills NSW 2084
Website: www.northsideridingclub.org.au
Facebook:

Northside Riding Club Committee Managed Events Page

<https://www.facebook.com/groups/337346779758711>

Northside Riding Club Community Page

<https://www.facebook.com/groups/43710539004/>

NRC Bank Account details:	Commonwealth Bank
	A /C Name: Northside Riding Club
	A/C: 28024399
	BSB: 062295

2. Northside Committee

Northside is run by a Committee, comprising an Executive, the Phaseheads of each competitive and support roles. With Executive approval some Phaseheads engage subcommittee members to provide additional support. The Committee is reviewed and refreshed each calendar year, by nomination. The Child Safety Contact Officer is the Northside Secretary.

Useful contact information

Northside is an **association incorporated in New South Wales**. The Department of Fair Trading website provides details on how associations are to operate:

http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/About_associations.page

The NSW Office for Sport also provides guidelines on running **sporting associations**:

<https://sport.nsw.gov.au/clubs/ryc>

The **Contact List for Committee and Subcommittee members** is in Appendix A.

Other **important contacts** are listed in Appendix B.

Meetings

The Committee aims to meet eight times per year. Meeting dates are set at the beginning of the year for the full year on Monday evenings at the Clubhouse. While we try to keep to a predictable schedule, we can be flexible to ensure maximum attendance. Each phase should have at least one representative at each meeting.

The Secretary will call for issues that require discussion for inclusion on the agenda. However, Committee members can also contact the Secretary at any time to ask for an item to be added to a meeting agenda.

Phaseheads send a phase report via email to the Secretary about a week before the next scheduled meeting. These reports are distributed to the Committee for information and any issues requiring Committee discussion placed on the meeting agenda.

Subcommittee members are welcome at Committee meetings, and their participation is encouraged, however not required.

The Northside Executive meets on an as-need basis, however no less than each quarter. Phaseheads arrange meetings of their subcommittees as required.

Other Committee Communication

Northside Facebook Committee Group (set up each year) is a primary tool for communication backed up by emails and phone calls. The Executive also has a dedicated Facebook page for communication.

Facebook does not constitute the Club's formal records. Any decisions must be recorded and shared via meeting minutes or via email to be saved as PDF by the Secretary.

Records Management

The Secretary is responsible for taking and retaining minutes are taken and retained of Committee and Executive meetings. Minutes form part of the Club archive and are to be kept permanently, in electronic form. Phase-specific discussions and decisions are recorded and shared via meeting minutes or via email to be saved as PDF by the Secretary.

The Treasurer is responsible for managing financial records, including disposal.

Committee Benefits

Full Committee members receive a Committee T-shirt and a Committee spray jacket. All full committee members are to receive priority in event draws (provided their entries are in before the closing date). Additional benefits are described below:

Committee

Description	Discount received
Yearly membership	Discounted to cover insurance only
Entries to events	Free (for 2 horses only). If the Committee member is a non-rider, this benefit may be passed to a family member or to another rider of the Committee member's own horse, if Committee member is not riding. These other riders must be NRC or EA members or must take out Single Event Day Membership of NRC
Entries to clinics	Fee paid to ensure cost of instructor is covered. Discounts may be offered to Committee members once cost is covered.
Christmas Dinner/Awards night	One discounted ticket - extent of discount dependent on financial status of event.
Open Riding Days	Free entry

Sub-Committee

Description	Discount received
Entries to events	Free for one phase only – to be nominated when joining the Sub-Committee. If the Committee member is a non-rider, this benefit may be passed to a family member or to another rider of the Committee member's own horse, if Committee member is not riding. These other riders must be NRC or EA members or must take out Single Event Day Membership of NRC
Entries to clinics	Fee paid to ensure cost of instructor is covered
Open Riding Days	Free entry

Other Benefits

The Executive from time to time may decide to award benefits to others who support Northside in some way. Examples include free entry to an Open Riding Day, vouchers which may be used towards competition entry, or gift cards.

3. Management of Events

Our Club and its events are run by volunteer members. All of us are brought together by our love of horses and horse sports and activities.

Events Check List

Before the event – try to allow at least 4-6 weeks BEFORE entry closing date for event promotion

Generally

- Request and confirm date on NRC calendar with person responsible for bookings (refer contact list)
- Prepare budget (form available to help with this), set entry fees such that your event will at least cover costs or make a profit. NRC cannot afford to run events at a loss, so you will need to recruit extra riders or charge more to run the event.
- Book mobile cafe or organize caterer INCLUDING lunch for officials
- Book / Confirm judges, coaches
- Check ribbons – order if necessary (confirm financial outlay with Exec)
- Confirm contact for entries on website, entry form and/or flyers
- Event Advertising – request flyer from PR & Marketing at least 2 weeks prior to entries opening. We now either use Nominate or Global for entries.
- Proof read event advertising / entry form and return to PR & Marketing for final publishing to website and Newsflash creator if timing permits.
- Collect entries and volunteer information – date entries as they arrive
- If desired organise or book photographer (list in contact section of this document).

Week Before

- Finalise draw (this may need to be done much earlier)
- Send to Web Editor for publishing to website and Facebook or upload the content yourself
- Contact and confirm volunteers - organise list (include email and phone numbers)
- Provide volunteers with a job description
- Check there you have enough printed Volunteer Vouchers – contact Secretary to print off more
- Check you have the allocated number of Horseland Gift Cards for your event. Contact a member of the Executive to pick up more vouchers if needed.

Day Before

- Volunteer vouchers signed and dated with event date – spares for extra helpers
- Volunteer Sheet finalised for sign on to meet insurance requirements & ensure Booklet for the Volunteer Pointscore is available and accessible for compulsory volunteer signing.
- Event paperwork – Judge / marshal sheets, test papers, copies of the draw
- Check drinks in clubhouse fridge – buy cases of water/soft drinks for each event especially if it is going to be hot. Social Phaseheads or Clubhouse Manager handle orders and keep supplies up
- Check office supplies - pens, printer ink/cartridges, staples etc (Send list of items that need purchasing to the Secretary)
- Check microphone / batteries (charge where applicable)
- Organise any event signage (float parking, no lunging, remove manure etc) Existing signs are kept on the shelves in shed. There are also 2 folding signs in the Clubhouse.
- Check cash tin for change (A float of \$200 should be in the tin before and after the event)
- From table in clubhouse take the risk management booklet and complete the checklist. This booklet MUST be left in the Clubhouse.

- Be ready with envelopes for judge payments/prize money etc

On the day

- Arrive at least one hour before event starts and open gate, Clubhouse and shed if required
- Complete the Event Risk Assessment Checklist
- Ensure First Aid kit is accessible
- Double-check that ribbons and prizes are organised
- Check set up for event – chairs, shade for volunteers and judges, Judge / marshal folders with draws and class times are ready
- Greet all volunteers, ensure they sign on to Volunteer Pointscore booklet and other volunteer lists as required.
- Hand out \$10 helper vouchers to all volunteers
- Make sure volunteers receive any guidance and equipment they require for the job.
- Ensure competitors are either NRC or EA members (this can be done ahead of time via Global or Nominate)
 - If not NRC or EA members, competitors MUST join NRC as Single Event Day Members
 - File Event Day Member forms in filing cabinet
- Display results outside Clubhouse, if required
- Ensure each judge signs off on all results
- Complete any incident reports in the Incident Report Folder (lives with the Risk Management Checklist Booklet) and make sure the President signs the form.
- Pay judges
- Ensure pack up is completed as per clubhouse responsibilities on page 9.
 - Clean kitchen
 - Remove rubbish from internal bin to the large wheelie bins outside
 - Put away chairs and equipment

In the week after

- Bank money from event
- Return the cash tin and ensure it has a \$200 float (complete cash float reconciliation form in tin – print more forms if running low or ask Secretary to print more) with sufficient change. Contact Secretary for a new form when required.
- Complete event reconciliation form and return to Treasurer with receipts AND any \$10 voucher slips used.
- Send Results to the Webmaster in a publishable format (.pdf) for publication of results on website. Once they are on the website you can link the results to the Facebook page.
- Email or text Horseland Gift Card winners to ALL for publication in newsflashes and for record keeping.
- Send results to EA or Show Society or other organisations as required.
- Re-stock fridge
- Write report for next Committee meeting.

4. Club Operations

Clubhouse Management

Club House Keys

Clubhouse, shed and gate keys are given to Executive Committee members, Phase Heads and other committee position holders on an as-needed basis. Contact the Secretary if keys are required. Please do not have additional keys cut without contacting the Secretary as there may be spare keys available.

Club House responsibilities of all Committee members

Cleaning - After every event it is the phaseheads' responsibility to make sure the clubhouse is left clean with no perishable food remaining and any paperwork/ribbons contained in a rodent proof plastic box. The clubhouse is cleaned as required, in 2018 monthly. Please notify President/Secretary if you think it requires a clean. Please advise Secretary of any evidence of rodent activity.

Garbage – Please ensure garbage bins are emptied and placed in large wheelie bins outside of clubhouse. The Club is assigned three wheelie bins by Council. Please do not overfill the garbage bins – if there is too much rubbish, please take to another Showground garbage bin. If wheelie bins are full from other users of the grounds, please advise the St Ives Showground Precinct Coordinator.

Lights & Blinds - Please ensure all lights are turned off and all blinds are down when leaving clubhouse, except the lights on the outside of the clubhouse, which automatically switch on at dusk.

Fridge - Please remove perishable food and ensure all surfaces are clean before you leave.

Shared Equipment

- Water pump
- Compressor pump
- Dressage Arenas (3 in total, Warringah Dressage Association)
- Dressage Trailer (Warringah Dressage Association)
- Cross Country Jumps (Avondale Pony Club – now located at Avondale)

Forms (Accessing Forms)

Important Committee-only forms and documents are kept on the "Committee" page of the website (under the Tab *Information and Directory*).

You require a password to access it, details below:

<http://www.northsideridingclub.org.au/#!committee-access>

password: NRCcommittee

Forms regularly used by Phaseheads such as the Single Day Event Membership form, are also in the filing cabinet at the Clubhouse. If more blank forms are needed, please contact the Secretary.

NRC Financial Policy and Expenses Claims

Each phase is responsible financially for their phase and will receive a breakdown of profitability from the Treasurer before each committee meeting. If there is something you are unsure of, contact the Treasurer. Each activity does not have to be profitable in itself, e.g. a clinic can run at a small loss if cross-subsidised by a competition.

No member of the Committee may commit the Club to any expenditure of an amount more than \$1,000 per day for an instructor, and \$500 in any other case unless authorised to do so. Executive approval must be gained before expenditure for amounts greater than those detailed above.

Claiming Expenses

Committee Members are entitled to claim back any money spent in the course of their NRC commitments e.g. photocopying, stamps, food or judges' gifts. The Treasurer will reimburse all expenses you incur in relation to your Northside work following approval from two other Executive members.

Expense claims should be submitted as soon as possible after they are incurred, by completing the form available on the NRC website (Committee page) or from the Treasurer. Expense claims may be emailed, given to the Treasurer at a Committee meeting, event or posted to PO Box 72, Terrey Hills 2084.

Receipts must be supplied with expenses claims. It is very important for the Treasurer to know what any receipt is for, so it can be correctly assigned to a cost centre & Phase. It is best to write this on the receipt when you make the purchase.

For expenses related to an event where entries are paid cash, you can put your receipts in with the takings and take the cash. If you are not the person who will do the reconciliation (income/expenditure) statement, ensure the responsible person is aware/authorizes this payment.

If you are in doubt as to whether an expense is claimable, contact the Treasurer or President. Valid expenses include food, drink, alcohol (within reason), judges' presents, telephone calls. Committee member and volunteers' petrol money is not normally reimbursed. The exception is judges' travel expenses, which are reimbursed on completion of a travel claim form, which the Phasehead should pass to the Treasurer.

Event Reconciliation Form

After each event the Phasehead or delegate is to complete this form detailing income and expenditure associated with the event. The form can be found on the Committee page of the website or contact the Treasurer for a copy. The reconciliation must be sent to the Treasurer within two weeks of the event.

Payment to Coaches, Suppliers, etc.

As per standard accounting practices, invoices from suppliers (visiting coaches, jump makers etc) must be in hand BEFORE payment is made to them. We do have the facility to pay directly to suppliers online but this does not negate the need for appropriate documentation. It also means that if you pay a supplier on the day of a clinic/comp you should still have paperwork from them before handing over cash. To assure quick payment to any third parties email or provide a hard copy of the paperwork and account/address details to the treasurer as soon as possible after receipt. [If sending via email please copy to other signatories (that is, Executive Committee members) for secondary authorisation]

Cash Box

There is a **cash box** at the clubhouse which must always contains \$200 in small change or notes. Before every event, you must count it to make sure it is correct. At the end, make sure it contains \$200 in as much variety of change and small notes as possible. Fill in and sign the cash float reconciliation form, which is kept in the box in the back office. If the form is completely filled, please ask the Secretary for a new form.

Volunteer Rewards

Northside Riding Club acknowledges and rewards volunteer helpers in three ways:

1. **\$10 Vouchers.** Phase Heads can allocate a \$10 volunteers voucher to helpers who have given 2 hours or more of their time to an event. These vouchers can be used when entering events.

The Secretary will send out the voucher template (as a PDF document) at the start of each year and the Phase Heads print off the vouchers as required. The template can also be found on Committee page of website. Committee Heads must sign and date them as they are valid for three months only. Vouchers are transferable if the person helping is not a rider. Redeemed vouchers are regarded as income for the phase and vouchers issued are expenditure.

2. **Horseland Gift Cards.** Phase Heads can also allocate \$20 Horseland Gift Cards to happiest and most helpful volunteers at their event. A maximum of 3 for competitions and 2 for clinics can be allocated they are to be used consistently across the phases.

The Secretary purchases gift cards as needed and Phaseheads should check cards are available for their competitions.

3. The **Volunteer Pointscore** competition rewards those volunteers who over the year have contributed the most hours.
 - Volunteers MUST sign the booklet at the Clubhouse to be eligible for the Pointscore. At the end of the year the participation of all the volunteers will be tallied and prizes will be awarded to those in the Top 10.
 - Prizes will be allocated from 1st to 8th place as deemed appropriate by the Pointscore co-ordinator.
 - 1st Place will be awarded the Volunteer of the Year trophy and an embroidered sponsored rug.
 - The prizes will be awarded at the Christmas Party and Awards Night. Only those events that have been run prior to this date will be included in that year's Pointscore tally. Any names added to the list after the awards night will be included in the following years tally.

NRC Sponsorship

Sponsorship is vital to the financial security of the club. Major sponsorship occurs at the championships and the end of year fundraising raffle. Other opportunities exist throughout the year to sponsor phases, events and classes. Sponsorship can be in the form of cash or goods/services in kind.

Sponsors of NRC have a contract that involves advertising rights, naming rights, publicity at events and exclusivity, depending on the terms of the individual contract.

The club has an obligation to advertise sponsors at events and Phase Heads must use the Public Address System as well as any signage provided to promote their sponsors.

Phaseheads that have contact with potential sponsors should discuss this with the Sponsorship Coordinator to ensure coordination of sponsorship across the whole club. If the Sponsorship role is vacant, please contact the President.

Conflict of Interest Policy

Conflicts of interest arise when a Committee member has a personal interest which may conflict with the best interests of the Northside Riding Club.

Under common law you must not place yourself in a position where there is a conflict, actual or potential, between your personal interests and the duty you owe to the Club.

A conflicting interest has the potential to unfairly bias an individual's decision making, and as such any conflicting interest should be declared to the organisation. Failure to declare interests leaves both the individual and the Club open to accusations of failing to act in the best interests of the Club, regardless of whether the conflict of interest had any effect on the decision-making process.

Policy

- All Northside Riding Club Committee members are expected to take their ethical obligations seriously.
- All Committee members are required to formally declare any conflict of interest they may have.
- Committee members will complete a declaration of conflict of interest form before or at the first meeting of the calendar year. Committee members joining the Committee during the calendar year will complete the declaration of conflict of interest form before or at their first meeting.
- Committee members must declare any conflicts of interest unexpectedly arising during the operations of the Club.
- If/when a conflict of interest is declared, the Executive will decide what action, if any, should be taken to ensure the conflict is dealt with appropriately. Where an Executive member declares a conflict of interest, that person will absent themselves from the decision-making process.

5. Northside Riding Club Policies for Members

Adverse Weather Conditions Policy

Hot Weather

1. Northside Riding Club is guided by the EA Hot Weather Policy at <http://www.equestrian.org.au/sites/default/files/Equestrian%20Australia%20Hot%20Weather%20Policy.pdf> and in particular the Wet Bulb Globe Temperature index available from the Bureau of Meteorology at [Wet Bulb Globe Temperature index](#)
2. Phaseheads are responsible for carrying out the hot weather risk assessment in line with the EA policy, as part of their overall event risk assessment.
3. If forecast Wet Bulb Globe Temperature index is above 33, Northside Riding Club may postpone or cancel the event.

Wet weather

Ku-ring-gai Council closes sportsgrounds under severe wet weather conditions – see http://www.kmc.nsw.gov.au/Services_facilities/Facilities_and_venues/Sportsfields_parks_and_playgrounds/Sportsground_closures.

However, Northside is not bound by these closures. As event organisers, Northside Phaseheads must check PAA grounds and the ash arena against the criteria used by Ku-ring-gai Council for grounds closures (summary below) and decide if it is safe to proceed with the event. Please also take into consideration other Northside events which are scheduled in the weeks ahead.

“As a guide, training or play is likely to cause damage to the playing surface of sportsgrounds if they exhibit any of the following characteristics:

- Surface water present
- Water rises to the surface when walking across the surface (indicates soil is at saturation point).
- Surface is slippery to walk on, or grass dislodged easily
- Heavy and/or consistent rains occurs immediately prior to or during training or play.”

From: Ku-ring-gai Council Sportsground Wet Weather Policy, December 2003.

Phaseheads must advise all competitors that an event has been cancelled, by direct email (bcc-ing email addresses), and via the both the NRC pages on Facebook.

Advertising with NRC

Northside advertises and promotes its own events and its own sponsors and supporters. In some circumstances Northside may advertise and promote the activities of other organisations and businesses.

Members or non-non-members may request that information be shared with NRC members and NRC will consider content of the following nature for free or paid advertising:

- Content of:
 - Great interest to NRC Members
 - Relevant to NRC Members (for example, information from EA or other equestrian organisations/associations that is not purely for a commercial nature**)
 - Any event, product or service advertised where commercial gain is for charitable purposes only. (see Section 1 for items not acceptable)
- Content to be assessed with executive committee members (including President plus at least one Vice President (or both Vice Presidents if President not available), plus any Phasehead, where applicable).

NRC accepts paid advertising under conditions. Applicable advertising rates can be provided by the PR & Marketing Phasehead.

- Advertisements should be placed appropriately and not distract from the general content of the page – of which the emphasis should be Northside Riding Club, except for example, the pure Advertising pages on the website.
- Advertisements or Editorial content must be clearly marked 'Advertisement'
- Disclaimer regarding advertised services and products should be contained on the appropriate pages of the website:

“Northside Riding Club cannot be held responsible for any products or services featured within these pages. Any agreements to purchase products or services contained in advertising within these pages are solely between the vendor and the purchaser.”

Or

“Statements (political or otherwise) are not necessarily those held by the club’s committee.”
or other applicable wording.

NRC will not accept any of the following content:

- Content of a political nature – such as advertising from a political party or lobbying from another association/organisation deemed of a similar nature.
- Material that could be deemed offensive and not in the best interest of NRC members or NRC as a club
- Material that does not depict an appropriate image for the club
- Material that discredits any NRC member or member of the public.
- Material that is not suitable for children’s viewing.
- Content of a purely commercial nature – such as event, product or service advertising, where the advertiser will benefit from it financially
 - other than where a reciprocal arrangement is agreed that benefits Northside Riding Club, for example, free advertising or acknowledgement of NRC contribution or assistance
- Events that are in direct competition with a NRC event scheduled – either on the same weekend/day or that is felt by the Phase Head could be in competition with their NRC event during same period.

Any advertising, advertorial or promotional material that breaches the NRC Advertising Policy will be removed.

Advertising and Promotional Procedures

NRC advertises and promotes via the following platforms:

- NRC Facebook page
 - Any post must adhere to the NRC Social Media Policy
- NRC Events Facebook page
 - Any post must adhere to the NRC Social Media Policy
- *Newsflash*
- *Nag Rag*
- Clubhouse Noticeboard
 - Only current members of Northside Riding Club or current NRC sponsors can post notices or advertisements on the NRC Notice Board. Any notices must meet the NRC Advertising Policy.
 - Noticeboard placements:
 - Maximum allowable size A4 (A3 allowed at discretion of NRC and if space permits).
 - NRC Member gives the proposed material to a committee member.
 - The committee member decides whether allowable.
 - A date is written clearly on the page and the committee member can initial or sign where appropriate.
 - Material is posted for a maximum of 6 weeks only (unless a longer duration is specifically required).
 - Any unsolicited notices, flyers or leaflets will be taken and disposed of by NRC committee.
- Information Sessions
 - when engaging businesses (as opposed to not-for-profit organisations) to participate in an Information Session, the Phasehead responsible
 - must brief the business that this is not a sales environment
 - must ensure that a disclaimer appears in the content advertising the Information Session, for example, 'NRC cannot be held responsible for any products or services covered in this session. NRC in organising this information session is not endorsing any product or service.
- All-member emails
 - Ensure email addresses remain private by addressing the email to yourself, and adding members' addresses in the bcc line
 - Wording that gives members the option to be removed from the mass email list should be at the bottom of every mass email (for example, reply with Remove in the subject header if you no longer want to receive emails from NRC, or similar).

Northside Riding Club on Facebook and other Social Media

Northside Riding Club (NRC) encourages the use of social media, in particular, the NRC Facebook page, to help communicate with members and others interested in NRC activities.

The following policy must be followed by anyone posting to the NRC Facebook or the NRC Events Facebook sites:

- Be courteous and respectful of all individuals and communities when communicating as a representative of the NRC
- Do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity
- Do not disclose other people's personal information within social media platforms without their explicit permission.
- Do not disclose confidential NRC information such as financial reports
- Ensure that you have permission to post photos and other content which may be in copyright
- Do not use the Club's Facebook page or other social media platforms to air your personal views
- Do not post content that may damage the NRC's reputation or bring the NRC name into disrepute.
- When sharing information and opinions on your own personal pages, avoid any implication that your comments are in any way associated with the Club.

Northside Executive reserves the right to remove any material posted to its Facebook or social media pages which is deemed by the Executive to be unsuitable.

Any social media services, such as Facebook page, created to promote, advertise or create an online presence remain the property of the Club.

Child Safe, Child Friendly Policy

Northside is a club run by volunteers for both the local horse riding community and for other participants who travel to NRC events.

This policy describes how Northside members and volunteers, and professionals and officials associated with NRC events such as coaches, instructors, judges, course builders, photographers and casual employees/contractors are expected to behave with kids who participate or spectate at NRC events.

NRC events include competition events, clinics and training or open riding days, set up and pack down sessions which may be on days other than competition or clinic days or in other locations to Princess Anne Equestrian Arena, social events and information presentations.

In 2014 Northside opened membership to children aged 5 years and over and for the purpose of this policy, kids are defined as aged under 18 years old.

Supporting Kids at Northside Activities

Northside Riding Club supports and encourages the participation of kids in all its programs and activities. At Northside, we listen to kids' views, respect what they say, and involve them in decision making especially about matters that will directly affect them.

Everyone who participates at NRC events in any role must report any concerns about the safety or welfare of a child or young person, either to the Northside Child Safety Contact Officer, or to another Northside Committee member. The Northside Child Safety Contact Officer is the Club Secretary, (Secretary Connie Briggen – briggencornelia@optusnet.com.au)

Any allegation against a member, volunteer, spectator or official of child abuse or neglect will be reported where necessary and as legally required through the appropriate channels such as the police or the Department of Community Services (DoCS).

Northside Events

Northside promotes respect, fairness and consideration for all volunteers, competitors, officials and spectators who participate in NRC programs and activities through the Club Code of Conduct.

At all Northside events, at least one Northside Committee member is in attendance to oversee activities and provide support.

All Northside members have access to a copy of the NRC Child-safe, Child-friendly Policy, the NRC Codes of Conduct, and the Complaints Handling Policy and Procedures.

Photographers at Northside Events

Northside engages official photographers for its events. Members and spectators also take unofficial photos which are often shared via social media. Members who share photos in this way are required to follow the NRC Social Media Policy.

Handling Complaints Related to Kids

All who attend and participate in Northside events have an obligation to raise concerns about child safety issues.

Concerns should be raised in accordance with the **Northside Complaints Handling Policy**, with either the nominated Child Safety Contact Person (Secretary Connie Briggen – briggencornelia@optusnet.com.au) or with any other Committee member present at the event.

Communication

All members of the NRC are reminded annually with their membership renewals that the NRC policies and procedures are available on the NRC Website. Reminders are also posted on the NRC Facebook page.

Kids and parents joining NRC as new members are advised that the Child-safe, Child-friendly Policy, the Codes of Conduct, and Complaints Handling Policy are available on the website.

All professionals and officials associated with NRC events receive a copy of the NRC Codes of Conduct on their first engagement for the calendar year.

Sanctions

Breaches of this policy and of the Northside Riding Club Code of Conduct will be reviewed by the NRC Executive and the Executive will determine what action should be taken. In the case of an instance of child abuse or neglect, this will be reported as legally required through the appropriate channels such as the police or the Department of Community Services (DoCS).

Code of Conduct

This Code of Conduct applies to all who participate in or are otherwise associated with the Club. Northside events are run by volunteer members, either serving on the Committee or volunteering on the day. Northside expects all volunteers to be treated with courtesy and with respect.

As a member of Northside Riding Club, I will:

- Care for and respect all equipment provided at Northside events
- condemn unsporting behaviour
- place the safety and welfare of riders and horses above all else
- be a good sport as I understand that actions speak louder than words
- ensure that any physical contact with a child is appropriate to the situation and necessary for the rider's skill development or medical care
- respect the rights, dignity and worth of all people involved in Northside events and clinics, regardless of their gender, ability or cultural background
- always respect and support officials

- show concern and caution toward injured riders and follow the advice of medical practitioners concerning injured riders
- display control, respect and professionalism to all involved in Northside events and clinics, including adult and child participants, coaches, officials, administrators, the media, parents and spectators
- ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all riders
- operate within the rules and code of conduct and teach riders to do the same
- promote adherence to anti-doping policies.
- avoid any situations which may lead to or be construed as a conflict of interest
- be impartial, consistent, objective and courteous when making decisions and accept responsibility for my actions and decisions
- keep up to date with the latest EA regulations and the principles of their application

As an instructor or coach, judge, or official at Northside events, I will also

- display control, respect and professionalism to all involved in Northside events and clinics, including adult and child participants, coaches, officials, administrators, the media, parents and spectators
- ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all riders
- operate within the rules and code of conduct and teach riders to do the same
- promote adherence to anti-doping policies.
- avoid any situations which may lead to or be construed as a conflict of interest
- be impartial, consistent, objective and courteous when making decisions and accept responsibility for my actions and decisions
- keep up to date with the latest EA regulations and the principles of their application

As an instructor or coach, I will also

- make sure I am aware of and adhere to requirements relating to NSW Working with Children Checks
- be reasonable in my demands on riders' time, energy and enthusiasm and always consider the maturity level of junior riders
- obtain appropriate qualifications and keep up to date with the rules, and the latest coaching and instructing practices
- remember that riders, including junior riders, participate for enjoyment and winning is only part of the fun

As a parent, I will also

- always remember that kids ride for their enjoyment, not mine
- encourage my child to participate within the rules and respect officials' and instructors' decisions – no matter what
- focus on my child's efforts and performance – not the scores and results
- give positive comments that motivate and encourage continued effort
- help when asked by an instructor or official
- remember that children learn best by example, so I will applaud good performances by both my child and other children and adults
- teach my child to respect the efforts of other riders
- thank the instructors, officials and other volunteers who give their time to conduct the event for my child

As a parent, I will not

- pressure my child in any way – I know that this is their sport not mine
- criticise or ridicule my child's performance during or after the event

As a participant in Northside events, I will

- always follow and ride by the rules
- be a good sport and applaud all good riders/rounds
- comply with anti-doping policies.
- cooperate with instructors, officials and Northside Committee Members
- display modesty in victory and graciousness in defeat
- participate for my own enjoyment and benefit, not just to please parents, instructors or peers
- thank officials at the end of the event
- treat all participants Northside events and clinics as I would like to be treated

Whatever my interaction with Northside Riding Club and its events, I will not

- abuse, harass in any way nor ridicule riders, officials, spectators or other coaches
- arrive at the venue intoxicated or drink alcohol at Northside events
- argue with an official. If I disagree with a decision I will inform a Committee member in line with Northside Riding Club's complaints handling policy, or ask my parent to talk to a Committee member

Complaints Handling Policy

This policy is to assist members and others participating in events organised by Northside Riding Club with the timely and effective management of complaints and compliments.

Northside welcomes feedback from members and others on any aspect of its operations. The aim of this policy is to improve the quality of Northside's services by adopting a positive, blame-free approach to resolving complaints. Compliments received by Northside tell us what we're doing right. Complaints received by the service are an opportunity for improvement. All feedback is taken seriously.

We will make all reasonable efforts to understand issues or concerns and resolve complaints when they arise.

Concerns and complaints relating to kids

Northside has responsibilities relating to the safety of kids at its events. Everyone who participates at NRC events in any role must report any concerns or complaints about the safety or welfare of a child or young person. This includes inappropriate behaviour around kids or suspicion of abuse or harm to a kid.

Everyone who participates at NRC events in any role must be confident that:

- they are able to report inappropriate behaviour around kids
- their complaints or concerns will be dealt with honestly and fairly.

How to report a complaint or concern

Any kid, volunteer, competitor or official can make a complaint or raise a concern related to inappropriate behaviour around kids.

The nominated Child Safety Contact Person for Northside is Club Secretary Connie Briggen – briggencornelia@optusnet.com.au. This person is the primary contact for complaints relating to kids.

Any NRC Committee member is also able to receive complaints, either onsite at the Princess Anne Equestrian Arena at an event or via mobile contact details. Committee members may be identified by their official shirts at NRC events.

What NRC does when a complaint is made

The Child Safety Contact Person or the NRC Committee member must:

- Listen to the person making the complaint or raising the concern
- Seek to resolve minor matters on the spot through mediation to mutual satisfaction of all concerned
 - Explain to the person making the complaint what action will be taken if unable to resolve the matter immediately
- If the complaint or concern is serious, make a record on the Complaints Form
- In the case of an allegation of child abuse,
 - Make a report to the NSW Department of Community Services
 - Inform everyone involved in this kind of complaint of the requirement to make this report
- Where the complaint involves inappropriate behaviour and a breach of the NRC Code of Conduct, the NRC Executive will act in accordance with the NRC policies such as the Child-safe, Child-friendly Policy section on Sanctions.

Confidentiality

All individuals involved in a complaint must treat the matter confidentially.

Member Benefits

NRC exists for its members. To keep existing members and attract new ones we need to ensure we are providing value for money for their membership fee, and increase the benefits associated with membership. Current benefits listed below:

- Receipt of regular Newsflashes
- Preferential entry to all competitions (provided entry received before due date)
- Member discounts on competition entry fees
- Member-only competitions, classes, clinics etc.

Photography Policy

Northside events attract multiple photographers, professional as well as family members, and amateur photographers. Northside events take place at St Ives Showground, a public space, where anyone can take photographs.

Northside does not enter into exclusive arrangements with photographers (or any other service providers).

All photographers, whether officially engaged or not, must follow the Northside Social Media Policy.

Phaseheads may make the decision to engage a particular photographer for their events. Phaseheads may promote the work of the photographer they have booked, through the two Facebook pages, including a link to the website from which photographs may be purchased.

Any photographer, professional or not, may post (free or for sale) photos taken at Northside events as long as all such photos are not in breach of copyright law, nor terms & conditions of the internet service provider/platform on which they are posted.

Members are advised when they join Northside that their photographs may be taken at Northside events and these photos may be used in Northside promotional materials.

Risk Management Policy and Procedures

Handling and riding horses is a dangerous activity and can result in serious injury or loss of life. Neither the Northside Riding Club, nor any member of the Club Committee, accepts any responsibility for any loss or damage suffered by any person. All persons who handle or ride a horse, or who attend on, any premises at which the Northside Riding Club is conducting an event do so entirely at their own risk.

Identifying risks can help in reducing the risk of accidents during Northside events and in providing a safer environment for people and horses at events. The Policy for Affiliation of Equestrian Clubs & Associations of the Equestrian Australia (EA) requires affiliated clubs and association to have a risk management policy and manual in place. Risk management is an integral part of good event management, particularly in higher risk sports like Equestrian sports.

Risk Management Policy

- Northside will appoint a Committee member to be responsible for safety and risk management at the event.
 - This appointee is the designated and named Safety Officer at Northside events and other activities and is usually one of the Phaseheads running the events.
 - The Safety Officer as the delegated official of the day has the authority of the Club Committee to make any decision necessary in relation to any matter concerning safety.
 - Any other Committee member in attendance on the day also has the authority of the Club Committee to make any decision necessary in relation to any matter concerning safety if the Safety Officer is not immediately present.
- The Safety Officer must inspect all areas of the grounds expected to be used, using the Event Risk Management Checklist to identify any potential hazards and to resolve any such hazards.
 - Inspections of higher risk areas such as spectator areas or the competition arena itself must be repeated during the event as appropriate.
- Events must follow the rules of the EA where these apply. This includes 'unofficial' and 'associate' classes where intent of the rules must still apply.
- A current Emergency Contact List and Emergency Plan must be available in the Clubhouse at all times.
- Volunteers must be appropriately trained or experienced before commencing duties.
- Committee members organizing and supervising Northside events must have access to emergency numbers, club membership lists, an appropriately stocked first kit, for people, and for horses.
- In the event of an incident, Northside's Incident Report Form must be completed. This includes the opportunity to record insights into how such an incident may be avoided in future. The Northside Committee must consider / respond to all such suggestions.
- Northside requires all event participants to be either members of Northside, members of EA or to join Northside as a Single Event Day Member, to provide insurance cover. Each of these memberships includes the signing of a release of liability waiver.
- Committee members in an official capacity at the event will wear Northside shirts and/or a ID card on a lanyard to identify them as event officials.
- At least one Northside Committee or Sub Committee member must be present at any event.

- Northside retains the following records for seven years under the responsibility of the Club Secretary:
 - Event risk assessment forms
 - Volunteer sign-on sheets
 - Event entry details
 - Incident Report Forms

Risk Management Information for Northside Members and Competitors

This information is posted in Northside Clubhouse, published in Newsflash and on the Northside Facebook Events page at regular intervals.

- Dogs must be on lead at all times. Dogs at Northside Riding Club events are entirely the responsibility of their owners.
- Stallions must be ridden by a rider over 18 years of age and should not be left unattended at any time. Stallion bridles/halters should be fitted with a green 'stallion disc'.
- Riders must wear helmets meeting current Australian Standards whilst riding or at any time when mounted.
- Riders must have full control of their horses at all times and be acting in a safe manner or will be asked to leave the grounds. Any horse so required to leave will be taken to have scratched from any competition for which it is entered on that day: the horse will not be permitted to be ridden in that competition.
- Spectators attend at their own risk and should remain in designated areas as directed and children should be supervised at all times.
- In the float parking area, it is the rider's responsibility to park in a safe manner, leaving sufficient room between floats and cars, and to ensure horses are securely tied while unsupervised.
- Riders must obey the directions of marshals in warm up areas to avoid congestion and ensure safe riding conditions for everyone.

6. Appendix 1: Committee Role Descriptions

Executive Committee Roles

Role: President

Primary purpose of the position

Heads and represents the Club and chairs the meetings of the General Committee and the Executive.

Functions and Responsibilities

- Provide leadership, drive, mentoring, recognition, morale boosting and support to committee members
- Decision making in conjunction with the Committee
- Recruitment of committee members
- Goal setting, provide a long-term vision
- Represent NRC to external organisations such as Council, Pony Clubs, sponsors and media
- Attend and chairs committee meetings
- Approve agenda prepared by secretary
- Control meetings to achieve objectives of the agenda ensuring that the Club's mission statement is followed
- Follow up action items arising out of the meeting
- Represent the Council to other equestrian bodies, the media and the general public
- Take an interest in, and checks on progress of phaseheads plans
- Run General Meetings (2x annum).
- Write President's report for when required or deemed necessary (e.g. at the end of the year for the Xmas Party/Awards night)
- Be the main contact with council and ensure an ongoing relationship for casual bookings (calendar) and day to day matters
- Attend and participate in at least six committee meetings per year and is properly prepared
- Presents report to the committee at least one week prior to committee meetings
- Consider the interests of all members likely to be affected by a decision before casting a vote

Qualities and Competencies Required

- Leadership
 - Able to communicate verbally and in writing, effectively
 - Interpersonal and team management skills as well as being a team player
 - Able to identify and handle personality conflicts
 - Good knowledge of meeting procedures and experience in chairing meetings
 - A sense of fairness and impartiality
 - Is aware of the future directions and plans of members
 - Has a good working knowledge of the constitution, rules and the duties of all office holders
- Diplomatic, creative problem solving and is open to new ideas.

Time Commitment

As required however a guideline is 8 hours per week.

Role: Vice Presidents x 2

Primary purpose of the position

To represent the President when the President is not present or when nominated to this role by the President or the General Committee acts in this role. To support the President in the day-to-day running of the club.

Functions and Responsibilities

These are fundamentally the same as the Presidents. To be able to do this effectively, Vice Presidents must keep up-to-date with the business of the Club.

- Work with the President in decision-making, planning and goal setting
- May be responsible for a key area that cuts across phases - e.g. volunteers, marketing & sponsorship, technical and safety, gathering newsflash content
- Represent NRC to external organisations
- Mentor new committee members
- Assist the President and stands in for him/her when required
- Assist Office Bearers in their specific roles
- Participate in the policy-making and planning processes of the club
- Participant in activities undertaken on behalf of the Council between meetings
- Assist and take an interest in the business of sub-committees and phases
- Work with Grants Coordinator to seek and apply for relevant grants
- Ensure recovery and engraving of non-phase specific trophies at year end is being done (member of the year, non-riding member of the year, President's Award)
- Attend and participate in at least six committee meetings per year and is properly prepared
- Present report to the committee at least one week prior to committee meetings
- Consider the interests of all members likely to be affected by a decision before casting a vote.

Qualities and Competencies Required

- Leadership
- Able to communicate verbally and in writing, effectively
- Interpersonal and team management skills as well as being a team player
- Able to identify and handle personality conflicts
- Good knowledge of meeting procedures and experience in chairing meetings
- A sense of fairness and impartiality
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders
- Diplomatic, creative problem solving and is open to new ideas.

Time Commitment

As required however a guideline is 8 hours per week.

Role: Treasurer

Primary purpose of the position

Prepares budgets for the Club, controls expenditure and reports on all financial matters concerning the Club. Ensures EA affiliation & membership and all insurances are kept current.

Functions and Responsibilities

- Control all expenditure transactions
- Prepare yearly budget forecasting receipts, expenditures, and a balance for the year
- Draft and administer approved bookkeeping practices in the Club
- Ensure financial data entries are made correctly and in time for monthly reporting
- Communicate with banks and other bodies connected with the financial management of the Council
- Ensure that the annual financial statements are prepared in time for Committee consideration before publication with the notice of the Annual General Meeting
- Give prior notice of discussion of all financial matters with an impact of more than \$200 before they are committed. In these cases, the matter must be shown separately on the agenda for the next meeting
- Is authorised to make routine payments for the running of the Club (e.g. invoices and expenses)
- Present a monthly written report to the committee on the balances of all accounts of the Club, all cheques written since the previous report, a comparison of actual transactions with budget and a new estimate for the year's result at least one week prior to all committee meetings
- Maintain the bank records
- Organise and run Annual General Meeting to approve the financial audit of the club at the end of each financial year. Usually run at the July Show jumping Competition
- Pay all accounts & reimburses committee members for out-of-pocket expenses
- Obtain a second executive committee member's approval for all bank transfers
- Ensure that the takings from all events are banked and reconciled
- Remit day-insurance premiums & waiver summary to EA when required
- Enter all transactions into MYOB and perform monthly bank reconciliation
- Attend to insurance and lease matters
- Organise audit of year end accounts
- File all records
- Attend and participate in at least six committee meetings per year and is properly prepared
- Present report to the committee at least three days prior to committee meetings
- Considers the interests of all members likely to be affected by a decision before casting a vote

Qualities and Competencies Required

- At least three years' experience in office and/or business management
- Adequate knowledge of accounting/book-keeping procedures and the use of computerised spreadsheets and other reporting and management tools
- Good oral & written communication skills
- Well organised
- Able to allocate regular time periods to maintain the accounts
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information which is needed to be kept for annual audit

Time Commitment

As required however a guideline is 4 hours per week.

Role: Secretary

Primary purpose of the position

Facilitate the administrative smooth running of the club. Manages the Office within the policy of the Club, handles correspondence and prepares agendas and minutes of meetings of the General Committee and Executive following agreed procedure. Supports and organises the President in the running of the club and of meetings.

Functions and Responsibilities

- Prepare and administer operating procedures for routine office processing matters
- Handle routine enquiries from members and the public but refers any matters requiring policy decisions outside normal or approved practice to the full Committee. In cases of urgency, the Management Committee (Executive) will arrive at a decision
- Formally report to the General Committee on activities undertaken on behalf of the Club between meetings and keeps the Executive Committee informed of issues between meetings
- Report on correspondence received and correspondence out and places on notice board/FB where relevant
- With executive committee determine comparative cost of existing or proposed membership benefits
- Draw up agendas for general and committee meetings - identify venue and who is responsible for refreshments
- May be called on to run general meetings
- Issue reminder to committee members to circulate their reports prior to committee meetings
- Circulate secretary report before committee meetings (where applicable)
- If desired or required write secretary report for News page on website (summarise key decisions or news)
- Take minutes of committee meetings. Minutes to be completed by the Friday of the week in which the committee meeting is held. Keep records of meeting minutes and attendance.
- Issue committee nomination forms and keep completed forms on file
- Keep up-to-date records on Working with Children Checks for Committee members and regular Volunteers in accordance with the NSW Office of Children's Guardian guidelines. More info at <http://www.kidsguardian.nsw.gov.au>
- Mentor new committee members and support from an administrative point of view
- Assist Phase Heads with updating wet weather message
- Send get well cards and flowers and thank you cards (this is in absence of this being organized by the Phasehead if in response to an incident at their event)
- Forward named correspondence coming into the mailbox to committee members
- Attend and participate in at least six committee meetings per year and is properly prepared.
- Present report to the committee at least one week prior to committee meetings
- Consider the interests of all members likely to be affected by a decision before casting a vote
- Initiate phone call to President to identify issues/set priorities/discuss ideas and summarise these phone calls in email to President. Follow up as appropriate
- Ensure files in clubhouse have stocks of forms, stationery, sticky labels and any other forms or paperwork useful across different phases
- Maintain stationary box in clubhouse with pens, scissors, sticky labels, marker pens, blutac and anything else, which would be useful at events
- Arrange for honour board to be updated once per year, with assistance from PR/Marketing person
- Update list of committee and useful contacts, circulate and leave a copy at clubhouse and forward to web master for web update.
- Work with President to update the Policy and Procedure Manual at the end of each year and send out to all committee members at the start of the new year
- Ensure new committee members receive keys and collect keys from outgoing ones.
- Actively seek and prepare nominations for relevant awards (e.g. EA volunteer or EA club of the year)
- Ensure regular compliance with OHS standards

Qualities and Competencies Required

- Good knowledge of meeting procedures
- Experience in office and/or business management
- Good oral & written communication skills
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the Constitution

Time Commitment

As required however a guideline is 4 hours per week.

Administration and Marketing Roles

Role: Sponsorship Coordinator

Primary purpose of the position

Manages and actively seeks sponsorship for the Club and for individual phases. Maintains the club sponsorship data base and is committed to work for and to make a substantial contribution to Northside Riding Club to ensure that it achieves its constitutional, sponsorship and operational objectives.

Functions and Responsibilities

- Develop sponsorship packages or guidelines for promotion of the sponsorship opportunities. Works with PR & Marketing to create advertising material for promotion
- Actively seeks, establishes and maintains sponsors for the Club. Works to create a good working relationship with all new and existing sponsors
- Ensure all sponsorship requirements are being met by all phaseheads/persons responsible
- Work with Phaseheads to find sponsors for end of year Championships, prizes for raffle at Xmas party and other such events. Liaise with phaseheads to ensure no double ups are made.
- Ensure all prize rugs are ordered, collected and embroidered for Championships.
- Maintain a database of all sponsors for each calendar year. Distribute this database when required by committee members (e.g. for Xmas card lists)
- Work with Webmaster to ensure sponsorship information on NRC website is current and up to date at all times
- At the end of each year/before the start of each new year send out sponsor appreciation certificates to ALL Sponsors. Thank sponsors on Social Media/Website and Newsflashes
- Order generic ribbons for all phases when required. Keep an eye on stock levels and make sure all surplus ribbons are used up before re-ordering
- Assist the PR & Marketing in the design Sponsorship information flyers for Facebook, website and saddleries
- Organise and generate sponsorship income for the phase assisted by the Phasehead
- Update website information as required, or at least annually, assisted by the Web Master
- Responsible for ensuring necessary sponsorship information/links and up to date information is available for publishing. Send info to Webmaster for publishing
- Maintain a database of sponsors for each calendar year

Qualities and Competencies Required

Attention to detail

Ability to work as a team player

Energetic and self-motivated approach

Personable and able to relate to people at all levels

Creative flare in in looking at new ways to service and satisfy sponsors

Able to present the club and the virtues of being a sponsor

Time Commitment

As required however a guideline is 2 hours per week. Workload picks up at end of the year, to ensure Championship events and the Awards Party are properly resourced.

Role: Membership Secretary

Primary purpose of the position

Manages and actively maintains the membership data base and is committed to work for and make a substantial contribution to Northside Riding Club to ensure that it achieves its constitutional and operational objectives.

Functions and Responsibilities

- Process new member applications and renewals in a timely fashion
- Ensure new members receive email welcoming them to the Club and providing links to website, Facebook pages, etc
- Keeps the Nominate entry page up to date and in good working order
- Ensure all member details are correct and up to date.
- Ensure that all email addresses are current and that the latest email addresses are available for the Newsflash person to update each month prior to sending out the newsflash
- Ensures the latest membership information is on the website. Work with the Webmaster to upload the content
- May be required to send an email to the membership from time to time.
- Maintain records of members
- Keep membership volunteer record up to date (use Volunteer Pointscore Sign-on Sheet) and send to committee members when required
- Email committee with regular membership list updates and respond quickly to requests from Phaseheads for membership lists prior to their events
- Market membership benefits with assistance from the PR and Marketing committee member and the Webmaster. Be proactive with early bird discount and half year membership promotion
- Answer membership queries
- Responds reactively to declines in membership and works with PR and Marketing Committee Member to resolve
- Bank fees and reconcile financials in line with Club requirements
- Attend and participate in at least six committee meetings per year and is properly prepared
- Present membership report to the committee at least one week prior to committee meetings
- Consider the interests of all members likely to be affected by a decision before casting a vote

Qualities and Competencies Required

- A high level of computer literacy
- Marketing and financial skills
- Interpersonal and team management skills as well as being a team player
- Can communicate effectively
- Is aware of the future directions and plans of members
- Have a good working knowledge of the constitution, rules and the duties of all office holders
- Diplomatic, creative problem solving and is open to new ideas

Time Commitment

As required however a guideline is 2 hours per week.

Role: PR, Marketing and Webmaster

Primary purpose of the position

Responsible for the profile of the club to the outside world through the media, to contribute to improved member communications and boost member recruitment. Committed to work for and make a substantial contribution to Northside Riding Club to ensure that it achieves its constitutional and operational objectives.

Functions and Responsibilities

- Build relationship with editors of local newspapers
- Identify opportunities for advertising and editorial
- Evaluate effectiveness of advertising
- Assisting Sponsorship Phasehead with end of year Certificate of appreciation for sponsors
- Regular updates and links to the NRC website to make sure people are directed to the site not just Facebook
- Be in charge of the News section of the website with the help from the Secretary
- Write press releases
- Manage production of promotional material – e.g. membership flyer, “year in review”
- Develop material with phaseheads to assist them in gaining sponsorship
- Ensure key events are in the "upcoming events calendar" of local papers
- Send results to local newspapers with photos
- Maintain a library of high quality photos from professionals and members
- Write copy for website and advise webmaster on content and format
- Exchange of information with other clubs and equestrian bodies
- Reconcile financials in line with Club requirements
- Assist the Web Master and Phase heads to regularly update website information
- Attend and participate in at least six committee meetings per year and is properly prepared
- Present report to the committee at least one week prior to committee meetings
- Consider the interests of all members likely to be affected by a decision before casting a vote.

Qualities and Competencies Required

- Administration skills
- A high level of computer literacy
- Marketing and PR experience
- A high level of written communication skills
- Industry contacts
- Interpersonal and team management skills as well as being a team player
- A sense of fairness and impartiality
- Can communicate effectively
- Is aware of the future directions and plans of members
- Have a good working knowledge of the constitution, rules and the duties of all office holders
- Diplomatic, creative problem solving and is open to new ideas

Time Commitment

As required however a guideline is 2 hours per week.

Role: Maintenance

Primary purpose of the position

Manages and actively maintains the Princess Anne Arena and the Club House and is committed to work for and make a substantial contribution to Northside Riding Club to ensure that it achieves its constitutional and operational objectives.

Functions and Responsibilities

- Liaise with council to ensure regular up keep of grounds
- Communicate regularly with competition phaseheads to address and resolve maintenance issues
- Regularly inspect fixtures and fittings to ensure upkeep and safety
- Carry out basic maintenance jobs
- Get quotes for other maintenance jobs and refer decision to committee before allowing work to take place
- Maintain records of work and costs
- Reconcile financials in line with Club requirements
- Attend and participate in at least six committee meetings per year and be properly prepared
- Present report to the committee at least one week prior to committee meetings
- Consider the interests of all members likely to be affected by a decision before casting a vote

Qualities and Competencies Required

- Administration skills
- A level of computer literacy
- Handy Man contacts
- Interpersonal and team management skills as well as being a team player

Time Commitment

As required however a guideline is 2 hours per week.

Role: Social Head

Primary purpose of the position

Organises and manages non-competitive activities including social activities and protocol days and assists competitive phaseheads with the organising and management of clinics. Makes a substantial contribution to Northside Riding Club to ensure that it achieves its constitutional and operational objectives.

Functions and Responsibilities

- Coordinate Christmas party, Community Days, Information Talks, social open days and some clinics
- Arrange catering for Committee meetings
- Set calendar dates in association with the Competitive Phase heads, EA, State organising committee and NRC Committee.
- Organise judges, coaches and officials where required for a social event.
- Organise and generate sponsorship income for each event assisted by the Marketing and PR Committee Member.
- Takes entries in line with EA and Club requirements.
- Ensure timely distribution of flyers and other information
- Generate competition where applicable draw in line with EA and Club requirements.
- Organise volunteers for the day and assign jobs.
- Design and construct course/arenas.
- On the day of competition or activity manage, score, troubleshoot, reward volunteers and display and announce progress and results on microphone where applicable.
- Bank takings and reconcile financials in line with Club requirements.
- Attend and participate in at least six committee meetings per year and is properly prepared.
- Present report to the committee at least one week prior to committee meetings.
- Consider the interests of all members likely to be affected by a decision before casting a vote.

Qualities and Competencies Required

- Event Management Skills
- Creative
- Administration skills
- A level of computer literacy
- Interpersonal and team management skills as well as being a team player

Time Commitment

As required however a guideline is 2 hours per week.

Role: Community Phase Head

Primary purpose of the position

The Community Phase Head leads and manages Northside's engagement with other non-for-profit organizations, including oversight of the Club's fundraising activities. The Phasehead is committed to work for and to make a substantial contribution to Northside Riding Club to ensure that it achieves its constitutional and operational objectives.

Functions and Responsibilities

- Charity Liaison - works at raising funds and awareness for equestrian-related issues/organisations of the Committee's choice - through events/ways other than our competitions etc
- Manage any NRC donations. The Club has previously had a budget to donate to charities/ disaster relief dependant on available funds; this role now researches and collates any future donations
- Co-ordinate with other local riding clubs/ organisations. e.g. Pony clubs etc.
- Be first point of contact for Committee members or external organisations wishing to fundraise with NRC
- Maintain RDA relationship with NRC - perhaps organise volunteers for them etc from members.

Qualities and Competencies Required

- Creative flare
- Administration skills
- A level of computer literacy
- Interpersonal and team management skills as well as being a team player

Time Commitment

As required however a guideline is 2 hours per week.

Sub-Committee Role: Volunteer Pointscore Co-ordinator

Primary purpose of the position

To update and maintain the Volunteer Pointscore system. Obtain and update records on a monthly basis for the Volunteer Pointscore Competition. (Note: This role is usually done in conjunction with midweek dressage as Pointscore alone does not provide enough work for a committee role.)

Functions and Responsibilities

- Keep a record of all details associated with the Volunteer Pointscore
- Check the Volunteer Sign on Booklet once per month and record the tally of volunteers
- With the help of the PR & Marketing person create a Top 10 Volunteer Leaderboard template and publish an updated version every month on the Website
- Be responsible for sharing the website link on Facebook and other media for marketing and PR purposes
- Supply full Pointscore standings to accompany Leaderboard on the website (to help volunteers see how far away from the top they are)
- Review, update and circulate, where necessary, the Volunteer Pointscore rules and information. Ensure any changes are approved by committee before proceeding with changes
- Be the point of contact for volunteers should there be any discrepancies regarding the Pointscore standings/competitor details. Discusses query with Exec committee should there be an issue that cannot be resolved easily
- Keep Volunteer contact information up to date where possible
- Cross-reference updated membership lists from Membership Secretary with the information on Pointscore spreadsheet. Update where required
- Attend and participate in at least six committee meetings per year and is properly prepared.
- Be responsible for sending the Pointscore spreadsheet to phaseheads before or during the championships to help with end of year award nominations
- Present and award (or organise another committee member to present and award) prizes at the Championships annual awards night
- Decide on suitable prizes for the Pointscore for the awards night. Allocate prizes from 1st to 10th if applicable. The winner will receive the Volunteer of the year Trophy and an embroidered Rug from the Pointscore sponsor.
- Responsible for the collection and engraving of the Volunteer of the Year Trophy and award this at the awards night
- Assist and liaise with person in charge of organising prizes to ensure enough are purchased/donated
- Consider the interests of all members likely to be affected by a decision before casting a vote
- Attend and participate in at least six committee meetings per year and is properly prepared
- Present report to the committee at least one week prior to committee meetings.

Qualities and Competencies Required

- Good level of computer/excel/data entry skills
- Attention to detail, methodical in their approach to data entry
- Have good communication skills, both verbally and in writing
- Has good organisational skills and is able to keep track of events/results and deadlines for newsflashes and website
- Is aware of the Pointscore sponsorship requirements and actively works to meet them
- Knowledge of the Pointscore rules and guidelines.

Time Commitment

As required however a guideline is 2 hours per week.

Sub-Committee Role: Grants Officer

Primary purpose of the position

The Grants Officer works with Executive to identify and apply for grant funding to allow Northside to develop new initiatives, expand its events program and maintain and develop its facilities.

Functions and Responsibilities

- Monitors funding programs to assess which programs Northside is eligible and competitive
- Brings grants opportunities to the Committee
- Prepares agreed grant applications for review by Executive
- Works with Phaseheads to gather necessary information for each grant application
- Submits grant applications
- Develops and maintain a grants programs calendar so Northside is able to plan ahead in identifying needs
- Additionally, develop new policies for Northside and writes submissions for the Club on matters relevant to the Club's objectives

Qualities and Competencies Required

- Tender and proposal writing
- Understanding of local government operations
- Understanding of Grant processes

Time Commitment

As required

Competitive Event Roles

Role: Head of Eventing x 2 (Combined Training and Derby/Six Bar)

Primary purpose of the position

The Eventing Head manages the organisation and running of the competitions (including associated course build) and clinics, ensuring that these run profitably and meet the needs of the members.

They include;

- Combined Training (1 x Eventing Head)
- Derby Days & Six-Bar Show Jumping (1 x Eventing Head)

The Eventing head is committed to work for and make a substantial contribution to Northside Riding Club to ensure that it achieves its constitutional and operational objectives. The Phase Head needs to be available for each competition, including the set up.

Functions and Responsibilities

Competitions & Clinics

- Set calendar dates for Derby Days, combined-training days, clinics any other activities planned dates in association with the EA, State organising committee and NRC Committee
- Design and/or edit entry forms and posters for website and saddleries, pony clubs, etc
- Take entries in line with EA and Club requirements
- Generate competition draw in line with EA and Club requirements
- Find volunteers helpers for the day and assign tasks – TD, photographer, jump judges, starter, finisher, runner, admin, etc
- Course maintenance, design and construction: Design and construct course/arenas, or engage outside course designer as appropriate

On the day

- manage, score
- troubleshoot
- reward volunteers
- announce progress on microphone

Post Event - Banking and financial reconciliation

- Bank takings and reconcile financials in line with Club requirements
- Send results to State organising committees, as required
- Maintain a register of volunteers for the phase

Organise Clinics

Date, venue, entries, on the day. Organise at least two clinics per year aided by the social Phasehead

Website

- Update website information as required, or at least annually, assisted by the Web Master
- Responsible for ensuring necessary flyers/entry links and up to date information is available for publishing. Send info to Webmaster for publishing
- Send results in a .pdf format to webmaster for publication before posting a link to the results page on the website on Facebook

Committee Responsibilities

- At least one of the Co-Phaseheads must attend and participate in each committee meeting per year and be properly prepared
- Distribute report to the committee at least one week prior to committee meetings
- Consider the interests of all members likely to be affected by a decision before casting a vote.
- Understand and implement NRC Risk Management policy

Other

- Assist the PR & Marketing in the design of entry forms and flyers for Facebook, website and saddleries
- Ensure timely distribution of flyers and other information
- Liaise with organisers of other competitions, as required
- Organise and generate sponsorship income for the phase assisted by the Sponsorship Committee Member
- Order phase-specific ribbons and trophies, when required
- Ensure members' interests are being met
- Ensure equipment used by phase is safe and well maintained; arrange replacement/repair as required
- Keep up to date with developments in the phase at the State/National level
- Decide on phase-specific awardees for Championships and annual awards night and organise engraving of the relevant trophies
- Present and award prizes at the Championships and annual awards night.

Qualities and Competencies Required

Essential

- Organisational skills
- PR / communication abilities
- Availability for all nominated competition and clinic days
- Administration skills and computer literacy
- basic money handling sense and understanding of financial accountability
- Interpersonal and team management skills as well as being a team player
- A sense of fairness and impartiality
- Ability to communicate effectively
- Open to new ideas

Desirable

- Awareness of the future directions and plans of members
- Knowledge of course and arena design
- Knowledge of the Constitution, rules and the duties of all NRC office holders

Time Commitment

- As required in the lead up to a scheduled event
- All day at the event

Role: Show Jumping

Primary purpose of the position

The Show Jumping phase runs 10 competitions each year, and at least two clinics. The competitions are held on the second Sunday of the month, from February to November, with the November competition being the club's Show Jumping Championships. Clinics are run on a date close to the monthly competition, such as the weekend before or after, depending on the availability of the grounds. External course designers are engaged to design courses for the competitions, with the course being built on the Saturday before the competition. Volunteers are required for building the course, running the competition and packing away at the end of the competition.

The SJ Phase Head manages the organisation and running of the competitions (including associated course build) and clinics, ensuring that these run profitably and meet the needs of the members. The Phase Head is committed to work for and make a substantial contribution to Northside Riding Club to ensure that it achieves its constitutional and operational objectives. The Phase Head needs to be available for each competition, including the set up.

Functions and Responsibilities

Competitions & Clinics

- Set calendar dates for Derby Days, combined-training days, clinics any other activities planned dates in association with the EA, State organising committee and NRC Committee
- Design and/or edit entry forms and posters for website and saddleries, pony clubs, etc
- Take entries in line with EA and Club requirements
- Generate competition draw in line with EA and Club requirements
- Find volunteers helpers for the day and assign tasks – TD, photographer, jump judges, starter, finisher, runner, admin, etc
- Course maintenance, design and construction: Design and construct course/arenas, or engage outside course designer as appropriate

On the day

- manage, score
- troubleshoot
- reward volunteers
- announce progress on microphone

Post Event - Banking and financial reconciliation

- Bank takings and reconcile financials in line with Club requirements
- Send results to State organising committees, as required
- Maintain a register of volunteers for the phase

Organise Clinics

Date, venue, entries, on the day. Organise at least two clinics per year aided by the social Phasehead

Website

- Update website information as required, or at least annually, assisted by the Web Master
- Responsible for ensuring necessary flyers/entry links and up to date information is available for publishing. Send info to Webmaster for publishing
- Send results in a .pdf format to webmaster for publication before posting a link to the results page on the website on Facebook

Committee Responsibilities

- At least one of the Co-Phaseheads must attend and participate in each committee meeting per year and be properly prepared
- Distribute report to the committee at least one week prior to committee meetings
- Consider the interests of all members likely to be affected by a decision before casting a vote.
- Understand and implement NRC Risk Management policy

Other

- Assist the PR & Marketing in the design of entry forms and flyers for Facebook, website and saddleries
- Ensure timely distribution of flyers and other information
- Liaise with organisers of other competitions, as required
- Organise and generate sponsorship income for the phase assisted by the Sponsorship Committee Member
- Order phase-specific ribbons and trophies, when required
- Ensure members' interests are being met
- Ensure equipment used by phase is safe and well maintained; arrange replacement/repair as required
- Keep up to date with developments in the phase at the State/National level
- Decide on phase-specific awardees for Championships and annual awards night and organise engraving of the relevant trophies
- Present and award prizes at the Championships and annual awards night.

Qualities and Competencies Required

Essential

- Organisational skills
- PR / communication abilities
- Availability for all nominated competition and clinic days
- Administration skills and computer literacy
- basic money handling sense and understanding of financial accountability
- Interpersonal and team management skills as well as being a team player
- A sense of fairness and impartiality
- Ability to communicate effectively
- Open to new ideas

Desirable

- Knowledge of the phase's rules and regulations.
- Awareness of the future directions and plans of members
- Knowledge of course and arena design
- Knowledge of the Constitution, rules and the duties of all NRC office holders

Time Commitment

- As required in the lead up to a scheduled event
- All day at the event

Role: Hacking

Primary purpose of the position

The Hacking phase runs 3 – 4 gymkhanas per year and an Annual Show. Volunteers are required for taking entries and manning the office, assisting the judges and Phasehead. Hacking protocol days are also organised by the Phasehead where demand exists

The Hacking Phase Head manages the organisation and running of the competitions, ensuring that these run profitably and meet the needs of the members. The Phase Head is committed to work for and make a substantial contribution to Northside Riding Club to ensure that it achieves its constitutional and operational objectives. The Phase Head (or a delegate) needs to be available for each competition.

Functions and Responsibilities

Competitions & Clinics

- Set calendar dates in association with the NRC Committee.
- Procure ribbons, rugs, garlands, prizes and trophies as appropriate – obtain exec approval before purchase.
- Ensure timely distribution of flyers and other information
- Organise judges and volunteers.
- Take entries in line with EA and Club requirements.
- On the day of competition manage, score, troubleshoot, reward volunteers and display and announce progress and results on microphone.
- Bank takings and reconcile financials in line with Club requirements.
- Update Wet Weather number as required.

On the day

- Manage
- Troubleshoot
- Reward volunteers
- Announce progress on microphone

Post Event - Banking and financial reconciliation

- Bank takings and reconcile financials in line with Club requirements
- Send results to State organising committees, as required
- Maintain a register of volunteers for the phase

Website

- Update website information as required, or at least annually, assisted by the Web Master
- Responsible for ensuring necessary flyers/entry links and up to date information is available for publishing. Send info to Webmaster for publishing
- Send results in a .pdf format to webmaster for publication before posting a link to the results page on the website on Facebook

Committee Responsibilities

- At least one of the Co-Phaseheads must attend and participate in each committee meeting per year and be properly prepared
- Distribute report to the committee at least one week prior to committee meetings
- Consider the interests of all members likely to be affected by a decision before casting a vote.
- Understand and implement NRC Risk Management policy

Other

- Assist the PR & Marketing in the design of entry forms and flyers for Facebook, website and saddleries

- Ensure timely distribution of flyers and other information
- Liaise with organisers of other competitions, as required
- Organise and generate sponsorship income for the phase assisted by the Sponsorship Committee Member
- Order phase-specific ribbons and trophies, when required
- Ensure members' interests are being met
- Ensure equipment used by phase is safe and well maintained; arrange replacement/repair as required
- Keep up to date with developments in the phase at the State/National level
- Decide on phase-specific awardees for Championships and annual awards night and organise engraving of the relevant trophies
- Present and award prizes at the Championships and annual awards night.

Qualities and Competencies Required

Essential

- Organisational skills
- PR / communication abilities
- Availability for all nominated competition and clinic days
- Administration skills and computer literacy
- basic money handling sense and understanding of financial accountability
- Interpersonal and team management skills as well as being a team player
- A sense of fairness and impartiality
- Ability to communicate effectively
- Open to new ideas

Desirable

- Knowledge of the phase's rules and regulations.
- Awareness of the future directions and plans of members
- Knowledge of course and arena design
- Knowledge of the Constitution, rules and the duties of all NRC office holders

Time Commitment

- As required in the lead up to a scheduled event
- All day at the event

Role: Dressage

Primary purpose of the position

The Dressage phase runs 4 events per year and an Annual Championship. Volunteers are required for pencilling, scoring, manning the office, taking entries, and “running”. Clinics and Dressage protocol days are also organized by the Phasehead where demand exists.

The Dressage Phase Head manages the organisation and running of the competitions, ensuring that these run profitably and meet the needs of the members. The Phase Head is committed to work for and make a substantial contribution to Northside Riding Club to ensure that it achieves its constitutional and operational objectives. The Phase Head (or a delegate) needs to be available for each competition.

Functions and Responsibilities

Competitions & Clinics

- Set calendar dates in association with DNSW and the NRC Committee.
- Organise judges and officials.
- Take entries in line with DNSW and Club requirements.
- Ensure timely distribution of flyers and other information
- Generate competition draw in line with EA and Club requirements.
- Organise volunteers for help on the day
- Book arena builder to erect and dismantle dressage arenas where appropriate
- On the day of competition manage, score, troubleshoot, reward volunteers and display and announce progress and results on microphone.
- Bank takings and reconcile financials in line with Club requirements.
- Send results to State organising committees, as required
- Run Mid-week ‘t-shirt comps’ (about 4 per year)
- Assign a sub-committee person to Para Equestrian competition management

On the day

- Manage
- Troubleshoot
- Reward volunteers
- Announce progress on microphone

Post Event - Banking and financial reconciliation

- Bank takings and reconcile financials in line with Club requirements
- Send results to State organising committees, as required
- Maintain a register of volunteers for the phase

Website

- Update website information as required, or at least annually, assisted by the Web Master
- Responsible for ensuring necessary flyers/entry links and up to date information is available for publishing. Send info to Webmaster for publishing
- Send results in a .pdf format to webmaster for publication before posting a link to the results page on the website on Facebook

Committee Responsibilities

- At least one of the Co-Phaseheads must attend and participate in each committee meeting per year and be properly prepared
- Distribute report to the committee at least one week prior to committee meetings
- Consider the interests of all members likely to be affected by a decision before casting a vote.
- Understand and implement NRC Risk Management policy

Other

- Assist the PR & Marketing in the design of entry forms and flyers for Facebook, website and saddleries
- Ensure timely distribution of flyers and other information
- Liaise with organisers of other competitions, as required
- Organise and generate sponsorship income for the phase assisted by the Sponsorship Committee Member
- Order phase-specific ribbons and trophies, when required
- Ensure members' interests are being met
- Ensure equipment used by phase is safe and well maintained; arrange replacement/repair as required
- Keep up to date with developments in the phase at the State/National level
- Decide on phase-specific awardees for Championships and annual awards night and organise engraving of the relevant trophies
- Present and award prizes at the Championships and annual awards night.

Qualities and Competencies Required

Essential

- Organisational skills
- PR / communication abilities
- Availability for all nominated competition and clinic days
- Administration skills and computer literacy
- basic money handling sense and understanding of financial accountability
- Interpersonal and team management skills as well as being a team player
- A sense of fairness and impartiality
- Ability to communicate effectively
- Open to new ideas

Desirable

- Knowledge of the phase's rules and regulations.
- Awareness of the future directions and plans of members
- Knowledge of course and arena design
- Knowledge of the Constitution, rules and the duties of all NRC office holders

Time Commitment

- As required in the lead up to a scheduled event
- All day at the event

7. Appendix 2: 2018 Contacts List