

# PONY CLUB



# Governance

Revised March 2022

# Contents

Page 3	Charity Objectives
Page 4	Structure
Page 5	Trustees, Company Members and Voting
Page 6	The Key Roles of Trustees, Management Committee and Senior Management Team (SMT)
Page 7	The Key Roles of Finance & Risk, Area Representatives, Training and Centre Committees
Page 8	The Key Roles of Health, Safety, Safeguarding and Horse Welfare, Rules & Compliance, Volunteers & Officials and Chairmen of Sports Committees
Page 9	Decision Flowchart
Page 10	Decision Making Process
Page 11	Committee Member Role & Duties
Page 12	Calendar of Meetings
Page 13	Additional Notes

# Charity objectives

- To promote and advance the education and understanding of the public and particularly young people, in all matters relating to the horse, its environment, exercise and well-being, its sporting and recreational use and attributes.
- To promote and advance the acquisition and knowledge of all matters concerning the horse (including the welfare and breeding of horses and ponies)
- To educate and assist young people through their leisure activities so as to assist in the development of their physical and mental capabilities to help them maximise their potential and better enable them to grow to full maturity as individuals and full confident members of society – in particular by the provision of instruction for young people into riding, and the care of horses and other animals.

# The Volunteer Structure of The Pony Club

## Trustees

1. The Chairman of The Pony Club
2. Vice Chairman of The Pony Club
3. Treasurer
4. Area Representative
5. Area Representative
6. Centre Representative
7. Trustee
8. Trustee
9. Trustee
10. Trustee
11. Trustee
12. Trustee

Trustee meetings are attended by the CEO and the Deputy CEO

## Management Committee

1. Vice Chairman of The Pony Club
2. CEO
3. Deputy CEO
4. Finance Manager
5. Training Chair
6. Sport Chair
7. Centre Chair
8. Area Representative Chair
9. Area Representative
10. Area Representative
11. Volunteer & Officials Chair
12. Rules and Compliance Chair
13. Health and Safety Chair
14. Finance Chair

} Staff

## Committees of The Pony Club

1. Management Committee
2. Finance & Risk
3. Health & Safety & Safeguarding and Horse Welfare
4. Rules & Compliance
5. Area Representatives
6. Training
7. Centres
8. Volunteers & Officials
9. Sports Committees (x9)

## Sport Committees

- a) Dressage Committee
- b) Endurance Committee
- c) Eventing Committee
- d) Mounted Games Committee
- e) Polo Committee
- f) Polocrosse Committee
- g) Pony Racing Committee
- h) Show Jumping Committee
- i) Tetrathlon Committee

# Trustees, Company Members and Voting

The Trustees are the ultimate authority of The Pony Club (subject to review at the AGM by Company Members). The Trustees are responsible for the general administration and management of the affairs of The Pony Club. The Trustees may delegate their authority to subsidiary bodies, officials and employees.

Reporting to the Trustees will be the Management Committee, the Finance Committee, the Health, Safety & Safeguarding Advisory Group and the Chief Executive.

The current voting members of The Pony Club are the Trustees, Area Representatives, Sport Chairs and Branch Official Directors. They are known as Company Members but sometimes referred to as the Council.

- The Pony Club Council **meet annually, usually in November**, for the AGM and the opportunity to hold the Trustees to account and discuss progress and achievements.
- The Pony Club Council will elect and re-elect trustees, the Chair and Vice Chair **every three years** or whenever there is a vacancy in accordance with current rules.
- During an election council get one vote each even if they hold numerous roles.
- **Any 5 members** of the Council can call a General Meeting.

**Salaried Senior Management Team (SMT) are not Company Members.**

The current SMT are:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Head of Membership & Technology
- Head of Marketing
- Head of Finance

# The key roles of Trustees, Management Committee and

## Trustees:

**Chaired by Pony Club Chair**

- Set and monitor the strategy in conjunction with the Management Committee
- Responsible for Charitable requirements
- Manage risk as guardians of the reputation of the Pony Club and maintain the Risk Register
- Succession planning
- Innovation development
- Horse Welfare
- Financial control including Budget approval
- Supervise compliance with legal and regulatory matters
- Approve a Scheme of Delegation
- Maintain good relationships as a member active of the BEF and Senior Sport bodies
- Review annually the membership and Terms of Reference of the Finance, Management and Health & Safety, Horse Welfare and Safeguarding Committees
- Review governance

## Management Committee:

**Chaired by Pony Club Vice Chair**

- Supervise and implement the Strategic Plan
- Consider adaptations to the Strategic Plan following consultation with ARs, all other Committees and SMT
- Recommend to Trustees any proposed adaptations to the Strategic Plan
- Develop working systems within the Pony Club – officers, volunteers
- Manage finances within Budgets in conjunction with Finance Committee
- Monitor the practical impact of all decisions on Pony Club Members
- Oversee website priorities
- Staff structure, care and development
- Ensure compliance in legal and regulatory matters
- Membership development
- Participate in BEF, and its member bodies, Sport England, SportWales, SportScotland Sport NI UKSport
- Review governance
- Appointment of a Championship Committee
- Ratification of appointment of Area Representatives and deciding on which Committees they will sit

## Senior Management Team (SMT)

**Chaired by Pony Club CEO**

- Lead The Pony Club towards the strategic goals
- Manage and develop the staff including the day to day administration and functioning of The Pony Club
- Implement policy decisions
- Manage e-consultation, meetings, e-meetings
- Formulate proposals for consideration by the Trustees, Management Committee and Committees with clear and reasoned suggestions
- Provide professional and impartial advice to Trustees and committees
- Website and ICT development
- Care and development of the Pony Club Stakeholders
- Sponsorship, fundraising and legacies
- Marketing
- Merchandise
- Participate in BEF, and its member bodies, Sport England, Sport Wales, SportScotland Sport NI UK Sport

**Trustees**

**Management Committee**

**Senior Management Team**

# The key roles of the Committees 1 - 4

## Finance & Risk

- Financial reporting
- Subscriptions: using latest technology to collect effectively
- Bursary development
- Fundraising
- Gift Aid
- Investment
- Support toolkit for Branch Treasurers
- Scrutinise committee budgets
- Scrutinise committee expenditure

**Chaired by the Treasurer**

**Attended by the Finance Manager**

## Area Representatives

- Communication between Management and Branches, Committees
- Elect from among themselves their Chairman, two Trustees and two representatives on the Management Committee,
- Branch matters
- Area Training and assessment responsibilities
- Impact on Pony Club Members
- Advising on the appointment of DCs
- Strengthening connections between Branches and Centres
- Identifying volunteer needs
- Serve on Committees as required

**Chaired by the Chair of Area Representatives**

## Training

- Development of Pony Club Member Training and Assessment initiatives
- Training Bulletin
- Ideas forum (sharing best practice)
- Bursary allocation RTP
- Coach Conference development
- Coach database
- e-learning for PC Members
- CPD
- e-CPD for Coaches, Assessors and Officials

**Chaired by the Training Chair**

**Attended by a Development Officer**

## Centres

- Centre Development
- Centre approval and validation
- Overseas membership
- Consultation and communication with Committees
- Strengthening connections with Branches
- Impact on Pony Club Centre Members
- Development of resources
- Appointment and management of Centre Co-ordinators

**Chaired by the Centre Chair**

**Attended by a Development Officer**

# The key roles of the Committees 5 - 8

## Health & Safety, Horse Welfare and Safeguarding

- Policy
- H&S implications of new rules
- Implementing medical advice
- Hat Rule and Body Protector Rule
- Provide training for H&S
- Provide training for Safeguarding
- Develop training materials
- Developing training
- Horse welfare

## Rules and Compliance

- Scrutinise Rule books to ensure consistency and identify any possible unintended consequences
- Disputes
- Complaints (all) including standardised Complaints Form
- Disputed transfers
- AR and DC standards
- Discipline and Codes of Conduct
- Ratify Branch name changes

## Volunteers and Officials

- Recruitment of volunteers
- Conduct of Elections
- Nominations of Chair and Vice Chair of The Pony Club
- Recognition
- Training & Development
- Reward
- Consultation
- Volunteer training
- Ratification of appointment of DCs

## Chairmen of Sports

- Sports Rules including eligibility
- Championship entry fees
- Competition development
- Template creation (entries, scoring systems, score sheets)

Each Sport represented by their Sport Chairman

## **Health, Safety & Horse Welfare Safeguarding (HSS)**

**Chaired by the HSS Chair**

**Attended by a Development Officer**

## **Rules & Compliance (RCC)**

**Chaired by the RCC Chair**

## **Volunteers & Officials (V&O)**

**Chaired by the V&O Chair**

**Attended by a Development Officer**

## **Sports**

**Each Sport is Chaired by the Sport Chair**

**Attended by a Development Officer**





# Decision Making Process

- New proposals are developed either by the Senior Management Team (SMT) or by one of the Committees and submitted (together with a Business Case) to the Management Committee
- The Management Committee considers the proposal and initiates consultation (as necessary) with relevant committees.
- If the Management Committee approves the proposal and the cost is estimated at £5000 or less, the proposal will be passed to the SMT for implementation
- If the Management Committee approves the proposal and the cost is estimated at more than £5000 the proposal will be referred to the Trustees for approval and subsequent implementation by SMT

# Committee Member roles and duties

Company Members may have more than one volunteering role, e.g. Trustee and Committee member. In their role as AR / Sport Chair they will represent the views of their Committee to the Management Board, and explain the actions of the Trustees and Management Committee to Committee members.

The **ARs are the interface with the membership** via the DCs for Branches and the **Centre Coordinators for Centre members.**

## Committee Chair roles and duties include:-

- Attend meetings as per the Meetings cycle
- Respond to minutes and consultation docs within the agreed timescale
- Attend Biennial Conference
- Attend Summer Championships
- Foster relationships with BEF and other equestrian bodies both nationally and locally
- Further the objectives of The Pony Club

## Committee Member roles and duties include:-

- Attend meetings as per the Meetings cycle, or send their apologies (if three consecutive meetings are missed, the Chair may flag to Rules and Compliance Committee where reappointment may be considered)
- Respond to minutes and consultation docs within the agreed timescale
- Attend Biennial Conference
- Attend the Summer Championships where appropriate
- Foster relationships whenever possible with other equestrian bodies both nationally and local

- Meetings may be online or face to face. If face to face they need to be costed out in the appropriate budget.
- All meetings are to be minuted and circulated as per the effective meeting guidance.

# The Pony Club 2022 Year Planner – Committee Meetings

Updated 26/04/2022

2022	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T		
January Sport Meetings		1	2	3	4	5	6	7	8	9	10	11	Tg	12	13	14	15	16	17	18 C W G	19	20	21	22	23	24	25	26 AR	27 M HSS	28	29	30	31				
February				1	2	3 S C	4	5	6	7 C C	8	9	10 R C	Tg	11	12	13	14	15	16	17	18 C	19	20	21	22	23	24 T V O	25	26	27	28					
March				1	2	3	Tg	4	5	6	7	8	9	10 F	11	12	13	14	15	16	17	18 H S S	19	20	21	22	23	24 A R	25	26	27	28 C C	29	30	31 M		
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19 C W G	20	21	22 C	23	24	25	26	27	28 H S S	29	30							
May Sport Meetings		1	2	3	4	5 R C	T	6	7	8	9	10	Tg	11	12	13	14	15	16	17 C W G	18 A R	19	20 M	21	22	23	24	25	26 V O	27	28	29	30	31			
June				1	2	3	4	5	6	7	8	9	10	11	12	13	14 C W G	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
July	1 C	2	3	4	5	6	7 M	8	9	10	11	12	Tg	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
August				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
September Sport Meetings	30					1	2	3	4	5	6	7 R C	8 AR VO	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
October Area Meetings		1	2	3	4 F	5	6	7	8	9	10 C C	11 C W G	12	13	14	15	16	17	18	19	20 R C	21 HSS	22	23	24	25	26	27	28	29	30	31					
November				T AGM SC AR	2 Co nf	3	4	5	6	7	8	9	10 M	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
December						1 M	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			

Trustees (5pm)	Management (2pm)	Finance (2pm)	Health & Safety & Safeguarding	Rules and Compliance	Training	Area Representatives	Centres	Sports Chairs	Volunteers & Officials	Centre Coordinator	Championship Working Group
----------------	------------------	---------------	--------------------------------	----------------------	----------	----------------------	---------	---------------	------------------------	--------------------	----------------------------

# Additional Notes



Information passes regularly between the relevant committees so that proposals which originate from the Senior Management Team are considered by the Management Committee and then by the Trustees with ample opportunity for discussion and comment.



To enable communication and decision making to happen smoothly there should be a sufficient turnaround of Minutes, with replies and comments also made quickly. Please refer to the effective meeting guidance for further information which can be found [here](#).



Responsibility for all disciplinary matters are delegated to the Rules and Compliance Committee. As a last resort, an appeal could be made to the Chair of the Pony Club, who would form an Appeal panel in accordance with current rules.



The Management Committee, Finance Committee and the Health, Safety, Safeguarding and Horse Welfare Advisory group report to the Trustees.