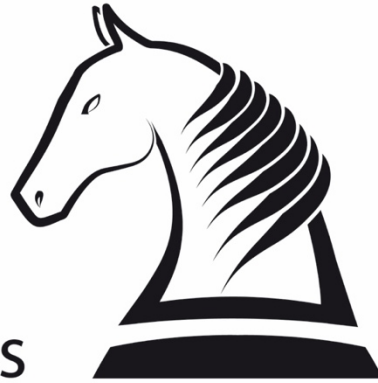


**A.I.R.C.**

Association of  
Irish Riding Clubs



## **Club Secretary's Guide**

**Reference:** D23/11  
**Issued:** 01/12/2011  
**Amended:** 04/12/2019

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***The information in this document is provided for guideline purposes only.  
For clarification purposes, the current rule book will supercede any information herewith.***

# Welcome

This guide is designed to help you with your duties as Club Secretary during the coming year. Please read it carefully and if you have any queries, please do not hesitate to contact National Office.

## National Office

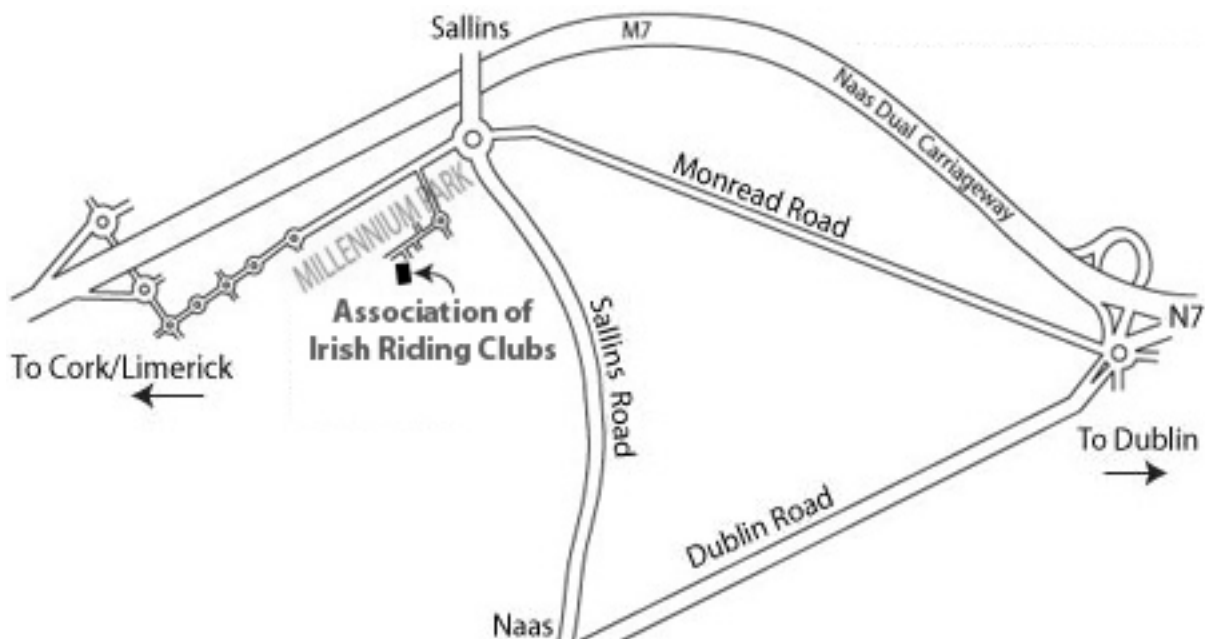
Club Secretaries are welcome to call into our office at any time but are advised to call before doing so, to ensure there is someone there to deal with your query.

## Contact Information

Association of Irish Riding Clubs, 1<sup>st</sup> Floor, Beech House, Millennium Park, Osberstown, Naas, Co. Kildare, W91 TK7N.

Tel: 045 854 555  
Email: info@airc.ie  
Web: www.airc.ie

## Location



## Opening Hours

Monday	9:30am to 1:30pm
Tuesday	9:30am to 1:30pm
Wednesday	9:30am to 1:30pm and 2:00pm to 5:00pm
Thursday	9:30am to 1:30pm and 2:00pm to 5:00pm
Friday	9:30am to 1:30pm and 2:00pm to 5:00pm

The above is subject to change depending on the time of the year.

## Club Registration

When registering your club each year, you must submit the club registration form (F20/11) with your initial membership application. This online form outlines your clubs officers for the year and your club must register the following officials:

- Chairman
- Secretary
- Treasurer
- Safety Officer
- Grading Officer
- Public Relations Officer (*optional*)
- Child Safeguarding Officer (*only required if your club has members registered under the age of 18 or vulnerable adults. See garda vetting and safeguarding policy D77/16*)
- Club Designated Liaison Person (*only required if your club has members registered under the age of 18 or vulnerable adults. See garda vetting and safeguarding policy D77/16*)

In order for your club application to be processed you must include payment for all of your club officials which must also be registered as members using the membership registration form (F01/11) or online via your membership online account. Your club cannot be registered until all of the relevant information/fees have been received at National Office.

In the case of assistant or joint club secretaries, your club must nominate ONE person who will deal with all queries and correspondence from our office and this is the Club Secretary listed on your club registration form F20/11.

Please note that the club chairman and club secretary positions within a club cannot be held by the same individual member.

## Membership Registrations

To register a member, you need to submit the membership registration form or online via your Membership Online account (See guide D90a/14 for details on how to register memberships online) You can also register members using a postal form. Please ensure to use the latest version (F01/11) for postal applications and this is available to download on our website. **Older versions of the form will not be accepted.**

In order to ensure your memberships are processed quickly, please include the following:

- Membership Number (*If known*)
- Name
- Indicate gender
- Date of Birth
- Email address (**Required**)
- Contact number
- Full postal address (**Please ensure this is their complete and accurate address**)
- Indicate if it is a new, previous, or transfer. In the case of a transfer, please indicate the members previous club if known.
- Indicate if Riding or Non-Riding Member
- Grades

All new members must submit a colour passport photograph or a digital image. Please consult D66/17 Membership Photograph Requirements for up-to-date information. If a members image is more than 5 years old, you must submit a new image to accompany the members application. You may email the image to [info@airc.ie](mailto:info@airc.ie) or upload it to the online application.

*Please note that we will not accept members photographs from individuals as they must be submitted via their Club Secretary with their application.*

Membership applications will be processed as quickly as possible throughout the year but you are asked to allow **up to 10 working days** for your application to be processed. **Please do not leave it to the last minute!** EFT payments take longer to process. **If you require your memberships in a hurry, the quickest method is to apply online and pay by credit or debit card.**

After your clubs initial registration each year, please forward membership registrations to National Office as you wish. There is no minimum number required to register a member after your club has registered.

**Remember, under our rules, members are not permitted to enter or participate in any activity until they are in possession of their membership card.**

## Photograph Requirements

Please consult D66/17 Membership Photograph Requirements for up-to-date information about how to submit photographs for your membership applications.

## Grading Information

Please consult an up-to-date rule book for the latest criteria for grading your members. There are a number of common mistakes which can delay membership applications including:

- Omission of grades (*New members only*)
- A change of grade to previous years without the correct regional approval
- Having a higher cross-country (XC) grade to a show jumping (SJ) grade (i.e. AP/AP/I or AI/I/AI etc)
- Having a grade span of more than one different grade between disciplines (i.e. AI/AP/I)
  - In circumstances, where the SJ and XC grades are permitted to be two grades lower or more than the dressage grade, the two jumping grades must be the same.

Primary riders may upgrade in dressage without changing their show jumping grade, however they will not be graded in cross-country. (i.e. AP/P/UG). Primary dressage riders are not permitted to have a higher show jumping grade.

If in doubt about a renewing members grades, please leave this blank on the application form and their card will be issued at the grades recorded on the national database.

Please contact National Office in advance should you have any queries.

### ***How to change a member's grades***

If you need to change a members grade, you must do the following:

1. Apply to your respective region for approval
2. Once your grading change has been approved:

- a. Submit an application to National Office via the online shop ([www.airc.ie/shop](http://www.airc.ie/shop)). You may also need to return an Extraordinary Change of Grade Form (F24/14) if the grade span is greater than two grade spans in dressage.
  - b. Upload a photo of the members card cut into four pieces to [info@airc.ie](mailto:info@airc.ie) and this must be uploaded during the application process as required.
  - c. A fee applies and this is payable during the online application process.
3. The application will be processed upon receipt of the approved list from your regional secretary after the regional meeting and by the training committee in the case of extraordinary change of grade applications.

### **Grading Abbreviations**

Primary	P	Advanced Intermediate	AI
Advanced Primary	AP	Open	O
Intermediate	I	Advanced Open	AO

## **Membership Online**

Your Membership Online account will be automatically upgraded to club secretary status once your club has registered its officers for the coming year. This will give you access to a number of additional features:

### **1. Members**

By clicking on the members tab, you can access a list of club members currently registered with the Association. This includes their membership number, grades, contact details and any horses registered to that members account. Check the status field to view lapsed members.

If an application has been delayed, the status of the application will be listed as incomplete and the reason will be outlined by clicking on the members details. Please note any incomplete member is not insured to take part in any activities until their application has been completed and they are in receipt of their membership card.

You will also be able to register your clubs members via your membership online account. This is the preferred method. See document D90a/14 for further details.

### **2. Entries**

By clicking on the events tab, then select the event and then view entries, you can access a list of entries made by any club member for any upcoming event.

## **Club Mail**

Each club was issued with a club mail account and it is vitally important that you access this regularly as this email service is used by National Office and regional secretaries to communicate with one another. It also makes it easier to distribute information to other clubs in your region. **Only club secretaries are permitted to have access to this account. Do not share your login details with anyone else including any club officers.**

Each regional secretary is contactable using these email addresses:

<a href="mailto:midlandsregion@airc.ie">midlandsregion@airc.ie</a>	<a href="mailto:southwestregion@airc.ie">southwestregion@airc.ie</a>
<a href="mailto:northeastregion@airc.ie">northeastregion@airc.ie</a>	<a href="mailto:westregion@airc.ie">westregion@airc.ie</a>
<a href="mailto:southeastregion@airc.ie">southeastregion@airc.ie</a>	<a href="mailto:westleinsterregion@airc.ie">westleinsterregion@airc.ie</a>
<a href="mailto:southleinsterregion@airc.ie">southleinsterregion@airc.ie</a>	<a href="mailto:westmidlandsregion@airc.ie">westmidlandsregion@airc.ie</a>

To contact all of the clubs in your area, please send an email to these addresses:

midlandsclubs@airc.ie

southwestclubs@airc.ie

northeastclubs@airc.ie

westclubs@airc.ie

southeastclubs@airc.ie

westleinsterclubs@airc.ie

southleinsterclubs@airc.ie

westmidlandsclubs@airc.ie

Please note, however, that your account is only permitted to send information to clubs in your region using the above addresses. For example if your club is located in the Midlands region, your account is only permitted to use the midlandsclubs@airc.ie address.

**It is essential that you check your club mail account regularly.** If you experience log in difficulties with your account, please email support@airc.ie.

## Regional Meetings

It is important for your club to attend your respective regional meeting. Please contact your regional secretary for details of when your regions meetings take place. Attendance at these meetings is important for the following reasons:

- Information on regional activities
- Information on national championships
- Information on policy changes within the organisation
- Change of grade applications
- Scheduling of regional events
- Availing of regional support structures

## Holding Events

There are three levels of events that take place within the Association:

### **1. Club Events**

Clubs events are events for your club members only. These do not have to be notified to National Office. Should your event include a member from another club, it automatically becomes a regional show and must be notified to National Office (see below).

Clubs events must, however, be recorded in the minutes of club committee meetings

### **2. Regional Events**

These involve members from other clubs and are co-ordinated through your regional secretary. When scheduling a regional event, you must consult with your regional secretary to find an appropriate date. Regional events may not clash with National Championships on certain dates.

Regional events must be notified to National Office by the organising club / region in accordance with the rules using the online event notification form or postal form (F09/12).

### **3. National Championship Qualifiers**

These are co-ordinated through National Office, in consultation with your regional secretary, and all dates require prior approval. Certain criteria must be followed when running national qualifiers and organising clubs will be contacted with the relevant information and criteria.

All events must be run in accordance with the current issue of the rule book (D04/12) and must use appropriately qualified officials.

### ***Notification of Events***

Regional events and national championship qualifiers must be notified by the organising club using the event notification form (F09/12). Events are only included on [www.airc.ie](http://www.airc.ie) once they have been notified correctly and the organising club is affiliated to the Association.

Under current rules, events (training, competition or other) must be notified **28 days in advance**. All relevant event officials must be confirmed when notifying your event. Please include the full address of the venue location.

### ***Results & Show Reports***

Secretaries must return a show summary report for any inter-club (regional) show/event to National Office on the **Show Summary Report Form (F52/14)** which is available to download on [www.airc.ie](http://www.airc.ie). This must be returned to National Office within 14 days of the date of the show taking place.

Organisers of championship qualifiers must also return results to National Office within 3 days of it taking place on the official results form.

## **Website Content**

Please review your club page on [www.airc.ie/clubs](http://www.airc.ie/clubs) and inform National Office of any changes that need to be made.

### ***Events Calendar***

To have your event listed on the events calendar page, you must notify the event using the event notification form (see page 10). You can do this via the online form or by using the postal form.

Your club must be affiliated to the Association in order for events to be listed on [www.airc.ie](http://www.airc.ie).

Please email your event schedules, entry forms and times to National Office for inclusion on the events calendar.

### ***Latest News***

If you have any newsworthy items please email them to [website@airc.ie](mailto:website@airc.ie).

## **Safety**

Safety, for humans and equines, must be the number one priority at all riding club activities. When running activities, please consult our [safety statement \(D07/12\)](#) and our [rule book \(D04/12\)](#). Both of these documents are available to download on [www.airc.ie/download](http://www.airc.ie/download).

Safety officers and stewards must be appointed for each activity held by your club. Safety rules are outlined in the current rule book (D04/12).

### ***In the event of an incident***

All incidents which require medical assistance must be reported to National Office using the Incident Report form (F07/11). This is available to download from [www.airc.ie](http://www.airc.ie).



In the event of an accident, please follow these guidelines:

1. Complete an incident report form and return to National Office
  - a. Note the circumstances leading up to an incident (i.e. weather, ground conditions, etc)
  - b. Note the action taken by the medical personnel (i.e. attended to on site, taken to ambulance and / or hospital, kept in hospital, continued competing, etc)
  - c. Take statements from those involved and any witnesses
  - d. Write a report of the incident and have it agreed and signed by those involved
2. Take photographs or video footage for reference
3. Note if any action taken (alterations made)
4. Return all information to National Office as soon as possible after the event and **no later than 14 days after it took place.**

## Privacy & Data Protection

Each club is considered to be a 'data controller' and therefore has legal obligations to consider about the personal data it holds on its members. Please consult our GDPR Information (D150/18) document. The club must implement a number of things including

1. **A Data Sharing Agreement (D153/18)** - An agreement must be put in place between your affiliated club and AIRC in order to ensure you can share your members details with us in order to process their application. Your Club Committee must review the enclosed template, amend where applicable and return a signed copy to our office before we can process your 2019 applications.
2. **Club Privacy Policy (D152/18)** - Each club must put in place a privacy policy as this sets out the personal information that you collect and how long it is kept for. A template has been provided for this purpose and a copy must be submitted to National Office once the committee has reviewed and adopted one for its club. This will then be made available on our website.
3. **Club Membership Form (F23/13)** - *It is important that each member completes and signs a membership form each year.* The Club Membership Application Form has been updated to include a section about data and privacy and please use this template form. If you use Itsplainsailing for online applications, this form has been updated accordingly.
4. **Processing Activities Record Log / Data Retention Schedule (D155/18)** - As your club is a data controller, you must document how long it will keep different types of records and personal information. You can review and adapt the enclosed sample for your own club.