

PONY CLUB



Governance

Revised January 2024

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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

Management Committee

1. Vice Chairman of The Pony Club
2. CEO
3. Head of Charity
4. Training Chair
5. Activities Chair
6. Centre Chair
7. Area Representative Chair
8. Area Representative
9. Area Representative
10. Volunteer & Officials Chair
11. Rules and Compliance Chair
12. Health and Safety Chair
13. Finance Chair
14. YAC 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 (x10)
10. Youth Advisory Council (YAC)

Activities 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
- j) Horsemanship 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
- Head of Charity
- Head of Shared Services
- Head of Marketing
- Finance Manager
- Operations Manager

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 - 3

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

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

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 Treasurer

**Attended by the
Finance Manager**

**Chaired by the Chair of
Area Representatives**

**Chaired by the Training
Chair**

**Attended by a
Development Officer**

The key roles of the Committees 4-6

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

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

Health, Safety & Horse Welfare Safeguarding (HSS)

Chaired by the HSS Chair

Attended by a Development Officer

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

Rules & Compliance (RCC)

Chaired by the RCC Chair

The key roles of the Committees 7-10

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 Activities

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

Each Sport represented by their Sport Chairman

Youth Advisory Council

- Offer Member perspectives on decisions being made within The Pony Club
- Discussion
- Development

Volunteers & Officials (V&O)

Chaired by the V&O Chair

**Attended by a
Development Officer**

Activities

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

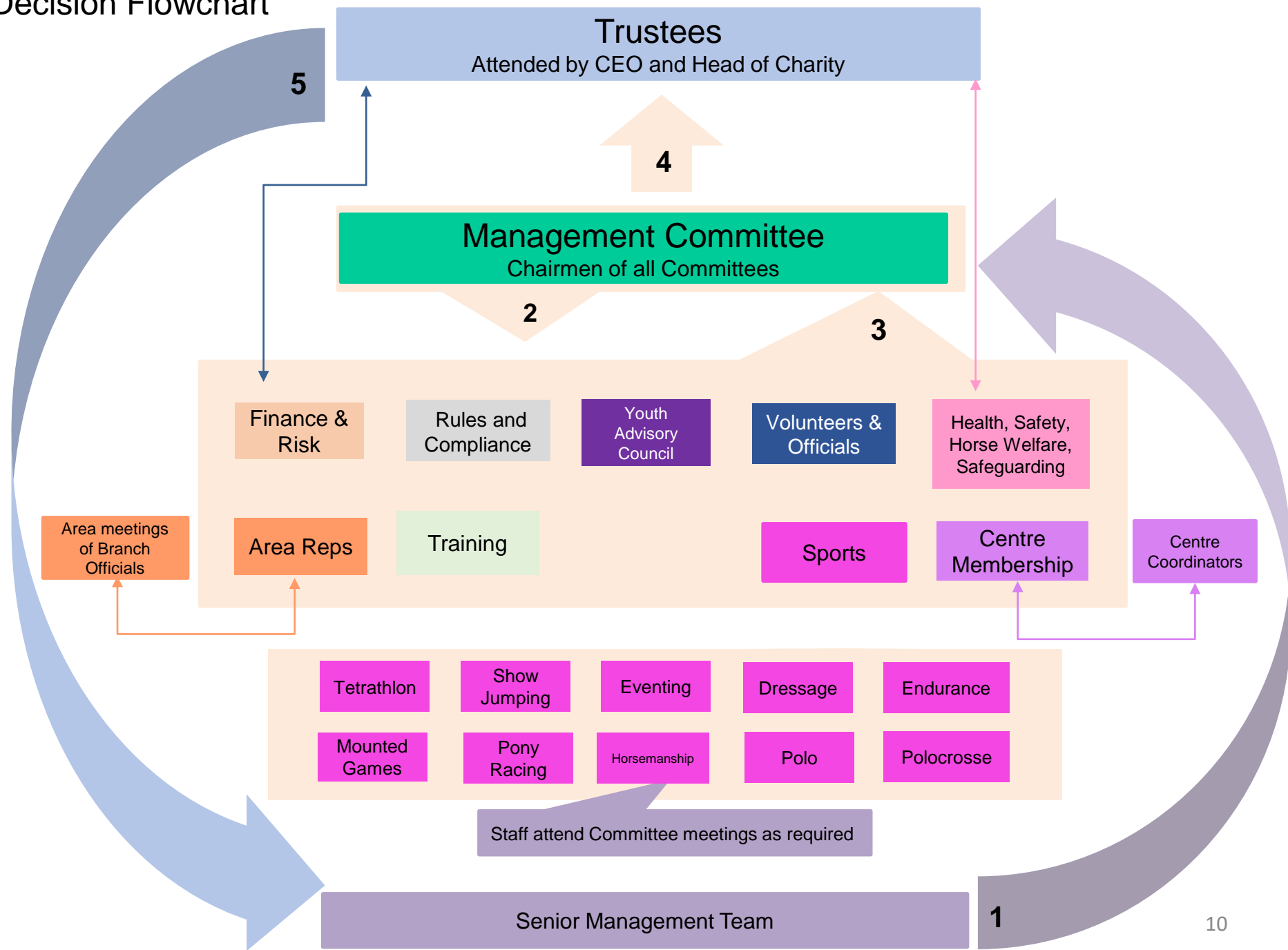
**Attended by a
Development Officer**

Youth Advisory Council

**Chaired by the Youth
Advisory Council Chairman**

**Attended by a Development
Officer**

Decision Flowchart



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.

January	February	March	April	May	June
1 Mo New Year's Day	1 Th Training	1 Fr	1 Mo Easter Monday	1 We	1 Sa
2 Tu	2 Fr	2 Sa	2 Tu	2 Th	2 Su
3 We	3 Sa	3 Su	3 We	3 Fr	3 Mo
4 Th	4 Su	4 Mo	4 Th Training	4 Sa	4 Tu Health, Safety & Welfare
5 Fr	5 Mo	5 Tu Health, Safety & Welfare	5 Fr	5 Su	5 We
6 Sa	6 Tu	6 We	6 Sa	6 Mo Early May Bk. Hol.	6 Th Sports Chairs
7 Su	7 We Sports Chairs	7 Th	7 Su	7 Tu	7 Fr
8 Mo	8 Th Coaching Conference 6pm	8 Fr	8 Mo	8 We	8 Sa
9 Tu Area Representatives	9 Fr	9 Sa	9 Tu Area Representatives	9 Th	9 Su
10 We	10 Sa	10 Su	10 We	10 Fr	10 Mo Centre Coordinator
11 Th	11 Su	11 Mo	11 Th Rules and Compliance	11 Sa	11 Tu Rules and Compliance
12 Fr	12 Mo Area Representatives	12 Tu	12 Fr	12 Su	12 We
13 Sa	13 Tu	13 We Volunteers & Officials	13 Sa	13 Mo Area Representatives	13 Th Area Representatives
14 Su	14 We Rules and Compliance	14 Th	14 Su	14 Tu	14 Fr
15 Mo	15 Th Finance (5pm)	15 Fr	15 Mo	15 We	15 Sa
16 Tu Championship Committee	16 Fr	16 Sa	16 Tu	16 Th	16 Su Bolesworth
17 We	17 Sa	17 Su	17 We	17 Fr	17 Mo Centres
18 Th Training	18 Su	18 Mo	18 Th Tech Steering Committee	18 Sa	18 Tu Championship Committee
19 Fr	19 Mo	19 Tu Championship Committee	19 Fr	19 Su	19 We Volunteers & Officials
20 Sa	20 Tu Championship Committee	20 We Area Representatives	20 Sa	20 Mo	20 Th Tech Steering Committee
21 Su	21 We Volunteers & Officials	21 Th Area Representatives	21 Su	21 Tu Championship Committee	21 Fr
22 Mo	22 Th Tech Steering Committee	22 Fr	22 Mo	22 We	22 Sa
23 Tu	23 Fr	23 Sa	23 Tu Championship Committee	23 Th	23 Su
24 We	24 Sa	24 Su	24 We Volunteers & Officials	24 Fr	24 Mo
25 Th Management (2pm)	25 Su	25 Mo	25 Th Trustees (5pm)	25 Sa	25 Tu Trustees (5pm)
26 Fr	26 Mo	26 Tu	26 Fr	26 Su	26 We
27 Sa	27 Tu	27 We Management (2pm)	27 Sa	27 Mo Spring Bank Hol.	27 Th
28 Su	28 We	28 Th	28 Su	28 Tu	28 Fr
29 Mo Centres	29 Th Trustees (5pm)	29 Fr Good Friday	29 Mo	29 We Finance (5pm)	29 Sa
30 Tu		30 Sa	30 Tu Safeguarding Working Group	30 Th Management (2pm)	30 Su
31 We Safeguarding Working Group		31 Su		31 Fr	

Trustees (5pm)	Management (2pm)	Finance (5pm)	Health & Safety & Safeguarding	Rules and Compliance	Training	Area Representatives	Centres	Sports Chairs	Volunteers & Officials	Centre Coordinator	Championship Committee (2pm)	Safeguarding Working Group	Tech Steering Committee
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July	August	September	October	November	December
1 Mo	1 Th	1 Su	1 Tu	1 Fr	1 Su
2 Tu	2 Fr	2 Mo	2 We	2 Sa	2 Mo
3 We	3 Sa	3 Tu H&S & Safeguarding	3 Th	3 Su	3 Tu Health, Safety & Welfare
4 Th Training	4 Su	4 We	4 Fr	4 Mo Area Representatives Centres	4 We
5 Fr	5 Mo	5 Th Training	5 Sa	5 Tu	5 Th Area Representatives
6 Sa	6 Tu	6 Fr	6 Su	6 We	6 Fr
7 Su	7 We	7 Sa	7 Mo	7 Th Training	7 Sa
8 Mo	8 Th	8 Su	8 Tu Area Representatives	8 Fr	8 Su
9 Tu	9 Fr	9 Mo Area Representatives	9 We	9 Sa	9 Mo
10 We	10 Sa	10 Tu	10 Th	10 Su	10 Tu Championship Committee Trustees 5pm
11 Th Area Representatives	11 Su	11 We	11 Fr	11 Mo Company Member Meetings	11 We
12 Fr	12 Mo	12 Th Rules and Compliance	12 Sa	12 Tu AGM	12 Th
13 Sa	13 Tu	13 Fr	13 Su	13 We	13 Fr
14 Su	14 We	14 Sa	14 Mo	14 Th Rules and Compliance	14 Sa
15 Mo	15 Th	15 Su	15 Tu	15 Fr	15 Su
16 Tu Championship Committee	16 Fr	16 Mo	16 We Championship Committee	16 Sa	16 Mo
17 We	17 Sa	17 Tu Championship Committee	17 Th	17 Su	17 Tu
18 Th	18 Su	18 We Finance (5pm)	18 Fr	18 Mo	18 We
19 Fr	19 Mo	19 Th Management (2pm)	19 Sa	19 Tu Championship Committee	19 Th Tech Steering Committee
20 Sa	20 Tu	20 Fr	20 Su	20 We Volunteers & Officials	20 Fr
21 Su	21 We	21 Sa	21 Mo	21 Th Finance (5pm)	21 Sa
22 Mo	22 Th	22 Su	22 Tu	22 Fr	22 Su
23 Tu	23 Fr	23 Mo	23 We	23 Sa	23 Mo
24 We Volunteers & Officials	24 Sa	24 Tu	24 Th Tech Steering Committee	24 Su	24 Tu
25 Th Management (2pm)	25 Su	25 We	25 Fr	25 Mo Centre Coordinator	25 We Christmas Day
26 Fr	26 Mo August Bank Hol.	26 Th Trustees (5pm)	26 Sa	26 Tu Sports Chairs	26 Th Boxing Day
27 Sa	27 Tu	27 Fr	27 Su	27 We	27 Fr
28 Su	28 We Safeguarding Working Group	28 Sa	28 Mo	28 Th Management (2pm)	28 Sa
29 Mo	29 Th Tech Steering Committee	29 Su	29 Tu Safeguarding Working Group	29 Fr	29 Su
30 Tu	30 Fr	30 Mo	30 We	30 Sa	30 Mo
31 We	31 Sa		31 Th Trustees (5pm)		31 Tu

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