**Club operation guidelines**

**Rallies**

Rally co-ordinator would organize the following

Grounds prepared - rings harrowed and equipment put out

Gates open at 8.30 – 9.00 AM

Instructors booked ahead ( confirmation if applicable ) before rally

Week before rally email members to book into rally. Prepare riding groups from bookings.

Printed copies of riding groups for instructors in folders with instructor sheets and pens

Rally kitty- Recommend a minimum of $250 to cover any shortfalls. All other monies need to be banked after rally.

Copies of groups to mark off rider’s payments and verify attendance for insurance.

Copies of groups for notice board. Total of 3 copies of each group

Make sure an accurate record of any falls or accidents is recorded and later transferred to the rally book in case of an insurance claim.

This information can also be kept on the computer with printed copies to be kept in the club files at the end of each year

**General**

Presently all sales on rally days are noted on the rally sheets that record the payments of the riders, so all the monies collected on rally days is recorded for entry into the rally book then to be recorded on the Han-Zon accounting Data Base Computer Program. Han-Zon (Jeff and Sue) will donate the licence to use this program to the Club if they wish to continue to keep the records this way.

 All members payments are recorded as customer invoices and all creditors invoices (accounts you pay) are entered as supplier invoices.

 All income from memberships, keys and uniforms are all invoiced to the individual member as these records are required to be kept. The full financial details are always available for any member to view. Only current members with insurance can have keys. The City of Casey requires that all keyholders are registered by the club.

 Only the total amount of rally fees collected is entered into the computer. The rally book remains a very important record of the riders that participated at the rally as it lists their names and payments. It also contains the reports of any accidents that occurred at any club organized riding activity.

The instructor payments are all entered in the computer under their

Individual names as supplier invoices (club expenses).

Instructor sheets need to be examined by the rally coordinator to check instructor comments regarding suitability to the group they were assigned. They are then kept so the points can be counted for the instuctor awards at the break up rally. The instructor points have been calculated from November to October, as this is our financial year in line with the Hrcav membership year.

The Hrcav does not allow uninsured riders to ride at club rallies. Unless you change affiliation this needs to be abided by. When riders are booked in to ride, if not sure check with the secretary as to their financial currency. Riders can bring the forms and pay on the day. Make sure club disclaimer and terms of membership are signed. Also they need to sign the Hrcav disclaimer annually.

As soon as they pay their membership to the club they are insured. The secretary must pay the money with the Insurance proposal form (IPD) within 7 days otherwise the insurance may be compromised.

Members need to have their membership card stamped if they wish to compete.

**Secretary**

The secretary records the minutes at the committee meetings. The secretary is responsible for the HRCAV forms and correspondence including payment of insurance. An accurate up to date data base that keeps records of currency is essential . The secretary receives correspondence and presents it to the committee and the information of interest is passed onto the members. CSRC has always had open committee meeting so that concerned members can ask when the committee meeting is and attend.

The secretary needs to fill in the tenancy agreement form from the City of Casey. The City of Casey sends these forms out twice a year. We have negotiated with the council to fill in the Winter Season form that is sent in February only, as we are not a seasonal sport or seasonal tenants.

The secretary is now always the public officer whose responsibility it is to fill in the Consumer Affairs annual report and supply the club’s annual financial report that has been passed at the AGM.

**Treasurer**

Keeps record of all monies received and all monies paid by the club. These records should be recorded and be available to all members as requested. Monies received are banked using the clubs deposit book. The statements need to be checked for any direct deposits.

All cheques need to be signed by 2 signatories. Most payments are made by cheque for accountability. Instructors are paid cash from the rally fees collected using the kitty money to cover any shortfall.

 If there is a new secretary appointed they will need to take the minutes of the AGM committee meeting with them to the bank to have their names added. They may also need the minutes of the general committee meeting that appoints them to be signatories.

The secretary or treasurer can sign HRCAV membership cards. Other HRCAV forms can be signed by the secretary or the president.

The council needs contact numbers and email addresses of the secretary and president to send all relevant information to.

 The President chairs the committee meetings. Therefore they would attend most rallies and take the lead in promoting the club and implementation of club objectives. Please see Statement of Purpose from constitution.

**Food Licence**

The club has a class 3 food licence which requires an annual inspection and payment for this licence.

Requirements of this licence include maintaining an approved suppliers list. Currently we list Aldi Cranbourne and Coles Cranbourne.

Temperatures of fridges, freezers and bain marie checked regularly

Temperatures required are in the Food Safety Program Template book .

Delivery temperature needs to be checked every 3 Months.

Class 3 does not require a Food Supervisor certificate but the Canteen manager needs a good knowledge of food handling skills.

The health inspector will quiz the canteen manager on health and safety issues at the inspection appointment. The kitchen needs to be thoroughly cleaned before inspection.

We accept no responsibility for pony club equipment ie their deep frying cooker.

**Important Information**

The council owns Morning Mist Recreational Reserve which has a conservational zoning. We are not permitted to remove bush or trees. If we have a problem we need to contact the council.

We need to be good considerate neighbours to the local residents. Do not forget that we occupy public land that is a priviledge not a right. The local residents actually paid half the purchase price of the reserve back in the 1970’s. Note that all infrastructure on the reserve belongs to the council and that it is insured by the council. For example, if a fire destroyed all the buildings, we were told the clubs would need to pay the excess to have them rebuilt . A number of years ago we were advised that would be the sum of $5000 on the club rooms. It would be appropriate keep a minimum of $7000 in the bank for emergencies. The council does not insure our equipment. The club has never had a contents cover as it is astronomical to cover equipment at the reserve though it is extremely low risk. For more than 30 years there has been no serious problem at the reserve regarding equipment.

 As the Riding Club was the single original tenant at the grounds we receive the AGL electricity account. This account is divided equally between the Riding club and the Pony Club. ( We pay the full account and then send a CSRC invoice for 50% from the Han-zon accounts system with a copy of the AGL invoice to the Cranbourne Pony Club.) As the account holders we keep the original AGL account for our records. This procedure applies to other shared costs with the Pony club that we are invoiced for.

The committee will decide from year to year what would be best to do at our break up rally held on the second Sunday in December. Traditionally this has been a fun day with usually 4 groups rotating through the Barrel race, Bending , Old English plate and Handi mount.

For our breakup lunch the club provides meat (usually cooked roast chickens from whatever supermarket has them at the best price at the time). I have been purchasing 12 large chickens cut into 8 pieces which need to be preordered and picked up on the morning of the breakup. The amount required depends on how many are attending the break up. When the riders book into the rally you need to ask them how many are attending from their family for catering purposes. The club has been supplying a mixed platter of cold meats, bread, drinks and some salad platters and sweets. We also need to have one dish set aside for vegans. Half the members are requested to supply a salad and the other half a sweet. We have been dividing the members alphabetically . You will need to check the list to do this. Total cost of catering is usually less than $230.