



THE BRITISH TENT PEGGING ASSOCIATION

CONSTITUTION

This document governs the structure and running of The British Tent Pegging Association (BTA).

AIMS

The aim of The British Tent Pegging Association as the sport's National Governing body is to oversee the conduct, development, training, education and promotion of the sport within Great Britain. To represent Great Britain at the ITPF and ETPA (European Tent Pegging Association) and within other such governing bodies as appropriate to promote Great Britain's Tent Pegging in the wider international circuit.

OBJECTIVES.

The British Tent Pegging Association will:

1. Maintain professional standards of competence for rules, training, coaches, judging and competitions.
2. Organise training, displays and competitions for the propagation of Tent Pegging/Mounted Skill at Arms.
3. Organise appropriate training and CPD (Continual Professional Development) for coaches and judges.
4. Select / nominate individuals as a team to represent Great Britain at international competitions.
5. Nominate individuals to represent Great Britain in other roles as may be necessary.
6. Provide a focal point through which people can train and learn Tent Pegging/Mounted Skill at Arms within a stable structure.
7. Provide a link between military serving personal and civilians wishing to participate in Tent Pegging/Mounted Skill at Arms.

8. Manage and Maintain the BTA competition rules

1. MEMBERSHIP

Membership of the Association is by application and payment of the annual subscription at the rate set by the committee and agreed at the AGM annually.

The membership shall run from 1st March each year to the last day of February the following year.

Membership will be deemed to have lapsed if not renewed by either the first BTA competition or the end of April whichever comes first each year. Membership will not be rolled over except by committee decision in exceptional circumstances.

Membership is at the discretion of the committee and may be refused or terminated by it.

2. THE COMMITTEE

ROLE

The role of the committee is to manage and facilitate the activities of the British Tent Pegging Association in accordance with the aims and objectives.

ELIGIBILITY OF COMMITTEE APPLICANTS

1. Must be a fully paid up member of the BTA.
2. Minimum three years concurrent membership.
3. Nominated and seconded by members.
4. Where there is only one nominee for a post, no vote will be required.
5. Election to the committee will be for a three year tenure.
6. To be effective, one third of the committee should be elected each year.

Anyone disqualified from being an officer under section 178 & 179 of Charities Act 2011 is excluded from membership of the committee.

3. COMMITTEE STRUCTURE

3.1 PRESIDENT

Public head of the BTA.

3.2 CHAIRMAN

To oversee the direction and running of the business of the BTA.

Representative of the BTA to the (ITPF) International Tent Pegging Federation (can nominate another committee member to represent the BTA if required).

3.3 SECRETARY

To administer the day to day business of the BTA.

To take minutes of AGM/EGM and committee meetings.

To publish records of decisions from committee meetings as necessary

To oversee the response to all International competitions including military only competitions.

To oversee that the BTA insurance policies held meet the likely risks to the BTA.

Ensure that a summary of cover for the BTA's third party liability insurance policy is displayed on the BTA website.

To maintain a register of assets owned by the BTA.

3.4 TREASURER

To manage the financial affairs of the BTA.

To run the bank account/s overseeing the monies in and monies out.

To prepare financial reports for each committee meeting.

To prepare financial reports for the AGM.

To prepare annual accounts for audit.

3.4.1 Signatories

Three people shall be mandated by the committee to authorise expenditure as follows:

1. The treasurer shall be authorised to sign for expenditure up to £200.00 provided it is supported by the appropriate documentation.
2. Over £200.00 expenditure authorisation shall be by the treasurer and one other mandated person supported by the appropriate documentation.

3.5 MEMBERSHIP SECRETARY

To ensure membership documentation is sent out in a timely manner for members to re-join.

To ensure an up to date list of members is kept.

To liaise with the treasurer to ensure all membership payments are made.

To provide an up to date list of members to the committee and the events secretary as required.

To manage, maintain and update the BTA's privacy policy.

3.6 HEALTH AND SAFETY OFFICER

To manage, maintain and update as required risk assessments (RA) for all events and activities that the BTA may run or partake in.

To conduct review/s after any noted or reported incidents.

To ensure the secretary is aware of the likely risks to the BTA so that as appropriate the secretary can ensure that the insurance policy meets the needs of the BTA.

3.7 EVENTS SECRETARY

Oversee the United Kingdom (UK) competitions/displays at which the BTA is represented.

To appoint a nominated member to be show organiser to deal with a particular event as necessary.

To ensure each competition has the correct schedule containing all the necessary information to allow for the smooth running of the event.

To ensure all members have the correct information for each event.

To liaise with the health and safety officer with regarding Risk Assessments for each particular event.

To liaise with the event organiser to agree judges for each competition, making sure that all judges are used throughout the season and a balance of events are run.

To liaise with the judges so that they have a copy of the schedule for the show they will be judging at and original copies of the score sheets are sent to the events secretary so that they may be held centrally in case of a dispute later.

To ensure the results for each competition are posted on the BTA website for the information of members.

To liaise with the treasurer and the show organiser to ensure all entry payments have been received.

To maintain with the secretary a list of holders of the trophies (trophies to be signed for).

To ensure (in person or by agreed delegation) that an overview of performance is held for all competitions and competitors in order to inform the international selection panel.

3.8 TRAINING OFFICER

Run the instructors scheme, training events, maintain the training guide and ensure a match with the BTA rules and International rules, in conjunction with judge's and coaches representative.

3.9 MILITARY LIAISON OFFICER

To be nominated to the committee by the military.

To act as the liaison person between the BTA and the military.

3.10 CO - OPTED POSTS

The committee may appoint such individuals and groups to the Committee as it sees fit to fulfil specific roles in support of the BTA. These posts may remain on the committee as long as they are required, likewise they may be removed at the will of the committee when they are no longer required.

4. OTHER ROLES ELECTED by BTA members

4.1 COMMUNICATIONS/PRESS OFFICER

To ensure that suitable and timely press releases are sent to relevant publications in order to advertise activities and events, and attract new members to the sport and increase its standing within equestrianism

To ensure events are advertised, results posted and other documentation is published and maintained in a timely manner when provided by the relevant member/s of the committee.

To maintain the webpage and social media (facebook) page of the BTA.

4.2 JUDGES REPRESENTATIVE

To act as the focal point for Judges Accreditation and the interface between the Events Secretary, Training Officer and the pool of approved BTA and ITPF judges.

4.3 RIDERS REPRESENTATIVE

To act as the focal point for riders and interface between the Committee, Events Secretary, Training Officer, Health and Safety Officer.

4.4 COACHES REPRESENTATIVE

To act as the focal point for Coaches Accreditation and interface between the Training Officer and the approved pool of BTA and ITPF coaches.

4.5 JUNIOR REPRESENTATIVE

To act as the focal point for junior riders and interface with the committee.

4.6 CHILD WELFARE OFFICER

To ensure that all relevant Child Protection measures are in place and complied with in order to meet with legislation regarding young people under 18 taking part in training, competitions and events.

Produce and maintain the Child Protection Policy.

5. COMMITTEE MADE APPOINTMENTS

5.1 SUB COMMITTEES

Sub committees may be set up as required by the Chairman, such as an international selection panel, such committees will report to the Chairman.

5.2 SPECIAL ADVISORS

The committee may co-opt a specialist who is not a member of the BTA onto the committee to advise on specific matters. They will have no voting rights.

5.3 REPRESENTATIVES ON OTHER BODIES.

The BTA may appoint representatives on such bodies as may be appropriate who shall report back to the committee via the chairman and secretary or events secretary as required.

6. VOTING RIGHTS

6.1 Committee meetings

Each member of the committee shall be entitled to one vote on proposals made by the committee irrespective of how many positions they hold.

Due to the geographic spread of the committee voting on single routine matters shall be allowed by video conferencing provided that all committee members present at the meeting and the Chairman agree this procedure. In the event of a tied vote the Chairman will have the casting vote.

6.2 AGM / EGM.

Each adult member (18yrs and over) shall be entitled to one vote in person at any AGM or EGM. Where military units who have paid the full affiliation fee are represented in person their nominated representative under the group membership shall have six votes.

In the event of a tied vote the chairman shall have the casting vote.

Proxy voting will not be allowed except in exceptional circumstances agreed by the committee. Where proxy voting is agreed, such proxy votes on tabled items shall be advised to the chairman before the meeting.

6.3 Quorum

For the committee this shall be 75% of the committee including the chairman or his representative.

For the AGM or an EGM will consist of one third of the membership who qualify to attend and must include the chair or his deputies and the committee or people nominated by them to speak on their behalf.

The rules appertaining to an EGM are the same as those as an AGM except the length of notice required.

Where no quorum is attained no business shall be able to be concluded.

7. MEETINGS

7.1 Committee

The committee shall meet as necessary. It will normally meet in person at least once per year, normally immediately prior to the AGM. Telephone or video conferencing is an acceptable form of meeting.

The committee will make and implement decisions as it sees appropriate.

Amendments to constitution will be drafted by the committee and then put to members to be ratified by the membership at the AGM or an EGM. The committee may present items to an AGM or EGM for ratification by the membership where such a decision is considered necessary.

A record of key decisions will be made from the minutes of each committee meeting and distributed to members.

7.2 Annual General Meeting

The AGM will be held annually, all full members of the BTA will be entitled to attend and vote.

At least 21 days written notice must be given to all members of the AGM. Where proxy voting is to be allowed such items shall be detailed to the membership in advance.

Email notification to those members who have registered an email address on their membership form is acceptable.

7.3 Extraordinary General Meeting

The committee may call an EGM to settle urgent matters which require the consent of the membership and cannot wait until the scheduled AGM. In normal circumstances a notice of 14 days in writing must be given in the case of an EGM. Extraneous circumstances however this may be cut to a minimum of 5 days.

Email notification to those members who have registered an email address on their membership form is acceptable.

Where proxy voting is agreed votes on tabled items shall be advised to the chairman in advance of the meeting.

Where proxy voting is to be allowed such items shall be detailed to the membership in advance.

8. FINANCIAL AND ASSET CONTROLS

8.1 Financial

Purchase of Assets or Services from members.

To avoid possible accusations of conflict of interest any item or service (i.e. purchase of polo shirts from a member who runs a business, or the hire of horses for a demonstration) from a member of the BTA should prove that it offers best value to the BTA by being either at or below the normal commercial rate.

8.2 Assets

Purchase of gifts or any physical assets (trophies, saddle clothes, clothing etc.) to be retained by the BTA shall be placed on an Asset Register maintained by the secretary. This will include an agreed depreciation rate for items which will decrease in value, after an agreed period of time they may be written off.

Disposal of assets were deemed appropriate shall be agreed by the committee.

9. BRITISH COMPETITIONS Move this to events section

Competitions organised and run by the BTA may be held under BTA or International rules (ITPF). To be agreed with the organiser of the show.

Events shall run classes in accordance with the appropriate rules.

An outline format for 1 and 2 day events shall be available for event organisers to use as a guide.

10. COMMUNICATION

Communication with members may be through a range of channels:

The membership secretary will provide the committee members with and up to date members list soon after membership fees are due.

Events, training and other information will be published to the BTA website and Face Book. The membership secretary will also send out this information via email.

The Secretary will publish a Record of Decisions from each committee meeting and minutes of the AGM and any EGM's.

11. DATA PROTECTION

Personal information of members shall only be used in the pursuance of the BTA business. It shall not be sold or provided to third parties.

Address, email and telephone numbers may be used to contact members about forth coming events.

Any use of data shall be in accordance with the BTA data protection policy.

12. WINDING UP

In the event of the Committee and Membership at an AGM or EGM deciding to wind up the BTA any assets shall be donated to an appropriate equine charity.

Dated November 2020

Appendix 1 BTA DOCUMENTS

Schedule of Committee agreed BTA documents and policies and their owner, this list may be updated as necessary.

DOCUMENT	OWNER
Risk Assessments	Health and Safety Officer
International Selection Procedure & managers- coaches guidelines	Committee
Privacy Policy	Membership Secretary
Child Welfare Policy	Child Protection Officer
Communications Policy	Communications Officer
Rules	Committee
Constitution	Committee
Disciplinary	Committee
Training Guide	Training Officer
Competition Guideline Documents	Events Secretary