



HEREFORDSHIRE FEDERATION OF  
YOUNG FARMERS' CLUBS



**NEW CLUB OFFICERS LIST 2017-2018**

PLEASE RETURN THIS FULLY COMPLETED FORM TO THE COUNTY OFFICE WITHIN ONE WEEK OF YOUR AGM & BY THE DEADLINE DATE OF **MONDAY 9<sup>th</sup> OCTOBER 2017**. YOU CAN ALSO SEND BY EMAIL TO: [countyadmin@hfyfc.org.uk](mailto:countyadmin@hfyfc.org.uk)

Please contact the County Office if you would prefer this document via email to complete in Word format.

This form is the basis to start for any communication between the Club and the County office.

All details will be used to start the Club and County communication for 2017-18 and details will be passed onto NFYFC.

Please type or write clearly all contact details and double check that telephone numbers and email addresses are correct, prior to submission. Please ensure all email addresses are included as this is the main form of communication. This form can also be found on the County website [www.hfyfc.org.uk](http://www.hfyfc.org.uk) to fill in online. Please ensure you read the terms and conditions. A copy of the **Club Accounts** and **AGM Minutes** should also be included with this form.

**Please also include: A Club Report for 2016-17 and suitable Club photo(s) for the Yearbook 2017-18 of your Club and new Officers by no later than MONDAY 30<sup>th</sup> OCTOBER 2017.**

**£25** will be issued to Clubs who complete these by the deadline dates, a further **£50** will be issued if the form is completed fully, this includes full names, full current addresses including postcodes, full current contact phone numbers, mobile numbers and email addresses and that the yearbook information is also sent by the deadline too. The forms will be assessed by the County Administrator to ensure it is filled out as needed before any fee can be issued.

***Please note that all meeting invitations will be sent by email, please let the County Office know if any notices/agendas/minutes need to be posted and who to – just write POST next to the contacts who require this.***

<b>CLUB NAME:</b>	
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**CLUB MEETING INFORMATION** - (as used on [www.hfyfc.org.uk](http://www.hfyfc.org.uk), the County Directory and Yearbook)

<b>Venue</b>	
<b>Day of week</b>	
<b>Frequency</b> <i>Please state start date if meeting fortnightly to know what week the meeting will be.</i>	
<b>Time</b>	
<b>Club Website and Email</b>	
<b>Club Mobile Contact Number</b>	

**CLUB MEDIA FOR THE COUNTY DIRECTORY & YEARBOOK**

Please include the following to be emailed to the County Office in Word format and Jpeg for photos, send to: [countyadmin@hfyfc.org.uk](mailto:countyadmin@hfyfc.org.uk)

1. Club Photo
2. Photos of the new Club Chairman and Secretary
3. Club Report for 2016-17 – to be completed by the current (2016-17) Chairman/Secretary

**MINUTES & TREASURERS BOOKS**

It is a requirement that all Clubs **MUST** submit a copy of their Club's accounts and AGM minutes to HFYFC, along with this return.

**HFYFC WILL CIRCULATE THE FOLLOWING NFYFC POLICIES TO ALL CLUBS. PLEASE CONFIRM THAT YOUR CLUB HAS ADOPTED THESE AT YOUR CLUB AGM 2017.**

- CHILD SAFEGUARDING POLICY  yes  no
- HEALTH & SAFETY POLICY  yes  no
- EQUALITY & DIVERSITY POLICY  yes  no
- DRUGS & ALCOHOL POLICY  yes  no
- ANTI-BULLYING POLICY  yes  no
- STANDARDS OF BEHAVIOUR POLICY  yes  no
- E-SAFETY POLICY  yes  no

IF YOU HAVE NOT ADOPTED ANY OF THEM, PLEASE STATE WHY:

HFYFC REQUIRE 3 OFFICERS PER YEAR TO HOLD A DBS CHECK. YOU WILL FIND INFORMATION ABOUT COMPLETING THESE IN YOUR NEW OFFICER PACKS.

PLEASE CONFIRM WHICH 3 OFFICERS WILL BE COMPLETING THESE FOR THE YEAR 2017/18:

1)

2)

3)

HAS YOUR CLUB ADOPTED A NEW CLUB CONSTITUTION THIS YEAR?  yes  no

IF YOU HAVE NOT, PLEASE CONFIRM THAT YOU HAVE A COPY OF YOUR CONSTITUTION AND THAT YOU UNDERSTAND IT'S CONTENTS.  yes  no

**IF NO, PLEASE CONTACT THE COUNTY OFFICE.**

Is your Club charity status up to date?  yes  no

What is your charity number to be used on any Club literature?

**CHARITY FUNDRAISING**

Please could you let us know the amount your club has raised for charity in the last financial year (2016-2017) and for which charity(ies). (This is DONATIONS to external charities, not your own Clubs)

Charity Name	Amount (£)

This information is used to compile a total figure for the amount raised by Herefordshire YFC clubs and submitted to NFYFC for the Prince of Wales Trophy award for the Federation raising the most money for charity.

**CLUB OFFICERS**

All Rules and Entry Forms and any County correspondence will be sent to both the Club Chairman & Club Secretary as listed on this page, unless indicated otherwise.

**CLUB CHAIRMAN**

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

**CLUB VICE-CHAIRMAN**

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

**CLUB SECRETARY**

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

To support your Club Secretary you can split the roles into some or all of the following:

- Minute Secretary, Competitions Secretary, Social Secretary, Programme Co-ordinator, Junior Secretary, Press Secretary – you will need to confirm who will receive what information from County if it is not the Chair and Secretary as listed above.

Please indicate on the next page which people will be taking on these roles if applicable.

**CLUB TREASURER**

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

**EXTRA CLUB OFFICER INFORMATION**

Please use this section for extra space to detail more club/officer contact details. The County Office should also be made aware of other officer roles your club has nominated such as Risk Assessment Officer, Child Protection Officer, Membership Card organiser and Kitty Organiser.

Title			
Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Title			
Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Title			
Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Title			
Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

**COUNTY COMMITTEE REPRESENTATIVES**

All Agendas, Notices and Minutes for all County Meetings will be sent via email.

**CATERING COMMITTEE** - (Two representatives per Club – please ask parents, advisory etc)

**Your two representatives are invited to attend and input into the organising of catering for competitions and events where necessary and to assist on the days. Catering Helpers (listed later on) may also be included in this for further input and to confirm assistance at catered events.**

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

**COMPETITIONS COMMITTEE** - (Three representatives per Club incl Sports)

**Your three Competitions Committee representatives will be asked to attend and help prepare the County Competitions programme and Members are also asked to help at competitions and sports events, especially the County Rally, Junior Field Day and the County Ploughing Match. Reps will also be asked to lead and participate in task groups – for Rally, Ploughing, Stockjudging and others as necessary.**

Name			
Address			
Post Code			
Tel Number		Mobile Number	Tel Number
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	Tel Number
Email Address			

*Please complete all three boxes for comps reps – third box on next page.*

**Competitions Committee cont.**

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

**EVENTS COMMITTEE - (Two representatives per Club)**

**Your two representatives are there to represent your Club and to speak on behalf of your Club as necessary. Members are asked to help organise events held by the federation, but they are not expected to be involved with everything! Events could include dances, bars, fundraising events and catering for YFC activities. Memmbers are encouraged to be vocal and input any ideas and thoughts on events and fundraising.**

Name			
Address			
Post Code			
Tel Number		Mobile Number	Tel Number
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	Tel Number
Email Address			

**EXECUTIVE COMMITTEE - (Two representatives per Club)**

**Your two Executive Committee representatives will be asked to attend and vote representing the views of the Club. As an Executive Committee member, you will be electing the Committee Chairman who then becomes the County Chairman and electing the Management committee, which oversees the running of the Federation. Reports are received from the sub committees and all the elected Federation representatives and invited guests.**

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	Tel Number
Email Address			

**JUNIOR FORUM** - (Two representatives per Club)

**Members should preferably be 16 years of age or under. This committee meets to plan and provide ideas for the junior competitions program and arrange social activities for junior members.**

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

**PROMOTIONS COMMITTEE** - (Two representatives per Club)

**Your two representatives are asked to help assist in inputting ideas and offer help to the Promotions committee to raise internal Member awareness of events, competitions and YFC news via the website, help compile the newsletters, year book, and event programmes, as well as assisting with trade stand income and sponsorship and to externally promote HFYFC at Shows and events and help to update the Notice boards. Members are encouraged to put forward ideas and suggestions to help promote HFYFC.**

Name			
Address			
Post Code			
Tel Number		Mobile Number	Tel Number
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	Tel Number
Email Address			

**CLUB CONTACTS****CLUB PRESIDENT**

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

**CLUB VICE-PRESIDENTS - (please use extra sheet if necessary)**

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

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Post Code			
Tel Number		Mobile Number	
Email Address			

**CLUB ADVISORY COMMITTEE**

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
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Post Code			
Tel Number		Mobile Number	
Email Address			

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Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
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Post Code			
Tel Number		Mobile Number	
Email Address			

**CLUB LEADERS** - (No limit on number of people – please continue on extra sheet if necessary)

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

**JUNIOR CLUB LEADERS**

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

**JUDGES/STEWARDS/HELPERS**

PLEASE LIST SUGGESTIONS FOR JUDGES / STEWARDS & WHAT COMPETITIONS THEY WOULD BE ABLE TO DO FOR YFC

(No limit on number of people – please continue on extra sheet as necessary)

**JUDGES**

Judge	
Contact details	
Competition	
Judge	
Competition	
Contact details	
Judge	
Contact details	
Competition	

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**STEWARDS**

Steward	
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Competition	
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Contact details	
Competition	

**EVENT STEWARDS**

Please name any people who would be willing to volunteer as a steward at events in any capacity. It could be as a rally gate steward, car park attendant or helping at YFC dances - (Over 18s only).

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
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Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email			

**CATERING HELPERS** - (Food Hygiene Certificate desired but not essential).

Please name anyone who would like to help with the catering for YFC events. These people do not need to sit on the Catering committee if they do not wish to do so, but would be contacted to help at catering events through the year.

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

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Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

## **CATCHES, MATCHES & HATCHES**

Please write here all the names of members or past members who have got engaged, married or had a baby boy/girl during previous Club year - 1<sup>st</sup> September 2015 – 31<sup>st</sup> August 2016 so that details can be included in the Yearbook

### **Catches (Engagements)**

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### **Matches (Weddings)**

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### **Hatches (Babies)**

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**ADDITIONAL CONTACT INFORMATION** – Please use this for any other contacts not listed

Title			
Name			
Address			
Post Code			
Tel Number		Mobile Number	
Email Address			

Title			
Name			
Address			
Post Code			
Tel Number		Mobile Number	
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Tel Number		Mobile Number	
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