Staffordshire County Federation of Young Farmers' Clubs Club Efficiency Competition

RULES and GUIDELINES

Competition aim: The aim of the Staffordshire County Federation of Young Farmers' Clubs (SCFYFC) Club Efficiency Competition is to encourage members, officers and clubs to work together as an effective team for the benefit of all.

What do we look for? We look at all aspects of how the clubs are run and hope to see good **club administration and record keeping**, strong **leadership and governance** and active promotion of the clubs through **publicity and community engagement**. We also want to see **teamwork, ideas and enthusiasm** from all club members.

How is it run and judged?

Eligibility: All clubs affiliated to SCFYFC are automatically included in the competition.

Timings: The competition follows the county AGM year starting in November each year and will finish at the Club AGM the following year.

Judges: The judges are proposed and elected at the Competitions Committee Meeting in June prior to the November. The judges will liaise with the County Office and County Officers as appropriate. The judges will be invited to attend all County Training evenings and receive copies of County Meetings during the year. The County Vice Chairman will also be asked to judge and visit the clubs during the year.

Awards: There are 3 levels of award (Bronze, Silver and Gold) and a trophy for the club that in the opinion of the judges has demonstrated the highest level of efficiency.

Clubs must satisfy all the requirements of one level in order to achieve that level. This does not mean that they have to achieve the maximum marks for each section. Each element within each section is worth 5 points. It is at the judge's discretion if they chose to award less than 5 points for an element.

Points can be gained from any section though out the year.

Clubs will receive a certificate reflecting their achievements at the County AGM held in October/November each year and the club with the most points will be awarded the Club Efficiency Shield.

Visits: Judges will aim to visit each club twice in the year and these will ideally be one business/members meeting and one social event as they see fit. No notification prior to the visits will be given. In addition to this, the Club AGM will also be judged as per the criteria.

*The County Vice Chairman will particularly focus on the elements with * and will email a short report to the County Office which is to be shared with the Club Efficiency Judges as soon as possible after their visit. They may visit any kind of club event.*

Scale of marks: A maximum of 740 marks will be awarded divided between 3 categories with additional marks for those meeting targets in the Silver and Gold categories:

Category	**Maximum number of marks available**		
	Bronze	**Silver**	**Gold**
Club administration and record keeping	75	+25	+20
Leadership and governance	315	+70	+60
Publicity and community engagement	45	+45	+20
Club AGM	45	-	-
Club Representation	20	-	-
Total	**500**	**+140**	**+100**

Guidance on the various YFC roles is available from NFYFC, most notably ***The Source***. Your County Organiser and County Officers will also be happy to provide advice and help to all clubs.

What do the judges want to see at each level?

Who will judge this section?	Points available	CATEGORY	BRONZE	SILVER (All Bronze criteria plus)	GOLD (All bronze and silver criteria plus)
		CLUB ADMINISTRATION & RECORD KEEPING			
Club Efficiency Judges	**Maximum of 45 points**	**Club Business/ Members Meetings**	• Attendance book is signed and includes key data (date, venue, attendees, and apologies). • Meeting starts promptly • Minutes for each meeting recorded and filed. • Data protection protocols observed. I.E Consent forms and paperwork appropriately stored. • Guest speakers/hosts formally introduced and thanked. • Minutes summarised at next meeting and signed as correct. • A summary of numbers attending and their top table roles is kept in attendance/minute book. • Minutes show evidence of any action points from previous meetings being followed up. • Club Reports from County Meetings along with Action Press are reported to the meeting with appropriate discussion		

Who will judge this section?	Points available	CATEGORY	BRONZE	SILVER (All Bronze criteria plus)	GOLD (All bronze and silver criteria plus)
Club Efficiency Judges	Bronze – max 30 points, Silver – additional 25 points, Gold – additional 20 points	**Club programme**	• Programme includes variety of activities to reflect general interest and interests of members. • Programme linked to county, area and national competitions. • Programme is issued in a timely manner, printed and circulated to members, the County Office, Club Leaders, Club President • Programme is detailed with start/finish times, postcodes • Club Programme to include one Business/Members Meeting regularly (ideally monthly) • Club Programme to offer aspects of training opportunities given by SCFYFC and NFYFC i.e. The Curve	• Email/text reminders sent to members prior to each meeting. • Members and advisory involved in programme planning. • County Office notified of club events. • Minimum of one external visit per year. • At least one new member's/recruitment night.	• Programme changes widely communicated. • Consideration is given to communication and activities during lengthy holiday periods. • Programme review conducted with feedback from members - during a business meeting with a notable discussion. Any feedback taken on board and changes implements.* • Programme circulated on social media appropriately.
		LEADERSHIP & GOVERNANCE (Legal requirements apply to all levels)			
Club Efficiency Judges	Maximum of 15 points	**Legal compliance**	• Trustees are appointed and are aware of their responsibilities (NB: Must be over 18). • Ensures all relevant requirements such as licences and certificates are in place before an event. Copies of Temporary Event Notices, Posters and Risk Assessments for any social events to be emailed/scanned to the County Office • Club remains financially viable, self sufficient and complies with Charity Commission guidelines in its running.		

Who will judge this section?	Points available	CATEGORY	BRONZE	SILVER (All Bronze criteria plus)	GOLD (All bronze and silver criteria plus)
Health and Safety Team and Club Efficiency Judges	Maximum of 20 points	**Health & Safety** ***To review this section, a recall of Club Purple folders will be carried out twice a year***	The Club Officers/Club Health and Safety Officer: • Conducts risk assessments for each activity and event and keeps risk assessment forms on file. • Holds safety briefings before events to ensure individuals are aware of their safety responsibilities. • *Ensures that an up-to-date first aid box and a first aider are present at meetings and on trips.** • *Keeps an attendance record for each meeting to support a roll call in the event of an emergency evacuation. A responsible person is designated to take the attendance book with them if evacuation becomes necessary.**		
County Designated Safeguarding Officer, Club Efficiency Judges	Maximum of 30 points available	**Safeguarding** ***To review this section, a recall of club Safeguarding records will be carried out twice a year***	Those responsible for safeguarding will: • Implement the Safeguarding Children and Young People (SCFYFC) policy and have a record of important contact details. • Ensure that DBS checks are done for all Club Chairman, Club Secretary and Club Treasurer. Confirmation of DBS checks and receipt of references are recorded by the County Office. • Actively promote the basic principles in the SCFYFC Policy for Working with Young People and ensure all members aware of their responsibilities. • Ensure that membership forms contain photographic consent and emergency contact numbers (2 contacts for members under 18. 1 for those over 18). • *Ensure members leave the meetings safely and that junior members are only collected by those authorised to do so.** • Ensures that members are aware of the NFYFC policies on Drugs and Alcohol and Standards of Behaviour.		
Leadership - Presidency - not part of the Club Efficiency marking, purely to be noted			• In addition to Club Advisory responsibilities the club president is also likely to be a Trustee. • The president will act as a pro-active figurehead for the club and will chair the AGM when possible.		

Who will judge this section?	Points available	CATEGORY	BRONZE	SILVER (All Bronze criteria plus)	GOLD (All bronze and silver criteria plus)
Club Efficiency Judges	Max of 45 points Bronze, 20 points Silver, 15 points Gold. Total Maximum points 85	**Leadership – Club Chairman**	The Club Chairman is responsible for: • Ensuring meetings are effectively chaired. • Ensuring the club constitution is observed and officer roles and responsibilities are adhered to. • Maintaining an up-to-date knowledge of county and national YFC events. • Representing and reflecting the opinions of club members at County meetings. • *Welcoming new members, speakers and visitors** • Attending training offered to support them in their role – Club Officers Training Day • *Have good rapport with members** • *Be enthusiastic, encouraging and bring new ideas to the club** • *Communicate with all members and fellow Club Officers**	The club chairman is also responsible for ensuring that: • Opportunities are made for club members to be actively involved in decision-making. • Decisions are verbally summarised and actions agreed. • Individual needs of members and potential members are addressed in an inclusive and welcoming way. • A culture of teamwork is promoted that involves others/delegates tasks to officers or club members as appropriate.	The club chairman is also responsible for ensuring that: • Encourage all club officers fulfil their roles and are supported. • Succession-planning opportunities are created to prepare other members for future roles. • Utilise support from Club leaders, Advisory members and/or County Officers when difficulties arise or further support or guidance is needed.

Who will judge this section?	Points available	CATEGORY	BRONZE	SILVER (All Bronze criteria plus)	GOLD (All bronze and silver criteria plus)
Club Efficiency Judges	**Maximum of 95 points Bronze, 15 points Silver and 10 points Gold. Total Maximum points 120**	**Club finances (Club Treasurer Role):**	• All financial guidelines are observed and accurate records maintained. • Members are kept informed of club finances. • The accounts are kept up-to-date for the next treasurer. • All money is kept secure and banked promptly. • Money raised for other charities is clearly identified in reports and in advertising materials for events i.e. posters/on tickets. • Bills are paid on time and clearly presented within regularly monthly reports at business meetings • Membership subscriptions are collected on time. • A formal report of the accounts is presented at the club's AGM. • Accounts are independently audited prior to the club AGM. • Financial records are maintained for six years. • The bank is promptly informed of any changes. • Club Treasurer to attend any training to help with their role - Club Officers Training Day • *Have good rapport with members** • *Be enthusiastic, encouraging and bring new ideas to the club** • *Communicate with all members and fellow Club Officers** Club Treasurer books will be recalled for checking twice a year by the County Office which will also account for a total of 20 marks in this section.	• Regular informal financial reports are given to club and Advisory Committees on current balances and anticipated forthcoming expenditure. • Spare funds are deposited into accounts that secure the best interest rates. • . Budgets are prepared for events to ensure they are properly costed to break-even.	• Committee members identify potential sponsorship opportunities for events. • The club raises funds for other local charities.

Who will judge this section?	Points available	CATEGORY	BRONZE	SILVER (All Bronze criteria plus)	GOLD (All bronze and silver criteria plus)
Club Efficiency Judges	**Maximum of 70 points Bronze, 15 points Silver and 10 points Gold. Total Maximum points 95**	**Club Secretarial responsibilities** (may include responsibilities for club programme and/or social responsibilities)	• Agenda for club business and meetings is agreed with other club officers and circulated. • Important topics are prioritised at top of agenda. • The club's constitution, attendance and minute books, copies of the agenda and any necessary papers are available at meetings. • Minutes are promptly written up and record decisions made and those responsible for carrying out agreed tasks. • Correspondence received is summarised for meetings. • Contact is maintained with members, club officers, advisory members, club leaders and others as appropriate (verbal conversation with judges, look for paperwork evidence in file) • Club correspondence is recorded and kept up-to-date – judge to view. • Record keeping and files are kept neatly and up to date with a clear filing system – judge to view. • SCFYFC Action Press to be read and key points highlighted at Business meetings • Replies to the SCFYFC office meet deadlines given • To attend training offered to support them in their role – Club Officers Training Day • *Have good rapport with members** • *Be enthusiastic, encouraging and bring new ideas to the club** • *Communicate with all members and fellow Club Officers**	• Any necessary action following meetings is followed up and completed in appropriate time scale. • Venues and speakers for meetings booked. • A culture of teamwork is promoted that involves others/delegates tasks to officers or club members as appropriate.	• A diary and useful contacts list is maintained. • Thank you, sponsor letters are filed

Who will judge this section?	Points available	CATEGORY	BRONZE	SILVER (All Bronze criteria plus)	GOLD (All bronze and silver criteria plus)
Club Efficiency Judges	Maximum 40 points Bronze, 20 points Silver and 25 points Gold. Total Maximum points 90	**Leadership - Club Leaders**	Club leaders are responsible for ensuring that: • All relevant laws, regulations, safeguarding policies and procedures are observed. • The NFYFC Standards of Behaviour Policy is maintained. • A minimum of 1 club leader attends every club meeting (judge to check attendance book). • Members with club officer roles understand their responsibilities. • *To help and advice Club Officers as necessary.* • *Have good rapport with members** • *Be enthusiastic, encouraging and bring new ideas to the club** • *Communicate with all members and fellow Club Officers**	Club leaders are also responsible for ensuring that: • Club leaders attend other occasional events as needed. • Maintaining an up-to-date knowledge of what is happening at county, area and national level. • Club Leader to attend the Club Leaders evening at SCFYFC . • A culture of teamwork is promoted that involves others/delegates tasks to officers or club members as appropriate.	Club leaders are also responsible for ensuring that: • Communication with groups beneficial to YFC is maintained. • A Club leader attends at least one County Executive meeting and the County AGM. • Training needs and appropriate training opportunities for club officials are identified and actioned. • Encourage all club officers attend annual county training opportunities. • Club Leaders to organise and host a club event once a year
		COMMUNICATIONS & COMMUNITY ENGAGEMENT			
Club Efficiency Judges	Maximum of 20 points Bronze, 30 points Silver and 10 points Gold. Total Maximum points 65	**Promoting your club**	• Press releases prepared to report on club activities and sent to the County Office for distribution. • The County Office, Advisory members and efficiency judges receive publicity materials. • Contribute to the County Book of the Year. • Club to have an appropriate Facebook page or equivalent that is kept up to date and is easily accessible for all current members.	• Be proactive, prepare press releases in advance and notify contacts prior to events. • Explore use of social media within safeguarding guidelines. • Nominate someone to take photographs to record events for publicity and club. • Participation in the County Scrapbook Competition • Provide accurate and up-to-date web site or pages on county website. • Club notice boards and display boards are up-to-date.	• Contribute case studies, articles, or discussions on issues relevant to young people in rural areas (e.g. blogs, social media, regular countryside features). • Visit local schools, colleges, organisations outside of YFC remit, to promote the organisation

Who will judge this section?	Points available	CATEGORY	BRONZE	SILVER (All Bronze criteria plus)	GOLD (All bronze and silver criteria plus)
Club Efficiency Judges	Maximum of 25 points Bronze, 15 points Silver and 10 points Gold. Total Maximum Points 50	**Participation and engagement in club, county and community events**	• Contribute to County Newsletter (Staffordshire Oatcake). • Promote YFC events on social media • Intention to participate in county, regional and national competitions. • Support other fellow club open social events. • Engage with local organisations ie Ag Society, NFU	• Support national YFC campaigns. • Take part in promotional activities such as regional or village shows, county publicity events and open farm events. • Get involved with a local community by contributing actively to their cause (e.g. car parking).	• Support other countryside-related events and initiatives. • Support other County, area and National events.
CLUB ANNUAL GENERAL MEETING					
Club Efficiency Judges, County Officers at AGM	Maximum of 45 points in this section	**Club AGM**	• Meeting date, venue and time set 3 months in advance • Invitations circulated to Club Members, Club Advisory, Club President, Club Leaders, County Office 3 weeks beforehand (via Club Programme is acceptable) • Club Chairman report given • Club Accounts, audited beforehand with copies circulated and treasurer gives full report • Minutes of previous AGM circulated at meeting • Club Membership reported at meeting • Club Officers elected in accordance with Club Constitution • Club Officers return form handed to County Office within 7 days of the meeting • Meetings conducted formally as per the Club Constitution		

Who will judge this section?	Points available	CATEGORY	BRONZE	SILVER (All Bronze criteria plus)	GOLD (All bronze and silver criteria plus)
			CLUB REPRESENTATION		
County Office Records, County Vice Chairman, County Chairman	Maximum of 20 points in this section	**Representation of Club at County Meetings, National AGM and feedback of information**	• *Ensure club representation at the National AGM Meeting, with votes** • *Club to represented with correct number of voting reps at all County Meetings - Executive, Competitions, Development and Social and Funding** • *Brings ideas and input to County meetings** • *Clubs views are represented at County meetings**		

Staffordshire County Federation of Young Farmers' Clubs - Club Efficiency Competition

Date of visit	Name of club	Club Event/Meeting type

		Bronze		Silver		Gold	
Category	**Criteria**	**Marks Available**	**Marks Awarded**	**Marks Available**	**Marks Awarded**	**Marks Available**	**Marks Awarded**
Club administration and record keeping	Meetings	45					
	Club Programme	30		25		20	
	Sub total	**75**		**+25**		**+20**	
Leadership and governance	Legal Compliance and Governance	15					
	Health and Safety	20					
	Safeguarding	30					
	Leadership –Club Chairman	45		20		15	
	Leadership - Club Treasurer	75		15		10	
	Governance - Club Treasurer Books (Interim and Full)	20					
	Leadership - Club Secretary	70		15		10	
	Leadership – Club Leader	40		20		25	
	Sub total	**315**		**+70**		**+60**	
Publicity and community engagement	Promoting your club	20		30		10	
	Participation in county, region and national activities	25		15		10	
	Sub Total	**45**		**+45**		**+20**	
Club AGM		45					
Club Representation		20					
	Sub total	**65**					
	Totals	**500**		**+140**		**+100**	
	Total Bronze + Silver (only progress to Silver if all Bronze criteria met)			**670**			
	Total Bronze + Silver + Gold (only progress to Gold if all Bronze and Silver criteria met)					**770**	