



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 open 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 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: A trophy for the club that in the opinion of the judges has demonstrated the highest level of efficiency. There is also an award for the Club in the Runner Up position.

Points can be gained from any section throughout the year.

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.

Feedback will be given by the judges using the Feedback Forms. This will be shared with fellow judges and the County Office.

*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:

- EACH POINT/ELEMENT STATED IS WORTH UP TO 5 MARKS

Category	Marks Available
Club administration and record keeping	90
Leadership and governance	315
Publicity and community engagement	80
Club AGM	60
Club Representation	20
Total	565

Guidance on the various YFC roles is available from NFYFC, most notably **The Source**. Training opportunities are also available throughout the year to help club officers with the running of their clubs. 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	
		CLUB ADMINISTRATION & RECORD KEEPING	
Club Efficiency Judges	Maximum of 45 points	Club Business/ Members Meetings	<ul style="list-style-type: none"> • Attendance book is signed and includes key data (date, venue, attendees, and apologies) • Meeting starts promptly • Minutes for each meeting recorded and filed – <i>in the recommended format as circulated with the Club Efficiency Criteria.</i> • Printed Agenda with current information is circulated – <i>in the recommended format as circulated with the Club Efficiency Criteria.</i> • Guest speakers/hosts/county officers/staff/visitors/judges 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
Club Efficiency Judges	Maximum of 45 points	Club programme	<ul style="list-style-type: none"> • 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 • Programme to include one Business/Members Meeting regularly (ideally monthly) • Programme to offer aspects of training opportunities given by SCFYFC and NFYFC i.e. The Curve (ideally 2 per year) • Programme changes widely communicated and circulated on social media appropriately • Programme layout is clear, appealing to potential members when used to promote YFC • Programme font and colour is dyslexia friendly
		LEADERSHIP & GOVERNANCE (Legal requirements apply to all levels)	
Club Efficiency Judges	Maximum of 20 points	Legal compliance	<ul style="list-style-type: none"> • Trustees are appointed in accordance with the Charity Commission guidance. • Trustees support the Club and uphold current legislation in all aspects of YFC • The club has the appropriate licences in place to hold any licensed events and considers The Licensing Act 2003 when running events. COPIES OF LICENCES, RISK ASSESSMENTS AND EVENT MANAGEMENT PLANS TO BE EMAILED TO THE COUNTY OFFICE TO BE KEPT ON FILE FOR THIS SECTION – IT IS THE CLUBS RESPONSIBILITY TO DO THIS. • The Clubs accounts are kept up to date, the club remains financially viable. <i>NOTE THAT FOR THE ABOVE POINTS, DISCUSSIONS MAY TAKE PLACE WITH THE COUNTY ORGANISER, COUNTY CHAIRMAN AND COMMITTEE WHO REVIEW THE QUARTERLY ACCOUNT RETURNS.</i>

Who will judge this section?	Points available	CATEGORY	
Health and Safety Team and Club Efficiency Judges	Maximum of 20 points	Health & Safety <i>To review this section, a recall of Club Purple folders will be carried out twice a year</i>	<p>The Club Officers/Club Health and Safety Officer:</p> <ul style="list-style-type: none"> • 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 <i>To review this section, a recall of club Safeguarding records will be carried out twice a year</i>	<p>Those responsible for safeguarding will:</p> <ul style="list-style-type: none"> • 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. • Implements a system of retaining Parental Consent Forms and Permission slips on a regular basis in accordance with current guidance. • 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		<ul style="list-style-type: none"> • 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	
Club Efficiency Judges	Maximum of 50 points available	Leadership – Club Chairman	<p>The Club Chairman is responsible for:</p> <ul style="list-style-type: none"> • 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. • The NFYFC Standards of Behaviour Policy is maintained. • <i>Welcoming new members, speakers and visitors*</i> • Attending training offered to support them in their role – Club Officers Training Day • Utilise support from Club leaders, Advisory members and/or County Officers when difficulties arise, or further support or guidance is needed. • <i>Have good rapport with members*</i> • <i>Be enthusiastic, encouraging and bring new ideas to the club*</i> • <i>Communicate with all members and fellow Club Officers*</i> <p>NOTE THAT IF A CLUB CHAIRMAN IS NOT PRESENT THEN SOME OF THE ABOVE ELEMENTS MAY BE MARKED BY THE JUDGE/S BASED ON THE PERFORMANCE OF THE ACTING CHAIRMAN WHO STEPS IN FOR THE EVENING.</p>

Who will judge this section?	Points available	CATEGORY	
Club Efficiency Judges	Maximum of 55 points available plus an extra 20 with the books recall – total 75	Club finances (Club Treasurer Role):	<ul style="list-style-type: none"> • Club Accounts Quarterly returns are sent in on time (evidenced by the Accounts Committee team) • Club Accounts Quarterly returns are accurate with any amendments or queries promptly actioned (evidenced by the Accounts Committee team) • Regular informal financial reports are given to club and Advisory Committees on current balances and anticipated forthcoming expenditure. This must be recorded accurately in the Club meeting minutes. • Budgets are prepared for events to ensure that they are costed properly to break even • The accounts are kept up-to-date for the next treasurer with a handover evidenced by the new Club Treasurer. • A formal report of the accounts is presented at the club’s AGM with a printed set of accounts. • Accounts are independently audited prior to the club AGM. • Club Treasurer to attend any training to help with their role - Club Officers Training Day • <i>Have good rapport with members*</i> • <i>Be enthusiastic, encouraging and bring new ideas to the club*</i> • <i>Communicate with all members and fellow Club Officers*</i> <p>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.</p> <p>CLUB TREASURERS ARE EXPECTED TO HAVE THEIR BOOKS WITH THEM AT A CLUB MEETING AVAILABLE FOR INSPECTION. IF THE TREASURER AND/OR THE BOOKS ARE NOT AVAILABLE, THIS MAY RESULT IN NO POINTS BEING AWARDED FOR THE ABOVE CRITERIA. IF THE CLUB TREASURERS BOOKS ARE WITH THE COUNTY OFFICE FOR MARKING THEN THE TREASURER WILL BE EXPECTED TO SHOW A REPORT SHOWING SURPLUS/DEFICIT ACCOUNT UP TO THE POINT WHEN THE BOOKS WERE SUBMITTED – THIS CAN BE PRINTED OR WRITTEN.</p>

Who will judge this section?	Points available	CATEGORY	
Club Efficiency Judges	Maximum of 70 points available	Club Secretarial responsibilities (may include responsibilities for club programme and/or social responsibilities)	<ul style="list-style-type: none"> • Agenda for club business and meetings is agreed with other club officers and circulated at the Club Meeting. • 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. *Minutes should be printed or written into a formal Minutes Book. Stored on a laptop only is not acceptable record keeping. • Correspondence received is dealt with appropriately at 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 (paper copy now being circulated to clubs) • Replies to the SCFYFC office meet deadlines given (log kept at the County Office) • A culture of teamwork is promoted that involves others/delegates tasks to officers or club members as appropriate. • To attend training offered to support them in their role – Club Officers Training Day • <i>Have good rapport with members*</i> • <i>Be enthusiastic, encouraging and bring new ideas to the club*</i> • <i>Communicate with all members and fellow Club Officers*</i> <p>NOTE THAT IF A CLUB SECRETARY IS NOT PRESENT, OR DOES NOT HAVE ALL THE APPROPRIATE PAPERWORK WITH THEM AT A MEETING, THEN SOME OF THE ABOVE ELEMENTS MAY NOT BE MARKED BY THE JUDGE/S WHICH MAY RESULT IN NO POINTS BEING AWARDED.</p>
Club Efficiency Judges	Maximum of 45 points available	Leadership - Club Leaders	<p>Club leaders are responsible for ensuring that:</p> <ul style="list-style-type: none"> • 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. • Club Leader to attend the Club Leaders evening at SCFYFC • <i>To help and advice Club Officers as necessary.</i> • <i>Have good rapport with members*</i> • <i>Be enthusiastic, encouraging and bring new ideas to the club*</i> • <i>Communicate with all members and fellow Club Officers*</i> <p>NOTE THAT THE JUDGE/S WILL EXPECT TO SEE CLUB LEADERS AT CLUB MEETINGS AND SPEAK TO THEM. IF NO CLUB LEADERS ARE AVAILABLE, THIS MAY RESULT IN NO POINTS BEING AWARDED FOR THE ABOVE CRITERIA.</p>

Who will judge this section?	Points available	CATEGORY	
COMMUNICATIONS & COMMUNITY ENGAGEMENT			
Club Efficiency Judges	Maximum of 40 points available	Promoting your club	<ul style="list-style-type: none"> • Press releases prepared to report on club activities and sent to the County Office for distribution. • To engage in a positive manner with the general public on the Club social media platforms – Facebook/Instagram/twitter when promoting all aspects of YFC • Club to have an appropriate Facebook page or equivalent that is kept up to date promoting their club activities. • Contribute to the County Book of the Year. • Keep their Club page on county website up to date • To hold a New Members Evening and promote it in the local community • To engage with NFYFC Young Farmers week on social media • Participate in the County Scrapbook Competition
Club Efficiency Judges	Maximum of 40 points available	Participation and engagement in club, county and community events	<ul style="list-style-type: none"> • Contribute to County Newsletter (Staffordshire Oatcake). • Promote SCFYFC events on social media • Participation in the SCFYFC Competitions Programme • Support other fellow club open social events. • Engage with local organisations i.e. Ag Society, NFU, scouts, guides • Publicise club locally within local shows or village fetes • Engage with the local community i.e. support another organisation, raise funds for a local cause (at least one per year) • Engage with NFYFC campaigns and opportunities

Who will judge this section?	Points available	CATEGORY	
CLUB ANNUAL GENERAL MEETING			
Club Efficiency Judges, County Officers at AGM	Maximum of 60 points in this section	Club AGM	<ul style="list-style-type: none"> • Meeting date, venue and time set 3 months in advance • AGM Invitation is circulated to members, advisory, president, leaders – via Club Programme is acceptable (if this is circulated to the aforementioned) • Agenda printed for the evening and circulated • Full Club Chairman report is given • Chairman report is adopted • Club Accounts, audited beforehand with copies circulated and treasurer gives full report • Minutes of previous AGM available at meeting, signed as true and correct record • Club Membership reported at meeting • Club Officers elected in accordance with Club Constitution – <i>i.e. Nominations taken via formal proposer and seconder, asked if willing to stand, any further nominations, all in favour, duly elected.</i> • Club Officers return form handed to County Office within 7 days of the meeting • Meeting conducted formally as per the Club Constitution with the Chair of the meeting being briefed and prepared beforehand • Club AGM End of Year training evening attended
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	<ul style="list-style-type: none"> • <i>Ensure club representation at the National AGM Meeting, with votes*</i> • <i>Club to represented with correct number of voting reps at all County Meetings - Executive, Competitions, Development and Social and Funding*</i> • <i>Brings ideas and input to County meetings*</i> • <i>Clubs views are represented at County meetings*</i>

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

Date of visit	Name of club	Club Event/Meeting type	
		TOTAL POINTS	
Category	Criteria	Marks Available	Marks Awarded
Club administration and record keeping	Meetings	45	
	Club Programme	45	
Sub total		90	
Leadership and governance	Legal Compliance and Governance	20	
	Health and Safety	20	
	Safeguarding	30	
	Leadership – Club Chairman	55	
	Leadership - Club Treasurer	55	
	Governance - Club Treasurer Books (Interim and Full)	20	
	Leadership - Club Secretary	70	
	Leadership – Club Leader	45	
Sub total		315	
Publicity and community engagement	Promoting your club	40	
	Participation in county, region and national activities	40	
Sub Total		80	
Club AGM		60	
Club Representation		20	
Sub total		80	
Totals		565	