

# STAFFORDSHIRE YFC

## CLUB EFFICIENCY 2018-19



### Who are the Club Efficiency Judges?

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### When will they start judging our Club?

November 2018 onwards and including your Club AGM at the end of the year.

### How will we know when they are coming?

You won't! They may attend any kind of meeting that your club has on their programme including members/business meetings, Social events, Talks, Visits etc. Please ensure that you keep the YFC Office up to date with your latest Club Programme and also inform us of any changes.

### What do we do when they come along!?

- Welcome them to your meeting/event and explain to your members why they are attending your meeting. The judges WILL introduce themselves to you before you begin.
- Talk to them after the meeting – ensure that your Club Chairman, Secretary, Treasurer and Club Leaders all stay after the meeting has finished.
- Thank them for coming!

### How will they know where we are meeting and when?

It is up to you (clubs) to ensure that ALL of the judges are sent a copy of your Club Programme in a timely manner. Any changes to your Club Programme should be informed to both of the judges and the County Office.

### Where should we send our Club Programmes?

See enclosed paper for full details and top tips on where you should be sending your Club Programmes.

### Will we get any feedback after their visit?

For the coming year, the Club Efficiency Judges will be giving feedback shortly after their visit direct to the Club Officers on email. Make sure you take note and look at any advice they give for the future of your club.

**HEALTH AND SAFETY AND SAFEGUARDING FOLDERS** will be recalled, inspected and marked once a year, sometimes twice depending on the findings. The judges will also ask to see them at your meeting/event. Follow up inspections may also be arranged. These folders should be present at ALL meetings.

**CLUB ACCOUNTS** will be recalled and marked twice a year. Again, the judges will also ask to see them at your meeting/event. Your accounts should be present at ALL meetings. If books are with the County Office for marking, you should ensure that you have a report to present to your meeting.

### What should your club be sending over to the office?

As you can see from the criteria, it's quite lengthy! We need the following sending over to the office as and when necessary/you hold an event etc:

- **PRESS RELEASES** – Any press releases that your club sends, we need a copy sending to the office. We can circulate these for you too if required.
- **POSTER, INVITATIONS, PUBLICITY MATERIALS** – Keep sending them over, they all count towards points for your club.
- **LICENCES/RISK ASSESSMENT/EVENT MANAGEMENT PLANS** - for any larger scale events i.e. Discos, Balls, Bonfires, Winking Man etc – we want to see them – please send them over.

**Any questions, queries or just not understanding the attached and above, shout** – we are here to help with all aspects of YFC and this competition is in place to help all clubs fulfil all the basics of being a safely run, effective and engaging organisation for all concerned.