



**RPRA  
SECRETARY'S  
GUIDE**

**2026**

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***This RPRA Secretary's guide is to be used in conjunction with the current RPRA Rule Book.  
At all times, the current Rules of the Association pertain.***

## **INTRODUCTION**

The role of the club secretary is very important - nearly everything that goes on in a club involves the secretary who will find they are looked upon as an authority on all aspects of pigeon racing.

This booklet has been produced to give the new secretary a simple, user-friendly guide through the maze that is pigeon racing administration. It is not intended to be an alternative to the rules - domestic, regional or those of the association, but to be used with reference to them.

It has been compiled in the light of the many questions which are put to council delegates and region secretaries by club officials both new and experienced.

During the discussions which led to the compilation of the text it became obvious that there are regional variations in the way in which things are done. Experienced secretaries are not being asked to change the habits of a lifetime, but we must always be looking to improve the service given to members. The important thing is that the rules are complied with.

## **TAKING OVER** - Refer to rule 177

*First, inform your region secretary and the RPRA head office of the fact that you have taken over as secretary of your club and let them have your name, address and telephone number & e-mail address*

A new secretary taking over can expect to be given a great deal of paraphernalia, the importance of which may seem remote. However, all will be revealed as the season unfolds.

The equipment should include;

### Secretarial items

- The current minute book.
- Previous minute books.
- Clock record book.
- Club equipment or a list of its whereabouts.
- Maps and distance records.
- Old race entry sheets and results (refer to rule 120)

### Treasurer items

- The account book.
- Bank book/Cheque book.
- Bank statements.
- Receipt book.
- Petty cash balance.

Ensure that any cash handed over reconciles with the balance sheet.

Make a list of everything that is handed over and sign it along with the retiring secretary.

Arrange to obtain the necessary forms from the bank to change signatures on cheques and for withdrawals on interest bearing accounts.

## MEETINGS

Club meetings fall into four categories:

- 1 The Annual General meeting
- 2 General meetings - usually monthly
- 3 Special meetings
- 4 Dispute meetings

All meetings must be recorded in the minute book (refer to rule 181).  
Whatever the meeting, remember to book the room as far in advance as possible.

**Annual General Meeting** - Refer to rules 152, 153, 175 and 176.

The main purposes of the AGM are to consider the statement of accounts for the year just ending, elect officials for the coming year and deal with propositions for the alteration of rules. At least 6 weeks' notice is required in writing to each member of the organisation of the date, time and place at which the AGM will be held.

It is essential that the meeting is called strictly in accordance with rule 153. Any variation of the conditions laid down in that rule may be considered grounds for calling the meeting out of order.

A suggested order of business for setting out the agenda is:

- Apologies for absence
- Minutes of the previous AGM (to be signed by the chairperson)
- Secretary's Report
- Balance Sheet/Statement of accounts
- Resignations
- Election of Officials
- Election of Delegates (RPRA, Federation etc.)
- Propositions
- Permission to destroy old documents

Points to note

1. Where it is custom and practice to deal with the balance sheet at a meeting other than the AGM, that meeting should take place before the AGM.
2. The balance sheet is normally approved before resignations are dealt with, but it needs to be borne in mind that, resignations can be accepted at any time providing the person does not owe any money to the organisation. Members who resign before the balance sheet is approved will be liable for any deficit which may occur in the year's workings.
3. The election of officials should at least fill all the posts listed in rule 152. Neither the president, chairperson, nor secretary should be elected as auditors.
4. Applications for membership are **NOT** dealt with at the annual general meeting.
5. At all meetings the chairperson only has a second and casting vote if this authority is given in the domestic rules of the organisation.

6. Rules can only be made or altered at the annual general meeting by giving 28 days' notice of the proposed alteration/addition in writing to the secretary prior to the AGM. The secretary must notify each member of the organisation of the proposal to alter/add to the rules not less than 7 days prior to the date of the meeting (Refer to rule 155).
7. Many clubs make the mistake of fixing race programmes and setting charges for race entries at the AGM. This practice should not be encouraged because if alterations are necessary for whatever reason, it always causes problems. This kind of detail is best attended to at a general meeting other than the AGM which then gives the club the flexibility to make changes should they become necessary.

### **General Meetings** - Refer to rule 179.

Most clubs have a regular programme of general meetings particularly through the winter, to deal with matters ranging from applications for membership to organising the annual prize distribution. The dates of such meetings are known well in advance, but the rule does require meeting notices and agendas to be sent out seven days before each meeting. If anything controversial arises under 'any other business', it may be advisable to defer a decision until the following meeting when every member can be notified.

### **Special Meetings** - Refer to rule 173.

There may be times when matters of urgency or extreme importance arise. On such occasions it may be necessary to call a special meeting to discuss that particular item.

The procedure for this is laid down in rule 173. It is important that the correct number of signatures is obtained and that the required written notice is given to all members. Only the matter on the agenda may be dealt with. The meeting must be held within 21 days of the request.

### **Dispute Meetings** - Refer to rules 168, 169, 170 and 171.

An aide memoir and flow chart to assist you with disciplinary hearings and appeals is included at the rear of this guide.

Even in the best organised of clubs there may be a time when it is necessary to call a meeting to settle a dispute. This could be to deal with an objection to a race result, hear a complaint about a member or any one of a multitude of problems.

If a member is in dispute with his club his written complaint must, in the first instance, be dealt with by the club at a meeting called in accordance with rule 168.

If a club wishes to take action against one of its members the matter must be dealt with at a meeting called under rule 169.

In either case the details of the dispute must be clearly set out on the agenda which must be sent out to all members or the committee depending on the domestic rules of the organisation. This should be done within 28 days of the dispute arising and at least seven days' notice must be given. It is important to comply with this time scale.

If you feel that any of the parties to the dispute may at some stage deny having received the meeting notice, send it by recorded or registered post.

The club can still take action against a member who fails to attend a 168 or 169 meeting providing the rule has been carried out correctly.

If the meeting has been called to consider disciplinary action against a member it is essential that the member concerned is made aware of possible outcomes at the time the meeting is convened. Penalties available to clubs include; reprimand, exclusion from the club, suspension from the club/association, and in very serious cases expulsion from the club/association.

The **only** business to be dealt with at the meeting is that which is shown on the agenda.

The minutes of any previous meeting are not read.

The minutes of the 168/169 meeting are read and signed by the chairperson and secretary at the next general meeting.

**Recording the minutes** - Refer to rule 181.

The basic purpose of a set of minutes is to provide a record of the main points of discussion and to record decisions taken.

The format should be along the lines of:

- Heading giving the date, time and place of the meeting
- Names of the members present
- Name of chairperson
- Apologies for absence received

The meeting will then follow the agenda with the first item being to read the minutes of the previous meeting. Once these have been read the chairperson will ask for a proposition to confirm that they are a true record. As with all propositions the secretary must record the names of the proposer and seconder and the number of votes for and against.

The chairperson and secretary must sign and date the last page of the confirmed minutes. Loose leaf minute books are not to be encouraged but if a loose-leaf book is being used each page must be initialled by the chairperson.

Once the minutes have been accepted it is normal to deal with matters arising from these before proceeding with the remainder of the agenda.

It should be noted that the minutes of the annual general meeting are not confirmed until the following annual general meeting.

## **APPEALS**

### **Appeal to the region - Refer to rule 82.**

Only when rule 168 or 169 has been carried out can an appeal be heard by the region committee.

If after such a meeting a member is dissatisfied with the outcome, they have the right of appeal in accordance with rule 82 by writing to the region secretary within 21 days, providing payment of deposit fee and giving the following information:

- 1 Name of the appellant
- 2 Name of the organisation being appealed against
- 3 Date of the 168/169 meeting
- 4 Details of the grounds or reasons for the appeal
- 5 A cheque to cover the deposit as laid down in the rule

The secretary of the organisation will be notified of the appeal by the region secretary and will be asked to provide a copy of the minutes of the dispute meeting.

If an appeal is being lodged against a suspension or expulsion the penalty remains inoperative until the appeal has been heard. This means that whilst a member is awaiting the hearing of an appeal, they are entitled to attend meetings and continue racing. Any prize or pool money won during this period must be withheld by the organisation until the result of the appeal is known. If the appeal fails, the money will be forfeited.

The method of appealing to the region committee and the procedure for the hearing of such an appeal is laid out in rule 82.

### **Appeal to council - Refer to rule 83.**

If after the region hearing an organisation or a member is dissatisfied with the outcome, a final appeal can be made to the council of the association by writing to the chief executive officer at RPRA head office and providing the deposit fee. The procedure for this is laid down in rule 83(1).

### **Lifting of suspensions - Refer to rules 70 - 73.**

- Once a suspension becomes operative the person concerned is no longer a member of the association or any affiliated organisation and is not entitled to take any part in pigeon racing or showing activities.
- Fixed lengths of time should be applied to a suspension, but a suspended member may apply to their region committee to have a suspension lifted at any time, as per rule 80 or 81 as applicable. The lifting of a suspension does not automatically bring re-instatement to any club. The person concerned must apply as a new member (rule 79).
- In circumstances where a suspension has been imposed by the RPRA council any application for the lifting of that suspension must be made to the council.

- Applications for the lifting of suspensions must be made in writing and the letter accompanied by a fee as laid down in rule 80.

## **HANDLING THE MONEY** - Refer to rule 167.

The majority of clubs seem to amalgamate the positions of secretary and treasurer. This can simplify matters, but it does mean that the secretary must take great care to keep accurate records of all income and expenditure. **The golden rules must be - never allow club money to be confused with personal money, always get receipts for purchases etc. and give receipts for income received - and note things down.**

*Where there is both a secretary and treasurer, get it made clear (and in writing) **from the outset** who is responsible for producing the balance sheet – rule 175 does not specify.*

Every club must have a bank, building society or post office account and good use must be made of it. Be mindful of the different charges made by the different banks.

### **Income**

Incoming money will fall largely into two categories:

- 1 Annual payments such as subscriptions, affiliation fees, ring sales etc.
- 2 Weekly payments such as race entries and pools etc.

Following this section are examples of how payments can be recorded. The totals from the weekly sheets, which detail one race, can be transferred to a master sheet with the same layout to build up totals for the season. A simple system such as this can make life much easier particularly when it comes to balancing the books at the end of the year. Work out similar sheets which will fit the requirements of your club. **Get into the habit of paying each week's income into the bank.**

### **Expenditure**

The most important thing here is to make sure that every item of expenditure is written down as you go along and that you obtain a receipt for the money. It is all too easy to think that you will write it down at the weekend. When the weekend comes you have forgotten about it and by the end of the season sums of money unaccounted for can cause extreme embarrassment.

Try whenever possible to make payments by cheque and be sure to fill in the cheque stub with a clear note of what the payment is for. Some clubs even manage to pay out the pools winnings by cheque but if your members object to this put the pool money to one side after basketing before paying the entry fees in to the bank (remember to obtain a signature for any cash handed out). You may of course have domestic rules governing the payment of prize or pool money and if so, these must be complied with.

To record payments, plan out a simple sheet similar to the income sheets. Lay out the columns for different types of payments such as federation subscriptions, conveying charges and clock requisites. Remember to record the date. All this will help in the formulation of a balance sheet at a later stage.

## **Petty cash**

You may find it convenient to have a small amount of cash in hand (petty cash) which can be used to provide change on basketing night or buy the odd ball of string. If you intend to do this, write a cheque to draw an amount of small change at the beginning of the season, use it each basketing night and then repay any that remains unspent at the end of the season.

Remember to make a note of any payments and keep the receipts to show the auditor.

**Balance Sheets** - Refer to rules 175 and 176.

Most club balance sheets are simply a statement of money which has come into the club and money which has been expended. A balance sheet must be produced at the end of every year to give a clear picture of the club's financial situation and distributed 7 days prior to the AGM or as the domestic rules of your organisation allow (R176).

### Mini balance sheets

If a club organises an open race, show or other event it is advisable to draw up a statement of income and expenditure which refers to that event only. When this has been approved by the members any profit or loss can be shown on the annual balance sheet presented to the annual general meeting.

### Annual balance sheet

Whilst on this document every penny must be accounted for, it is not necessary to list every detail. For example, you will show a total figure for subscriptions due rather than list every amount. The individual amounts must be listed in the account books. If any subscriptions remain unpaid, they will appear in the expenditure column as unpaid fees.

Any equipment and property belonging to the club must also be shown on the balance sheet. Any variation in these fixed assets must be recorded in the minute book and approved by the membership at a meeting.

When preparing the balance sheet remember to show any money brought forward from the previous year as income for the current year and where any money to be carried forward to next year is lodged, e.g. bank, building society or cash in hand.

## **The Audit**

At the annual general meeting the club must appoint one or two auditors, and it is advised that they do not hold the positions of president, chairperson or secretary. The job of the auditors is to make an impartial examination of the workings of the club for the year just ended. They must agree the balance sheet and sign it before it is circulated to members.

The secretary will be expected to make available all documents which have been used throughout the year, particularly race entry sheets, bank statements, account books, cheque book and receipts.





## **MEMBERSHIP – Refer to rules 159 and 160.**

Fanciers wishing to join a club must make a written application providing their loft number along with the fee if applicable, which the secretary will place before the meeting. If the applicant is new to the sport, they will require you to contact your region secretary for a Loft Number and once this is in place, their name must be circulated to all club members before the application is voted on at the next general meeting. Election to membership is by majority vote.

Individual members not joining a through a club will require a proposer and seconder to join the association for their loft number (Rule 14).

## **Club Subscriptions - Refer to rule 161.**

Once your annual general meeting has taken place every member is liable for club subscriptions and any subscriptions to any organisation to which the club is affiliated such as the federation or conveying body. Every member is also liable to pay an RPRA membership fee and should indicate which club this is to be paid through.

It is best if the stated club subscription does not include federation fees etc so that members know exactly how much they have to pay for each organisation. Federation fees should be listed separately and these need to be paid in accordance with the domestic rules of the organisation.

*If you are a federation, combine or amalgamation secretary please see rule 25. The fees are due from 1st January and must be paid by 1<sup>st</sup> April.*

## **Association subscriptions - Refer to rules 27 - 31.**

The secretary of the region to which your club is affiliated will provide forms on which to list all members in accordance with rule 29 and to indicate which are being paid for. Each region has a slightly different procedure, but all require each person to be listed individually showing his/her loft number and personal address. The information and fees, along with the club affiliation fee are to be in the hands of the region secretary before March 1st in each year. *Please remember to keep the receipt safe, you will need this to order your rings.*

If a club is late in paying its affiliation fee and or member's fees, a penalty will be imposed in accordance with rules 24 and 31.

## **Members in arrears - Refer to rule 174.**

Members must pay all fees in all clubs as required by domestic rules, but before April 1st at the latest, and must not race a pigeon until they have done so (rule 161).

The procedure for dealing with those who have not paid by April 1st is laid down in rule 174.

## **Resignations - Refer to rule 162.**

Members wishing to resign must do so in writing before the AGM. Those who do not resign before the AGM are liable for subscriptions.

**Sample record form for secretary to complete, add or subtract any outgoing or incoming member and include any other relevant information which may be useful.**

	..... <b>FLYING CLUB</b>
<b>LOFT NUMBER</b>	.....
<b>NAME</b>	.....
<b>ADDRESS</b>	..... ..... .....
<b>TEL. NO.</b>	.....
<b>LATITUDE</b>	.....
<b>LONGITUDE</b>	.....
<b>OTHER INFORMATION</b>	..... .....

## **RULES**

Every club affiliated to the Royal Pigeon Racing Association must comply with association rules and particular attention should be paid to the standard rules beginning at rule 146. However most clubs may find it necessary to make domestic rules which apply to that organisation only.

**Domestic rules** - Refer to rules 153 and 183.

These can only be made or changed at the club AGM and so once the AGM has taken place the list can be brought up to date. Copies must be circulated to all members as explained in rule 183. If you keep your club rules up to date and ensure that they are circulated, members cannot plead ignorance as an excuse.

Ensure none of your club rules conflict with association rules.

### **Association Rules**

Ensure that you have several up-to-date copies of RPRA rules. Changes are made from year to year, and you and members need to be aware of them. A full set is published each year in The British Homing World and copies are free to download from the RPRA website: [www.rpra.org](http://www.rpra.org), printed copies are available from head office at cost.

If members of your club wish to change any of the association rules the proposed change must be discussed at club level. Resulting from the discussion must be a proposition which seeks to delete the existing rule, or that part of it which is to be altered and then goes on to substitute the new words. It is most important that the wording is correct. Ask for the advice of your region secretary or council delegate if you are in any doubt.

When the proposed change has been minuted and passed at club level the details must be forwarded to your region secretary at the appropriate time of year - usually October/November. The proposal will then appear on the agenda of a region meeting for voting on (region procedures vary slightly at this stage).

Successful propositions go forward to appear on the agenda of RPRA council annual general meeting. This agenda is published in the fancy press so that all members can be aware of the propositions from all regions. By attending their own region meeting members can vote on the propositions from other regions and so mandate their council delegates.

## **RINGS/REGISTRATION**

**Ring sales** - Refer to rule 99.

Rings should be ordered from RPRA head office in good time, preferably to take advantage of the discount offered around August/September. It helps to find out from each member how many rings they are likely to need. As this is likely to be one of the largest single orders placed by the club it is advisable to have the number approved at a club meeting. *Ring orders must be accompanied by proof of payment of membership fees.* Provided that the order was placed in good time the rings will be posted out on the first working day in December. They can then be issued to members, but do not hand any to suspended members.

Make a careful note of the ring numbers issued to each member and record these on the forms sent by head office staff. When you have issued the first batch send the forms back to head office so that details can be recorded on the computer. All secretaries of organisations must, on or before the first day of April in each year, forward to the chief executive officer a complete list of all rings sold. Do not wait until you have issued them all. A further list should be sent monthly and the last list of the year must give details of any rings which remain unsold and have been destroyed.

Remember that if you do not send in ring lists regularly lost birds notified at head office will be reported to you and not to the member.

**Change of address** - Refer to rule 104.

All rings issued to members are registered against that member's loft number on the computer at head office. The computer also holds details of the member's address. If a member changes address, it is essential that the appropriate form is obtained from head office and returned promptly, change of address can also be notified via e-mail: Failure to do so will result in rings being reported to the wrong address. It is the member's responsibility to do this and not that of the secretary, but a reminder will not go amiss. Change of address forms can be obtained from head office or downloaded from the RPRA website: [www.rpra.org](http://www.rpra.org).

**Formation/Dissolution of partnerships** - Refer to rules 105, 106 and 107.

If members of your club form or dissolve a partnership, any rings which are raced in the partnership name must be registered as such. It is the member's responsibility to do this by completing the appropriate form and sending it to association head office with the fee as per current price list. Forms can be obtained from head office or downloaded from the RPRA website: [www.rpra.org](http://www.rpra.org).

**Verification** - Refer to rule 108.

Verification of ownership of GB rings and foreign rings registered at RPRA head office can be obtained by making a request in writing to association head office with the fee as per the current price list. A free Verification tool is also available to paid members on the RPRA website: [www.rpra.org](http://www.rpra.org).

## **Personal Ring Lists/Loft Reports**

Members may obtain a computer printout from association head office showing all rings currently registered to them. Details of the cost will appear in the current price list. Secretaries may find this service useful when assisting in the disposal of pigeons belonging to a deceased member. *Please ensure when sales are held at club level – whether disposal/dispersal sales due to death or leaving the sport, or sales in aid of charity – transfers are provided and purchasers are clearly instructed that they MUST complete these and send them to RPRA head office for processing. When members die, please inform RPRA head office – families are often too distraught to do so – and advice as to the best means of dealing with the matter will be given on request.*

## THE RACING SEASON

### Applying for a bird gathering 'general' licence

It is your organisation's responsibility to inform APHA of your intention to bring together multiple lofts for the purpose of pigeon racing, including marking or showing, under the terms of the General Licence for Bird Gatherings. (Although it is called a general licence no actual licence is issued, APHA just require to be informed). Please be aware that no gatherings will be allowed in any Avian Influenza Surveillance Zone or Protection Zone. This is a statutory requirement and must be applied for by the person organising the bird gathering at the marking station or any event where multiple lofts come together. You MUST therefore submit a request to the APHA at least seven days in advance of your first liberation. It is the organisation's sole responsibility to email the APHA at: [CSCOneHealthAGO@apha.gov.uk](mailto:CSCOneHealthAGO@apha.gov.uk).

It is advisable to do this as soon as you have your race marking dates decided as your federation secretary will need to know you have notified APHA for the premises where your club marking takes place. APHA will notify the local authority about the gathering on your behalf and as you may not receive a confirmation, you should retain the notification email for future reference if required.

The following are examples of gatherings:

- pigeons brought together, including vehicles or crates, for pigeon racing;
- bird fairs, markets, shows, sales, or exhibitions.

In your email to APHA you will need to provide the following information:

- date (or range of dates) of the gatherings;
- location of gathering (full postal address and postcode);
- types and numbers of birds expected;
- purpose of the gathering (for example, show, sale or racing);
- your name, address and contact phone number, and an email address and mobile number.

You must keep records of bird gatherings for at least 3 months after each event, including:

- name, address, and contact number of anyone moving birds to and from the gathering;
- types and numbers of birds exhibited, raced, transported, bought or sold at the gathering.

In the event of an outbreak of Avian Flu in your area, APHA or the local authority may ask you for this information. Consult the information available on the Defra website: [www.gov.uk/government/publications/bird-gatherings-general-licence](http://www.gov.uk/government/publications/bird-gatherings-general-licence) for definitive requirements on taking and retaining records of bird gathering, which you will do with each member's race entry sheet.

### Consumables

There are certain consumables which a club must have before racing commences and it usually falls to the secretary to ensure that these are available.

- 1 Member's distances and loft locations
- 2 Race entry sheets

- 3 Rubber race rings
- 4 Clock dials and rolls
- 5 Clock record book
- 6 RPRA seals
- 7 Sundries (String, envelopes, labels etc.)
- 8 Updated ETS software

**Distances** - Refer to rule 187.

Club secretaries can obtain distance calculations on behalf of their members free of charge. Members applying personally must pay a fee as per the current price list in the RPRA rule book (plus postage cost).

Applications for distance calculations can be made via post or by email:

**Postal Applications** – requests can be made using the RPRA Distance Application Form (see example), otherwise please provide the Club Secretary's name and contact details, Club number, member/s name and loft number, plus a list of liberation sites required and code numbers. If a posted reply is required, please enclose a SAE for return of the information (or postage cost will apply).

**E-mail Applications** – must be requested from a registered Club Secretary or Official – if the Club Secretary does not have access to email, they may nominate a Club member or other, please supply name and email address before submitting any requests.

E-mails must be sent to [distances@rprra.org](mailto:distances@rprra.org)

Please quote your Club Number, e.g. EM50, in the email subject box.

Applications must be made in the following format:

Libsite code comma loft number (no spaces)

i.e.

4021,EM2345

4218,EM2345

4044,EM2345

4021,EM2346

Each application must be on a separate line with no spaces or other characters.

If you do not know the code number for a site please check the RPRA website:

[www.rprra.org](http://www.rprra.org) or ring the Racing Support Office on 01452 713529.

**Loft Locations** - Refer to rule 187 and Appendix J.

If a member joins your Club who is new to the sport, or if a member moves their loft, then it will be necessary to mark the position of their loft on an Ordnance Survey map, or a Google Earth print (which is then converted to Ordnance Survey coordinates), or a Defra Magic Maps print; the RPRA does not accept any other methods of marking a loft.

### **Ordnance Survey Map**

The OS map must be in good condition, with grid lines and grid numbers easily visible, or lines of latitude and longitude with their degrees. The mark should be made with a fine pin. The pinprick should then be circled on the back of the map, appropriately named, dated and signed by the Club Secretary. If the mark is for the Club Secretary's

own loft, then a second signature from another Club Official should be sought. It is wise to carry out the exercise in the presence of the fancier concerned and establish their agreement with the position of the pinprick.

The pinpricked OS Map should then be sent to RPRA head office, together with the fee as per the current price list on the RPRA website: [www.RPRA.org](http://www.RPRA.org) plus sufficient postage for the return of the map and the latitude/longitude certificate. To save postage, you may photocopy the relevant section of the map, and mark this in the same way, but please ensure that grid lines and numbers are clearly visible – write the numbers on, if necessary. Distances may also be requested at the same time (please see 'Postal Applications' for information needed).

A Loft Location Application Form is available to download from the RPRA website: [www.rpra.org](http://www.rpra.org), which details the information needed for a loft location request and the current fees/postage amounts required. Otherwise please provide Club Secretary's name and contact details, Club number, member's name, full contact details and loft number (RPRA head office does not provide loft numbers, these are obtained when paying the member's RPRA fee from the region secretary).

There may be occasions when a location is required for a loft which is situated in a newly built-up area not shown on Ordnance Survey maps. In this case a surveyor or planning officer may be able to provide a grid reference which takes the form of a 6-digit easting and northing grid reference, which can be converted to latitude and longitude coordinates. (Google Earth or Defra Magic Maps could also be used.)

Maps can be purchased from your local Ordnance Survey stockist (e.g. bookshop). To avoid unnecessary cost, photocopies of maps can sometimes be obtained from your local library or Town Planning Office.

## **Google Earth**

Step-by-step guide, and example below

### *For Windows*

1. Open Google Earth.
2. In the Search box (top left) type the postcode (or nearest) of the location to be obtained and press "Search" – the satellite image will zoom to the area requested.
3. You can use the left mouse button to grab and move the image around, and the mouse roller or vertical slider on the right of the screen to zoom in to the required spot.
4. Click on the "Add Placemark" yellow pin at the top of the screen.
5. A "New Placemark" dialogue box (showing a latitude and longitude) and a pin in a flashing box will appear on screen.
6. Click on the pin and drag it to the exact location of the loft.
7. When you are satisfied that it is positioned correctly, type the name and loft number of the member in the top of the "New placement" dialogue box. **DO NOT CLICK 'OK'**.
8. We need a print of this screen, but printing direct from the program omits the lat/long box which we need for the conversion. There are two ways of producing a correct print:
9. EITHER - open Snipping Tool and drag the cross around the appropriate area of the screen, then select File - Save As and save to a selected folder. You can now print the file.
10. OR - take a snapshot of the screen by holding down the shift key and pressing the Print Screen key (usually found to the right of the F12 key). [Note: this does not physically print the snapshot.] Now open a new Word document and paste (Ctrl V) the

screen snapshot of the Google Earth image here. Save the document, if desired, and then print it.

11. In both cases please print the file in landscape, with the image as large as possible, making sure that the latitude and longitude shown in the box is clearly readable.

12. Finally, the print must then be signed by the Club Secretary and sent to Racing Support at RPRA head office for conversion to Ordnance Survey co-ordinates, together with a cheque or postal order for the loft location fee and a stamped addressed envelope (if the information is required to be returned by post).

### *For Macintosh*

Follow steps 1-9 as for Windows

10. PRESS CMD SHIFT & 3: this puts a screen shot directly onto Desktop

11. Close Google Earth

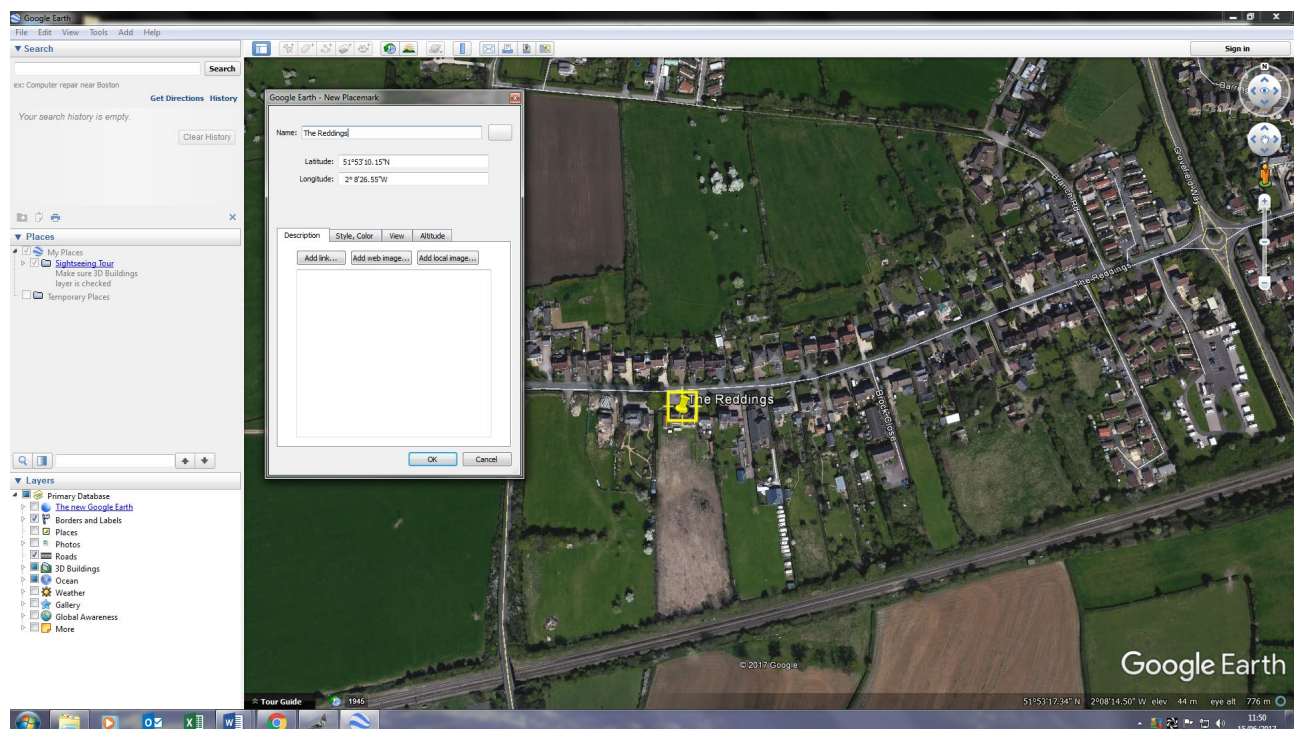
12. Open screen Shot from Desktop

13. From File menu click on Take Screenshot, Click from Selection, Drag + over and highlight full map and box with lat/long

14. From File Menu click Print (use landscape paper to show as much detail as possible)

15. You then can save if required

16. The print MUST be signed by the Club Secretary (or if the Secretary's own loft a second Club Official) and sent to Racing Support at RPRA head office for conversion to Ordnance Survey, together with a cheque or postal order for the loft location fee and a stamped addressed envelope (if the information is required to be returned by post).



**IMPORTANT:** Google Earth lats/longs may not be used until they are converted to Ordnance Survey (OS) by RPRA head office.

This method may be used in addition to OS maps and is not a replacement system.

## Defra Magic Maps

### *For Windows*

1. Open the Magic Map in your web browser: <https://magic.defra.gov.uk/magicmap.aspx>
2. Check that the map projection (upper right) is set to OSGB36.
3. In the Search box (top left) type the county, town or postcode of the location to be obtained and select from the drop-down list – the map will zoom to the area requested. (To remove the blue shading that appears with certain results, click on the 'Clear Selected Feature' icon in the centre of the toolbar at the top of the screen.)
4. You can use the left mouse button to grab and move the image around, and the mouse roller or vertical slider on the left of the screen to zoom in to the required spot.
5. You have the choice of selecting 'OS Colour Mapping' or 'Aerial Photography' from the contents list on the left – tick the appropriate box for whichever helps you best to pinpoint your exact loft position.
6. Click on the 'Where am I?' icon – 4th left in the toolbar at the top of the screen.
7. Move the cross with your mouse and left click to place it in the exact position of the loft.
8. A box appears, showing the location of the loft in various formats. (If the box does not point to the required position, click the x in the top right of the box and start step 6 again.)
9. Move the map, if necessary, to make sure that the entire location box is visible.
10. We now need a print of the screen, and there are two ways to do this:
11. EITHER - open Snipping Tool (in Accessories on your computer) and drag the cross around the appropriate area of the screen, then select File - Save As and save to a selected folder. You can now print this file.
12. OR - take a snapshot of the screen by holding down the shift key and pressing the Print Screen key (usually found to the right of the F12 key). [Note: this does not physically print the snapshot.] Now open a new Word document and paste (Ctrl V) the screen snapshot of the Magic Map image here. Save the document, if desired, and then print it.
13. In both cases, please print the file in landscape, with the image as large as possible, and making sure that the location box is clearly readable.
14. Finally, the print must then be signed by the Club Secretary and sent to Racing Support at RPRA head office, together with a cheque or postal order for the loft location fee and a stamped addressed envelope (if the information is required to be returned by post).

### *For Macintosh*

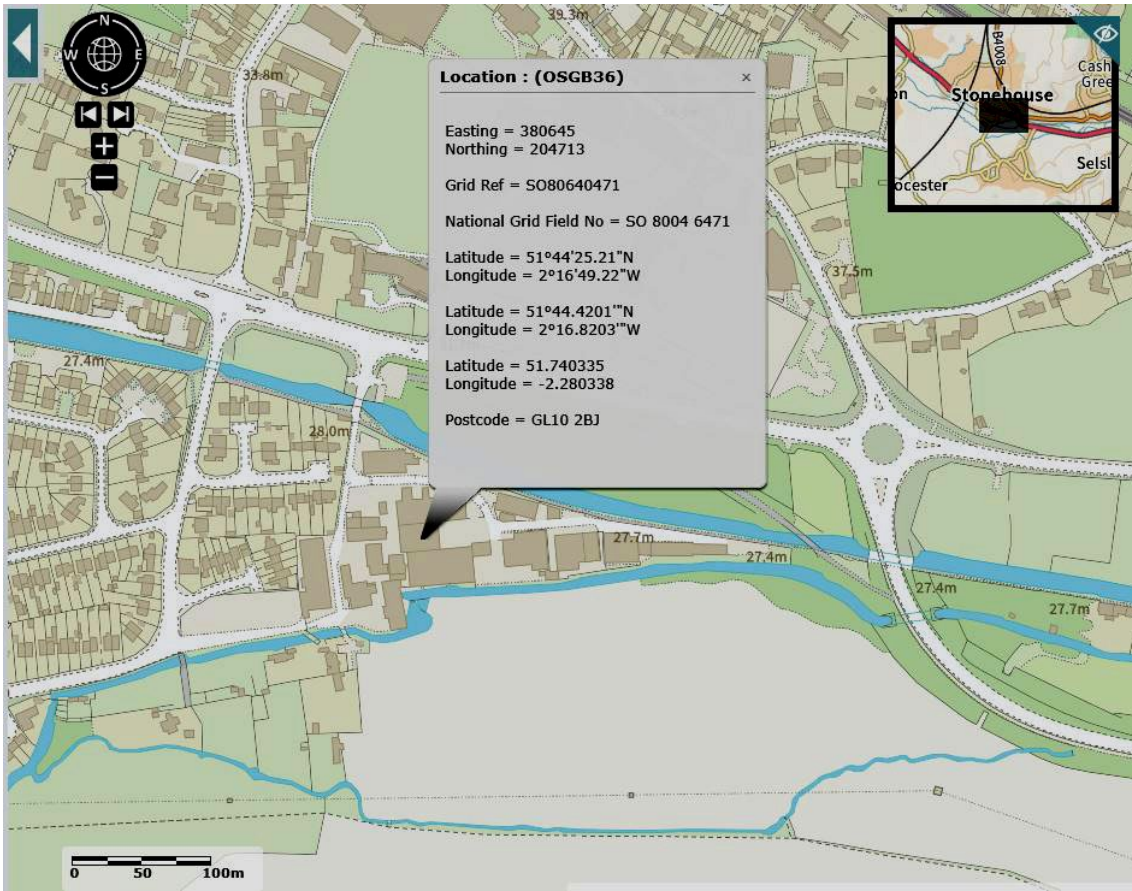
Follow steps 1-9 as for Windows

10. PRESS CMD SHIFT & 3: this puts a screen shot directly onto Desktop.
11. Close or minimize your browser.
12. Open Screen Shot from Desktop.
13. From File menu click on Take Screenshot, Click from Selection, Drag + over and highlight full map and box with location.
14. From File Menu click Print (in landscape to show the image as large possible, making sure that the location box is clearly readable).
15. You can then save if required.
16. The print must then be signed by the Club Secretary and sent to Racing Support at RPRA head office, together with a cheque or postal order for the loft location fee and a stamped addressed envelope (if the information is required to be returned by post).

**IMPORTANT:** This method may be used in addition to Ordnance Survey maps and Google Earth - it is not intended as a replacement system.

If your print does not look like the sample below, with the location box clearly visible, it cannot be accepted.

Prints from any websites or programs other than Defra Magic Maps and Google Earth are not acceptable.



### **Race entry sheets/envelopes** – Refer to rule 188.

These vary from club to club and are available commercially but whatever they must provide space for certain basic information.

- Racepoint
- Competitor name and address
- Ring number, colour and sex of pigeon
- Pools etc
- Rubber ring number(s)

There should also be provision for the member to sign to declare that the birds listed are registered in their name. Many clubs also include a declaration that the birds have been vaccinated against Paramyxovirus.

Whatever style of entry sheet is used by your club a quantity should be issued to members before racing commences.

### **Rubber race rings** - Refer to rule 188.

These can be obtained from RPRA head office and numerous suppliers who advertise in the fancy press and who have stands at the various shows.

The security of race rubbers cannot be over emphasised. They should be kept locked away until marking commences and replaced in a secure place when the job is complete. At marking the paper tabs must be sealed in envelopes and locked away in a secure place until they are required after the race.

### **Clock dials and rolls** - Refer to rule 201.

The club clock setter will require all clocks to be brought into the club for testing in accordance with RPRA rules. At this stage you can expect the clock setter to be able to estimate the number and type of rolls and dials which will be required for the season. These again can be obtained from one of the suppliers advertising in the British Homing World, as can a clock record book.

### **Seals** - Refer to rule 218.

Seals for use on clocks must be obtained from RPRA head office. Clocks set and sealed with non-RPRA seals are not set in accordance with the rules.

### **Open Races** - Refer to rules 131, 132, 133 and also rules 89 and 91.

If your club intends to hold a race, additional to the fixed programme, which is open to fanciers who are not members of the club, this will be classed as an open race and must be licensed. This may include events such as breeder/buyer sales and gold ring schemes. *The procedure to book an open race is as follows and should be carried out in this order:*

- 1) *Apply to RPRA head office or region secretary for an application form for an open race licence, or download a copy from the RPRA website: [www.rpra.org](http://www.rpra.org);*
- 2) *Complete the open race licence form and send it with the fee to your region secretary **at least 21 days before the race**;*

- 3) *Contact racing support at RPRA head office for details on booking and payment of site fees; complete the 'Application to liberate' form (forms are available to download from the RPRA website: [www.rpra.org](http://www.rpra.org)) and send it with the site fee and the open race licence number to racing support;*
- 4) *Inform any relevant airfields - as necessary. See RPRA rule book for list of contact details;*
- 5) *Advertise the open race including the open race licence number in your advert.*

It should be noted that an open race must not be advertised until a licence has been issued and lib site booked. Adverts **must** include the licence number.

Once issued a licence cannot be varied without the approval of the region secretary.

After the event you are required to furnish the region secretary with a copy of the balance sheet for the race.

### **All Other Liberations**

Any liberation of pigeons from an official RPRA liberation site, whether for training purposes or club races, must be booked in accordance with current agreements obtainable from the Racing Support office at RPRA head office.

### **FEDERATION, AMALGAMATION AND COMBINE SECRETARIES PLEASE NOTE:**

Race programmes must be completed and forwarded to RPRA head office, along with confirmation that all your member clubs have notified APHA of their bird gatherings no later than 28<sup>th</sup> February. Secretaries must inform racing support of any changes to their approved programme by 10.00am on Friday morning, to ensure that the site required is available and the site authority is informed of the booking. Any change of liberation site made on the day of the race for any reason must be reported to racing support as soon as possible after the race.

### **Drug Testing**

Should a drug test be required, the secretary should contact head office to obtain a drug-testing kit. Instructions as to how this is to be used will be sent with the testing equipment and must be followed to the letter. For further details regarding drug testing, see appendix G of the RPRA rules and/or contact head office for advice and assistance.

### **Vaccination**

The following is the code of practice with regards to vaccination.

1. Racing Pigeons entered in races or shows must be vaccinated against paramyxovirus with a D.E.F.R.A. approved vaccine.
2. A vaccination certificate containing the details of the vaccination must be used.
3. Vaccination of pigeons must be witnessed by two independent association/union members, or a veterinary surgeon, who will be required to sign the vaccination certificate on the front, and likewise after the last pigeon listed on the reverse of the form.
4. The vaccination certificate should have recorded on it the make of vaccine used and the batch number of the vaccine.

5. The original copy of the certificate should be retained by the club and a certified true copy lodged with any other club (if a member is in more than one club). These certificates should be retained for two years.
6. Members entering racing pigeons in races or shows will be required to certify on their race/show entry form that the pigeons have been vaccinated against paramyxovirus with a D.E.F.R.A. approved vaccine.
7. Club secretaries will be required to certify to their conveying organisations that all pigeons entered have been vaccinated against paramyxovirus with a D.E.F.R.A. approved vaccine.
8. The driver of the transporter should be furnished with a certificate attesting that all pigeons carried have been vaccinated against paramyxovirus with a D.E.F.R.A. approved vaccine.

## **MARKING NIGHT** - Refer to rules 188 and 120.

### **Procedures**

Ensure you have notified APHA of your club marking (please see 'The Racing Season').

The procedure adopted on race marking night will vary depending on the size of the club. Small clubs will have all the birds going through one ringer whilst larger clubs may have two or even three teams working on different ringers. Whatever the procedure at your club there are important things to watch out for.

No member may be involved in the marking of their own birds.

Full ring details must be carefully checked.

Great care must be taken in writing down the rubber ring numbers.

All birds must carry a name and address ring or be wing stamped in accordance with rule 121.

Crates, appropriately labelled, should be made secure and supervised by at least two members until loaded on the transporter and numbered seals recorded.

Entry sheets and ring counterfoils must be placed in a secure place.

The secretary's entry sheet should be handled by another official.

See rules 230 to 242 for ETS.

Please take note of rule 238.

### **Convoying**

Convoyers employed for racing and training must obtain a licence from the region secretary in whose area they live (see rule 124). A copy of the form may be downloaded from the RPRAs website: [www.rpra.org](http://www.rpra.org). They must be a paid RPRAs member and over 18 years old.

Ensure that all convoyers/liberators are fully aware of, and totally conversant with the code of conduct for licenced convoyers/liberators – this is to be found at appendix C in the RPRAs rule book and on the convoyers licence.

Convoyers must be conversant with the Animal Welfare Act 2006 and how it applies to pigeons.

It should be noted that where pigeons are on a transporter for a journey of more than 50 kilometres an Animal Transport Certificate must be carried. A copy may be downloaded from the RPRAs website: [www.rpra.org/download-forms](http://www.rpra.org/download-forms)

Information on how to comply with the act will normally be sent out to convoying organisations at the beginning of the season. Secretaries, convoyers and transport managers who have specific queries are advised to contact the Chief Executive Officer.

# RACE DAY

## Liberation time

Ensure that there are proper arrangements for members to obtain notification of liberation time.

**After the race** - Refer to rules 191, 192 and appendix E.

Encourage members to return their clocks by an agreed time - some clubs even have a rule to this effect.

The first major task is the striking and reading of clocks which is the responsibility of the clocksetters. Ensure that the information is recorded accurately whether it be in the clock book, on clock envelopes or on the specially designed back of the race entry sheet. Remember that receptacle numbers and seal numbers must be checked and recorded. Encourage members to check their own clocks before taking them away and on return.

Many clubs have computer equipment to produce race results, but this guide will not attempt to describe any of these systems. Full instructions will be supplied with each software package, and secretaries are advised to pay attention to the copyright laws regarding these.

Regardless of whether your club has a computer system it is useful to know how to calculate clock variations and velocities using a calculator or even by longhand.

The standard method for the calculation of velocities is referred to in rule 192 and is set out in appendix E of the rule book.

## Example calculation

Friday

Clock setting:	Master timer reads	20.00.00
	Member's clock reads	19.59.58

Saturday - liberation time 10.00.00

Bird arrival:	Member's clock reads	14.05.56
Clock checking:	Master timer reads	19.00.00
	Member's clock reads	19.00.34

Variation =  $\frac{\text{Net gain}}{\text{Long run}} \times \text{Short run}$

Note. Long run is the time from setting to checking  
Short run is the time from setting to the bird arrival time  
Net gain is the overall gain by the member's clock.

$$= \frac{36}{82836} \times 65158$$

$$= 28.31721069 \text{ seconds}$$

#### Correct flying time

Arrival time on clock	14.05.56	
Setting difference added	14.05.58	
Variation deducted	14.05.29.68278931	= Correct arrival time
Liberation time deducted	4.05.29.68278931	= Correct flying time

Member's flying distance	=	196 miles 648 yards
	=	345608 yards
	=	20736480 sixtieths

Correct flying time	=	4.05.29.68278931
	=	14729.68278 seconds

Velocity	=	$\frac{20736480}{14729.68278}$
	=	1407.80 yards per minute.

#### Master timer variation

Rule 210 requires all clocks to be set to master time. This means that not only will members' clocks be set against a club master timer, but club master timers will be set against some form of master time. This may be the Telecom clock, the BBC time signal or it may be a federation master timer for federation races.

Just as we calculate variations on members' clocks it may also be necessary, in a federation race for example, to work a variation on a club master timer. Appearing below is an example where this is necessary and how it may be done.

#### Setting Friday

Federation master	18.00.00
Club master	18.00.00
Member's clocks set	19.00.00

#### Checking Saturday

Federation master	17.00.00
Club master	17.00.46
Member's clocks checked	19.00.00

It can be seen that the club master gained 46 seconds over the 23 hours between setting and checking against the federation master.

#### Master timer Setting variation

$$\begin{array}{rcl}
 & \text{Net gain} & \\
 & \underline{\hspace{2cm}} & \times \quad \text{Short run} \\
 & \text{Long run} & \\
 = & 46 & \\
 & \underline{\hspace{1cm}} \quad \times \quad 1 & \\
 & 23 & \\
 = & 2 \text{ seconds} & \text{Corrected setting time for members clocks} = 18.59.58
 \end{array}$$

#### Master timer Checking variation

$$\begin{array}{rcl}
 & \text{Net gain} & \\
 & \underline{\hspace{2cm}} & \times \quad \text{Long run} \\
 & \text{Short run} & \\
 = & 46 & \\
 & \underline{\hspace{1cm}} \quad \times \quad 25 & \\
 & 23 & \\
 = & 50 \text{ seconds} & \text{Corrected checking time for} \\
 & & \text{member's clocks} = 18.59.10
 \end{array}$$

Club secretaries who are in any doubt about master timer variations in federation races should speak with their federation secretary or clocksetter.

See rules 230 to 242 for ETS.

Please take particular note of rule 238.

**The race result** - Refer to rule 189.

The race result must be compiled to comply with rule 189 and will usually include the name of the competitor, actual flying time, velocity, distance, ring number, sex, selection and number of birds entered plus details of pools/prizes etc.

If any member is dissatisfied with the result s/he may make an objection, within the stipulated time, which can be dealt with as a dispute. The procedure for dealing with this is described elsewhere in this guide.

## **END OF THE SEASON**

**Average Trophies** - Refer to rule 185.

Many clubs award trophies for the best average velocity in a given number of races and these should be set out in the domestic rules thereby making arrangements clear before racing commences.

The conditions governing the calculation of averages are laid down in rule 185 and these must be strictly adhered to. It is **NOT** acceptable to add up a number of velocities and divide by that number to find the average.

### **Points Trophies**

Some organisations operate a points system and the conditions for this must be clearly laid out in the domestic rules. Here again the arrangements must be clear before racing commences.

### **Prize money**

An important feature of the end of the season for some members will be the allocation of prize money. The number of prizes to be awarded in any race should be fixed by the club rules as should the method of deciding the cash value of prizes.

Some clubs have a rule stipulating the amount of money to be retained for the following year with the rest being paid out as prize money after all liabilities have been settled. Some clubs decide upon the value of cash prizes before racing commences.

Whatever system your club uses, if club rules do not make it clear, it is not the secretary's job to make decisions about the value of cash prizes nor should decisions about prizes be made after it is known who has won them.

**Prize cards** - Refer to rule 123.

It is normal practice in most clubs for prize cards to be awarded for a given number of positions in each race with the purchase and completion of these being seen as the responsibility of the secretary/officer of the club.

### **Prize presentation**

This function can vary from an unceremonious handing out of cards at a meeting, to a sit-down meal with guests and an evening's entertainment. Whatever form it takes in your club, the secretary will be expected to play a major part in the organisation and running of the event.

Besides the presentation of cards, money and trophies, members will appreciate a list showing who has won what in terms of pools, prizes and trophies.

Once the formal part of the function is over do remember to ask trophy winners to sign for their trophies. If prize money is being given out in cash, you should also ask members to sign for the receipt of that.

**Documents** - Refer to rules 177 and 178.

At the end of the season it is important to gather all documents which will be required for the preparation of the balance sheet and the audit.

Do not destroy any documents belonging to the club without first reading rules 177 and 178.

**Trophies** - Refer to rule 186.

Recovering club trophies at the end of a season can be a real headache particularly if you have taken over the post of secretary since they were awarded last.

Encourage members to bring them back in a clean condition.

Make a list of all the trophies which the club possesses and ask members to sign for them on receipt. Agree a date by which trophies will be returned to allow time for having them engraved ready for the next presentation.

A list of trophies and the conditions under which they are awarded must appear in the club minute book.

## **SHOWS** - Refer to rule 134.

Many clubs hold shows through the winter months and these help keep the members together. The shows can be anything from a single class restricted to club members, to an open event with a whole range of classes. Depending on the size of your show the following checklist may be helpful to a greater or lesser degree and a General Licence will be required for the bird gathering 7 days prior for racing pigeons. Fancy pigeons will require a specific licence which requires 20 days' notice before the date of the show.

- Suitable room/hall
- Show pens
- Tables
- Advertising
- Judges
- Prize cards
- Numbered pen tags
- Hessian/paper to cover tables
- Water pots
- Helpers to set up
- String/pens/markers
- Class marker boards
- Entry forms
- Secretary's class lists
- Refreshments for judges
- Stewards
- Security arrangements
- Money bags
- Sale birds
- Auctioneer and helpers
- Storage for baskets
- Judges' books and pens
- Results display board
- Raffle prizes
- Raffle tickets
- Bird entry fee
- Admission charges
- Catalogue/printing/cost
- Receipt book
- Lighting/glasses for eye-sign
- List of helpers to dismantle

Remember to keep a note of expenses as you go along. These are easily forgotten at the end of a busy day.

Pay any surplus money into the bank as soon as possible. If there is a large amount of cash and the banks are closed, ask trusted officials to take a share overnight or arrange for a night safe key.

**Produce a mini balance sheet whilst things are fresh in your mind!**

## **STARTING A NEW CLUB** - Refer to rules 17-22.

If a new club is to be formed it is preferable that this is done as a result of a public announcement, perhaps via an announcement in the local press, the fancy press or local radio.

This first announcement should contain; the purpose of the club, the time and place of the meeting, the name and telephone number of the convenor, and possibly the provisional name and area of the proposed club.

At the meeting the first duty of the convenor will be to welcome all present and to ask for nominations for a chairperson for the meeting who will be elected by a show of hands. The chairperson should be in a position to outline the purposes of the club.

The first decision of the meeting will be to formally agree to apply for affiliation to The Royal Pigeon Racing Association. From that point onwards RPRA rules will apply. Further essential business will consist of settling the name of the club, the election of a secretary, the entrance fee, and the most important decision which is that of the club's geographical area.

When agreement on these has been reached the chairperson will move that the club be formed and a list will be compiled of those wishing to join. These will be the founder members who will now be liable for any agreed fees.

This completes the work of the preliminary meeting which is now closed.

The secretary will call a meeting of the founder members and it is at this meeting that the life of the club really begins. The first task of the meeting must be to elect a chairperson of the club and of course the proceedings are governed by the rules of the association. The list of business to be dealt with will include:

- The annual subscription
- The racing route
- Affiliation to a federation
- Election of a treasurer
- Banking arrangements
- Domestic rules
- Club radius

Great care should be taken in the compilation of the rules because once agreed they cannot be altered until the first annual general meeting. It may be necessary to adjourn this first meeting to give members the chance to think about the rules. A list will be required when making an application to be affiliated to the local region.

It should be noted that the radius or area of the club must be included in the rules.

As soon as the rules have been completed a copy must be sent to the region secretary along with a formal letter of application for affiliation and a list of at least eight lofts/members so far elected.

## **FUND RAISING**

Many clubs become involved in fund raising of one sort or another ranging from a small raffle to a full-scale Xmas draw. If your club is involved in any such activities there are certain points to bear in mind.

Most regions of the association will decline to mediate on any dispute arising directly or indirectly out of fund-raising activities. These are not seen as an essential part of pigeon racing and do not come under the scope of association rules.

There are two opposing views on the subject. Whilst some members will see fund raising as an opportunity to bring funds into the club to be used as prize money, others believe that the sport should stand unsupported and that those who do not take part should not be expected to contribute.

No member can be compelled to take part as some will decline for personal reasons.

### **Small Lotteries**

Section 5 of the Lotteries and Amusements Act 1976 authorises the running of small lotteries such as raffles, sweepstakes etc by organisations for raising money for charitable, sports and other similar purposes. Money raised must not be for private gain.

Any organisation which decides to run a fund-raising scheme involving the selling of tickets etc to the public, must register with the local authority in whose area the headquarters is situated. The licencing department of the authority will provide an application form and, because the act is written in complex legal terms, it will normally provide guidelines to assist in the completion of the form. Part of the information requested will be details of what is to be done with the profit from the scheme. It is at this point where the club will have to satisfy the authority solicitor that the money is to be used for the benefit of the organisation as a whole and not for the gain of individuals.

If there is a need to discuss the legality of a particular scheme or the use of funds raised, this should be done with a solicitor independent of the local authority.

When registration is granted, the club will be expected to complete regular returns detailing the funds raised and the use to which the money has been put. A new application along with the appropriate fee must be submitted each year.

### **Sponsorship**

Sponsorship is often sought as a means of bringing cash or goods into a club for use as prizes. Organisations seeking such involvement should first of all decide what they are setting out to achieve before approaching a possible sponsor. There should be a clear picture of what benefits the potential sponsor can expect before approaches are made. It is no use being unprepared because neither companies nor individuals are going to give money or goods unless they can see a return.

When looking for potential sponsors consider the members of the club and the contacts which they have through employment and friends. Look at local shops and industries which may feel that they have an interest in supporting activities in the local community. Perhaps the brewery which supplies the club headquarters may feel that it can contribute in return for the custom received throughout the year. A joint project with a charitable cause may well attract the interest of a possible sponsor.

The important points to remember are that any scheme is: planned well in advance taking account of the fact that any sponsor will be working to a planned and limited budget and that whatever is done must serve to enhance the image of the sport.

## **Publicity**

Clubs are increasingly involved in the raising of money for charitable purposes, but the level of recognition received in the national press is very low. Local papers and local radio however are very often interested.

The press is quick to show interest in the unfortunate aspects of the sport when the occasional bad race comes along. This is negative publicity and should be played down whenever possible. The secretary who can keep the name of their club in the local press in a positive way will be doing the sport a service. Sometimes the press hears about poor returns from a race and will contact some organisations for comment. Please remember that all pigeons know their way home, they are never lost. They sometimes arrive after the close of a race, which could be interpreted as losses.

## **AIDE MEMOIRE FOR REGION SECRETARIES DEALING WITH DISPUTES AND APPEALS**

Rule 168/169 disputes or disputes with an organisation under Rule 82.

- On receipt of an appeal to a local Region Committee check that the appeal has been forwarded within 21 days of the decision being given or within 21 days of the dispute with the Organisation.
- Check that the request has included grounds for appeal and a payment of the fee.
- Inform the relevant Organisation of the appeal and the grounds and request any written evidence.
- If the appeal is against or concerning a decision made by an Organisation also request a copy of the letter sent to the Appellant.
- Give not less than 10 days notice of the date, time and place of the meeting to the Appellant, relevant Organisation and all members of the local Region Committee including particulars of the case. Such notice to the parties of the appeal shall be by recorded delivery.
- Advise the Appellant and Organisation that they are entitled to attend the hearing, give evidence, be represented if they prefer, and to receive and consider written statements or explanations given by the other party. Draw their attention to rule 82 and in particular sub paragraphs 4 – 9.
- When the decision of the local Region Committee is made advise all parties concerned in the appeal as soon as possible after the hearing, in writing. Bear in mind that an aggrieved party has 21 days in which to appeal to Council. The Chief Executive Officer is also to be advised.
- Should an aggrieved party appeal to Council then the Chief Executive Officer will forward a copy of that request to you requesting copies of the written evidence considered by the local region committee to be forwarded within 21 days.

### **SUSPENSION OF A MEMBER OR ORGANISATION**

- If an organisation suspends a member, the organisation must advise its local region committee as soon as possible. The period of suspension must be stated. (R73)
- The local region must confirm the suspension and inform the Chief Executive Officer. (R73)
- If the local region suspends an organisation the region secretary is to inform the Chief Executive Officer, who in turn, will advise all other region secretaries. (R74)
- During the period of suspension, the suspended member ceases to be a member of the RPRA, no address, loft number or ring number is recognised. (R75)

### **FREEING OF SUSPENSION**

- Any member / organisation can apply at any time for the freeing of an ineligible address, loft number or ring number, by applying to the local region. (R75)
- The termination of a suspension frees all rings but does not entitle the suspended member / organisation to be reinstated to any organisation. They must reapply. (R79)
- For a suspension imposed or confirmed by the local region the suspended member may apply to that region in writing, with the appropriate fee. (R80)
- For a suspension imposed by Council, application must be made to council, by the suspended member / organisation, in writing. (R81)

## GRIEVANCE PROCEDURES

### Grievance by a member in a Club/Organisation Rule 168

Grievance in writing to organisation sec. within 28 days of occurrence.

Sec. to convene general meeting or meeting of committee. Must give not less than 7 days written notice to all.

In the event of a meeting not being held the member should appeal to the region secretary in writing.

Interested parties must leave the room when a decision and vote is taken. (Rule 172)

If member is aggrieved by a decision, they have right of appeal to the local region within 21 days of the decision being given. (Rule 171). Now see Rule 82 (with the appropriate fee).

### Grievance by Club/Organisation Rule 169

To examine conduct of a member, sec. must convene meeting within 28 days of dispute. Must give 7 days written notice to member(s) and/or all Committee.

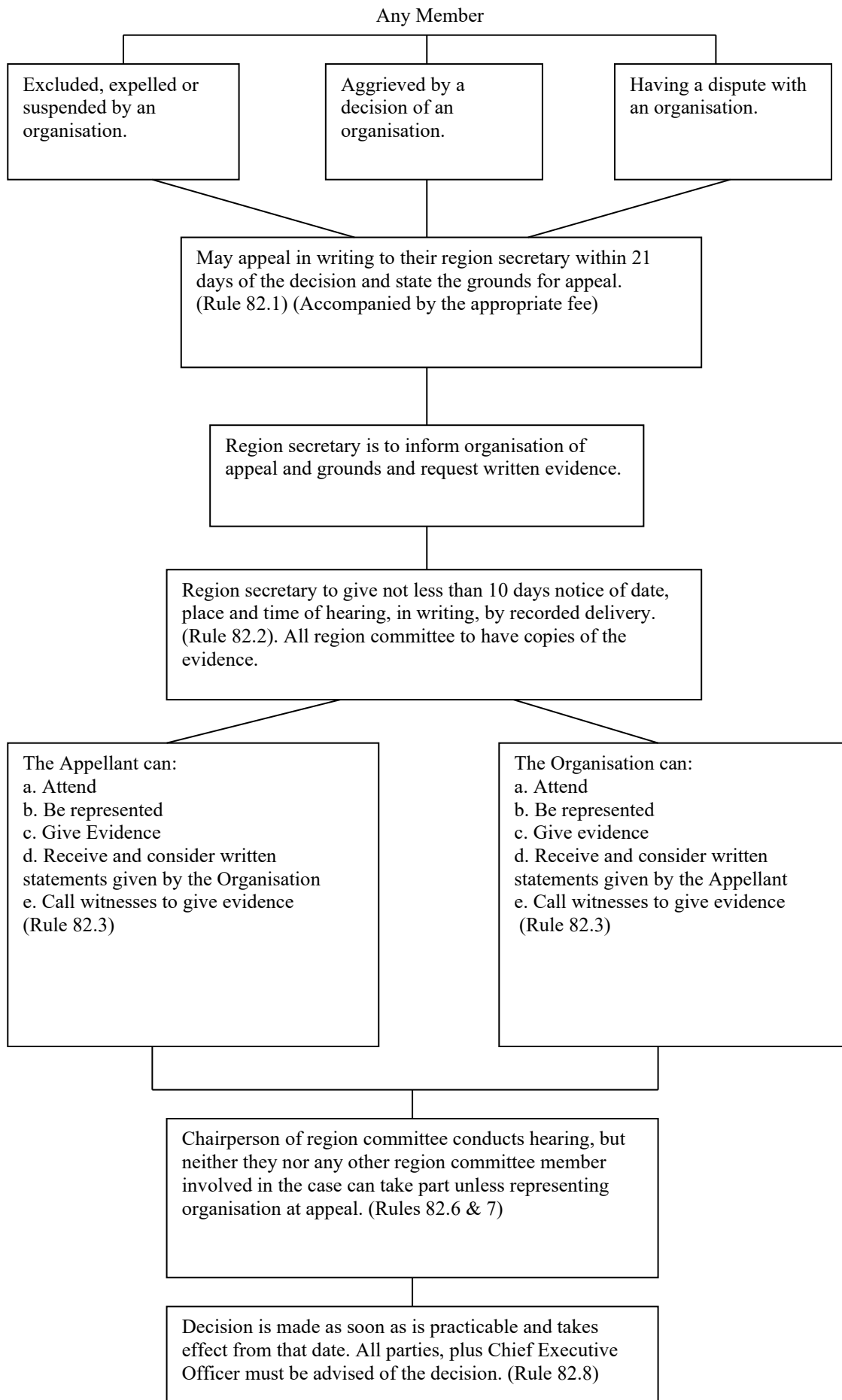
Notice must include date, place and time of meeting, plus charges. Must also advise that they can put own case or be represented.

Interested parties must leave the room when a decision and vote is taken. (Rule 172)

Penalties available.  
a. Exclusion from club only.  
b. Suspension from RPRA and org. for fixed period.  
c. Expulsion from RPRA and org. - duration as determined by the org. – as per Rules 70/77.  
d. Reprimand.

If member is aggrieved by a decision they have right of appeal to the local region within 21 days of the decision being given. (Rule 171) Now see Rule 82 (with the appropriate fee).

## DISPUTES AND APPEALS TO LOCAL REGIONS



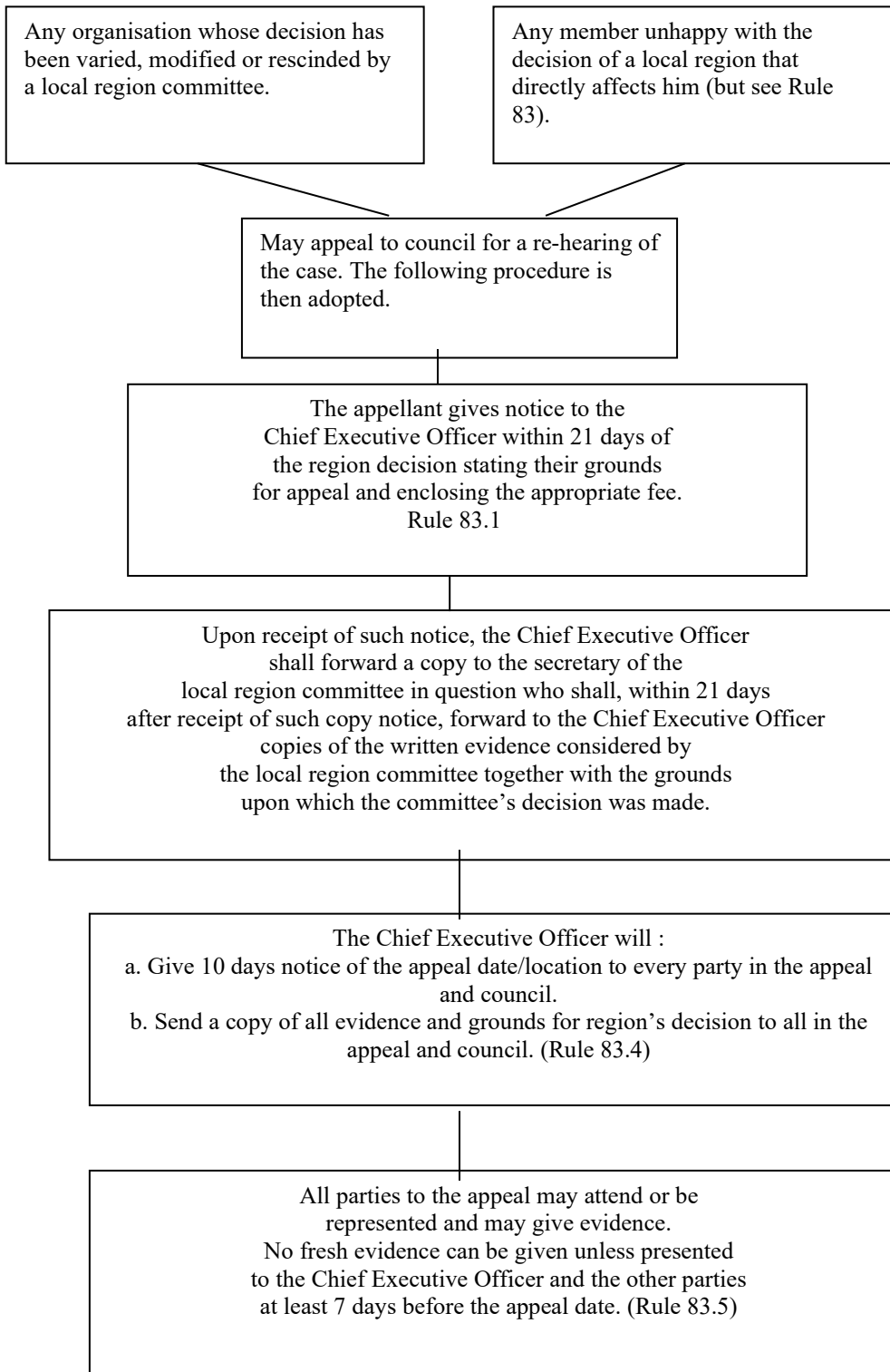
Penalties available

The region committee may:

- a. rescind, vary, modify or confirm the decision of any organisation except suspension to expulsion.
- b. Order a re-hearing of any organisation meeting if RPRA rules have not been followed. (Rule 82.9)

Individuals/organisations can accept the decision of  
the region committee  
Or  
Appeal to Council (Rule 83)

## APPEALS TO COUNCIL



At the hearing of the appeal by council a representative of the region committee is permitted to corroborate evidence heard before that region. (Rule 83.6)

A councillor cannot deliberate on the appeal if they sat on the region committee to hear the appeal under Rule 82, unless they represent the appellant or another party to the appeal or for the purpose of corroboration of evidence heard before the region committee. (Rule 83.7)

Penalties available.  
The council may rescind, vary, modify or confirm the decision of any region committee.  
**The decision of Council is final.**  
(Rule 83.8)

## **REGION SECRETARIES**

### **Cumbria Region (CA)**

Mr L BLACKLOCK, 32 Lonsdale Street, Workington, Cumbria, CA14 2YD  
Tel: 01900 62346 email: [leslie.blacklock@btinternet.com](mailto:leslie.blacklock@btinternet.com)  
*Cumbria, Isle of Man, Scotland*

### **Derbyshire and South Yorkshire (DY)**

Mr S REED, 179 Highfield Lane, Newbold, Chesterfield, Derbyshire S41 8BB  
Tel: 07598 614956 email: [steve.reed626@gmail.com](mailto:steve.reed626@gmail.com)  
*Derbyshire, South Yorkshire*

### **Devon and Cornwall Region (DC)24**

Mrs E WATTS, 134 Weeth Road, Treswithian, Camborne, Cornwall TR14 7NB  
Tel : 01209 716575 email: [DandCregionSec@gmail.com](mailto:DandCregionSec@gmail.com)  
*Devon, Cornwall, Gibraltar*

### **East Midlands Region (EM)**

Miss J NEWLAND, Little Ewe Farm (The Lodge), Mouth Lane, Guyhirn, Cambridgeshire PE13 4ES  
Tel: 07476 063420 email: [emregionsecretary@outlook.com](mailto:emregionsecretary@outlook.com)  
*Nottinghamshire, Lincolnshire, Leicestershire, Bedfordshire, Cambridgeshire, Suffolk, Norfolk*

### **Irish Region (IR)**

Mr N HIGGINSON, 201 Ballynure Road, Ballyclare, Co Antrim, Northern Ireland BT39 9AJ  
Tel: 07518 748717 email: [noelhigginson24@hotmail.com](mailto:noelhigginson24@hotmail.com)  
*Ireland*

### **London Region (LN)**

Mr S FINAN, 2B Milestone Close, Hawkwell, Hockley, Essex, SS5 4FJ  
Tel 07756 525010 email [sfinan@talktalk.net](mailto:sfinan@talktalk.net)  
*Hertfordshire, Essex, Greater London, Kent, Sutton & Cheam, Kingston, Croydon, Carshalton, Thornton Heath*

### **North East Region (NE)**

Mr D K HIGGINS, 6 Billingwood Drive, Rawdon, Leeds, LS19 6PZ  
Tel: 01132 504810 email: [dkhiggins@ntlworld.com](mailto:dkhiggins@ntlworld.com)  
*Northumberland, Durham, Tyne and Wear, Cleveland, North Yorkshire, West Yorkshire, Humberside*

### **North West Region (NW)**

Mr P MURRAY, 32 Willow Fold, Droylsden, Manchester M43 7BY  
Tel: 07894 710773 email: [phil.a.murray@hotmail.com](mailto:phil.a.murray@hotmail.com)  
*Lancashire, Greater Manchester*

### **Southern Region (SO)**

Mrs H MARSH, Oakley, Southampton Road, Cadnam Southampton, Hants SO40 2NF  
Tel: 02380 813618 email: [hazelmay.marsh@outlook.com](mailto:hazelmay.marsh@outlook.com)  
*Berkshire, Buckinghamshire, Oxfordshire, Hampshire, Surrey, West Sussex, East Sussex, Isle of Wight*

### **South West Region (SW)**

Mrs S THOMPSON, 35 Waldegrave Terrace, Radstock, Somerset, BA3 3EY  
Tel: 07976 227287 email: [secretaryswregion@gmail.com](mailto:secretaryswregion@gmail.com)  
*Gloucestershire, Avon, Somerset, Wiltshire, Dorset, Channel Islands*

### **Welsh Region (WS)**

Mr M JACKSON, 5 Upland Road, Blackwood, Caerphilly NP12 2NF  
Tel: 07964 448291 email: [mike.jackson026@hotmail.com](mailto:mike.jackson026@hotmail.com)  
*Powys, Dyfed, West Glamorgan, Mid Glamorgan, South Glamorgan, Gwent*

**Western Region (WE)**

Mr J HEAGUE, 156 Sherwoods Lane, Aintree, Liverpool, L10 1AB  
email: [rprawesternregion@gmail.com](mailto:rprawesternregion@gmail.com)  
*Merseyside, Cheshire, Clwyd, Gwynedd, Shropshire*

**West Midlands Region (WM)**

Mr C STERLAND, 186 Stourbridge Road, Bromsgrove, Worcestershire, B61 0AR  
Tel: 07974 774054 (10am – 3pm, weekdays) email: [wmregionsecretary@gmail.com](mailto:wmregionsecretary@gmail.com)  
*Staffordshire, West Midlands, Herefordshire, Worcestershire, Warwickshire*

**RPRA CONTACTS**

<a href="mailto:chrissutton@rpra.org">chrissutton@rpra.org</a>	Chief Executive
<a href="mailto:nicolamills@rpra.org">nicolamills@rpra.org</a>	Office Manager
<a href="mailto:stuartwoodman@rpra.org">stuartwoodman@rpra.org</a>	Finance Manager
<a href="mailto:strays@rpra.org">strays@rpra.org</a>	Stray reports
<a href="mailto:emmaseare@rpra.org">emmaseare@rpra.org</a>	Membership Support Supervisor
<a href="mailto:membershipsupport@rpra.org">membershipsupport@rpra.org</a>	Rings, transfers, partnerships
<a href="mailto:racingssupport@rpra.org">racingssupport@rpra.org</a>	Racing enquiries
<a href="mailto:details@rpra.org">details@rpra.org</a>	Updating member information
<a href="mailto:distances@rpra.org">distances@rpra.org</a>	Automated distance requests
<a href="mailto:louisepowell@rpra.org">louisepowell@rpra.org</a>	Inland/Continental Racing
<a href="mailto:editor@britishhomingworld.co.uk">editor@britishhomingworld.co.uk</a>	Richard Chambers, Head Officer

## HELPFUL HINTS

1. Before accepting the job ensure sure you have the time
2. Personal appearance creates respect.
3. Involve your partner, they will be a great help.
4. Keep a cheerful approach at all times.
5. If in doubt find out – *region secretaries and head office are here to help you.*
6. Do not show favouritism.
7. Familiarise yourself with club, federation and RPRA rules.
8. Always keep records on paper, not in your head.
9. Bank all money regularly.
10. Keep club money separate from your own.
11. Be on time when attending marking and meetings.
12. Ensure meetings are called in accordance with the rules.
13. Ensure that federation and RPRA fees are paid on time.
14. Hand your own race entry form to another official.
15. Try not to fall behind with the work. It is difficult to catch up.
16. Publish race results promptly.
17. Keep accurate records of all accounts.
18. Keep the minutes of meetings brief but accurate.
19. Take rings to all meetings.
20. Remember that the officials of the club must work as a team.

And - **please** - remember to advise head office (in writing) of the following:

- a) When a member passes away and all birds/lofts are to be disposed of, your region secretary will advise on procedures to follow.
- b) When a member resigns from a club please inform your region secretary with your annual fees and indicate where they may be flying the following year.