

BRC Head Office Staff Roles 2015 v1 FOR CLUBS 24.02.15

Any member of the BRC will be happy to help with any queries you may have, however these are the main areas of work for each person:

Staff Member	Title	Main Job Roles	Usual Working Hours	Direct Tel Number / email
Sarah Phillips	BHS Director of Participation	<ul style="list-style-type: none"> • Overall responsibility of all participation departments; BRC & Approvals (riding schools & livery yards) • Communication between BRC and the Board of Trustees 	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 590 sarah.phillips@bhs.org.uk
Laura Sanger	Head of BRC	<ul style="list-style-type: none"> • Day to day management of BRC • Contact for escalating complaints & queries • Strategy & development of BRC • Health & safety, accidents, hat, vet and medical guidelines • Insurance queries • BRC Official Stewards management 	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 594 laura.sanger@bhs.org.uk
Rachael Holley	Competitions Manager & Editor Rider Magazine	<ul style="list-style-type: none"> • Rider magazine • Sponsorship • Press liaisons • Competitions entries / rules queries • Overseeing all competition aspects & paperwork • Championship preparation 	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 596 Rachael.hollely@bhs.org.uk
Jennie Pallett	Competitions Co-ordinator	<ul style="list-style-type: none"> • Rule Book • Volunteers, officials and judges at Championships • Championship venues • Championship contractors • Committee meeting administration, queries and nominations • Organisation of awards (Leo Harris, Volunteer of the Year) 	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 593 jennie.pallett@bhs.org.uk
Annette Falkingham	Marketing & Promotions Co-ordinator	<ul style="list-style-type: none"> • Centre membership scheme • BRC marketing • BRC website / Facebook / Twitter / YouTube • Championship programmes • Promotional materials for BRC and Clubs • Increasing membership / new Clubs & Centres • Championship reviews 	Mon-Weds 0835-1700	02476 840 599 annette.falkingham@bhs.org.uk

Louise Nicholls	Membership Administrator	<ul style="list-style-type: none"> • BRC Membership & cards • New Clubs and affiliation and disaffiliation / Club merges • Club invoices & payments • Maintaining Club personnel records • Centre membership queries & administration • Safeguarding for Clubs 	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 598 louise.nicholls@bhs.org.uk brcmembership@bhs.org.uk
Carla Jones	Competitions Administrator	<ul style="list-style-type: none"> • Prelim entries • Stewards / organisers packs • Scoring materials & rosettes • Qualifier dates • Downgrading • Results • Eligibility checking • Championship invites 	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 597 carla.jones@bhs.org.uk brccompetitions@bhs.org.uk
Elinor Morgans	Training Administrator	<ul style="list-style-type: none"> • BRC training assessments • Organisers & Stewards Book • BRC dressage tests • BRC judges panel & training • BRC training in Areas • Area training grants • Trophies & prizes 	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 592 elinor.morgans@bhs.org.uk
Danielle Eddowes	Competitions Administrator	<ul style="list-style-type: none"> • Championship entries • Championship stabling administration • Results & eligibility checking • Championship preparation & paperwork • Flu Vac failures 	Mon-Thurs 0830-1700 Fri 0830-1500	02476 840 595 danielle.eddowes@bhs.org.uk