

TREC GB Organiser's Handbook – 2020

We hope that you find this handbook helpful and informative, but please do not hesitate to contact TREC GB on admin@trecgb.com for any additional help and advice. These events cannot take place without the willing input of people such as you. Organising a TREC competition is hard work but it should be fun too.

This handbook should be used in conjunction with the latest **TREC GB Rulebook**.

To Get Started

1. **Recruit a team** – there is far too much for one person to do alone.
2. Identify a venue and type of competition.
3. Agree a date with the landowner (consider likely weather, farming activities, any regular major local activities which might need avoiding or could be linked to) – and explain that it can only be provisional until TREC GB has approved it.
Check that the venue has its own Public Liability Insurance cover & find out its level.
4. Request (and so provisionally book) your preferred date with TREC GB by completing the booking form and sending it to admin@trecgb.com. (Both the booking form and the Summer Series Date Booking Process can be found in the 'Summer Organisers Forms' page in the 'Members area' of the TREC GB website: www.trecgb.com/SummerSeriesOrganiserForms.html)
The details can also be entered via My Events on the TREC GB website.
Please remember that your competition will not go live until the event has been approved. This is to avoid unnecessary date clashes and ensure a sensible spread of TREC events by date and location.
5. When the TREC GB administrator has confirmed that the date is ok, pay the booking fee and update the details via My Events (if necessary)
6. Clubs and organisers need to be aware, that any formal Trec training must **not** be organised, within 6 weeks of a 3 phase summer Trec competition, if using the same venue.

Team

- Organiser – yourself?
- TD – (Technical Delegate). If you do not know any to approach, TREC GB will provide contact details. It is the TD's decision as to whether routes are both testing and safe enough for each level of competition and the TD will ensure that the competition is run safely, fairly and in accordance with the Rules

Note that the duties & responsibilities of the TD are not specifically covered in this document. PLEASE NOTE YOU CAN NOT BE THE ORGANISER AND THE TD.

- Traceur, unless you want to do it yourself, in which case delegate much of the rest of organising to other people. (The traceur is the person who designs the POR route.)
- PTV & MA Course Designer and team to build obstacles
- Vet and Farrier to be 'on call'
- Stewards/volunteers/judges for the day – *start recruiting these as soon as possible.*

Suggested requirements are:

Parking steward

POR– Tack Check, Map Room, 2 people for each checkpoint, 1 or preferably 2 people) per manned ticket (if used) – consider where the manned ticket will be and have 2 people if it is isolated, vet and vet steward (Levels 3 & 4 only)

MA – 2 to 5 people

PTV – Starter, 1 person per obstacle (can be reduced if obstacle positioning allows), finisher

1 or 2 First Aiders equipped with First Aid Kit – can double up as MA or PTV stewards if necessary

- Scorer
- Photographer
- Entries secretary (unless doing this yourself)
- Secretary/steward, on the day of the competition, able to answer questions, give out numbers etc (especially useful if this will be first TREC competition for many competitors)

Do not expect Organiser, TD or Traceur to have a specific job on POR, MA or PTV or be scorer – they need to be free for the unexpected!

Type of competition

One Day or Two?

Level 1 (needs to be simple to encourage first timers) usually accommodated in One Day.

Level 2 either but easier in two days.

Above Level 2 – can be difficult to run in one day although with a shorter POR it is possible.

The phases are listed here in the order in which they are run at an International Competition - - you do not have to run them in this order.

For a one day competition it is easier to run the POR as the last phase to save PTV judges having to wait for competitors to return from the POR. Discuss the possibilities with your TD before making a decision.

What Level?

	Level 1	Level 2	Level 2A	Level 3	Level 4
POR distance	10-15 km	15-25 km	15-25 km	25-35 km	35-45 km
Max height of jumps on PTV	60 cm	70 cm	70 cm	80 cm	90 cm

Levels 2A, 3 and 4 can include Bearings and/or Grid Reference sections.

If this is your first experience of running a TREC competition do not attempt higher than Level 2.

Number of Competitors?

One Day competition – suggest maximum 50

(50 PTV rounds at 5 minute intervals – 4 ½ hours, POR for 50 competitors – 6 hours see below under 'Start Times')

Two Day competition – not so critical but over 75 is hard work for judges.

Venue Requirements

RISK ASSESSMENT – start completing ASAP and send to admin@trecgb.com in advance of the competition

and don't forget to confirm that the venue has 3rd party insurance.

For a One or Two Day Competition:

1. Good Access from Road – horse boxes and trailers are large to manoeuvre
2. Plenty of parking for competitors and judges/stewards. If likely to be wet, provision for towing assistance may be necessary
3. Secretary/Notice Board area – clearly visible/signed from entrance
4. Catering – potential profit if done in house or good opportunity for mobile catering van
5. Toilets
6. Water if possible – human and horse – warn competitors if not available
- including at a checkpoint out on POR route (especially necessary if weather likely to be hot)
7. Map Room – can be a marquee, needs good lighting, tables and chairs
8. Provision for horses while competitors in the Map Room *if there is no secure area or stables to tie horses then run the Map Room part while horses are still in corrals or horse transport*
9. Scorers Room – away from competitors, quiet, electric power or generator
10. Warm up area for MA & PTV – a small jump welcome here
11. MA – area to fit corridor 100 to 150 metres long
12. PTV – area and equipment for 16 obstacles (less if some on POR) – see rulebook
13. Consider local horses to hire (not always possible but can be useful)

For a Two Day Competition (in addition to above)

- Corraling Area – preferably with grass [Consider Muck disposal, make provision if required.]
Combine Parking for competitors with corraling, many will sleep in their lorries/trailers
- Camping Area – not on too much of a slope, surface suitable for tents, not covered in thistles or nettles. Separate from or fenced off from corraling area - essential for safety
- Water Essential - for human and horse
- Saturday night social – somewhere (preferably under cover) for competitors to eat and socialise – can be meal brought in to venue or pub within walking distance
- Stables – if non -available compile a list of locals willing to hire their own stabling out
- B&B in the locality - especially if competition is in April, May or September
- Showers a welcome addition – warn competitors if not available
- Vetting area – optional if not a qualifier for Levels 3 and 4 – approx. 30 metres, firm, level area – see rulebook

Phase 1 - POR (Orienteering)

Traceur duties and requirements:

OS Map of area – photocopy map to work out routes in rough. If routes need to be longer/shorter than specified in the Rulebook this should be notified in the schedule.

Determine suitable routes and liaise with organiser and landowners over access (especially to areas which are not rights of way for horses).

Even if your route uses public rights of way (ROA), it is advisable and polite to inform the owner of the land you are crossing. 50 horses in a short space of time can be very different to the normal use, and advance notice avoids upsetting livestock, game birds, contractors and landowners. If the use of any track will be in excess of the usual volume of horse movement then a sign saying may be placed at either end of the particular track. The landowners may also be accommodating in moving stock to other fields, allowing gates to be left open etc if given sufficient notice.

Organisers must ensure riders abide by the expected standards of bridleway/highway use, and checkpoints do not obstruct other users of the ROW's.

The use of the ROW's and highways should be included in the Risk Assessments for individual events.

If the ROW being used goes through a farmyard then the landowner should be informed and permission sought if a Check Point were to be sighted in the yard.

If footpaths are to be used then the permission of the landowner MUST be sort before they can be part of a POR and the footpath should be marked at each end to inform walkers that it is being used on which ever day with the landowner's permission and a contact number should be on the sign.

If any organiser/traceur has particular queries with a ROW they recommend contacting the local authority

1. Identify Routes for each Level and check the distances for each Level are within the guidelines in the Rulebook – remember that fields/areas may not be accessible on all dates

because of lambing, silage, hay, harvest etc.

2. Obtain Landowner permissions – the majority of landowners when approached are more than willing to help. A small present after a successful event can make it even easier to gain help/permissions for a future occasion. Large organisations (e.g. National Trust, Forestry Commission) may require sight of Insurance Documents and Risk Assessment – allow time for this.
3. If route crosses any main roads notify the local Police of the details including Grid References of the crossing points. Highways should have 'horses in road' or other signs in place to warn drivers.
4. Order (or make sure Organiser has ordered) draft copy of the map(s) from TREC GB at least 4 weeks in advance – send map numbers with grid refs of corners or send copy of OS map with area required. Check these are correct area as soon as they arrive. Order competition copies in good time (at least 10 days before the competition). Remember to include sufficient copies for Master Maps and spares (see 2 below).
5. Set locations for Check Points (including the one which includes the on-course vet /health check for Level 3 & 4 only) and Ticket Points. Work out Grid References for these for emergency list. Check phone and/or radio reception at each check point. [Digital photos of Check and Ticket Points with the flags in place before the competition is a good idea.]

6. Grid Reference and Bearings Sections (Level 2A, 3 & 4 only). Get help setting these if necessary. Make sure they are checked by a non-competitor after the instructions have been prepared.
7. Ride or walk route (or get TD to do so) during the month before the competition to set provisional speeds and check ground conditions.
Note that the TD will want to have checked the route before it is “finalised” and someone will need to check it again very soon before the competition in case, for instance, trees have fallen or a path become very overgrown or muddy and to allow the speeds to be finalised. Remember that changes in the weather can dramatically change the ground underfoot!
8. Draw Master Maps (unless TD wishes to draw them). Ensure TD has checked them. [Master Maps can be photocopied to ensure all are the same.]

Organiser duties (for POR):

1. **Risk Assessment** – can be done in conjunction with TD and Traceur
2. Order maps (see point 4 above) from TREC GB at least 4 weeks in advance – send map numbers with grid refs of corners or send copy of OS map with area required. Order enough copies for the maximum number of entries you want to cope with, plus another 10-20 copies for master maps/the TD/judges/spares
3. Equip Map Room (see Appendix)
4. Obtain (or check that TD has) speed cards for each section (download from website)
5. Recruit vet (or health check competent person) and steward (Level 3 and 4 only)
6. Organise for provision of water at checkpoint(s) including at vet/health check
7. Print sufficient judging sheets for Checkpoints and Ticket Points for your number of competitors (plus some spares) and Guidance Sheets for same (all available on website)
8. Calculate Start Times. If there is to be a gap between the Map Room and Start this should be a minimum of 30 minutes depending on the distance to the corraling field.
9. Allocate stewards for check points and ticket points and hazardous road crossings
10. Prepare required equipment for each check point (see Appendix)
11. Print competitor lists for judges and TD
12. Decide items required for tack/equipment check and where this is to take place (usually at the Start but can be at a Checkpoint, particularly for higher Levels).
13. Refreshments for judges and stewards
14. Check that someone (maybe the TD) is going to brief all the judges and checkpoint stewards.

Phase 2 - MA Matrisse des Allures (Control of Paces)

1. **Risk Assessment** – complete for Corridor and Warm Up area
2. Corridor 75 to 150 metres long, 2 to 4 metres wide (see Rulebook) – need not be straight or without slope if the terrain or space does not allow for a straight level one
If necessary Manège could accommodate 75 to 100 metres
3. Must be measured accurately with measuring wheel or tape measure along middle of corridor

4. Ensure judges can see each other clearly – they must agree signals between them for recording break of pace or step out
5. Calculate Start Times
6. Print judging sheets for number of competitors (plus some spares) and Guidance Sheets (available on website)
7. Refreshments for judges
8. Check that someone (maybe the TD) is going to brief all the judges

Equipment:

- Electronic Timing equipment (ideal) or two stopwatches
- Red and white flags for start and finish of timed corridor
- Marking medium for edges of corridor – flags, cones (easiest if sufficient number available) – if not available can use flour, lime, paint, sand, sawdust (check with landowner before using any of these). Could mow edges if flat enough and grass long enough for a mown strip to show up.
- 2 to 5 judges
- Clipboards, judging sheets for required number of competitors, rider lists

Phase 3 – PTV – Parcours en Terrain Varie (Obstacle Course)

Chef d' Piste duties

Plan a course of 16 natural or simulated obstacles making best use of natural terrain and existing features. Up to 5km in length. See current Rulebook for list and dimensions. (If any natural obstacles on POR are used as obstacles then less than 16 are needed on PTV course)

1. **Risk Assessment** for each Obstacle
2. Set time limit
3. Arrange for a team to build the PTV (preferably the day before the start of the competition)
4. Produce PTV course plan, list of obstacles & rules for all non-standard obstacles
Note that it can be useful to place alternative obstacles so that, for instance, non-jumpers still have an obstacle to tackle where jumpers will tackle a jump

Organiser duties

1. Arrange equipment for obstacles (including start and finish flags, obstacle numbers and marking medium for penalty zones)
2. Allocate judges for obstacles, start & finish and collecting area
3. Calculate start times taking into account time limit and possible crossing points
4. Print judging sheets for number of competitors (plus some spares) for each obstacle and start & finish and Guidance Sheets for same (all available on website)
5. Print lists of competitors
6. Refreshments for judges and provision for comfort breaks
7. Arrange for collection of results and transfer to scorer from each obstacle

8. Display PTV course plan, list of obstacles & rules sheets for non-standard ones, for competitors
9. Check that someone (maybe the TD) is going to brief all the judges

Scoring

A dedicated Scorer is necessary, proficient at using spreadsheets. Such a person does not need to be familiar with TREC or horses.

Equipment required:

- Computer
- Printer and paper
- Somewhere comfortable and quiet to do the work
- Prompt supply of results sheets and record cards
- Access to the TD to answer questions/decipher judges' sheets and comments
- Electricity supply (mains or generator)

Competitors under 16

- A Parental Consent Form must be completed and sent in with every entry for a competitor under 16.
- Children under 14 may compete as part of a Pair with a partner of 18 years or older.
- Photographs of children under 16 may not be taken unless a parent has given consent for this.

Results and Prize Giving

Publish provisional results as soon as each phase for each class is finished.

Schedule a time for Prize Giving(s)

In order to achieve these aims:

1. Arrange for judges sheets to get to the scorer without delay
2. Make sure TD is available to check any queries – if TD can scrutinise PTV Obstacle Sheets before scores are input (if scorer not familiar with PTV judging sheets) this may be advantageous
3. Publish the provisional results on the Notice Board together with a time limit for queries (remember to allow competitors who are judging PTV for a later Class time to check their scores)
4. Have PTV Judges Sheets available near the Notice Board to be looked at but not removed – competitors will spot a 'typo'
5. Provide standard form for queries (particularly for POR on a two day competition). *These should be annotated with the decision made and then displayed for competitors to see.*
6. Announce the expected time for Prize Giving and keep to it unless a problem causes a time delay in which case inform competitors
7. When time limit for queries has passed and TD has resolved (or ruled on) queries produce final results without delay

8. Consider having more than one Prize Giving – competitors who have a distance to travel home and finish competing at 10a.m. will be unwilling to stay until 5p.m. for Prize Giving

After the Event

Send results to administrator@trecgb.com as soon as possible (definitely within 4 days) so results can be put on the website and League can be updated.

Send list of contact details of any entrants who are not TREC GB to administrator@trecgb.com

Send any completed accident report forms to TREC GB.

Compile report on the event using the Evaluation Form and send to TREC GB.

Ask TD and traceur to do so too.

Post uncollected rosettes (make sure competitors leave addresses envelope with sufficient postage if they cannot stay for Prize Giving)

Thank Venue Owner and Land Owners

Appendix

Paperwork before the Event

Schedule – aim to get this out as far in advance as possible (2-3 months is about standard. Suggested wording is available to download from the website. Remember to CLEARLY state date entries open. **Do not** publish on any other social media until schedule is up and open to everyone on the TRECGB website. Entries **MUST** be taken in chronological order with no preference given to anyone. Only entries with paperwork AND payment is to be considered as an entry.

Include in the schedule:

- Contact details for enquiries
- List of classes
- Any special rules for your area (e.g. Concussion rule in Scotland) or venue (e.g. no dogs on site)
- Entry fees and closing date
- Rosettes and Prizes to be given including any special categories (e.g. RoR, veteran, local etc.)
- An extract from the rules is available for inclusion, should you want to
- Description of area and type of terrain to be encountered
- Postcode and Grid reference of venue.
- A reminder that anyone corralling their horse must have a label on the corral with their contact details and, if they are leaving the site, the rider must organise someone to keep an eye on their horse while they are gone and include his person's contact details on the label too

For 2 Day competition also include:

- Corraling availability and fees
- Camping fees (if any)
- Stabling contacts
- Local B&Bs
- Saturday night social details and cost

Include on the **entry form**:

- Name, address, email and phone number of rider (and date of birth if under 18)
- TREC GB Membership number (and any other relevant membership numbers)
- If not a TREC GB Member - box to tick if the person does not want to be contacted by TREC GB

Suggested wording: "Your contact details will be passed to TREC GB. Please tick this box if you do not want TREC GB to contact you. [TREC GB does not/will not supply anyone's contact details to any third party without that person's consent]"

(see above)

- Horse details – name, age, height, colour (useful if need to spot from a distance)
 - Class entered
 - Eligibility for any special categories
-

- Pairs partner (if entering Pairs Class)

- Any dietary requirements
- Name and contact details of any helpers coming with rider and willing to judge/steward
- Fees and how to pay (BACS or cheque to?)
- Signature agreeing to abide by the rules of the competition
- Parental consent form (if child under 16 is entering)
- Contact details for someone for the organiser to contact if there is an accident

Name & contact details (address and email address) of entries secretary

Entries Closing Date

Catering

Judges lunches for one or two days.

Competitors – one day competition – mobile catering van an advantage (particularly if it will stay until scores are out and prize giving takes place) - tell competitors whether or not there will be refreshments.

Two day competition – mobile catering van for the second day (breakfast and lunch and **up to prize giving time** – often judges only time to relax and eat properly).

Saturday night meal for competitors and judges (treccies can be hungry people after riding and concentrating for a long time!) – competitors expect to pay (high cost will reduce take up which may compromise viability), judges are usually fed free of charge.

Start Times

These must be set so that everyone should be back before dark (unless a night time section!)

N.B. A route taking 2 ½ hours to ride – 50 competitors with half as pairs takes 5 hours minimum from start to finish with hold ups at Checkpoints can easily add an hour!

Decide what time it will be feasible to start i.e. when you can expect judges to have arrived, been briefed and settled in their judging positions.

Leave a space or two between levels/classes to cope with late arrivals/starting late/extra entries.

POR – Aim for 5 minute intervals but take account of how much room is available in the Map Room - one pair leaving and another pair starting at the same time is only possible with a table (and 2 Master Maps) available for each pair not just one to be used by both departing and arriving pair. If there is to be a gap between the Map Room and Start (or Tack Check before Start), this gap should be a minimum of 30 minutes depending on the distance to the corraling field.

Time Allowed in the Map Room:

Level 1 – 10 minutes, Level 2 and 2A – 10 minutes, Level 3 – 15 minutes, Level 4 – 20 minutes

Tack Check – (usually) 10 minutes before Map Room Time or 10 minutes before Start Time if horse not to be tacked up during Map Room phase.

MA – 150 metre corridor takes at least 3 minutes/competitor

If MA is not adjacent to PTV area allow time to get from one to the other.

PTV – Aim for 5 minute intervals but consider the course plan – will competitors cross each other's path or catch up the one in front at slow obstacles?

TREC EVENT RESULTS (TER)

_Suggested timescale for setting up an competition.

The following is merely a guideline to help you get the very best from the scoring system and enabling organisers to have a positive and successful event.

4 weeks prior to event:

Check you have the most up to date version of TER and that you have it successfully set it up on your computer and you have a good backup in place.

Now is the time to find out any glitches in the system, not a week before the event.

3 weeks prior to event:

Set up as much information as possible into the system.

The traceur will be at this stage have finalised everything for the POR so CP's and tickets will be able to be imported. Using the planning part of TER will help you with the deployment of your CP judges, ensuring a smooth event.

2 weeks prior to event:

By now you will have had all entries and will be able to import this information into the system.

PTV should also have been finalised and be able input into the system.

There will inevitable be some changes, but these should by this stage just be tweeks, not major.

Last week prior to the event.

Hopefully you will now have imported all the information and be able to generate your start list and check through with Tracuer and TD any queries or changes.

If you experience any problems whilst setting up TER please do contact the TER support team on tersupport@trecgb.com with what you were doing when the problem occurred and attach a copy of the your TrecScoring log file and the competition file.

Competitor Information

Competitor Information – send to competitors when the entries have closed, ideally with start times. Use for additional information that wasn't included in the schedule e.g.

- Suggested route to venue
- Availability of grass in corralling area, where hay/haylage can be bought
- Map of venue (aerial photo can be annotated)
- Warnings/information about other events in the area
- Reminder about 'special rules' mentioned in schedule
- Expected time PTV course open for walking
- Prize giving arrangements and expected time

Information Area at the Event

A Secretary able to answer queries, give out numbers etc is very useful, particularly if it is the first full TREC for a lot of competitors. If no secretary the information must be given by notices.

Notice Board – can use wall, side of tent etc.

Need to display:

- Emergency Numbers – include venue, organiser, TD, 1st Aider, Vet, Farrier
- Competitor Numbers and Start Times
- Map of Venue
- PTV Course Plan and List of Obstacles
- Rules for all non-standard PTV obstacles (ie those not in current Rulebook)
- Any other information including copy of 'Competitors Info' sent out before the day
- Scores as competition progresses

Official Time – a clock so competitors can set their watches to 'competition time'

Wrist bands (if used) with emergency numbers for POR and Bib Numbers for MA and PTV need to be available for competitors to collect from Secretary or central point.

Also need Query Forms for POR and Accident Forms (hopefully latter will remain blank)

Map Room Requirements

- Tables & Chairs sufficient for scheduled start times (see above) plus spares if competitors need extra time
- Lamps if poor natural lighting
- Clock(s) set to competition time
- Master Maps – laminated or fixed to boards or tables
- Blank Maps for competitors
- Competitors' Record Cards
- Clipboard, pen or pencil and Checkpoint Judging Sheets – sufficient for number of competitors expected - (Map Room is Checkpoint 1) & guidance notes
- List of competitors and start times
- Speed Card for each Level

- Example of unmanned ticket used out on the POR (orienteering punch, laminated letter or other item to look for)
- 1 or 2 Map Room Stewards with knowledge of routes to be drawn or access to traceur or TD to answer competitor's questions about master maps

Checkpoint Equipment

For each Checkpoint and Manned Ticket Point

- Red and White Flags (one pair for each expected entry point)
- Clock (showing "competition time")
- Speed Card for each Level using the Checkpoint
- Clipboard
- Pen/pencil
- Checkpoint Guidance Sheet
- Contact Details of: TD, Organiser, Venue, other Checkpoint Judges
- Grid References of Checkpoints (in closed envelope) for emergency use only
- Judging Sheets – sufficient for number of competitors expected
- List of Competitors
- Refreshments

In addition:

Checkpoint at **Start of Bearings** needs: Bearings Sheets (one for each rider, pairs need two); Large Envelopes to seal maps in.

Checkpoint at **Start of Grids** needs Grid Reference Task Sheets (one for each rider, pairs need two)