



TREC GB & its Affiliated Clubs

1. Introduction

This document outlines the relationship, benefits and responsibilities between TREC GB and its Affiliated Clubs. It also gives the minimum requirements for a club to be considered for affiliation to TREC GB.

TREC GB is comprised only of its individual members.

TREC GB functions via:

- (a) The Board including committees and working groups
- (b) The TREC GB Affiliated Clubs
- (c) Persons supplying Administrative Services

TREC GB is financed by:

- (a) Membership Fees
- (b) Club Affiliation Fees
- (c) Event Affiliation Fees
- (d) Sale of services and expertise
- (e) Sale of Merchandise
- (f) Sponsorship
- (g) Fund raising and Donations

TREC GB provides for its Members and Clubs:

- (a) Insurance
- (b) Communication
- (c) Requirements for Competition
- (d) Training
- (e) Competition

Please note that, unless otherwise specified, the term “member clubs” refers to both TREC GB’s member clubs that are fully Affiliated and those whose status is Probationary Affiliated.

2. Responsibilities of TREC GB towards its Affiliated Clubs

2.1 Governance

2.1.1 TREC GB is the National Ruling Body for the sport of British TREC within Great Britain where, for the purposes of this document, Great Britain is the whole of England, Scotland, Wales and the Isle of Man.

2.1.2 TREC GB represents British TREC with other Horse Sports’ governing bodies and organisations within Great Britain.



- 2.1.3 TREC GB represents British TREC with other TREC Governing Bodies and is affiliated to FITE (Fédération Internationale de Tourism Equestre).
- 2.1.4 TREC GB takes membership fees from its member clubs.
- 2.1.5 TREC GB enables any group of persons interested in the sport of British TREC to form an affiliated TREC club in accordance with clause 4 (TREC GB Criteria for Accepting Clubs) of this document and provided that the group meets the criteria therein.
- Note that TREC GB will provide guidance in the meeting of these criteria.
- 2.1.6 As well as answering some enquiries directly itself, TREC GB may direct enquiries to its member clubs.
- 2.1.7 TREC GB will maintain oversight of its member clubs to ensure that they are fulfilling all the criteria for TREC GB member clubs as is defined in this document and to assist them in fulfilling those criteria.
- 2.1.6 TREC GB will provide mechanisms for the resolution of any TREC GB related disputes.
- 2.1.7 TREC GB reserves the right to remove affiliation status from any of its member clubs where that club has breached the rules and ethos of TREC GB or has been found guilty of conduct derogatory to the character or prejudicial to the interests of TREC GB.
- In this case, the club will be informed and given a chance to reply; however, there is no guarantee that the club will regain its previous status.
 - Where a new club has had its probationary period repeatedly extended but the TREC GB Board is still not satisfied that all its criteria are being met, TREC GB reserves the right to reject the club's application for affiliated status and will not grant the club another probationary period. In this case, the club has no right of appeal.
- 2.1.8 TREC GB will ensure that it, itself, adheres to the criteria laid down for its member clubs as defined in clause 4 (TREC GB Criteria for Accepting Clubs) of this document.

2.2 Insurance

- 2.2.1 TREC GB will provide its member clubs with Public Liability insurance so that they may run TREC related events, including competitions and training, on condition that all of the following are adhered to:-
- a) Before the event takes place, the event must have been submitted to TREC GB on the correct official booking form and has not been rejected in any way; and
 - b) TREC GB has not withdrawn its permission to hold the event (as occurred during the COVID-19 pandemic); and



- c) the event must be run to TREC GB rules; and
 - d) entrants must either be Red tier TREC GB members or members of any of the TREC GB affiliated clubs; if neither of these, then entrants must become (upon payment of a fee) day members of the organising club; and
 - e) the event must be being run under the auspices of, and with the agreement of, the affiliated club's committee; and
 - f) the venue, where the event is to be held, must have its own public liability insurance.
- 2.2.2 Under the Employers Liability section of its insurance, TREC GB will cover the officials and volunteers at all events organised by its member clubs provided that these events comply with clause 2.2.1 of this section.
- 2.2.3 Training events must have an insured trainer in attendance however this type of insurance ("trainers' and instructors' insurance") is not included in TREC GB's events insurance.
- However, note that TREC GB qualified judges may apply, via TREC GB, to its insurance broker for freelance instructors' insurance at a discounted rate. TREC GB can offer no guarantee as to how its insurance broker will view the application.
- 2.2.4 Updated evidence of TREC GB's insurance cover will be provided annually to for its member clubs once it has been received from the insurance broker.

2.3 Documentation and Communication (both paper and electronic)

- 2.3.1 TREC GB will inform its member clubs of any changes relating to the national organisation of TREC by email or an emailed newsletter as soon as is possible and will update its website as appropriate.
- 2.3.2 TREC GB will develop and publish the British TREC Rulebook.
- 2.3.3 TREC GB will develop standardised documentation for British TREC competitions.
- 2.3.4 TREC GB will develop standardised computer programs for British TREC competitions.
- 2.3.5 TREC GB will define a process for the booking of dates for competitions and other events that are to be run by its member clubs.
- 2.3.6 TREC GB will maintain a list of trained TREC Officials and make this information available to other TREC Officials as necessary.
- 2.3.7 TREC GB will maintain a list of its member clubs and, providing each club has provided the necessary information, their contact details on its website to enable the TREC GB members to contact the clubs.
- 2.3.8 TREC GB will develop a mechanism for information flow between itself and its members who are also the nominated representatives for its member clubs.
- 2.3.9 TREC GB will provide TREC related information and news on its website in a timely manner.



2.3.10 TREC GB will publicise TREC GB member clubs' events (including competitions and training) on its website as soon as is possible after their notification, approval and the receipt (by TREC GB) of the booking fee.

2.3.11 TREC GB will publicise training events organised by TREC GB working groups on its website as soon after their notification as is possible.

2.3.12 TREC GB will publish TREC competition results on its website as soon after their notification as is possible.

2.4 Training

2.4.1 TREC GB will provide both initial and refresher training for TREC Officials: Technical Delegates (TDs), Traceurs, International Judges, and Scorers, who are also current TREC GB members.

2.4.2 TREC GB will provide both initial and refresher training for Trainers of the TREC Officials who are also current TREC GB members.
Note that only current TREC GB members may become TREC GB Officials.

2.5 Competitions

2.5.1 TREC GB enables all varieties of Summer and Winter TREC related competitions to be held.

2.5.2 TREC GB will facilitate Ordnance Survey (OS) licenced printed maps for TREC competitions.

2.5.3 TREC GB will provide computerised scoring programs for competitions.

2.5.4 TREC GB will enable TREC GB Qualifier competitions for the National Championships to be held.

2.5.5 TREC GB will encourage discounted competition entry fees for both its own members and members of both its affiliated and probationary affiliated clubs.

2.5.6 TREC GB will run annual National Championship competitions at TREC levels 1, 2, 2A, 3 and 4.
Note that the championships will not be held in the same area of the country in consecutive years.

3. Responsibilities of Affiliated Clubs towards TREC GB

3.1 Adherence to rules and ethos

All clubs affiliated to TREC GB (both fully Affiliated and Probationary Affiliated) must adhere to all of the following:-

3.1.1 They must adhere to the criteria laid down in clause 4 (TREC GB Criteria for Accepting Clubs) of this document.



- 3.1.2 They must supply the dates and schedules for their events to TREC GB with all events being booked using the appropriate booking form and the correct Date Booking Process being adhered to.
- Note that both the forms and process details are available on the TREC GB website.
- 3.1.3 They must supply to TREC GB in a timely manner the contact details of day members who have attended their club events (both competitions and training) and any other information that may be requested by TREC GB.
- 3.1.4 They must supply all competition results to TREC GB in a timely fashion and include details of all competitors including whether they are TREC GB members, club members who are not also TREC GB members, or are day members.
- 3.1.5 They must facilitate communication and feedback (in both directions) between their members and TREC GB.
- 3.1.6 They must pay their club affiliation fees to TREC GB immediately that they fall due in order for their events to be covered by the TREC GB club insurance.
- 3.1.7 They must ensure that they comply with the rules and requirements of any organisations to which they are bound (examples being: Companies House, Tax Authorities, Charity Commission).
- 3.1.8 They must pay all their dues including event booking fees to TREC GB in a timely fashion.
- 3.1.9 They must encourage any of their members who are not already TREC GB members to become TREC GB members.
- 3.1.10 They should encourage any of their members who are not already TREC GB fully qualified judges to become judges and, to this end, should run training events lead by a TREC GB Trainer of Judges.
- 3.1.11 They must encourage any non-members (of their club) who attend their events and who are not already TREC GB members to become TREC GB members.
- 3.1.12 The club must nominate someone to act as their club contact point so that TREC GB may publish this contact information on its website.
- Note that the club contact point does not need to be the same as the club representative.
- 3.1.13 The club officers must ensure that any intentional breach of the rules or any conduct derogatory to the character or prejudicial to the interests of TREC GB is investigated and dealt with appropriately in a timely fashion and the member disciplined (including the possibility of expulsion) and that any unintentional breach is rectified also in a timely fashion. This includes ensuring that anything deemed unsuitable that has been made public or posted on Social Media has been rescinded or is taken down and, if necessary, an apology given. Note that this includes the case where someone has made a statement without clarifying that it is their personal view and not that of TREC GB.



4. TREC GB Criteria for Accepting Clubs

4.1 General Criteria for Clubs Affiliated to TREC GB

- 4.1.1 The club must exist to promote the sport of TREC, abide by the rules and ethos of TREC GB and be seen to encourage new members.
- 4.1.2 The club must comply with the requirements given in clause 3 (Responsibilities of Affiliated Clubs towards TREC GB) of this document.
- 4.1.3 There must be a committee comprising at least a chairman, a treasurer and two others and that committee must have at least two TREC GB fully qualified judges.
- 4.1.4 The club must ensure that it keeps up to date the name and contact details of its contact point that has been supplied to TREC GB.
- 4.1.5 Once fully affiliated, the club must nominate at least one club representative to help facilitate communication between the club and TREC GB.
 - Note that TREC GB expects each club representative to become a member of at least one TREC GB working group.
- 4.1.6 The club must hold committee meetings and make the minutes available to its members and, if so requested, to the TREC GB Board.
- 4.1.7 The contact details of the club officers and the details of the club's planned events must be available to its existing members and to anyone wanting to become a member or to take part in the events.
 - Note that this can be achieved using a club website linked to the TREC GB website. A "closed" Facebook page (or similar) is neither appropriate nor recommended as the sole method of communication.
- 4.1.8 The club must not exist solely for social or insurance reasons.
- 4.1.9 The club must have its own bank account and that must stay in credit.
- 4.1.10 The club must have a schedule of planned activities for its members.
- 4.1.11 A copy of the club constitution must be available to its members and, if so requested, to the TREC GB Board as must a copy of the club's Safeguarding Policy.
- 4.1.12 The club must liaise with existing neighbouring TREC clubs regarding such things as dates and venues and must not knowingly encroach on their existing venues (as it takes time to establish good relations with landowners and equestrian centres).



- 4.1.13 The club must ensure that its members comply with the rules and ethos of TREC GB. Any intentional breach of the rules or any conduct derogatory to the character or prejudicial to the interests of TREC GB must be investigated and dealt with appropriately and the member disciplined (and potentially expelled); any unintentional breach must also be dealt with and any problems (or potential problems) resolved. This includes ensuring that anything deemed unsuitable that has been made public or posted on Social Media has been rescinded or is taken down and, if necessary, an apology given. Note that this includes the case where someone has made a statement without clarifying that it is their personal view and not that of TREC GB.
- 4.1.14 The club must supply all additional information that may be requested from time to time by the TREC GB Board.

4.2 Additional requirements for Probationary Affiliated clubs

- 4.2.1 The prospective new club must comply with the requirements given in clause 4.1 (General Criteria for Clubs Affiliated to TREC GB) of this document.
- 4.2.2 The TREC GB Board will not consider any prospective new club if the name chosen for it contains any wording or initials that conflict with TREC, unless prefixed with a region, and the name chosen must be approved by the TREC GB Board.
(eg North West TREC Club would be considered acceptable whereas Terrain Riders Equestrian Club would not)
- 4.2.3 If accepted as a new probationary affiliated club by TREC GB, the probationary period will start from either April 1st or October 1st to correspond with the start of the Summer or Winter season (respectively).
- 4.2.4 The probationary club must supply all additional information that may be requested from time to time by the TREC GB Board before its application to be a probationary affiliated club is accepted.
- 4.2.5 No probationary club will be allowed to run a qualifier competition for the Summer National Championships unless it has been given specific permission to do so by the TREC GB Board.
- 4.2.6 The first event that is to be held by the club must be approved by the TREC GB Board at least 6 weeks prior to the date of that event and, during the whole of the probationary period, any competition must be approved by TREC GB at least 6 weeks prior to that competition.
- 4.2.7 In the interests of keeping to the expected standards and unless they already have suitably qualified members, the probationary club will be expected to send at least 2 members of their club to TREC GB approved judges training sessions and at least 1 member to TREC GB approved traceur training during the first 12 months. Note that, once at least one of its members has been signed off as a qualified judge, at least one of these people will be expected to attend TREC GB TD (Technical Delegate) training.



4.3 Review of new clubs

- 4.3.1 Once a new club application is accepted by the TREC GB Board, the club will become a probationary affiliated club for one year after which time the Board will either approve the club for full affiliation or consult with the club again and extend the probationary period, initially for a further six months.
- 4.3.2 The new club application will be reviewed by the TREC GB Board at regular intervals during the probationary period. There is no guaranteed certainty of affiliation and, if necessary, the probationary period will be extended until the TREC GB Board is satisfied that all criteria set by the Board have been fulfilled.
- 4.3.3 Where a new club has had its probationary period repeatedly extended but the TREC GB Board is still not satisfied that all its criteria are being met, TREC GB reserves the right to reject the club's application for affiliation status and will not grant the club another probationary period. In this case, the club has no right of appeal.

5. Conflict between documents

Where there is conflict between this document and the TREC GB Constitution, the constitution must take precedence; however, any conflict must be brought to the attention of the TREC GB Board of charity trustees so that it may be resolved.

6. Changes to this document

Document Date	Version	Section	Change
June 2019	1.0		Original - to accompany TREC GB Constitution document (based upon Charity Commission's Association Model) Created from "TREC GB Criteria for Accepting New Clubs" dated June 2017 (approved by Board on Board 04-07-2017) & "TREC GB & its Affiliated Clubs – Right & Responsibilities" dated August 2017 (approved by Board 18-09-2017)
21-April-2020	1.1	all	Updated to reflect introduction of club representatives and to remove parts which are only specific to TREC GB members rather than the clubs as well.
15-July-2020	1.2	3.1.13 4.1.13	Changes to add clarity with respect to any form of publication including social media.
17-July-2020	1.3	1	Acknowledgement that TREC GB also receives money by fund raising & from donations.