

## Summer Series Competition Date Booking Process - 2019

This process has been written to enable a fair and robust method to be followed when dates for Summer Series competitions are requested and ensure that competitions will have a minimal impact on other TREC GB club events and will consider location, the levels being run and any other relevant information. This is especially important as TREC competitions are volunteer intensive and most clubs have limited support when running competitions.

1. Send your **fully completed booking form** to [admin@trecgb.com](mailto:admin@trecgb.com). Where dates will be checked against the TREC GB calendar for clashes.
2. **If there is not a date clash and there is not a Level 4 class** involved in the Event, the date is accepted and Admin will email you. Once payment has been made it will be added to the Calendar.
3. **If there is not a date clash but the event involves a Level 4 class.** Details will be sent to the Summer Series Working Group (SSWG), and within 5 working days they will decide if the date is acceptable. Admin will email you confirmation or if the event is rejected, Admin will email you with the reasons for the decision.
4. **If there is a date clash** an email will be sent to both organisers with contact details. Both organisers to correspond with each other ASAP. Both organisers to respond to Admin within 7 days.
5. **If all organisers accept the date clash**, details will be sent to the SSWG and within 5 working days the group will decide if the event is acceptable. The original event (i.e. first competition applied for and accepted) will always stand. Admin will inform the subsequent organiser if their event has also been accepted on the same date. Once payment has been made the Calendar will be updated. In the unlikely event of the second completion being turned down (i.e. distance between events) Admin will email you with the reasons for the decision.
6. **If all organisers involved do not accept the date clash**, objections will be sent the (SSWG) and within 5 working days the group will discuss the situation and ways of resolving concerns raised including the second party changing to a more suitable date. If the SSWG decide that the subsequent dates are not acceptable, the additional date will be rejected and Admin will email all parties including reasons behind the decision.