



# EVENT ORGANIZER HANDBOOK

## USNETO / TREC-USA Event Organizer Handbook

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### 1. Introduction

This handbook is designed to provide detailed information to individuals interested in hosting a USNETO / TREC-USA sanctioned event or activity.

USNETO / TREC-USA will be referred to as TREC-USA for the purpose of this handbook.

### 2. Event Rules

#### FITE International TREC Competition Rules

TREC-USA generally follows the International TREC Competition Rules put forth by the International Federation of Equestrian Tourism (FITE) for the purposes of teaching, training, and hosting official TREC competitions in the United States.

The FITE International TREC Competition Rules are available on the FITE website: <http://en.fite-net.org/content/view/full/12261/%28article%29/12276>

They are also available on [www.trec-usa.org](http://www.trec-usa.org) under Member Resources.

#### TREC-USA Rulebook

In addition to official TREC competitions, workshops, and training days, TREC-USA offers a number of activities including recreational trail rides and drives, promotional activities, and Judged Pleasure TREC Rides and Drives. The rules set forth in the USNETO / TREC-USA Rulebook apply to all events hosted by or sanctioned by the organization.

The TREC-USA Rulebook is available on [www.trec-usa.org](http://www.trec-usa.org) under Member Resources.

Some events may have additional guidelines. We are in the process of formalizing additional rules and qualification requirements at this time.

### 3. Event Fees

Event Fees (Insurance/Promotion) for events are set by the Board and are subject to change.

Entry fees for participation at an event are set by the Event Organizers. An Event may be either an official TREC-USA Event (put on by the organization) or a Member Organized Event.

#### TREC-USA Events

TREC-USA Events may be open to TREC-USA members only or to the general public. Public events are designed to provide activities for existing members, attract newcomers to the sport, and to encourage potential members to join\*. Public events benefit the organization by increasing membership and benefit organizers by reaching a wider audience.

Event Fees: Except for in the case of a USNETO sponsored event, an event fee is paid by the Event Organizer to USNETO for event insurance and support. These are separate from entry fees, which are paid by participants to the Event Organizer.

Event Fees are \$80 / Day for the first day and \$55 / Each Additional Consecutive Day at the same location.

This fee includes:

General Liability Coverage for the Event  
Use of the TREC-USA Name and Logo in Promoting the Event  
Organizer Support and Tools  
Posting on the TREC-USA Event Calendar.

Additional Publicity:

Public Events details and flyers (if provided) will be included in monthly emails to our mailing lists and/or posted on the TREC-USA website and social media sites. Flyer templates are available on [www.trec-usa.org](http://www.trec-usa.org) under Member Resources.

\* Organizers are encouraged to offer 2 entry fees (a lower member fee and a higher non-member fee) to encourage participants to become members. Membership forms and payment are sent to USNETO after the event.

### 4. Application Process

Any TREC-USA Member may apply to organize a TREC-USA Event. Steps Follow:

- Complete the Event Application Form.
- Provide References / Additional Information as Requested.
- Pay Appropriate Event Fees.
- Obtain Approval of the Board and/or Event Committee.

Once an event is approved, TREC-USA will notify the organizer and submit the event details to the insurance company\*. TREC-USA will post the event on the Event Calendar and be available to assist organizers in planning as needed. Event details and flyers (if provided) will be included in monthly emails to our mailing lists and/or posted on the TREC-USA website and social media sites.

\* See section 6. Insurance Requirements and Organizer Responsibilities for details.

## 5. Qualification Requirements

Different types of events will have different factors. In general, the individual or group of individuals organizing the event must meet the following requirements.

- Organizer(s) must be member(s) of USNETO / TREC-USA.
- First time organizers must work with a recognized TREC-USA Delegate (for official TREC-USA Competitions) or a recognized TREC-USA Instructor whose skills are appropriate to the event being planned (Clinics, Workshops, and Recreational Events). Applications will be handled on a case by case basis. First time applicants may be asked to provide a written reference with their application. Lists of TDS and Instructors are available on [www.trec-usa.org](http://www.trec-usa.org) under the TREC-USA tab, and under Member Resources on the "Organize an Event" Page.
- Organizers must agree to:  
Adhere to the TREC-USA Rulebook and FITE International T.R.E.C. Competition Rules as well as the following outlined in this document: Insurance Requirements and Organizer Responsibilities, Scheduling Changes and Cancellations, Refund Policies, TREC-USA Name and Logo Usage Guidelines, Privacy Policy and Communications Guidelines, and any Additional Event Organizer Rules

## 6. Insurance Requirements and Organizer Responsibilities

Once an event is approved, TREC-USA will send the event information provided on the application to the insurance company. There are certain responsibilities that must be attended to by the event organizer to ensure that the event is fully protected under our policy.

Before The Event:

Familiarize yourself with the policies in this handbook, and the TREC-USA Event Rulebook.

Appoint an event contact person to:

Confirm that coverage is in place prior to the event.

Report any changes to the event schedule to TREC-USA as outlined in Section 7 below.

Note: Our insurance policy coverage includes one set up day and one take down day per event for organizers and volunteers. This coverage does not extend to participants, their property or animals during this timeframe. Full event coverage starts at 12:01 AM and ends at 12:00 Mid-night the day of the Event.

If the organizer chooses to permit participants to arrive earlier or stay later than the covered timeframe, it is the responsibility of the organizer to let the host venue know that they are not covered under the USNETO policy insurance for this time without purchasing additional insurance, and to let participants know that they will need to make arrangements directly with the host venue, and agree to abide by their rules.

NOTE: Schooling is NOT permitted at (or in the 24 hours prior to) a TREC competition.

### **At The Event:**

Please make sure that State Liability Disclaimer Signs are posted in a visible area.

Provide a copy of the TREC-USA Event Rulebook at registration to help verify that all participants are aware of the rules. Encourage participants to follow the Trail Etiquette and safety guidelines.

Use the forms provided for Registration, Liability, and New Memberships.

Be sure to record the date of each participant's coggin's test and make sure they sign both the registration and Liability forms, as well as any other forms required by the host farm.

## 7. Schedule Changes / Cancellations / Refunds

### General Statement

Event organizers are strongly discouraged from both re-scheduling and/or cancelling publicized events whenever it can be avoided. Both create extra work, cause confusion and dis-satisfaction for participants, and generally reflect poorly on the organization. That said, there are times when re-scheduling or cancelling an event becomes necessary. Guidelines follow.

In order to change event coverage to another date or to cancel in such a way as to qualify for any type of refund, the event organizer must notify TREC-USA in time for us to contact the insurance company prior to the start of the event. Note: The insurance company operates during regular business hours M-F 9-5:00pm Eastern Time.

Notification may be made to TREC-USA by email to [trecevents@trec-usa.org](mailto:trecevents@trec-usa.org). We recommend a follow up call if you do not hear back from us within 24 hours.

### Early Change Requests and Fees

An organizer may request TREC-USA to re-schedule and/or change event details (including cancellations) up to 1 week before the event.

It will be the responsibility of the organizer to communicate the changes to the TREC-USA for insurance purposes, and to communicate any updated information to participants who have pre-registered or RSVP'd.

Once the insurance company has been notified and the coverage change has been confirmed, TREC-USA will to see that the requested changes are applied to the calendar, web-site, social media and upcoming scheduled emails (if they fall within a relevant time frame).

TREC-USA will charge the organizer a fee of \$20 per change request for these services.

### Last Minute Cancellations / Schedule Changes

In order to change your coverage to another date or to cancel in such a way to qualify for any type of refund the event organizer must notify TREC-USA in time for us to contact the insurance company prior to the start of the event. Note: The insurance company operates during regular business hours M-F 9-5:00pm Eastern Time.

For weekend or Sunday only events cancellations or changes must be made before the end of

business day on Friday. We recommend making the call as early as possible.

If the organizer notifies TREC-USA and they the insurance company within the required timeframe the organizer will have the option to choose one of the following:

- Cancel the event for partial refund of the event fees paid (see section 8).
- Schedule a rain date. Scheduling changes will incur an additional \$20 fee for changes to the calendar, website, social media and upcoming scheduled emails (if they fall within a relevant time frame).

If the organizer DOES NOT notify TREC-USA within the required timeframe, they forfeit all monies paid towards event fees and insurance and will have to re-apply to put that event back on the schedule.

## 8. Refund Policies

### Refund of Event Fees:

If the organizer notifies TREC-USA and they the insurance company within the required timeframe and he/she chooses to cancel the event, TREC-USA will refund 40/day.

### Refund of Entry Fees:

Organizers are asked to pay careful attention to the following rules set forth in the TREC-USA Rulebook. It may be to the organizer's advantage to schedule a rain date at the time of their application.

- a) Full refunds for entry fees are given if the event is canceled by the organizer w/out a pre-scheduled rain date, OR if the participant provides a doctor's note or veterinary certificate prior to the event date.
- b) Refunds for entries are given at the discretion of the organizer if a rain date is scheduled at the time of application.

## 9. TREC-USA Name and Logo Usage Guidelines:

Use of the TREC-USA name and Logo is permitted exclusively for the promotion of approved TREC-USA events and is granted on a per event basis.

The TREC-USA logo may be used on any printed or electronic advertisement or flyer, email, website, signage, or banner used to advertise an approved TREC-USA Event.

Event Organizers may use the TREC-USA logo for print on any awards to be given out at an approved TREC-USA Event.

Any person wishing to use the TREC-USA logo or name for any other purpose must obtain permission from the organization.

The TREC-USA Name and Logo may not be printed or reproduced for resale in any manner, including but not limited to merchandise and clothing, without permission from the Board.

When organizing and promoting a TREC-USA Event you are acting as a representative of the organization and as such are expected to make every effort to present the organization in a

professional manner. When utilizing the TREC-USA Name and Logo please follow these guidelines:

Avoid distortion: Take care when re-sizing the logo to prevent distortion. For example, hold the shift key while re-sizing to maintain the aspect ratio.

Avoid poor reproduction: Take care to use the appropriate file size to maintain image resolution.

Utilize templates where provided and/or seek professional assistance when creating promotional graphics.

#### 10. Privacy Policy / Communications Guidelines:

It is the policy of the USNETO to respect the privacy of our members.

In light of the above policy: Those sending out emails to USNETO members are asked to

- Only contact members who have requested information about a specific event
- Refrain from contacting members for reasons other than that specific event unless you have a personal relationship with that person or are acting on behalf of the organization
- Always utilize the bcc (blind carbon copy) form.

When organizing and promoting a TREC-USA event you are acting as a representative of the organization and as such are expected to make every effort to present the organization in a professional manner. Whether communicating with members or to the general public we encourage you to follow these guidelines:

Keep to the facts. Make every effort to be as clear and concise as possible, and to include all necessary details to the extent possible in order to reduce the need for multiple emails and to avoid confusion.

Proofread. Assume that every item you send/post/publish is your one chance to make a first impression. At a minimum, please proofread for spelling and grammatical errors before putting it out there.

Utilize templates where provided and/or seek assistance in writing copy and event descriptions.

Until we have a better solution, emails should include the following line at the bottom:

This message is being sent to you by a TREC-USA Event Organizer. If you no longer wish to receive emails from this sender please reply to this email with UNSUBSCRIBE written in the subject line.

NOTE: It is inappropriate for any person to utilize access to the organization's membership list to contact any member / listed person either on behalf of the organization or for any other business related purpose without the approval of the Board.

#### 11. Recordkeeping and Reporting Requirements

Organizer agrees to comply with normal accounting/record keeping and to do the following within 5 days of the event:

Submit an Event Report online at <http://trec-usa.org/event-report-form/>

Send waiver and registration forms to USNETO.

Send membership forms and dues collected to USNETO.

Provide copies of receipts for all membership payments including cash.

Maintain all records of the event for a period of one year in the event of an insurance claim.

## 12. Additional Event Organizer Rules

TREC-USA Events are NOT to be combined with events sponsored by other businesses or organizations without express permission from the Board.

Event organizers may not compete in any TREC-USA Competition that they are hosting.

A judge may not ride or drive in the same division that they are judging.

Family members of judges and organizers may participate.

## 13. Practical Guidelines for Hosting an Event

Use the resources provided under member resources.

Reach out to board members or other experienced Event Organizers for guidance and assistance.

Start Early. Mind the Details. Be Creative. Have Fun!

## TREC-USA EVENT APPLICATION FORM

### Deadlines:

The minimum timeframe to apply to host a TREC-USA Event is 20 days. However, in order to guarantee inclusion in our monthly member update, applications must be received 30 days prior to the event.

This application may be submitted by email to: [trecevents@trec-usa.org](mailto:trecevents@trec-usa.org)

This form is available online at: <http://www.trec-usa.org/id63.html>

Please do not send handwritten applications.

### Organizer Contact Information:

The Event Organizer is the primary contact person for the event. He/she will be responsible for all communications with TREC-USA and will be appointed as the contact person for communicating any changes or cancellations to the insurance company representative.

Name:

Phone:

Cell Phone:

Email:

Address:

### Event Information:

Please take care when filling out this Section. This is exactly how your event will be described on the national calendar and other promotional materials posted or sent on your behalf.

Type of Event: Members Only | Public

Name of Event:

Category that best describes your event:

Introduction to TREC | TREC Skills Building Clinic or Workshop | Recreational TREC Trail Ride/Drive | Fundraiser or Promotion | Judged Pleasure TREC Ride/Drive | Official TREC Competition | Other

Description:

Date(s):

Rain Date(s): \*please refer to our refund policy concerning rain dates

Start Time:

Location:

Directions:

Fee structure: Members | Non-members

Additional Information:

Continued...

#### Insurance Company Information

NOTE FOR ORGANIZERS: Our insurance policy includes one set up day and one take down day for organizers and volunteers. This coverage does not extend to participants, their property or animals. Full event coverage starts at 12:01 AM and ends at 12:00 Mid-night the day of the Event.

Anticipated Number of Participants: under 50 | 51 - 250 | 251 - 500

Anticipated Number of Volunteers: under 50 | 51 - 250 | 251 - 500

Anticipated Number of Spectators: under 50 | 51 - 250 | 251 - 500

Is there a requirement by the host venue to add them as an additional insured? Yes | No

If Yes additional charges may apply.

Farm Owner: Name / Contact Info

Farm Manager: Name / Contact Info

#### Applicant Qualifications

We are in the process of formalizing qualification requirements for different types of events. In the meantime applications will be handled on a case-by-case basis.

Relevant Experience:

Please indicate your experience planning public events and/or hosting equestrian events.

Reference:

First time applicants, please ask one person to email us a written reference citing your experience, their experience, and how they know you to: [trecevents@trec-usa.org](mailto:trecevents@trec-usa.org)

Subject: Reference / Your Name

Please provide Reference Name and Contact Information:

Statement of Agreement:

By submitting this application I indicate that I have read and agree to adhere to the following:

TREC-USA Rulebook / FITE International T.R.E.C. Competition Rules

TREC-USA Event Organizer Handbook

Insurance Requirements and Organizer Responsibilities

Scheduling Changes and Cancellations

Refund Policies

TREC-USA Name and Logo Usage Guidelines  
Privacy Policy and Communications Guidelines  
Record Keeping and Reporting Requirements  
Additional Event Organizer Rules

Once approved, I agree to promptly report any changes made to the event schedule to TREC-USA and the insurance company.

I agree to the terms above. (Please check Box).