Field Trials Committee

Terms of Reference

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1. Purpose connection to strategy and scope

The Field Trials Committee ('the Committee') is established to consider any matter concerning field trials and working gundogs, to act for the Royal Kennel Club (RKC) Board ('the Board) in hearing and deciding upon breaches of relevant RKC Regulations, and to assist the Board in furthering the RKC's strategic objectives.

2. Key activities and responsibilities

The Committee is tasked with the responsibility of overseeing all field trials and working gundog activities.

The Committee is responsible for:

a. Registration of title for relevant gundog clubs
b. Approval of permission to hold field trials and Show Gundog Working Certificate
c. Policy drafting and amendments to Regulations as appropriate.
d. Approval of rules for the Working Gundog Certificate
e. Approval of arrangements for field trial championships for Pointer & Setters and Retrievers
f. Approval of arrangements and organisation of RKC field trials championships for Cocker Spaniels, Any Variety Spaniels and HPR breeds
g. Overseeing the planning arrangements of RKC field trials and gundog working test
h. Reviewing specimen schedules and entry forms for the following year
i. On behalf of the Board to hear and decide upon breaches of relevant RKC Regulations.
j. Annual adoption of field trials judges panel lists
k. Approval of judges to the relevant panels
l. Note cancelled field and reviewing trends
m. Allocation of breeds into gundog sub-groups
n. Overseeing field trials judges training and approval of approved presenters
o. Reviewing recommendations from the Field Trials Liaison Council
p. Approval of annual trophy winners
q. Approval of the field trials newsletter
r. Approval of the members of the working parties and subgroups
s. Approval of electronic draw systems
t. Anything else pertinent to working gundogs

Matters reserved to the Board are any decisions which might impact the reputation of the RKC which would include controversial policy or regulation amendments as detailed above and breed allocations for gundog sub-groups.

3. Composition

The Committee shall comprise of ideally 8 RKC Members (reference 5.b) and 8 representatives from the Field Trials Liaison Council, 2 from each sub-group. The

Committee shall aim for diversity in its composition, including a relevant mix of skills, experiences, and perspectives. (Ref. Appendix 1.skills and experience).

Membership of the Committee shall cease at the age of 75 years except they may continue to serve up to the next Annual General Meeting of the RKC

4. Committee chair role

The Committee shall elect a Chair to serve for a 3-year term

The Committee shall elect a Vice-Chair to serve for a 3-year term.

The election of Chair and Vice-Chair will take place at the first meeting of the Committee following the RKC AGM in the appropriate year.

The Committee Chair is responsible for effectively managing the activities of the Committee and ensuring delivery against the strategic aims the Board has delegated.

Behaviours and competencies required by the Committee Chair are:

a. Chairing meetings of the Committee
b. Ensuring the Committee works effectively and fulfils its Terms of Reference
c. Setting and managing the Committee's agenda
d. Providing support and advice to the Board, helping them to implement the policies and strategic direction agreed by the Board
e. Setting the style and tone of Committee meetings to promote a culture of integrity and respect,
f. Navigating politically sensitive situations
g. Upholding the highest standards
h. Ensuring the voices of everyone in the meetings are heard and respected, including the staff who support its activities

5. Committee appointment process

All Committee members shall serve for 3-year terms.

Recruitment and appointment of the Royal Kennel Club members of the Committee will follow this process:

a. Advertising for members by notice to the RKC Membership (e.g. via RKC Journal), including a role description and person specification.
b. If there are not enough field trial members of the RKC to fill all eight member positions on the Field Trials Committee, then the Committee shall have the authority to select additional Committee members from the wider Field Trial fraternity.
c. Shortlisting of candidates by the Committee Chair and the Committee Vice-Chair with input from the Chair of the Board if required
d. Approval of the shortlist by the Board
e. An interview and selection process conducted by the Committee Chair and Committee Vice-Chair with input from the RKC Chair if required
f. Approval of recommended appointments by the Board

6. Committee member role

The skills and experience required by the members of the Committee are shown in Appendix 1. The role of Committee members is to:

a. Support the Chair to ensure the Committee works effectively and fulfils its Terms of Reference
b. Provide support and advice to the Committee, helping it to implement the policies and strategic direction agreed by the Board
c. Contribute to a culture of integrity and respect
d. Navigate politically sensitive situations
e. Uphold the highest standards
f. The role of the Liaison Council Chair is to represent the views and decisions of the Liaison Council
g. Observe confidentially of Committee business and collective responsibility for Committee decisions

7. Staff member role

The role of the staff who support the Committee, including its secretary, is to:

a. Support the Chair to ensure the Committee works effectively and fulfils its Terms of Reference
b. Provide support and advice to the Committee, helping it to implement the policies and strategic direction agreed by the Board
c. Contribute to a culture of integrity and respect
d. Navigate politically sensitive situations
e. Uphold the highest standards
f. Work together with the Chair and Vice-Chair to support Committee projects where required

8. Ability to scale up and down as needed

The Committee may co-opt additional Volunteers on a time-limited basis, in a non-voting capacity, to provide additional expertise, as required.

9. Meeting frequency

a. The Committee shall meet 4 times per year, with additional meetings scheduled as needed.
b. Meetings may be conducted in person, virtually, or a combination of both.
c. A quorum shall be achieved with the presence of at least 50% of the Committee members.

A meeting agenda template is appended. (Appendix 2)

10. Reporting and accountability

The Committee shall report its decisions to the Board regularly (usually at the next planned Board meeting) in line with the agreed delegated authority. A designated Committee member (usually the Chair) shall present updates during Board meetings. If the Chair is not a Board member, reporting to the Board can take place via Microsoft Teams.

Members of the Committee shall maintain the confidentiality of all information discussed during meetings.

The Committee will conduct an annual review of its achievements and contributions.

11. Decision making process

The Committee will strive to make decisions by consensus. On occasions where it is necessary to have a vote, a simple majority will be required to carry a motion. In the case of equal votes for and against a motion, the Chair shall have a casting vote.

12. Resourcing process

The Committee shall have secretarial/administrative support from a member (or members) of staff.

Time commitment of members: Meetings are likely to run for 3-5 hours (4 times a year). Members will be expected to prepare for meetings(reading/preparing papers) and may be required to carry out delegated actions between meetings. There is likely to be considerable time required for updating conversations/emails between meetings. The Chair and Vice-chair are likely to have to commit additional time.

The Chair will also be responsible for managing the Committee's budget.

13. Committee Name

The Field Trials Committee shall be a committee formally established in the Rules of the Royal Kennel Club. It will report and be accountable to the Board.

Appendix 1: Skills and Experience required for members of the Committee

The skills and experience required for members of the Committee are set out below

Note: It is not expected that each member would possess all these attributes, rather that they would be covered by the collective membership of the Committee.

1. Commitment to the Mission:
   a. Alignment with the RKC's mission and values.
   b. Passion for contributing to the success of the RKC.

2. Industry/Sector Knowledge:
   a. Familiarity with the ‘dog world’ within which the RKC operates.
   b. Knowledge of sector trends, challenges, and best practices.
   c. Relevant experience in one or more of the RKC’s sporting activities.

3. Operational Knowledge:
   a. Understanding of RKC organisational operations and processes (commercial & canine).
   b. Experience in identifying and evaluating the risks of the organisation.

4. Governance Understanding:
   a. Familiarity with governance principles and practices.
   b. Ability to contribute to the development of and adherence to governance policies.

5. Ethical Judgment:
   a. Demonstrated commitment to ethical behaviour and integrity.
   b. Ability to assess and address ethical considerations in Committee decisions.

6. Communication and Collaboration:

   a. Good communication skills to articulate complex Committee matters.
   b. Ability to work collaboratively with other Committee members, executives, and stakeholders.

It is essential for the composition of the Committee to encompass a diverse range of relevant skills and experiences to ensure comprehensive and well-rounded decision-making.

Appendix 2: Meeting Agenda Template

1. Chair's Opening Remarks:
    a. Confirm quorum (first meeting after the AGM)
    b. Declaration of any conflicts of interest (first meeting after the AGM)

2. Review of Previous Meeting Minutes:
    a. Confirmation and approval of minutes and actions from the last meeting

3. Results of recommendations from the Board / Matters arising from the previous meeting

4. Recommendations from the Field Trials Liaison Council and sub-groups/working parties

5. Objections and breaches of regulations

6. Approval of Championship arrangements

7. Approval of panel nominations

8. Permission to hold field trials

9. Adoption of the panel lists for the relevant sub-groups

10. Specimen schedule and entry form review

11. Other Business:
    a. Any additional items brought forward by committee members