

## COMMITTEE ROLES AND REQUIRED MINIMUM QUALIFICATION MATRIX

From 1st January 2025, all Area Representatives and Essential Committee Roles must comply with the matrix.

From 1st January 2026, all other committee roles must comply.

For the avoidance of doubt, From 1st January 2025, it is strongly recommended that ALL committee members comply with this requirement until it becomes mandatory on 1st January 2026.

ESSENTIAL COMMITTEE ROLES	Disclosure Check	Safeguarding Certificate	First Aid Training	Branch officials Training	Treasurer Training
District Commissioner/ Joint District Commissioner	Mandatory	Mandatory	Mandatory	Mandatory	Strongly Advised
Branch Secretary	Mandatory	Mandatory	Strongly Advised	Strongly Advised	
Branch Treasurer	Mandatory	Mandatory	Strongly Advised	Strongly Advised	Mandatory (from Jan 2026)
Health & Safety Officer	Mandatory	Mandatory	Mandatory	Strongly Advised	
Safeguarding Officer	Mandatory	Mandatory*	Strongly Advised	Strongly Advised	

ADDITIONAL COMMITTEE ROLES	Disclosure Check	Safeguarding Certificate	First Aid Training	Branch officials Training	Treasurer Training
Assistant District Commissioner	Mandatory	Mandatory	Mandatory	Mandatory	
Membership Secretary	Mandatory	Mandatory	Strongly Advised	Strongly Advised	
Committee Member	Mandatory	Mandatory	Strongly Advised	Strongly Advised	
YELA Co-ordinator	Mandatory	Mandatory	Strongly Advised	Strongly Advised	
Branch First Aider	Mandatory	Mandatory	Mandatory		
Ad hoc Volunteers (non-committee)	Strongly Advised	Strongly Advised	Advised		
Overnight Volunteers	Mandatory	Mandatory	Strongly Advised		
Rally Co-ordinator	Mandatory	Strongly Advised	Strongly Advised		

ADDITIONAL	Disclosure Check	Safeguarding Certificate	First Aid Training	Branch officials Training
Area Reps and BODs	Mandatory	Mandatory*	Strongly Advised	Strongly Advised
Area Safeguarding Officer	Mandatory	Mandatory*		
Board of Trustees	Mandatory	Mandatory		
Centre Membership Committee	Mandatory	Mandatory		
Company Members	Mandatory	Mandatory		
Finance Committee	Mandatory	Mandatory		
Horsemanship Committee	Mandatory	Mandatory		
Management Committee	Mandatory	Mandatory		
Rules and Compliance Committee	Mandatory	Mandatory		
Safety and Welfare Committee	Mandatory	Mandatory		
Sports Committees x 9	Mandatory	Mandatory		
Training Committee	Mandatory	Mandatory		
Volunteers and Officials Committee	Mandatory	Mandatory		
Youth Advisory Council	Mandatory	Mandatory		

**Mandatory** – This is a rule, and this training must be completed.

**Strongly Advised** – This training is crucial and should be considered best practice.

**Advised** – This role ought to have this training, but it's not essential to carry out the role.

**Mandatory\*** - The standard Safeguarding Officer training must have been completed, but it is strongly advised that the new Equestrian Safeguarding Officer Training is completed.