

APPLICATION FOR AFFILIATION

Affiliate Details (PLEASE PRINT IN BLOCK LETTERS)

Organisation Name: _____

Contact Person: _____ Position: _____

Postal Address _____

_____ Post Code: _____

Telephone: (BH): (____) _____ AH: (____) _____

Mobile: _____ Email: _____

Has your organisation been affiliated with EV before? No Yes Previous # _____

MEMBERSHIP YEAR 01/10/2011 – EXPIRES 30/09/2012

0 – 2 Events per year \$180.00

3 – 4 Events per year \$260.00

4+ Events per year \$450.00

DECLARATION – THIS MUST BE SIGNED

I hereby make application with Equestrian Victoria, and in doing so agree to be bound by the Rules and Regulations of the FEI and Equestrian Australia and all decisions of the Committees of the Branch.

X / /

Signature

Position Held

Date

Your application MUST contain the following, otherwise it will be returned.

1. Completed Application Form with payment.
2. Proof of Current Incorporation.
3. A copy of your Constitution
4. A copy of Public Liability Insurance Certificate of Currency. (MUST be for \$20,000,000 or more)
5. A copy of Risk Management Policy and Manual.
6. A description of club activities, including: The nature and number of active days of club events.
7. A Full list of all the members of your club.

1. Affiliation Rationale (please tick appropriate box)

- We are a “not for profit” organisation and are incorporated under the Associations Incorporations Act or similar legislation.

Our purpose includes one of the following:

- The conduct of competition in one or more Equestrian Victoria or FEI sports.
- The breeding and exhibition of ponies and/or horses.
- A hunt club that complies with requirement 1 above.

2. Club Mission and Purpose

Key features of a well run club is that its members have a clear understanding of how the club operates and what it aims to achieve.

What is your clubs stated purpose?

EV events held by the club (please tick where appropriate)

- | | | |
|--|---|--|
| <input type="checkbox"/> Dressage | <input type="checkbox"/> Show Horse | <input type="checkbox"/> Training and Practice Comps |
| <input type="checkbox"/> Eventing | <input type="checkbox"/> Show Jumping | <input type="checkbox"/> Pony Club Events |
| <input type="checkbox"/> Vaulting | <input type="checkbox"/> Adult Riding Club Events | |
| <input type="checkbox"/> Other- please state | _____ | |

3. Club Risk Management Policy

If not already supplied to Equestrian Victoria, please forward a copy to our office with this application.

Clubs need to identify any risk management issues and ensure that risk management plans are in place to deal with them then check that those plans in place are efficient and functional. This includes the process of identifying, assessing and minimizing the various forms of risk that may be associated with how you operate.

- We conduct a risk management assessment and complete a RM document at each event

- We have a safety officer at each event
- We have a first aid post with an accredited and qualified first aid officer/ambulance at each event
- We have included a copy of our policy with this application
- The office already has a copy of this document.

4. Public Liability Insurance- A copy of insurance MUST be supplied.

Your club must be covered by Public Liability Insurance (\$20,000,000 or more) to enable you to run Equestrian Events.

We recommend that insurance is purchased through the National Office (02 8762 7777) but will accept policies from other brokers. The National policy covers your legal liability arising from your club, members, and voluntary workers alleged negligence for accidents causing bodily injury (including death) to, or damage to property or, third parties such as participants, property owners, spectators and non-members who might take legal action against you.

What company is your Public Liability insurance through? _____

Amount Covered for: _____

Date the Insurance Expires: _____

5. Club Volunteer Management Policy

All affiliated clubs must ensure a positive working environment for volunteers, tick where appropriate

- Your club has a designated Volunteer Coordinator
- Your club provide volunteers with free volunteer packs
- Your volunteers are provided with food and drink
- Your volunteers are reimbursed for expenses

6. Club Facilities

Please include information with regards to the equestrian facilities utilised by the club for their various events.

Do you have your own club facilities?

- Yes – please tick appropriate Leased Owner

Complete venue details- facilities eg address, stables, number of arenas, equipment owned etc.

No

What other venues do you utilise for your events (eg. Name the club/facility you use)

7. **Equestrian Victoria Standards-** please tick to acknowledge your clubs compliance

- All affiliation fees are paid on time in accordance with EV procedures
- All clubs and events are expected to display the EV logo in programmes, websites, newsletter and any other publicity documentation.
- All events are conducted by EA registered NCAS Coaches, judges and officials
- The club Public Liability Insurance standards meets EV's requirements
- A first aid kit is on site at all club events
- A first aider is on site at all Show Jumping, Dressage and Show Horse events and an ambulance is present at all Eventing events (as per EA rules).
- Has your club got procedures in place regarding Working with Children Checks?
- The club maintains a full record of all members' information and demographics

Membership Categories	Cost Per Member	Number of Members
Senior Members- Female		
Senior Members- Male		
Junior Members (3 – 18) Female		
Junior Members (3 – 18) Male		
Club Region (ie. Werribee):		
Other(please state)		

A full list of all of your club members MUST be supplied.