

## ***Affiliation of Clubs & Associations Policy and Application***

### ***Equestrian Australia***

### ***Policy No. : Affiliation of Clubs & Associations (Version: V5)***

### ***Policy for the Affiliation of Equestrian Clubs & Associations***

#### ***Preamble***

The primary objective of the EA is the development of horse sports in the FEI horse disciplines and the additional EA discipline of Show Horse. FEI horse disciplines currently include Dressage, Jumping, Eventing, Driving, Endurance, Vaulting, Reining and Tentpegging ("Regional Discipline").

Development includes assistance to clubs, associations and organising bodies involved primarily in the conduct of FEI, FEI Regional and EA-discipline events and in training and development activities related to these sports. Part of this assistance is the negotiation of group insurance policies that are affordable to affiliates and allow them to conduct equestrian activities.

#### ***Policy***

##### **I. Application for Affiliation (for renewals, see clause II below)**

As of 01 January 2003, in order to be affiliated with the EA, any club or association with the exception of

a) Hunt clubs (see point 4 below), b) agricultural or show societies affiliated with an Agricultural Societies Council (see point 5 below) and c) schools and colleges (see point 6 below) must meet the following criteria:

- 1) They must be a "not-for-profit" organisation and incorporated under an Associations Incorporation Act or similar legislation.
- 2) Their constitution must include among the club's objects one or more of the following "primary purposes":
  - a) the conduct of competitions in one or more of the EA or FEI disciplines;
  - b) the breeding or exhibition of ponies or horses;
- 3) On application, clubs or associations wishing to affiliate with the EA must provide:
  - a) A copy of their constitution;
  - b) A description of their activities, including
    - i. the nature and number of their active days and especially of their club events,
    - ii. membership numbers for the last two financial years. (Newly formed clubs should include their existing membership number.)
  - c) Evidence of adequate Public and Product Liability and Errors and Omissions insurance cover or an application for EA insurance. (Can be found on the web [www.equestrian.org.au](http://www.equestrian.org.au))
  - d) For affiliation from 1 July 2004, a copy of the organisation's risk management policy and manual.
- 4) Hunt clubs must comply with requirements 1 and 3.
- 5) Agricultural or show societies currently affiliated with the Agricultural Societies Council in their State, which want to conduct EA competitions, may affiliate with the EA provided they comply with requirements 3 c and 3 d above.
- 6) Branches will assist schools and colleges to establish equestrian clubs to meet Affiliation requirements. Schools and colleges that have not as yet or are unable to form an equestrian club to conduct their equestrian activities, may affiliate with the EA under this policy provided they comply with requirements 3 b, c and d above.

##### **II. Affiliation Renewal**

For affiliation renewal, each club, association or school must meet the respective "Affiliation" criteria and must provide the same but updated documents with each renewal. Copies of the constitution are not required unless amended in the 12 months prior to re-affiliation.

For your application to be considered please supply a copy of the following documents

- A copy of your club's current Incorporation Certificate.
- A copy of your club's current Constitution.
- A copy of your club's current Risk Management Policy.
- A copy of the Club's current Certificate of Insurance or EA Club Insurance Application Form

MEMBERSHIP CATEGORIES:	COST PER MEMBER (Optional):	NUMBER OF MEMBERS:
SENIOR MEMBERS (18 – 80)	<input type="checkbox"/>	<input type="checkbox"/>
JUNIOR MEMBERS (3 to 18yrs)	<input type="checkbox"/>	<input type="checkbox"/>
FAMILY MEMBERSHIP	<input type="checkbox"/>	<input type="checkbox"/>

Name of Club:

Club Postal Address:

Club Telephone Number:

Club Fax Number:

Club Web Address:

NB: Clubs can apply to have a site through the EA Web.

President's Name

& Contact Email:

Secretary's Name

& Contact Email:

Treasurer's Name

& Contact Email:

Nominated Person Of Contact:

### **NUMBER OF FIXTURES**

- 0 -3- Events/Training days per year     4- 9- Events/Training days per year     10+ - Events/Training days per year

Equestrian Australia events held by the club (please tick where appropriate)

- Dressage     EA Show Horse     Jumping     Eventing
- Non EA events     Pony Club Fixtures     Adult Riding Club events     Training and Practice Rounds

OTHER– ie Hunts/Breed Shows etc.(Please list) \_\_\_\_\_

We hereby apply for affiliation with Equestrian Tasmania Inc and agree to be bound by the rules and regulations of the FEI, Equestrian Australia and Equestrian Tas. We will abide by all decisions of the Equestrian Tas Branch Board and Sports Committees.

We enclose a subscription fee of \$150.00

\_\_\_\_\_  
PRESIDENT'S SIGNATURE

\_\_\_\_\_  
SECRETARY'S SIGNATURE

## EQUESTRIAN AUSTRALIA STANDARDS

**NB Affiliation does not mean the club has been issued the right to host Official Competitions.**

The Event Organiser must apply in writing for the sanctioning of official event(s)/ competition(s) and submit a completed Draft Schedule containing all information available at the time of application.

The Event Organiser must submit the "final" schedule as soon as possible but not later than one month before the start of the event(s) or competition(s).

**Please tick each standard to acknowledge your clubs compliance.**

- All affiliation fees are paid on time in accordance with Equestrian TAS procedures.
- EA events are conducted by EA registered NCAS coaches, officials and judges.
- EA Official Competition Schedules are approved prior to advertising (see above).
- The Club abides with Equestrian Australia's and Equestrian Tasmania's constitutions, regulations and policies, including but not limited to:
  - ✓ Anti Doping Policy
  - ✓ Code of conduct for volunteers
  - ✓ Code of Conduct for members
  - ✓ EA risk management
  - ✓ FEI fair play & equestrian sport policy
  - ✓ FEI Code of Conduct for the Horse
  - ✓ Health Policy
  - ✓ Horse Swabbing Policy
  - ✓ Member Protection Policy
  - ✓ Privacy Policy
  - ✓ Working with Children policy
- The Club Public Liability Insurance standards meets Equestrian Australia's requirements  
Please include Expiry Date of Current Policy \_\_\_\_\_ Name of Insurer \_\_\_\_\_
- The club equipment and facilities adhere to Equestrian Australia's standards
- A first aid kit is on site at all club events
- A First Aider/Doctor is on site at all Jumping, Dressage and Show Horse events and an ambulance is present at all Eventing Fixtures
- The club maintains a full record of all members information and demographics

### CLUB RISK MANAGEMENT POLICY

(If Updated or not already supplied to Equestrian Tas, 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 and 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 accredited and qualified first aid officer/ambulance at each event
- Have included a copy of our policy with our application **OR**
- The Office already has a copy of this document

### 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 vollen packs
- Your volunteers are provided with food and drinks
- Your volunteers are reimbursed for expenses

### AFFILIATE CLUB BENEFITS

- Legal use of EA Rules, Policies and access to EA trained Officials for you club days.
- Your Club and members have access to EA NCAS coaches
- Access to EA group Public Liability Insurance

**Equestrian Tasmania is committed to facilitating Show Societies and our Member Groups and Clubs in developing equestrian sports in Tasmania.**