

## Equestrian Victoria Affiliation Information

### *EV Affiliation - What is it?*

#### **Preamble**

The primary objective of 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 Tent pegging ("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.

#### **Benefits**

1. The right to use EA rules and regulations, intellectual property (EV logo) and appoint EA-accredited Officials for their events.  
(See [www.vic.equestrian.org.au](http://www.vic.equestrian.org.au) for current lists).
2. The use of the EV logo and name when advertising events.
3. You can promote your show on the EV website & EV News (over 3.5 million hits per year).
4. Official Competition- EV affiliated events provide grading points to horses. A competition may be run for both grading and non-grading competitors, encouraging more entries. All Show Jumping events that are conducted in accordance with EA rules and held in Victoria will count for grading points.
5. EV Show Horse State Titles- Show performances will only be recognised from current EA Affiliated shows.
6. Disciplinary- Affiliated clubs may report breeches of EA Rules, and EA will investigate such complaints.
7. Medication Control of Horses: Equestrian Victoria abides by the Equestrian Australia Equine Anti-Doping and Controlled Medication Regulations (1st edition, effective 5 April 2010 and updates) and the Equestrian Australia Medication Control System and Swabbing Policy (effective 1 January 2015). You can find these Regulations and Policies at <http://www.equestrian.org.au/policies> Equestrian Victoria expects that Affiliates of EV would conduct their shows under these policies.

Equestrian Victoria may choose to test horses at any event, but testing will not take place without the consent of the Organising Committee of the show / event. Shows / events that charge competitors a "swabbing levy" must organise through Equestrian Victoria to have an accredited Horse Swabbing Steward attend their show and use the income generated by the levy for this purpose. On application, there may at times be provision for some costs to be covered by Equestrian Victoria.

All show / event schedules should include the following wording:

**Medication Control of horses may take place in accordance with the Equestrian Australia Equine Anti-Doping and Controlled Medication Regulations (1st edition, effective 5 April 2010 and updates) and the Equestrian Australia Medication Control System and Swabbing Policy (1 January 2015)**

8. They are covered by the Member Protection policy and other relevant policies of EA.
9. You should not confuse EA Affiliated Clubs with EA Insured Clubs - these are two different things. Just because a club is EA Affiliated it may not be EA Insured and vice versa.

## **Criteria**

As of January 2003, in order to be affiliated with 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 National criteria:

1. They must be a “non 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 of 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, and
    - ii. Membership numbers for the last two financial years. (Newly formed clubs should include their existing membership number.)
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 3bi and 3bii above.
6. Braches will assist schools and colleges to establish equestrian clubs to meet Affiliation requirements. School and colleges that have not as yet or are unable to form an equestrian club to conduct their equestrian activities, may affiliate with EA under this policy provided they comply with requirements 3 b, i, and bii above.

### ***What do I need to do to affiliate my club?***

**Affiliating your club is easy but there are a few things that we need to see first.**

1. A copy of your Club Constitution. The club constitution is the guidelines and rules by which your club will be run. It must include all provisions for memberships, disciplinary matters, the committee and meetings etc.
2. A Copy of your clubs Certificate of Incorporation.
3. Your clubs Risk Management Plan. This needs to be a comprehensive plan which shows that you have practices in place for assessing and identifying possible risks and that you have a risk management action plan.
4. A copy of your clubs Public Liability Certificate of Currency for Insurance.

**Please Note: As of the 30<sup>th</sup> September 2007 your club's Public Liability Insurance Cover must be for \$20,000,000 or more.**

Insurance can be organised through Equestrian Australia (02 8762 7777) or through your own broker.

5. A description of your clubs activities including
  - i. The nature and number of your active days and especially of your club's events, and
  - ii. Membership numbers for the last two financial years. (Newly formed clubs should include their existing membership number.)

## ***How do I know what type of Affiliation to apply for?***

**0-2 Events:** Your club runs 0 – 2 “Official EV Events” meaning events that your club uses EA rules and officials.

**2+ Events:** Your club runs 2+ “Official EV Events” meaning events that your club uses EA rules and officials

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### **Commercial Membership:**

A) Syndicate/ Corporate Ownership/Breeders:

This membership type is for those wishing to register horses only.

**What can't you do:** No ads on EV Website, Owners are owners only – non-voting, non-competing, no voting rights, non-competitor, no insurance.

B) Commercial/Trader:

What is a COMMERCIAL affiliation? Businesses or groups which align with Equestrian Australia (EA) to access EA services for a commercial benefit. What membership category used to be a CLUB affiliation? • Corporate members (e.g. equestrian centres, businesses) • Riding centres/schools • Horse breeders/studs • Event licensees Benefits of a COMMERCIAL membership • EA insurance discounted packages • Use of EA sport rules & intellectual property (IP) • Ability to deliver EA accredited programs (such as Ready Set Trot, Horse Management and Riding) • Access to EA & State Communications • Full and Base Horse Registration • Corporate members, horse breeders and studs may purchase a competition licence

Personal Accident Insurance is **NOT** offered, however you will **NOT** be afforded voting rights. A copy of your registered business name must be provided (Certificate of Incorporation).

Once you have all these items, send them in, along with your completed application form and payment. It usually takes 5 – 10 working days to process your application, but at busier times this may be longer.

Once this has been approved your club can begin to run official events.

## Affiliation Yearly Renewals

Your club's EV affiliation runs from 1<sup>st</sup> July to the 30<sup>th</sup> June each year.

Before this time the EV Office will forward an Affiliation Renewal form. (If you do not receive this form by mid-June please contact the office.)

### Items that need to be submitted:

1. Signed Application Form with payment.
2. A copy of the current Public Liability Insurance Certificate of Currency (\$20, 000, 000 or more).
3. A copy of your clubs Constitution, Risk Management Policy, Description of Activity Days (Only required if documents have been amended in the last 12 months.)

### Quick Checklist

#### Affiliate Renewals

- |   |                          |
|---|--------------------------|
| 1. Signed Membership Agreement with payment.  | <input type="checkbox"/> |
| 2. Copy of your club's Public Liability Insurance Certificate (\$20, 000 ,000 or more).   | <input type="checkbox"/> |
| 3. Copy of Current Incorporation  | <input type="checkbox"/> |
| 4. Copy of your club's Constitution, Risk Management Policy, Description of Activity Days. (Only required if documents have been amended in the last 12 months. | <input type="checkbox"/> |

#### New Affiliation

- |   |                          |
|---|--------------------------|
| 1. Signed Membership Agreement with payment.  | <input type="checkbox"/> |
| 2. Copy of your club's Public Liability Insurance Certificate (\$20, 000, 000 or more). | <input type="checkbox"/> |
| 3. Copy of Risk Management Policy and Manual.   | <input type="checkbox"/> |
| 4. Copy of Current Incorporation  | <input type="checkbox"/> |
| 5. Copy of your Club's Constitution   | <input type="checkbox"/> |
| 6. Description of your club's Activities including                                      | <input type="checkbox"/> |
| i. Number of active day and club event days   |                          |
| ii. M/ship numbers for the last 2 financial years.                                      |                          |