

## APPLICATION FOR AFFILIATION

**MEMBERSHIP YEAR 01/07/2018 – EXPIRES 30/06/2019**

Agricultural / Show Society   
  Club Affiliate   
  Sport Affiliate/Schools   
  Commercial Group

Affiliate Details (PLEASE PRINT IN BLOCK LETTERS)

New

Renewal

Organisation \_\_\_\_\_ Name:

Contact Person: \_\_\_\_\_ Position:

Postal Address \_\_\_\_\_

\_\_\_\_\_ Post \_\_\_\_\_ Code:

Telephone: (BH): ( \_\_\_\_\_ ) \_\_\_\_\_ AH: ( \_\_\_\_\_ )

Mobile: \_\_\_\_\_ Email:

Website address \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

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

**Primary Contact Details** (required fields) Name \_\_\_\_\_

Position \_\_\_\_\_ President email \_\_\_\_\_

PH: \_\_\_\_\_ PH(M) \_\_\_\_\_

**Personnel details** (required fields for Clubs only)

No. of Office bearers \_\_\_\_\_ No. of Staff \_\_\_\_\_

President name \_\_\_\_\_ PH No \_\_\_\_\_

Email \_\_\_\_\_ Secretary Ph \_\_\_\_\_

Secretary email \_\_\_\_\_ Treasurer Name \_\_\_\_\_

Treasurer email \_\_\_\_\_

**Membership details** (Required fields for Clubs only)

Total club members \_\_\_\_\_ No of non EA \_\_\_\_\_ No of EA \_\_\_\_\_

Club member type \_\_\_\_\_ No of members \_\_\_\_\_

Club member type \_\_\_\_\_ No of members \_\_\_\_\_

Club member type \_\_\_\_\_ No of members \_\_\_\_\_

Club member type \_\_\_\_\_ No of members \_\_\_\_\_

List the maximum number hosted by the club on any one activity day;

Activity days \_\_\_\_\_ Horses \_\_\_\_\_

Volunteers \_\_\_\_\_ Spectators \_\_\_\_\_

**Income Status** (Required fields for Clubs only)

Professional Please list all (other than tuition):

Services \_\_\_\_\_

Total assets \_\_\_\_\_ Total liabilities \_\_\_\_\_

Total Income \_\_\_\_\_ ABN \_\_\_\_\_



### 1. 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?**

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### 2. 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

### 3. 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.

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**No**

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

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4. **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 programs, 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 meet 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
- In completing this affiliation form, all clubs seeking affiliation, recognise and acknowledge that ALL affiliated events dates, regardless of discipline, must be ratified by the respective Equestrian Victorian Discipline Sub-Committee prior to publication or advertisement.

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

# Check List ✓

Please make sure you supply the following with your application or it will be sent back and not processed:

- 1. Completed Application Form with payment including all fields filled out and the application signed.
- 2. Proof of Current Incorporation (Certificate of Incorporation and/or Proof of your Last Annual Statement lodged)
- 3. A copy of your Constitution. **If you have already provided this document to our office please tick here**
- 4. A copy of Public Liability Insurance Certificate of Currency. (MUST be for \$20,000,000 or more with a minimum of 12 months coverage)  
You must supply the certificate your insurance company supplies to you that names your club as the policy holder. A copy of a tax invoice OR the companies policy is not enough.
- 5. A copy of Risk Management Policy and Manual. **If you have already provided this document to our office please tick here**
- 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.