

APPLICATION FOR AFFILIATION

MEMBERSHIP YEAR 01/07/2015 – EXPIRES 30/06/2016

Club Affiliate Sport Affiliate 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?

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.

No

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

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 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

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.