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## **APPLICATION FOR AFFILIATION**

MEMBERSHIP YEAR	01/07/2017 – EXPIRES 30/06/2018
ricultural / Show Society Club Affil	liate Sport Affiliate/Schools Commercial (
riculturally show society — elab Allil	mate — Sport Armate/Schools — Commercial C
Affiliate Details (PLEASE PRINT IN BLOCK LE	ETTERS)
•	
	Position:
Postal Address	
	Post Code:
	AH: ( )
	Email:
Has your organisation been affiliated with	EV before? No Yes Previous #
	Name
	President email
PH:	PH(M)
Personnel details (required fields for Clubs	s only)
No. of Office bearers	
	 PH No
	Secretary Ph
	Treasurer Name
Treasurer email	
Membership details (Required fields for Clu	ibs only)
Total club members No of	
	No of members
	No of members
• •	No of members
	No of members
List the maximum number hosted by the club	
Activity days	Horses
Volunteers	Spectators
Income Status (Required fields for Clubs or	nly)
Professional Please list all (other than tuition	
Services	
Total assets	

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

Activity details (required fields) Dressage Vaulting Driving Hunting Agistment Primary Jumping Show Horse Reining o EA Education o Lessons Eventing o General Riding o Endurance Programs o Events activity Trail/social Pony Club/ Fundraising o Parao Other:.... (only select Stud Book Equestrian rides Mounted Games one) ..... Dressage Vaulting Driving Hunting Agistment Additional Jumping Show Horse Reining EA Education
 Lessons activities Eventina o General Riding o Endurance Programs Events Trail/social Pony Club/ Fundraising o Other:.... o Para-(select all Mounted Games o Stud Book Equestrian rides that apply) ......

## Affiliation requirements

Along with this 2 page form, copies of the below must be provided as part of the affiliation application;

- 1. Proof of Current Incorporation (Certificate and/or Proof of your Last Annual Statement lodged)
- 2. A copy of your Constitution
- 3. Club Constitution (Commercial Groups exempt)
- 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)
- 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
- 7. A Full list of all the members of your club.

Affiliations will not be finalised until all paperwork has been received and accepted by the EA State Branch office.

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 He	eld	Date		
All Fees Include GST					
	Renewal Fees	New Fees			
Agricultural / Show Society:	\$175	\$200			
Club:	\$275	\$300			
Sport Affiliate /Schools :	\$275	\$300			
Commercial:	\$1725	\$1750			
Payment Details: I enclose a cheque	for \$	payable to Eq	uestrian Victoria		
	Or				
Charge my: VISA / MASTERCARD					
Cardholder Name:	Signature	::			
Card No:/	_//	Expiry Date: _	/		

	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 No		
	What other venues do you utilise for your events (eg. Name the club/facility you use)		

Key features of a well-run club is that its members have a clear understanding of how the

1. Club Mission and Purpose

4.	<b>Equestrian Victoria Standards-</b> 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.