



APPLICATION FOR CLUB AFFILIATION

MEMBERSHIP YEAR 01/07/2022 – EXPIRES 30/06/2023

Club Details (PLEASE PRINT IN BLOCK LETTERS)

New

Renewal

Club Name: _____

Contact Person: _____ Position: _____

Postal Address: _____ Post Code: _____

Telephone: (BH): (____) _____ AH: (____) _____

Mobile: _____ Email: _____

Website: _____

Has your organisation been affiliated with EV before? No Yes Previous #: _____

Primary Contact Details

Name: _____

Position: _____ Email: _____

PH: _____ PH(M): _____

Personnel details

Number of office bearers: _____ Number of staff: _____

President name: _____ PH No: _____

President email: _____

Secretary name: _____ PH No: _____

Secretary email: _____

Treasurer Name: _____ PH No: _____

Treasurer email: _____

Membership details

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: _____

List the maximum number hosted by the club on any one activity:

Activity days: _____ Horses: _____

Volunteers: _____ Spectators: _____

Income Status

Professional Services: (please list all, other than tuition): _____

Total assets: _____ Total Income: _____

Total liabilities: _____ ABN: _____

Activity details (required fields)

Primary Activity (Only select one)	<input type="checkbox"/> Dressage	<input type="checkbox"/> Vaulting	<input type="checkbox"/> Driving	<input type="checkbox"/> Hunting	<input type="checkbox"/> Agistment
	<input type="checkbox"/> Jumping	<input type="checkbox"/> Show Horse	<input type="checkbox"/> Reining	<input type="checkbox"/> EA Education	<input type="checkbox"/> Lessons
	<input type="checkbox"/> Eventing	<input type="checkbox"/> General Riding	<input type="checkbox"/> Endurance	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Events
	<input type="checkbox"/> Para-Equestrian	<input type="checkbox"/> Trail/Social rides	<input type="checkbox"/> Pony Club/ Mounted Games	<input type="checkbox"/> Stud Book	<input type="checkbox"/> Interschools
	<input type="checkbox"/> Other: _____				
Additional Activities (Select all that apply)	<input type="checkbox"/> Dressage	<input type="checkbox"/> Vaulting	<input type="checkbox"/> Driving	<input type="checkbox"/> Hunting	<input type="checkbox"/> Agistment
	<input type="checkbox"/> Jumping	<input type="checkbox"/> Show Horse	<input type="checkbox"/> Reining	<input type="checkbox"/> EA Education	<input type="checkbox"/> Lessons
	<input type="checkbox"/> Eventing	<input type="checkbox"/> General Riding	<input type="checkbox"/> Endurance	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Events
	<input type="checkbox"/> Para-Equestrian	<input type="checkbox"/> Trail/Social rides	<input type="checkbox"/> Pony Club/ Mounted Games	<input type="checkbox"/> Stud Book	<input type="checkbox"/> Interschools
	<input type="checkbox"/> Other: _____				

Club Affiliation requirements

Along with this 2-page form, copies of the following 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. **A copy of Public Liability Insurance Certificate of Currency.** (MUST be for \$20,000,000 or more with a minimum of 12 months coverage)
4. **A copy of Risk Management Policy including Biosecurity Policy & Plan.**
5. **A description of club activities,** including: The nature and number of active days of club events.
6. **A Full list of all the members** of your club.
7. **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.**

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 Held Date

All Fees Include GST

	RENEWAL	NEW
Club Affiliate:	\$304.00	\$334.00

Payment Details: I enclose a cheque for \$_____ payable to Equestrian Victoria

OR

Charge my: VISA / MASTERCARD

Cardholder Name: _____ Signature: _____

Card No: ____/____/____/____

Expiry Date: ____/____ CVC: ____

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 club's 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 e.g. address, stables, number of arenas, equipment owned etc.

- No**

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

4. Equestrian Victoria Standards - please tick to acknowledge your club's 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 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 member 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 to avoid a delay in processing.

- 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 company's policy is not enough.
- 5. A copy of **Risk Management Policy including Biosecurity Policy & Plan**.
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.