



**MEMORANDUM OF UNDERSTANDING**

Between

AUSTRALIAN NATIONAL WORKING EQUITATION  
LIMITED (**ANWE**)

AUSTRALIAN NATIONAL  
WORKING EQUITATION – (state)  
REG: [insert num]  
(**State Association**)

and

.....  
(**Affiliated Club**)

**Dated:**

## 1. INTRODUCTION

Australian National Working Equitation Limited (**ANWE**) as the sole official accredited agent for the World Association Working Equitation (**WAVE**) is the national governing body for the promotion and administration of the sport of working equitation in Australia.

It is the mission of ANWE to:

- promote and develop the discipline of working equitation throughout Australia
- uphold the ideals and the philosophies of classical dressage and traditional horsemanship whilst incorporating the heritage of Australian bush culture and station horses
- offer a nurturing and caring environment for riders, regardless of breed of horse.

ANWE places an emphasis on harmony between horse and rider and the quality of training and riding. ANWE demands humane, correct and progressive training and conditioning of the horse resulting in physical and mental soundness.

The rules in the ANWE Official Rulebook provide a foundation for working equitation riders to be competitive within the international arena.

## 2. ORGANISATIONAL STRUCTURE

State Associations who are affiliated with ANWE are responsible for the growth and development of working equitation. To achieve this, State Associations are delegated by ANWE to approve the affiliation of working equitation Clubs (Affiliated Clubs) within their State.

The organisational structure between ANWE, the relevant State Associations and Affiliated Clubs is depicted in Figure 1:

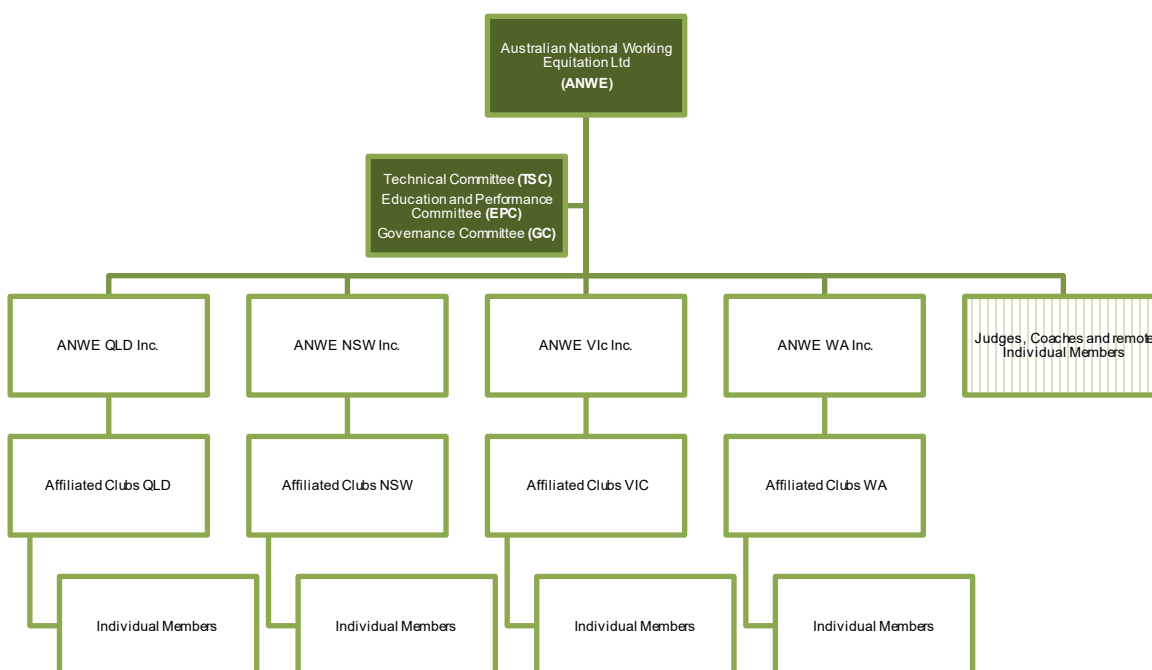


Figure 1: ANWE Structure

### **3. GOVERNANCE**

Each State Association is governed by a Committee which comprises a president, vice-president, treasurer and secretary and up to three ordinary committee members all of whom are appointed at the Annual General Meeting of the State Association.

Affiliated Clubs are invited to appoint one or more delegates as representatives to the State Association.

Each State Association holds regular meetings with the appointed delegates to keep the Affiliated Clubs updated on the progress and development of working equitation and to consult on important decisions.

Appointed Affiliated Club delegates are responsible for ensuring the dissemination of information from these meetings to their own Club committee(s) and members.

A call for nominations for State Committee members and Affiliated Club delegates is held annually and in conjunction with the Annual General Meeting of the State Association.

### **4. UNDERSTANDING AND AGREEMENT**

This Memorandum of Understanding (MOU) describes the objectives and arrangements agreed between ANWE, the State Associations and the Affiliated Clubs.

ANWE, each State Association and each Affiliated Club agree to promote Working Equitation and develop the discipline throughout Australia, their relevant State and the Club's local area consistent with the ANWE Official Rulebook.

Affiliated Clubs agree to uphold the ANWE mission statement and abide by the policies, principles and direction set by ANWE.

Each Affiliated Club agrees to expand its membership to the greatest extent possible.

#### **4.1 Membership participation**

- 4.1.1 Membership of Affiliated Clubs shall be open to all who wish to participate in the sport of Working Equitation and who meet individual Club membership requirements, regardless of gender, religion, race, age or personal interest.
- 4.1.2 ANWE and State Association's will work with Affiliated Clubs to achieve a common membership framework.
- 4.1.3 Affiliated Clubs retain the right to refuse membership provided the grounds for refusal are in line with the relevant Club requirements as detailed in the Club's Constitution.
- 4.1.4 All horse riders who are members of an Affiliated Club must register with ANWE and pay an annual rider's levy at a rate determined by ANWE. Rider's levies are paid on a yearly basis for the period from 1 July in each year to 30 June in the following year.
- 4.1.5 Riders must not enter into or compete in any working equitation training day,

competition or other event organised by ANWE, the State Association or Affiliated Club unless they have paid their rider's levies up to date (as at the date of entry and the date of the relevant event) and quoted their rider's levy number to the organising committee of the training day, competition or other event.

## **4.2 Implementation of Commitments**

- 4.2.1 All parties to this MOU will undertake all acts and execute all appropriate documents to implement each of their commitments under this MOU without delay. In so implementing their commitments, each party agrees with each other party that they will act at all times in accordance with the best interests of the sport of working equitation.
- 4.2.2 All parties agree to keep each other informed of all their activities and initiatives relative to this MOU and the development of working equitation and undertake not to do or allow any acts or omissions to be done which bring or may bring ANWE, any State Association, any Affiliated Clubs or the sport of working equitation into disrepute or compromise the agreed goals and objectives of ANWE.

## **4.3 Principles**

Each Affiliated Club must observe and abide by the following principles and work co-operatively with ANWE and the State Association to:

- 4.3.1 Encourage progressive training and competitions through all levels in accordance with the ANWE Official Rulebook (as updated from time to time).
- 4.3.2 Promote and support the ANWE Official Rule Book (as updated from time to time) so that the sport of working equitation develops uniformly throughout Australia.
- 4.3.3 That copyright in the ANWE Official Rulebook is owned by ANWE and that the Rulebook (in whole or in part) will not be copied or varied without the prior written consent of ANWE.
- 4.3.4 All working equitation training days, competitions and other events must be conducted in accordance with the ANWE Official Rule Book and any written directives from time to time issued by ANWE.
- 4.3.5 All Affiliated Clubs must abide by their Constitution and the relevant legislation and regulations within their State.
- 4.3.6 All Affiliated Clubs must put in place and maintain adequate insurance to enable it to hold ANWE events including competitions in accordance with the ANWE Official Rulebook.
- 4.3.7 Prior to all training days, competitions and other events a representative of the organising committee must conduct a full risk assessment of the grounds, including weather conditions, prior to the event commencing and before horses and riders enter the grounds. A copy of this risk assessment

must be kept with the Club records relating to that event.

- 4.3.8 Affiliated Clubs must ensure the safety of obstacles at all times.
- 4.3.9 The State Association will provide appropriate notice and invoices to Affiliated Clubs for payment of annual affiliation fees (pro-rated for the annual duration where appropriate) and those affiliation fees must be paid by the Affiliated Clubs within thirty (30) days of receipt unless otherwise agreed by the State Association in writing. Affiliation fees for each financial year will be set ANWE. Annual affiliation fees are paid to the relevant State Association.
- 4.3.10 Affiliated Clubs must ensure that all riders who enter any training days, competitions or other events quote their rider's levy number as a pre-condition of entry into such training day, competition or other event. Before any training day, competition or other event each Affiliated Club must ensure that all riders are paid up to date in respect of their individual rider's levy. Affiliated Clubs must ensure members to register with ANWE and pay the rider's levy before or concurrently as they become members of an Affiliated Club.
- 4.3.11 No Affiliated Club will enter into any arrangement which imposes a financial or other obligation or cost on a State Association or ANWE.
- 4.3.12 No Affiliated Club will do anything or permit anything to be done which might affect or derogate from the reputation of ANWE, a State Association or Working Equitation whether in Australia or overseas.
- 4.3.13 Affiliated Clubs will supply the relevant State Association, at least six monthly, names of all members of the Committee of the Club and names of all members of their Club.
- 4.3.14 Affiliated Clubs must nominate not less than one delegate(s) to represent their Club at meetings held by their State Association via teleconference or internet conference call.
- 4.3.15 Each Affiliated Club must promote and conduct not less than four (4) events in its first year of operation; either competition or training days.
- 4.3.16 Each Affiliated Club must submit all results from their competitions to the State Association within seven (7) days of completion of the competition. These results are required for determining State and/or National teams.
- 4.3.17 Each Affiliated Club must observe and comply with all policies adopted by ANWE and must itself adopt a Member Protection Policy which is consistent with that adopted by ANWE.
- 4.3.18 Affiliated Clubs must ensure that any issues, problems or disputes with members are dealt with in a fair and correct manner. Details of any issues, problems or disputes should be notified in writing to the Secretary of the State Association.
  - If a complaint relates to behaviour or an incident that occurred at Club level or involves people operating at the Club level, then the complaint

should be reported or referred to and handled by the relevant Club in the first instance.

- If the issue, problem or dispute is unable to be resolved at Club level that matter may then be referred to the relevant State Association for assistance.
- Only matters that relate to or occur at national level and the most serious cases from other levels should be referred to and handled by ANWE.

4.3.19 All parties agree to be bound by the decision of formal investigations conducted by ANWE.

#### **4.4 State Association Commitments**

4.4.1 Each State Association upholds an administration responsibility to ensure that all accounts, financial dealings and other records are documented in a transparent and responsible manner, with clear audit trails and detailed accounting records.

4.4.2 Each State Association must hold regular meetings to be attended by delegates of the Affiliated Clubs in its State to discuss and be informed in relation to the development of Working Equitation in Australia.

4.4.3 Each State Association must give notice of these meetings and provide an Agenda and a copy of the Minutes of the previous meeting to the Club Secretaries at least 3 business days prior to each meeting.

4.4.4 Each State Association will provide appropriately approved Minutes of all meetings with delegates to the Secretary of each Affiliated Club.

4.4.5 Each State Association must address all issues and complaints received from Affiliated Clubs and its members and if it is unable to do so it will refer the issues or complaint to ANWE for advice and direction.

4.4.6 Each State Association must promote and conduct at least one (1) ANWE approved working equitation judges' clinic and one State championship competition each year. Affiliated Clubs will promote such clinic and competition to its members.

### **5 Conflict Resolution**

In the event of any disagreement over the interpretation of this MOU, the parties will take the following steps:

5.4 Within 14 days of a dispute or disagreement occurring, the parties must detail in writing to the other parties their understanding of their expectations and obligations under this MOU;

5.5 Within a further 14 days meet in person or by telephone conference to discuss the issues involved and attempt to come to an agreed resolution of the disagreement; and

5.6 If after this meeting, there are still unresolved issues, the matter is to be referred to ANWE who will determine the disagreement (unless ANWE itself

is a party to the disagreement) in which event it will appoint a third party nominated by the Australian Sports Commission to determine the disagreement and the determination of the third party will be final and binding.

This Memorandum of Understanding is to be reviewed annually. Any amendments to the Memorandum of Understanding is to be communicated to all Parties for formal agreement.

**Parties to the Agreement**

Signed for and on behalf of  
Australian National Working Equitation – [insert State]

..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
President

Signed for and on behalf of [insert club name] Inc.

..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
President

Signed for and on behalf of  
Australian National Working Equitation Limited

..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Chair

***Please note: A fully signed Memorandum of Understanding to be retained by ANWE***

***and the State Association with a copy provided to the Secretary of the Affiliated Club for their records.***