

GUIDE ON STARTING A WORKING EQUITATION CLUB PAGE 1/2



FORMING A CLUB

- 1 Ideally, you will need at least 6 like-minded people. A committee meeting can then be planned.
- 2 At this meeting, representatives of the club will be elected to form the committee. Important positions to be filled are President, Vice President, Secretary, Treasurer, Other jobs, such as; horse welfare officer, gear checker, events co-ordinator, Public Officer, and First Aid Officer etc. can come into election later if desired.
- 3 The committee needs to decide on a few names for your club in order of preference.
 - You will need to go onto the Consumer Affairs Victoria web page so the club can become an incorporated association
 - There will be a cost of around \$36 to go to Consumer Affairs Victoria
 - So start at the web page (consumer.vic.gov.au)
 - that will open the home page
 - click on CLUBS AND FUNDRAISING
 - click on INCORPORATED ASSOCIATIONS
 - click on BECOME AN INCORPORATED ASSOCIATION
 - click on REGISTER AS AN INCORPORATED ASSOCIATION
 - read Requirements for Incorporation
 - read about Create rules and purpose
 - CLICK ON RULES PAGE once you understand about rules go back one page and continue all the way down and go to any of the headings that you need to know about
 - click onto the heading that says APPLY NOW
 - answer the questions regarding eligibility
 - click next, you should get a green box saying YOUR ORGANISATION IS ELIGIBLE TO APPLY FOR AN INCORPORATED ASSOCIATION
 - click on CREATE A MYCAV ACCOUNT, fill out the boxes with email, name & password and other fields
 - click CREATE ACCOUNT
- 4 If your club operates in a financial year it will mean your financial year end will align with EA Insurance this will make it easier with the book work, ANWE Vic and ANWE Ltd both work under the financial year.

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INSURANCE

You will now need to decide which insurance company your club will insure with for insurance purposes. • When you are working out who to get your insurance through remember the insurance needs to cover the ANWE Ltd Rule book in its entirety. One option is Equestrian Australia www.equestrian.org.au

EA Australia will have a varying cost depending on the number of people in your club and how many days in a year events and training days are held.

You will also need to affiliate with Ea in your state (you can't get EA Insurance without affiliating with EA in your state) go to www.equestrian.org.au

- scroll down and click on your state and follow instructions.
- Find the page that says affiliation application
- you will need to contact Ea Australia and talk to them about how to fill out the form • It states one of the Affiliation requirements are (A copy of Public Liability Insurance Certificate of Currency) needs to be attached to the application but when applying for insurance you need to put in the form the EA Affiliation No: but you won't have it yet, the office people from EA will do that for you. • You do not have to contact Gowgates as EA Australia will do the insurance for you once they have your paperwork.
- Gow Gates are the body that EA Australia uses for the insurance.
- It will cost your club about \$275 to affiliate with EA Vic.

Insurance

Go onto EA Australia web page

- move the mouse across to PARTICIPATE it will highlight information below
- move down until you find CLUBS
- click on CLUBS then scroll down until you see INSURANCE SECTION OF THIS WEBSITE
- click on it scroll down to the INSURANCE FORMS
- click on CLUB INSURANCE APPLICATION FORM print it out and fill it in you will see on the second page the cost structure
- Both governing bodies will require you to decide on a Calendar of events and are familiar with Working Equitation.

As you can see with insurance you are now up to around \$1,000 and with most clubs setting their single membership price at around \$60, being a good figure, having around 17 people on board covers those initial necessary costs. Good luck and remember to have fun training seriously!