

Application to Conduct a SHCA Sanctioned Event



Showing the way

EVENT DETAILS	
Organising Club	
Into whose Bank Account will funds for this event be paid?	

Full Event Name <i>(One event per Application Form)</i>		Event Date/s	
Name and Address of Event Venue		State	
Is the proposed event on Private Property (tick a box)	YES	NO	
Venue Contact Person		Mobile Phone Number of Venue Contact	

Email Address of Venue Contact			
	NOTE: If event sanctioned, SHCA will email a copy of the \$20M Public Liability Certificate of Currency direct to venue		

Event Category <i>Note: One event may include more than one category</i>	Grand National qualifying show <i>(tick a box)</i>	Yes	No	
	Judges Workshop <i>(tick a box)</i>	Yes	No	
	Training clinic <i>(tick a box)</i>	Yes	No	
	Youth Clinic <i>(tick a box)</i>	Yes	No	
	SHC Club Hack Show – not a Grand National Qualifying Show <i>(tick a box)</i>	Yes	No	
	Measuring Day <i>(tick a box)</i>	Yes	No	
	Secondhand Gear Market <i>(tick a box)</i>	Yes	No	
	Other – please attach comprehensive information <i>(tick a box)</i>	Yes	No	

Person in Charge of Event* (Primary Contact)	Mobile Number	
Email		

Person Responsible for Planning Event*	Mobile Number	
Email		

*Can be the same person

Number of Riders	A: Estimated Number of SHC Riders	
	B: Estimated Number of Non SHCA Riders	
	C: Estimated Total Number of All Riders (A+B=C)	

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Description of Event <ul style="list-style-type: none"> - Provide full details of event & include any additional information that may be relevant - If a measuring day, provide details of the measurer and a current Certificate of Compliance for the block & stick - If a training day or clinic, provide the details of the instructor and their experience - If a Judges Workshop, provide details of the proposed program and presenters - If the event involves another equestrian organisation – detail the organisation and what is proposed

CHECK LIST – you must provide a response to each question	Yes or No must be selected			
Does the SHCA have a copy of your Club’s Constitution? (For approval, the answer to this question must be YES)	Yes		No	
Does the SHCA have a copy of your Club’s ABN? (For approval, the answer to this question must be YES)	Yes		No	
Is your Club registered as an incorporated association and have you provided the SHCA with supporting evidence? (For approval, the answer to this question must be YES)	Yes		No	
Do you agree to abide by the rules of the regulations of the SHCA? (For approval, the answer to this question must be YES)	Yes		No	
Do you agree to abide by any lawful direction of the SHCA that may be provided from time to time? (For approval, the answer to this question must be YES)	Yes		No	
Do you understand and agree to abide by the SHCA Social Media Policy? (For approval, the answer to this question must be YES)	Yes		No	
Will a Register of Volunteers be maintained for this event and be available for viewing when requested? (For approval, the answer to this question must be YES)	Yes		No	
Will this event include the participation of Day Members? (If the answer to this question is YES, you are required to follow the ‘Day Member’ process and receipt payment)	Yes		No	
Have you attached the form detailing the strategies you are implementing to manage risk to the attendees, your club, and the SHCA? (For approval, the answer to this question must be YES and the form attached)	Yes		No	

Important Information
<ol style="list-style-type: none"> 1. The submission of this Application does not automatically mean that the event is sanctioned by the SHCA 2. If an event is not sanctioned in writing by the SHCA, coverage will not be provided under the SHCA Insurance program 3. By submitting this Application, you agree to abide by the Policies, Rules and Regulations and lawful instructions of the SHCA 4. In making a decision to sanction an event, the SHCA will take into account all information provided in support of the application and the obligations the SHCA has in managing its many risks. The decision of the SHCA is final and no further correspondence will be entered into. 5. The SHCA reserves the right to revoke the approval of a sanctioned event should the information provided in the <i>Application to Conduct a SHCA Sanctioned Event</i> not accurately reflect the event

Applicant Name <i>(please print)</i>	Signature
Club Position**	Date

****This application must be completed and signed by a Club Executive - either President, Vice President, Secretary or Treasurer**

INTERNAL USE ONLY				
Date application received by SHCA			Date Application Considered	
Event Sanctioned	Yes		No	SHCA Representative Name
Date Applicant Advised			Signature	
If sanctioned, Date Certificate of Currency forwarded to Venue				

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RISK STRATEGIES BEING DEPLOYED FOR THE EVENT	
<p>Please detail all strategies being implemented to manage risk to event attendees, the organising committee and the SHCA.</p> <p><i>Identify the risk. Evaluate the risk. Treat the risk. Manage the risk.</i></p>	
1	E.g. Horses will not be permitted in the designated administration area and supporting signage will be erected
2	E.g. Suitably qualified First Aid will be in attendance and easily identified and contactable throughout event
3	E.g. Attendants will coordinate parking of horse floats and trucks to ensure adequate space is left between each vehicle
4	E.g. The welfare of horses will be monitored and the handler or rider approached by the committee should any exercise, including lunging, be deemed excessive
5	E.g. All designated arenas and work areas will be clearly identified, inspected and monitored to ensure safety is maintained
6	E.g. The measuring bay will be inspected, cleaned and declared safe. A person will be assigned to manage the line of horses waiting to be measured, ensuring the safety of horses, handlers, measurer/s and administrator/s
7	E.g. The clubs abides by the SHCA Social Media Policy and all comments made in response to our posts will be closely monitored and any potential breach of the SHCA Social Media Policy will be removed
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