



GUIDE ON STARTING A WORKING EQUITATION CLUB

1) Ideally, you will need at least 5-10 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. A Public Officer (as required by Fair Trading) should be appointed and may be one of the executive committee or another committee member. Any committee member may hold up to two positions.

Other jobs, such as; horse welfare officer, gear checker, events coordinator, etc... may be appointed from the general committee as required.

3) The committee need to decide on 6 names for your club in order of preference. These names are then forwarded to Department of Fair Trading along with the relevant fee (approximately \$46) to reserve that name.

Form A1:

<https://ablis.business.gov.au/nsw/Resource/AP4550a.pdf>

The Department of Fair Trading NSW

www.fairtrading.nsw.gov.au

4) You will then need to download and print off Form 2

<https://ablis.business.gov.au/nsw/Resource/AP4550.pdf>

to incorporate an association, to be filled in by the office bearers.

Costing approximately \$121.

5) With form A2 you will need a constitution.

A copy of the constitution can be found and used on the Department of Fair Trading website, but this will mean your financial year end will align with theirs at end of June. You need to take into consideration if this will suit as your AGM time and what date the company you are affiliated with has their end of financial year to make it easier with the book work. If you decide this constitution is suitable but would like a different end of financial year all you need to do is make alterations to the constitution and send those amendments in to make it your own and stipulate when it will be.

6) You are encouraged to affiliate with Equestrian Australia and obtain insurance with Gow Gates. You will need to appoint an appropriately trained First Aid Officer for insurance purposes. At a minimum this may cost in about \$440.00. There are other options available for insurance but Working Equitation clubs need to be mindful that their cattle events are covered.

www.equestrian.org.au

www.gowgatessport.com.au/equestrian

Both governing bodies will require you to decide on a Calendar of events and are familiar with Working Equitation.

7) As you can see you are now up to around \$570 and with most clubs setting their single membership price at around \$60, being a good figure, having 10 people on board covers those initial necessary costs. Good luck and remember to have fun training seriously!