

Albany Equestrian Centre EVENT CO-HOSTING GUIDELINES

Purpose: To enable greater participation by all Albany Equestrian Centre members in events held at the Centre.

Background: The Albany Equestrian Centre has agreed to co-host up to three (3) events with each Affiliated Club each year. In doing so, the Albany Equestrian Centre has stipulated that:

- All co-hosted events are to be agreed by the Albany Equestrian Centre.
- All co-hosted events are to pay particular attention to the welfare and safety of the horse, rider, officials, spectators and the general public at large.

The host Affiliated Club is responsible for:

- Planning and coordinating the event.
- Providing the resources necessary to prepare and run the event, and in particular:
 - Providing a nominated First Aid person who holds a current First Aid qualification, and who shall be in attendance for the duration of the event.
 - Providing at least two members of the Club who are not participating in the event, and who shall be in attendance for the duration of the event, as Event Coordinators.
- Administering the event, e.g. safety and welfare of participants, officials, spectators and the public at large; fundraising; communications; public relations; advertising etc, and:
 - Ensuring helmets and other riding equipment and apparel is of the current approved standard required by Equestrian Australia.
 - Recording all incidents and falls occurring during the Event.
 - Providing designated spectator areas which are clearly delineated and off-limits to horses.
 - Recording unsafe and/or hazardous situations.
 - Ensuring competitors complete a Disclaimer at the time of entry.
- Providing the opportunity for as many Albany Equestrian Centre members to attend as possible within the number of places available.
- At the conclusion of the event, inspecting the yards and grounds and ensuring these are left clean and tidy, and all gates closed.
- Providing a brief report on the event to the next meeting of the Albany Equestrian Centre Management Committee following the event.
- Ensuring the name of Albany Equestrian Centre is kept in good faith.

The Albany Equestrian Centre is responsible for:

- Allowing the host Affiliated Club to use the name and logo of the Albany Equestrian Centre as the co-host in the publications and materials of the event.
- Posting the event information on the albania Equestrian Centre Facebook page to attract more participation and giving more members opportunities to attend.
- Advising the host Affiliated Club on issues related to administration, programme, communication, etc. as necessary.

The Albany Equestrian Centre will not be responsible for:

- Any financial obligations for the event.
- Any legal implication caused by the host Affiliated Club or the event.

Number of Permitted Co-hosted Events

Each Albany Equestrian Centre affiliated is entitled to conduct three (3) co-hosted events each year. However, as from 1 January 2021, this number is permitted to be increased to a maximum of six (6) co-hosted events each year where one affiliated club agrees to transfer one or more of its entitled co-hosted event days to another affiliated club.

Disclaimer of Liability. Neither the Organising Committee, E.A., PCWA nor the Albany Equestrian Centre accepts any liability for any accident, loss, damage, injury or illness to horses, owners, grooms, spectators or any other person or property whatsoever. By submitting an entry form for this event, all riders accept the Dangerous Activity Acknowledgement.

The Albany Equestrian Centre accepts no liability for the loss of, or damage to, vehicles, or any other goods or articles, and does not offer any personal insurance to riders.

Record of Amendments

Version	Date	Details of Changes	Comments
1.0	11 Jan 2018	Document Adopted	Management Committee Meeting
2.0	6 August 20	Amendment-Max events/per annum	Management Committee Meeting