



Australian Stock Horse
SOCIETY

ASHS

Branch & Management Council Tutorials

Session 2

Event Procedures/Practice/Insurance

The Mission

Our Vision

The Australian Stock Horse Society wants the Australian Stock Horse to have the highest profile of any breed of horse in Australia with worldwide recognition.

Our Aims

To preserve the heritage and identity of the Australian Stock Horse.

- To promote the development and popularity of Australian Stock Horses throughout Australia and the world.
- To maximise the benefits of owning a Registered Australian Stock Horse and being a Member of The Australian Stock Horse Society.

Our Mission

To maintain the heritage, to promote the bloodlines and high performance of the Australian Stock Horse among equestrian activities and the general public. The Society was set-up with a particular structure to ensure that the aims could be achieved at a Local, State and National level. Branches were established to conduct competitions and activities in their local area in line with the policy of the Board of Directors. Management Councils undertake a similar task within their area of influence.

LICENCED AFFILIATE means any Branch or Management Council operating under a Licence Agreement with the Society. Branches and Management Councils are individually incorporated and shall operate according to the aims and objectives of the Society, as well as the overall direction and control of the Society.

Requirements for ASHS Branches & Management Councils Hosting an Event or Activity

What do we need to submit to host an ASHS Event or Activity?

PRIOR TO HOSTING AN EVENT

- For Branches & Management Councils to remain compliant with affiliation requirements and to be eligible to host events and activities they must have submitted a complete Annual Return
- Non-compliant Branches & Management Councils cannot have events or activities approved by the ASHS and are not covered by the Society's Public Liability Insurance
- What Events can we run – ASHS Branch Handbook – Page 35
- Event Notification, Site Inspection & Management Forms: <https://www.ashs.com.au/sportsevents/forms/event-planning-and-management/>
- Requesting non-members or unregistered horses – must be notified on preliminary Event Notification Form as has to be approved by ASHS Board. A request is to be submitted giving reasons for request.
- Event Lodgement Procedure & Matrix: <https://www.ashs.com.au/sportsevents/forms/event-planning-and-management/>
- Cattle Cover Lodgement Form: <https://www.ashs.com.au/sportsevents/forms/event-planning-and-management/>
- Bio Security Forms & Travelling Stock Statements: <https://www.ashsnationals.com.au/wp-content/uploads/2016/10/2016-Biosecurity-Horse-Health-Declaration.pdf> Please be aware of the requirements regarding Travelling Stock Statements in your state.
- Once your Event Notification has been received by Head Office it can be displayed on the Society's Website under Coming Events. Listing on the ASHS Website does NOT constitute approval of the event by the Society.
- If the event is approved prior to ASH Journal deadline it will also be displayed in the relevant Journal.
- Branches may like to use their free quarter page ad in the ASH Journal to promote their event or activity. Please be mindful of ASH Journal deadlines: <https://www.ashs.com.au/news-and-media/journaladvertising/advertising-prices-and-booking-forms/>

Don't forget it is really important to notify Head Office if your event is cancelled or postponed.

Time permitting, the Events Department will update the Coming Events on the Website & it will avoid the hassle of being chased for post-event requirements. The Events Department also collects & collates events/activities data so timely notification from Branches & MCs is imperative to maintain accurate reporting data.

Other documents that may be required

If you are running an event on private property or at a council owned venue you may be asked to supply:

- **A Certificate of Currency** – can be requested from the Events Department at Head Office. Only Branches/MCs who are compliant with their ASHS affiliation requirements will be issued with Certificates of Currency. As these have to be issued by our insurer, please request as far out from your event as possible.
- **A Risk Assessment** – a draft assessment is available through the Society's website: <https://www.ashs.com.au/media/2080/risk-management-checklist.pdf>

What do we need to submit Post Event?

- **Post Event Checklist/Form includes Post Event Site Inspection:** <https://www.ashs.com.au/sportsevents/forms/event-planning-and-management/>
- Temporary Membership receipts & monies – if applicable
- Results/story/photos to the Journal – can be email to: journal@ashs.com.au
- Results Form – Show and Campdraft: <https://www.ashs.com.au/sportsevents/forms/event-result-forms/>

What if something goes wrong?

In the event of a loss of a beast – The ASHS must be notified with 48 hours of the incident if ASHS Cattle Cover is in place
Cattle Mortality: https://www.ashs.com.au/media/1255/livestock_mortality_claim_form.pdf

In the event of any incident to a person or horse – All incidents need to be reported promptly to the Society.

The more serious the incident the more urgent it is to notify the Society.

Incident Report Form: <https://www.ashs.com.au/media/1254/incident-report-form.pdf>

The Importance of Checking Membership

It is vital that all people competing at an approved ASHS event or activity are Members of the ASHS or take out a Temporary Membership where applicable.

To be covered by the Society's Public Liability Insurance all people participating in events must have signed a Risk Warning & Waiver of Liability. Financial Members of the Society do this when they join or renew, either online or by submitting a form by post or email.

It is important to check Proof of Membership to protect the Member and the Society. It is recommended that when promoting/advertising events it is noted that membership and registrations will be checked.

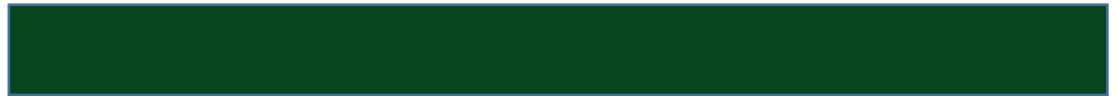
Not all Members will show up on the ASHS Member Enquiry through the Online Stud Book:

- Members under the age of 18 years are not generally displayed on the website
- Many Members choose not to have their details displayed

If Branches or MCs have any queries regarding a Member's status after checking through the Online Member Search, Head Office can help confirm if people are Members and if they are financial.

Temporary Memberships will be discussed in more detail in Session 4 of these tutorials but it is essential that these documents are completed correctly and signed by both the participant (or parent or guardian if person is under 18 years), and a Branch Official. These forms are legal documents and need to be filled in fully.

It is also important to keep an accurate volunteers register and to induct volunteers correctly as to their role and safe practice while at the event.



Branch Resources on the ASHS Website

- Branch Handbook: <https://www.ashs.com.au/media/1930/branch-handbook-jan-09-version.pdf>
- Branch Templates & Information: <https://www.ashs.com.au/branches/your-committee/branch-templates-information/>
- ASHS Event Rules & Regulations: <https://www.ashs.com.au/media/2354/eventshandbookwebversionmar2021v5-compressed-2.pdf>

What is a competition eligible ASH

- For a horse to be competition eligible it must be a registered Australian Stock Horse owned by a current financial Member of the ASHS
- If a Member is unfinancial at the time of an event, any horse under that person's membership is not eligible to compete at events restricted to registered Australian Stock Horses
- There are various reasons for horses to show as Not Eligible on the ASHS Online Stud Book
 - Horse can be deceased
 - Horse can be waiting Transfer
 - In the case of a stallion we may be waiting on GDT or DNA results so sire registration can be completed
 - Horse belongs to an unfinancial Member