

Memorandum of Understanding

Between

AUSTRALIAN NATIONAL WORKING EQUITATION
LIMITED (“**ANWEL**”)

AUSTRALIAN NATIONAL
WORKING EQUITATION WESTERN AUSTRALIA INC.
 (“**the State Association**”)

And

(“**the Affiliated Club**”)

Dated: 1 JULY 2018

1. Introduction

The sport of Working Equitation was founded in Portugal, Spain, France and Italy and quickly expanded to Sweden, Germany, the UK and Brazil. As a discipline Working Equitation was created to promote equitation techniques that were developed in countries that used the riding horse to work in the field on farms, ranches and as well as working with livestock.

The sport of Working Equitation was introduced into Australia in 2007 and since then the sport has grown significantly. Australian National Working Equitation Limited (ACN 610 777 583) (“**ANWEL**”) was incorporated in February 2016 and in August 2016 it signed a Protocol with the World Association Working Equitation (“**WAVE**”) which is the sole international authority for organising working equitation in current and future country members. ANWEL was appointed by WAVE as the Official Accredited Agent for the promotion of working equitation in Australia.

Each country has its own rules but the rules for international competitions are the same for all countries. The ANWEL Official Rulebook has been created by ANWEL with our country's riders and working traditions in mind and is as closely aligned as possible with WAVE's rules.

It is the mission of ANWEL to:

- promote and develop the discipline of Working Equitation throughout Australia;
- uphold the ideals and the philosophies of classical working dressage and traditional horsemanship;
- offer a nurturing and caring environment for riders, regardless of breed of horse, tack or attire.

ANWEL places an emphasis on harmony between horse and rider and the quality of training and riding. ANWEL demands humane, correct and progressive training and conditioning of the horse resulting in physical and mental soundness.

The rules in the ANWEL Official Rulebook provide a foundation for our riders to be competitive on the international stage.

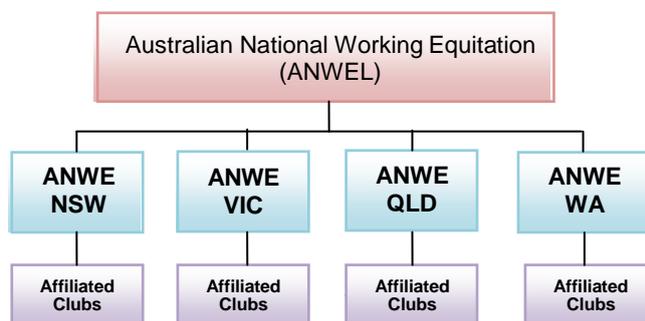
Australian riders are embracing Working Equitation. Riders of every breed and all disciplines are trying their hand at the precision and unity that a horse and rider need to excel at the sport of Working Equitation.

ANWEL is the national governing body for the promotion and administration of the sport of Working Equitation in Australia and is the sole Official Accredited Agent of WAVE in Australia. At present there are four (4) State Associations:

- Australian National Working Equitation – NSW Inc
- Australian National Working Equitation – Vic Inc;
- Australian National Working Equitation – Qld Inc; and
- Australian National Working Equitation – WA Inc

who are each affiliated with ANWEL and are responsible for the growth and development of Working Equitation in their individual States. These State Associations affiliates Working Equitation Clubs that are established in their State (“Affiliated Clubs”).

The organisational structure between ANWEL, the relevant State Associations and Affiliated Clubs is:



Each State Association is governed by a Committee which comprises a president, vice-president, treasurer and secretary and up to three ordinary committee members all of whom are appointed at the Annual General Meeting of the State Association. Affiliated Clubs are invited to appoint one or more delegates to represent them at regular meetings held by the State Association to facilitate the growth and development of Working Equitation in their State and to keep Affiliated Clubs updated on the progress and development of Working Equitation.

Each State Association holds regular meetings of delegates via teleconference and input of Affiliated Clubs and their delegates occurs at these meetings on important decisions. The Club delegates are representatives of each Affiliated Club and are responsible for keeping Affiliated Clubs and their members informed in relation to the development of Working Equitation and to disseminated information to them and their members.

A call for nominations for Executive Committee members and Affiliated Club Delegates is held annually and in conjunction with the Annual General Meeting of the State Association.

This Memorandum of Understanding (MOU) highlights the objectives and arrangements agreed between ANWEL, the State Associations and the Affiliated Clubs to facilitate the growth and development of Working Equitation in Australia.

2. Mission Statement

ANWEL, each State Association and each Affiliated Club agree to promote Working Equitation and develop the discipline throughout Australia, their relevant State and the Club's local area consistent with the ANWEL Official Rulebook. They agree to uphold and promote the ideals and philosophies of classical working dressage and traditional horsemanship in a manner that offers a nurturing, caring environment for riders and horses, regardless of breed, tack or attire. The emphasis must be on harmony between horse and rider and the quality of training and riding.

3. Strategic Direction

ANWEL, each State Association and each Affiliated Club will work together to develop,

support, promote and grow the sport of Working Equitation in Australia in a manner consistent with the ANWEL Official Rulebook.

Each Affiliated Club agrees to expand its membership to the greatest extent possible.

4. Membership Participation

- 4.1 Membership of Affiliated Clubs shall be open to all who wish to participate in the sport of Working Equitation and who meet individual Club membership requirements, regardless of gender, religion, race, age or personal interest.
- 4.2 ANWEL and each State Association will work with its Affiliated Clubs to achieve a common membership framework.
- 4.3 Affiliated Clubs retain the right to refuse membership provided the grounds for refusal are in line with the relevant club requirements as detailed in the Club's Constitution.
- 4.4 All horse rider's who are members of an Affiliated Club must register with ANWEL and pay an annual rider's levy at a rate from time to time determined by ANWEL. One half of the Rider's levy is paid to the relevant State Association and the other half is retained by ANWEL. Rider's levies are paid on a yearly basis for the period from 1 July in each year to 30 June in the following year.
- 4.5 Riders must not to enter into or compete in any working equitation training day, competition or other event organised by ANWEL, the State Association or Affiliated Club unless they have paid their rider's levies up to date (as at the date of entry and the date of the relevant event) and quoted their rider's levy number to the organising committee of the training day, competition or other event.

5. Conflict Resolution

In the event of any disagreement over the interpretation of this MOU, the parties will take the following steps:

- i. Within 14 days of a dispute or disagreement occurring, the parties must detail in writing to the other parties their understanding of their expectations and obligations under this MOU;
- ii. Within a further 14 days meet in person or by telephone conference to discuss the issues involved and attempt to come to an agreed resolution of the disagreement; and
- iii. If after this meeting, there are still unresolved issues, the matter is to be referred to ANWEL who will determine the disagreement (unless ANWEL itself is a party to the disagreement) in which event it will appoint a third party nominated by Equestrian Australia to determine the disagreement and the determination of the third party will be final and binding.

6. Implementation of Commitments

- 6.1 All parties to this MOU will undertake all acts and execute all appropriate documents to implement each of their commitments under this MOU without delay. In so implementing their commitments, each party agrees with each other party that they will act at all times in accordance with the best interests of the sport of Working Equitation.
- 6.2 All parties agree to keep each other informed of all their activities and initiatives relative to this MOU and the development of Working Equitation and undertake not to do or allow any acts or omissions to be done which bring or may bring ANWEL, any State Association, any affiliated Clubs or the sport of Working Equitation into disrepute or compromise the agreed goals and objectives of ANWEL.

7. Guiding Principles

Each Affiliated Club must observe and abide by the following guiding principles and must work co-operatively with ANWEL and the relevant State Association to develop, support, promote and grow the sport of Working Equitation in Australia:

- 7.1 Demand humane, correct and progressive training and conditioning of the horse, resulting in physical and mental soundness.
- 7.2 Encourage progressive training and competitions through all levels in accordance with the ANWEL Official Rulebook (as updated from time to time).
- 7.3 Promote and support the ANWEL Official Rule Book (as updated from time to time) so that the sport of Working Equitation develops uniformly throughout Australia.
- 7.4 That copyright in the ANWEL Official Rulebook is owned by ANWEL and that the Rulebook (in whole or in part) will not be copied or varied without the prior written consent of ANWEL.
- 7.5 All training days, competitions and other events must be conducted in accordance with the ANWEL Official Rule Book and any written directives from time to time issued by ANWEL.
- 7.6 All Affiliated Clubs must put in place and maintain adequate insurance to enable it to run competitions in accordance with the ANWEL Official Rulebook.
- 7.7 Prior to all training days, competitions and other events a representative of the organising committee must conduct a full risk assessment of the grounds, including weather conditions, prior to the event commencing and before horses and riders enter the grounds. A copy of this risk assessment must be kept with the Club records relating to that event.
- 7.8 Affiliated Clubs must ensure the safety of obstacles at all times.
- 7.9 The State Association will provide appropriate notice and invoices to Affiliated Clubs for payment of annual affiliation fees and those affiliation fees must be paid by the Affiliated Clubs within thirty (30) days of receipt unless otherwise

agreed by the State Association in writing. Affiliation fees for 2018/19 financial year are agreed at \$100.00.

- 7.10 Affiliated Clubs must ensure that all riders who enter any training days, competitions or other events quote their rider's levy number as a pre-condition of entry into such training day, competition or other event. Before any training day, competition or other event each Affiliated Club must ensure that all riders are paid up to date in respect of their individual rider's levy. Affiliated Clubs must encourage members who are horse riders to register with ANWEL and pay the rider's levy before or as soon as possible after they become members of an Affiliated Club.
- 7.11 No Affiliated Club will enter into any arrangement which imposes a financial or other obligation or cost on a State Association or ANWEL
- 7.12 No Affiliated Club will do anything or permit anything to be done which might affect or derogate from the reputation of ANWEL, a State Association or Working Equitation whether in Australia or overseas.
- 7.13 Affiliated Clubs will supply to ANWEL and the relevant State Association, at least six monthly, details of all members of the Committee of the Club and details of all members of their Club including such members' name, address email and telephone number.
- 7.14 Affiliated Clubs must ensure that any issues, problems or disputes with members are dealt with in a fair and correct manner. Details of any issues, problems or disputes should be notified in writing to the Secretary of the relevant State Association. If the issue, problem or dispute is unable to be resolved with the assistance of the relevant State Association then the issue, problem or dispute will be referred to ANWEL who will investigate and either make a decision or appoint an expert who will investigate and make a decision. All parties agree to be bound by the expert's decision.
- 7.15 Affiliated Clubs must nominate not less than one and not more than two delegates to represent their Club at monthly meetings held by their State Association via teleconference or internet conference call. The purpose of these meetings is to discuss and be informed in relation to the development of Working Equitation in Australia. Any issues or recommendations that Affiliated Clubs have in relation to the development of Working Equitation in Australia can be discussed at these meetings.
- 7.16 It is the responsibility of Club Delegates to inform and update their members on a regular basis in relation to updates, information or other matters arising at meetings involving Club delegates.
- 7.17 Each Affiliated Club must promote and conduct not less than two (2) open and unrestricted competitions each year which competitions must be conducted in accordance with the ANWEL Official Rulebook.
- 7.18 Each Affiliated Club must submit all results from their competitions to ANWEL within seven (7) days of completion of the competition and ANWEL will post these results on the ANWEL Website. These results are required for

determining State and/or National teams.

- 7.19 Each Affiliated Club must observe and comply with all member protection policies adopted by ANWEL from time to time and must itself adopt member protection policies which are consistent with those adopted by ANWEL.

8. State Association Commitments

Each State Association must observe and abide by the following guiding principles and must work co-operatively with ANWEL and the its Affiliated Clubs to develop, support, promote and grow the sport of Working Equitation in Australia:

- 8.1 Each State Association upholds an administration responsibility to ensure that all accounts, financial dealings and other records are documented in a transparent and responsible manner, with clear audit trails and detailed accounting records.
- 8.2 Each State Association must promote and develop the sport of Working Equitation in their State and strive to maximize the number of Affiliated Clubs and members of those Clubs.
- 8.3 Each State Association must hold regular meetings to be attended by delegates of the Affiliated Clubs in its State to discuss and be informed in relation to the development of Working Equitation in Australia.
- 8.4 Each State Association must give notice of these meetings and provide an Agenda and a copy of the Minutes of the previous meeting to the Club Secretaries at least 3 business days prior to each meeting.
- 8.5 Each State Association will provide appropriately approved Minutes of all meetings with delegates to the Secretary of each Affiliated Club.
- 8.6 Each State Association must address all issues and complaints received from Affiliated Clubs and its members and if it is unable to do so it will refer the issues or complaint to ANWEL for advice and direction.
- 8.7 Each State Association must promote and conduct at least one (1) ANWEL approved Working Equitation judges' clinic each year and Affiliated Clubs will promote such clinic to its members.

This Memorandum of Understanding is to be formally reviewed annually

Parties to the Agreement

Signed for and on behalf of
Australian National Working Equitation Limited

..... Date: ____/____/____

Signed for and on behalf of
Australian National Working Equitation Western Australia Inc.

..... Date: ____/____/____

Signed for and on behalf of

.....

Position held Date: ____/____/____

Please note: A fully signed Memorandum of Understanding to be retained by ANWEL and the State Association with a copy provided to the Secretary of the Affiliated Club for their records.