



Australian National Working Equitation Western Australia

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Guide to starting a Working Equitation Club

Ideally you will need at least 5 – 10 like-minded people. A Committee meeting can then be planned. At this meeting, representatives of the club will be elected to form the Committee.

Important positions to be filled are President, Vice President, Secretary and Treasurer. Other roles such as horse welfare officer, gear checker, events coordinator etc., may be appointed from the general Committee as required.

The Committee needs to decide on the name for the Club.

The Club will need to become an incorporated association and establish a constitution with the Department of Commerce www.commerce.wa.gov.au. For ease, you can opt for the *Model Rules* which are a standard set of rules that have been developed for use by associations who do not wish to develop their own rules. These rules meet all the requirements of the Associations Incorporations Act and provide a suitable governance framework for an incorporated association.

If your association chooses to use the model rules the only details you need to provide are:

- The name of the association
- The objects of the association
- The quorums for general meetings and committee meetings; and
- The association's financial year.

If your association decides to develop its own rules you may still wish to use the model rules as a guide. An association preparing its own rules should also refer to the Department of Commerce Rules Checklist.

Clubs are encouraged to affiliate with Equestrian Western Australia and obtain insurance with Gow Gates.

You will need to appoint an appropriately trained First Aid Officer for insurance purposes. At a minimum, insurance may cost about \$440.00. There are other options available for insurance but Working Equitation Clubs need to be mindful that their cattle events are covered.

Your Club will be required to supply 2 delegates who will form the general committee for ANWE WA Inc. Their role will be to attend regular meetings by phone link up plus other special or urgent meetings and to communicate information to their club.

All members of the Club must hold a current ANWEL Rider Levy number.

Once Incorporation and insurance are in place the Club can apply to affiliate with Australian National Working Equitation Western Australia (ANWE WA) by completing the Application Form and providing insurance details, receipt of payment of fees, the Clubs Constitution and the signed Memorandum of Understanding.