**GUIDE ON STARTING A WORKING EQUITATION CLUB**

1) Ideally, you will need at least 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, Public Officer, and First Aid Officer; these are required by the Department of Fair Trading and your insurers.

Other jobs, such as; horse welfare officer, gear checker, events co-ordinator, etc... can come into

election later if desired.

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 will now need to decide which governing body

your club will affiliate with for insurance purposes.

Arabian Horse SocietyAustralia

www.ahsa.asn.au

is very affordable and easy to work with, costing approximately $350 per year + $50 first year. Another

option is Equestrian Australia

www.equestrian.org.au

which will have a varying cost depending on the number of people in your club and how many days in a year events are held

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!