



# AAA Ltd REGIONAL CLUB AFFILIATION PACK

**Due 1<sup>st</sup> August of each season**

You are invited to affiliate your regional club with the AAA Ltd for the 2022/2023 show season.

## **AFFILIATIONS:**

Please find attached your full affiliation pack including your affiliation form and supporting documents which are to be completed and returned to us by the **1<sup>st</sup> of August 2022**.

We have also included forms you will need for each event:

- Show Approval forms
- Planning Checklist
- Event Audit Report – *To be submitted with show results within 30 days of the event.*

We have now also included these forms on our AAA Ltd website, so if you by chance misplace them, you can refer to our FORMS page anytime.

## **SHOW APPROVALS:**

Show approval applications must be completed and received by the AAA Ltd office with full payment 30 days prior to your club event. Please be aware that if you do not comply with these time frames you run the risk of your show approvals and your competitors missing out on points and your show will not be covered by AAA Ltd insurance.

Show approval applications must be accompanied by a full show program, that clearly states the show dates, judges, grounds and a planning checklist. An Event Audit Report is required after each event, which can be sent with the show results.

**Note: Any changes club makes to approved program, date, etc. after approval number has been issued that number will be invalid until after the new changes have been checked by AAA Ltd with and new approval number issued.**

If you are running a non-show event such as a clinic, fun day, training day, gymkhana you must also submit a Non-Show Application form and payment to lodge your event. This allows your event to be covered by AAA Ltd insurance.

## **RESULTS:**

Show results must be lodged to the AAA Ltd office within 30 days of your show. Show results must include:

- A show program with dates and judges' details.
- Results **MUST** include the Class Name, Number of Entrants and the Placings of each event, please include:
  - o **Horse name | Horse Rego | Handler Name | Handler membership number.**

Bulk results from a show may be submitted to the AAA Ltd in a spreadsheet format from clubs only.

Any results lodged after 60 days will receive a \$30 late penalty fee.

Any results lodged after 90 days will not be accepted!

## **MEDIA**

Any AAA Ltd Affiliated Club running approved events, can submit event information and adverts for promotion on AAA Ltd media channels. Please include full event details and an image/show ad in PDF or JPEG format only (must be hi res).

Send to [media@appaloosa.org.au](mailto:media@appaloosa.org.au). Please send at least 14 days before your event or entry close date, whichever comes first.

## **CONTACTS:**

Your Regional Club Director, John Kemp is your main Board contact for any queries and questions throughout the season in regards to your club.

All other correspondence such as show approvals, show results are to be sent to [info@appaloosa.org.au](mailto:info@appaloosa.org.au) for AAA Ltd records and processing.

Australian Appaloosa Association Ltd

ABN: 70 001 558 050

Website: [appaloosa.org.au](http://appaloosa.org.au)

[info@appaloosa.org.au](mailto:info@appaloosa.org.au)

PO Box 8251 East Orange NSW 2800

(02) 6765 7969 © Copyright 2022



Club: \_\_\_\_\_  
 Event Title/Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Event Date: \_\_\_\_\_

## Events Audit Report (To be completed on the day of the event)

© Copyright 2017

*See reverse side of this form for Audit Notes & Comments.*

| Are there designated areas for?  | Yes | No |
|--|-----|----|
| ➤ Competition (including warm up areas)  |     |    |
| ➤ Spectators (separate from horses & vehicles)                                   |     |    |
| ➤ Competitor Parking (floats, trucks, etc)                                       |     |    |
| ➤ Public parking (guest & spectator vehicles, etc)                               |     |    |
| ➤ Horses (yards, stables, laneways, etc)   |     |    |
| ➤ First Aid (competitors/general public/access by emergency vehicles & services) |     |    |

| Inspection of Competition/Activity Areas (including warm up areas)  | Yes | No |
|---|-----|----|
| ➤ Are each of these areas free of hazards and obstacles?<br><span style="float: right;">(Rocks, Sticks, overhanging branches, rubbish...)</span>  |     |    |
| ➤ Are the surfaces safe and appropriately prepared for their intended use?<br><span style="float: right;">(Slippery, too wet, too dry, dust, level, ploughed, suitable depth...)</span> |     |    |
| ➤ Are the fences and gates appropriate for the activities?<br><span style="float: right;">(Keeping livestock in, spectators out, numbers of competitors...)</span>                      |     |    |
| ➤ Is there signage identifying each of these areas and their intended use?<br><span style="float: right;">(Competitors Only, No Dogs, Warm-Up Arena, Marshalling Yard...)</span>        |     |    |
| ➤ Is there appropriate signage at all access points to competition areas?<br><span style="float: right;">(No Entry Competitors Only...)</span>  |     |    |

| Inspection of Spectator Areas (separated from horses & vehicles)  | Yes | No |
|---|-----|----|
| ➤ Are each of these areas, including roads & tracks, free of hazards and obstacles?<br><span style="float: right;">(Rocks, Sticks, overhanging branches, rubbish, uneven surfaces...)</span>                    |     |    |
| ➤ Seating & grand-stands are properly erected and separate from livestock & obstacles?<br><span style="float: right;">(Check access to seating areas, that access to under grandstands is restricted...)</span> |     |    |
| ➤ Access to food areas, toilets & public parking is free of hazards & obstacles?<br><span style="float: right;">(Check for varied weather conditions, night lighting, trip hazards...)</span>                   |     |    |
| ➤ Are fences or barriers properly erected?<br><span style="float: right;">(Check for nails, broken rails, rail heights...)</span>   |     |    |
| ➤ Is there signage identifying each of these areas and their intended use?<br><span style="float: right;">(Spectators Only, No Horses, No Vehicles...)</span>   |     |    |

| Inspection of Parking Areas   | Yes | No |
|---|-----|----|
| ➤ Are competitor and spectator parking areas separated?   |     |    |
| ➤ Are loading and unloading areas for livestock separated from the general public?  |     |    |
| ➤ Is supervision of parking areas required?   |     |    |
| ➤ Has traffic flow and pedestrian flow been addressed?  |     |    |
| ➤ Is there signage identifying each of these areas and their intended use?<br><span style="float: right;">(Competitors Only, ← Public Parking, Floats and Trucks →...)</span> |     |    |

| Inspection of Livestock Yards & Stable Areas  | Yes | No |
|---|-----|----|
| ➤ Are fences and rails secured properly?<br><span style="float: right;">(Safe, appropriate height, no hazards...)</span>                            |     |    |
| ➤ Is adequate water available?  |     |    |
| ➤ Do the gates and latches work properly?   |     |    |
| ➤ Can escaping livestock be contained effectively?<br><span style="float: right;">(Perimeter fencing, gates closed, emergency procedures...)</span> |     |    |
| ➤ Is there signage identifying each of these areas and their intended use?<br><span style="float: right;">(No Entry Competitors Only...)</span>     |     |    |

| General  | Yes | No |
|--|-----|----|
| ➤ Can Officials be identified clearly?   |     |    |
| ➤ Is there a designated and signed "Assembly Area" in the event of an emergency? |     |    |
| ➤ Is there a plan for the treatment or removal of injured stock?                 |     |    |
| ➤ Is there a map of the facility identifying each of the designated areas?       |     |    |

This form has been completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

On behalf of the Committee of the: \_\_\_\_\_, an affiliate of \_\_\_\_\_

**Audit Notes & Comments**

**Designated Areas**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

**Competition/Activity Areas (Including Warm Up Areas)**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

**Spectator Areas (separate from horses & vehicles)**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

**Parking Areas**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

**Livestock Yards & Stable Areas**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

**General**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

**Australian Appaloosa Association Ltd**

**ABN: 70 001 558 050**

**Website: [appaloosa.org.au](http://appaloosa.org.au)**

**info@appaloosa.org.au**

**PO Box 8251 East Orange NSW 2800**

**(02) 6765 7969 © Copyright 2019**



# AAA Ltd REGIONAL CLUB AFFILIATION PACK

Due 1<sup>st</sup> August of each season

## AFFILIATION APPLICATION FORM

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Incorporation reference number: \_\_\_\_\_ Date of AGM: \_\_\_\_\_

Club Postal address: \_\_\_\_\_

Club Website: \_\_\_\_\_

Club Email: \_\_\_\_\_

Club Facebook: \_\_\_\_\_

Club Contact: (for correspondence purposes)

Name: \_\_\_\_\_ Membership #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I wish to affiliate the existing/new (please circle) club listed above with the AAA Ltd for the  
2022/2023 show season.

We understand that no club shows or activities are permitted nor will be approved or covered by insurance until such time as affiliation fees and paperwork are completed and returned to the AAA Ltd office and affiliation is granted.

Please Note:

- For those that do not hold their AGM until after the 1<sup>st</sup> of August each year, payment of required Affiliation fee and completed pack by due date 1<sup>st</sup> August each season is required. With the exception of new club committee details to be forwarded immediately after the club AGM.
- The Club President and one (1) other Executive Committee Member, Executive Committee being President, Vice-President, Secretary and/or Treasurer, MUST be financial members of the Australian Appaloosa Association Ltd. \*\*

Club Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**When submitting your affiliation, you must include:**

- Completed and signed affiliation form with full payment.
- Completed Regional Club Committee Form
- Completed Regional Club Activity Report.

### PAYMENTS:

**MASTERCARD/VISA** (A 2 % surcharge will apply to credit card transactions)

Card Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expires: \_\_\_\_\_ / \_\_\_\_\_ CCV \_\_\_\_\_

Card Holders Name: \_\_\_\_\_ Signature \_\_\_\_\_

**DIRECT DEPOSIT DETAILS:** (must be completed prior to sending the form)

BSB: 082-842 Account #: 123061348

Transaction Number: \_\_\_\_\_ Copy of Receipt must be supplied with this form.

Australian Appaloosa Association Ltd

info@appaloosa.org.au

ABN: 70 001 558 050

PO Box 8251 East Orange NSW 2800

Website: [appaloosa.org.au](http://appaloosa.org.au)

(02) 6765 7969 © Copyright 2022



# AAA Ltd REGIONAL CLUB AFFILIATION PACK

Due 1<sup>st</sup> August of each season

## CLUB ACTIVITY REPORT

Club Name: \_\_\_\_\_

How many members does your club have?

\_\_\_\_\_

How many AAA Ltd members does your club have: \_\_\_\_\_

How many youth members does your club have: \_\_\_\_\_

How many Amateur members does your club have: \_\_\_\_\_

How many events and of what type does your club hold in the past season:

- \_\_\_\_\_ Approved AAA Ltd Events
- \_\_\_\_\_ Approved AQHA/EA or other Industry Events
- \_\_\_\_\_ Recognised Events (Ranch Sorting, Team penning, Western Dressage etc)
- \_\_\_\_\_ Clinics
- \_\_\_\_\_ Beginner Shows
- \_\_\_\_\_ Fundraising Events
- \_\_\_\_\_ Others: Please specify \_\_\_\_\_

Does your club calculate End of Year Hi Point Awards? \_\_\_\_\_

What rules do you run the above shows under? \_\_\_\_\_

How many club meetings have you held in the past season? \_\_\_\_\_

When is your Annual General Meeting? (proposed dates acceptable) \_\_\_\_\_

If there are any further comments that you would like to make about for club please do: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Australian Appaloosa Association Ltd

ABN: 70 001 558 050

Website: [appaloosa.org.au](http://appaloosa.org.au)

[info@appaloosa.org.au](mailto:info@appaloosa.org.au)

PO Box 8251 East Orange NSW 2800

(02) 6765 7969 © Copyright 2022



# AAA Ltd REGIONAL CLUB AFFILIATION PACK

Due 1<sup>st</sup> August of each season

## CLUB COMMITTEE DETAILS

Club Name: \_\_\_\_\_

Club Website: \_\_\_\_\_

Club Email for all correspondence:  
\_\_\_\_\_

Club Facebook: \_\_\_\_\_

**\*\*President:** \_\_\_\_\_ Membership No: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\*Secretary:** \_\_\_\_\_ Membership No: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\*Vice-President:** \_\_\_\_\_ Membership No: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\*Treasurer:** \_\_\_\_\_ Membership No: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\*Please refer to your Clubs Constitution for the required number of Committee Members\*\***

| Committee Members <i>(please include position title of one is held)</i> | AAA Membership No: |
|---|--------------------|
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |

**\*\*Club President and one (1) other Executive Committee Member, Executive Committee being President, Vice-President, Secretary and/or Treasurer, MUST be financial members of the Australian Appaloosa Association Ltd. \*\***

Australian Appaloosa Association Ltd

info@appaloosa.org.au

ABN: 70 001 558 050

PO Box 8251 East Orange NSW 2800

Website: [appaloosa.org.au](http://appaloosa.org.au)

(02) 6765 7969 © Copyright 2022



Club: \_\_\_\_\_  
 Event Title/Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Event Date: \_\_\_\_\_

## Planning Checklist

| Are there designated areas for?  | Yes | No |
|--|-----|----|
| ➤ Competition (including warm up areas)  |     |    |
| ➤ Spectators (separate from horses & vehicles)                                   |     |    |
| ➤ Competitor Parking (floats, trucks, etc)                                       |     |    |
| ➤ Public parking (guest & spectator vehicles, etc)                               |     |    |
| ➤ Horses (yards, stables, laneways, etc)   |     |    |
| ➤ First Aid (competitors/general public/access by emergency vehicles & services) |     |    |

| Inspection of Competition/Activity Areas (including warm up areas)  | Yes | No |
|---|-----|----|
| ➤ Are each of these areas free of hazards and obstacles?<br><span style="float: right;">(Rocks, Sticks, overhanging branches, rubbish...)</span>  |     |    |
| ➤ Are the surfaces safe and appropriately prepared for their intended use?<br><span style="float: right;">(Slippery, too wet, too dry, dust, level, ploughed, suitable depth...)</span> |     |    |
| ➤ Are the fences and gates appropriate for the activities?<br><span style="float: right;">(Keeping livestock in, spectators out, numbers of competitors...)</span>                      |     |    |
| ➤ Is there signage identifying each of these areas and their intended use?<br><span style="float: right;">(Competitors Only, No Dogs, Warm-Up Arena, Marshalling Yard...)</span>        |     |    |
| ➤ Is there appropriate signage at all access points to competition areas?<br><span style="float: right;">(No Entry Competitors Only...)</span>  |     |    |

| Inspection of Spectator Areas (separated from horses & vehicles)  | Yes | No |
|---|-----|----|
| ➤ Are each of these areas, including roads & tracks, free of hazards and obstacles?<br><span style="float: right;">(Rocks, Sticks, overhanging branches, rubbish, uneven surfaces...)</span>                    |     |    |
| ➤ Seating & grand-stands are properly erected and separate from livestock & obstacles?<br><span style="float: right;">(Check access to seating areas, that access to under grandstands is restricted...)</span> |     |    |
| ➤ Access to food areas, toilets & public parking is free of hazards & obstacles?<br><span style="float: right;">(Check for varied weather conditions, night lighting, trip hazards...)</span>                   |     |    |
| ➤ Are fences or barriers properly erected?<br><span style="float: right;">(Check for nails, broken rails, rail heights...)</span>   |     |    |
| ➤ Is there signage identifying each of these areas and their intended use?<br><span style="float: right;">(Spectators Only, No Horses, No Vehicles...)</span>   |     |    |

| Inspection of Parking Areas   | Yes | No |
|---|-----|----|
| ➤ Are competitor and spectator parking areas separated?   |     |    |
| ➤ Are loading and unloading areas for livestock separated from the general public?  |     |    |
| ➤ Is supervision of parking areas required?   |     |    |
| ➤ Has traffic flow and pedestrian flow been addressed?  |     |    |
| ➤ Is there signage identifying each of these areas and their intended use?<br><span style="float: right;">(Competitors Only, ← Public Parking, Floats and Trucks →...)</span> |     |    |

| Inspection of Livestock Yards & Stable Areas  | Yes | No |
|---|-----|----|
| ➤ Are fences and rails secured properly?<br><span style="float: right;">(Safe, appropriate height, no hazards...)</span>                            |     |    |
| ➤ Is adequate water available?  |     |    |
| ➤ Do the gates and latches work properly?   |     |    |
| ➤ Can escaping livestock be contained effectively?<br><span style="float: right;">(Perimeter fencing, gates closed, emergency procedures...)</span> |     |    |
| ➤ Is there signage identifying each of these areas and their intended use?<br><span style="float: right;">(No Entry Competitors Only...)</span>     |     |    |

| General  | Yes | No |
|--|-----|----|
| ➤ Can Officials be identified clearly?   |     |    |
| ➤ Is there a designated and signed "Assembly Area" in the event of an emergency? |     |    |
| ➤ Is there a plan for the treatment or removal of injured stock?                 |     |    |
| ➤ Is there a map of the facility identifying each of the designated areas?       |     |    |

This form has been completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
 On behalf of the Committee of the: \_\_\_\_\_, an affiliate of \_\_\_\_\_

**Return this form with your SHOW APPROVAL forms, program and fees to the AAA Ltd on [info@appaloosa.org.au](mailto:info@appaloosa.org.au)  
 or mail to PO BOX 8251 East Orange NSW 2800**