



ALBURY WODONGA
EQUESTRIAN CENTRE

P.O. Box 1018, Lavington NSW 2641, Phone / Fax: (02) 6043 2777
Email: awec@bigpond.com Website: www.awec.nef.au
ABN 86410745217

2010 AWEC MEMBERSHIP APPLICATION FORM

Name: _____ Surname: _____ DOB ____/____/____

(Family membership only)

Family Members

Name _____ DOB ____/____/____ Name _____ DOB ____/____/____

Name _____ DOB ____/____/____ Name _____ DOB ____/____/____

Address _____

State _____ Postcode _____

Email _____

Phone _____ Mobile _____

MEMBERSHIP TYPE (please tick)

Membership is per calendar year – January to December,

As it is after August, fees below have been discounted from now till December

- Single Riding Membership \$ 62.00
- Family Riding Membership \$103.00
- Junior Riding Membership \$ 29.00
(18 years and under)
- Single Non-Rider Membership \$ 17.00
- Family Non-Rider Membership \$ 36.00

Have you ever been a member of AWEC? Yes / No

If YES, please state what year you were last a member _____

If NO please tick and add one of the fees below to your membership - only AWARC members are exempt from this fee.

- New Member Application Fee – Single \$ 5.50
- New Member Application Fee – Family \$ 11.00

Total amount due \$ _____

Signature: _____ **Date** ____/____/2010

Proposed by: _____ **Signature:** _____

Must be signed by current AWEC Member

PLEASE NOTE: All intending members are invited to the first committee meeting held after completing application form to have their membership approved by committee. Meetings held last Monday of every month at 7pm in the Club Rooms, all members welcome.

Payments can be made by Cash, Cheque, Direct Deposit or Credit Card

- All payments can be made at the Administration office during office hours 9am – 4:30pm Tue, Wed, Thu, Fri
- Please make cheques payable to: Albury Wodonga Equestrian Association. Post to PO Box 1018, Lavington NSW 2641
- For **direct deposit** bank details are as follows - BSB: 640 000 Account Number: 37806959
Account Name: Albury Wodonga Equestrian Association and please use your name as a reference.
- Credit Card payments can be made in person at the office, over the phone: 6043 2777 or via email: awec@bigpond.com

MEMBERSHIP POLICIES

I have read and understood all the documents listed below and agree to be bound by these rules and policies and understand that my membership is contingent upon my abiding by these rules and policies.

(please tick)

- Disclaimer Statement page 2
- AWEC Rules page 3
- AWEC Welfare Policy page 4
- AWEC Debt Collection Policy page 5



**ALBURY WODONGA
EQUESTRIAN CENTRE**

P.O. Box 1018, Lavington NSW 2641, Phone / Fax: (02) 6043 2777
Email: awec@bigpond.com Website: www.awec.nef.au

ALBURY WODONGA EQUESTRIAN CENTRE - DISCLAIMER STATEMENT

I acknowledge and agree as a condition of riding at the Albury Wodonga Equestrian Centre (hereafter referred to as "A.W.E.C.") that neither the A.W.E.C., any of its members and committee members, coach, participants, officials, volunteers, medical personnel, any persons, promoters, sponsors, advertisers, owners and lessees/hirers of the premises used, EFA and its state bodies or any subdivision thereof, shall be under any liability for my death or any bodily injury, loss or damage which may be sustained or incurred by me as a result of riding at or being present at the A.W.E.C., except for any rights I may have arising under the Trade Practices Act 1974 (Cth) or similar State legislation.

I acknowledge that equestrian activities are dangerous and that accidents causing death, bodily injury, disability and property damage, can and do happen.

BY SIGNING HEREUNDER I CONFIRM HAVING READ AND UNDERSTOOD THE CONTENTS OF THIS DISCLAIMER.

Print name here _____

Sign here _____ Dated _____ / _____ / 2009

PARENT/GUARDIAN CONSENT FOR MEMBERS UNDER 18 YEARS OLD

I, _____ being the parent/guardian of the above named,

_____, confirm that I have read the whole of this document and have taken all necessary actions to ensure I am aware of the activity the above named will be participating in and consent to him/her participating. In doing so, I acknowledge that equestrian activities are dangerous and that accidents causing death, bodily injury, disability and property damage, can and do happen. I agree that neither the A.W.E.C., any of its members and committee members, coach, participants, EFA and its state bodies or any subdivision thereof, officials, volunteers, medical personnel, any persons, promoters, sponsors, advertisers, owners and lessees/ hirers of premises used, shall be under any liability whatsoever for the death or any bodily injury, loss or damage which may be suffered or incurred by the above named or me as a result of riding or being present at the A.W.E.C., except for any rights the above named or I may have arising under the Trade Practices Act 1974 (Cth), or similar State legislation.

By signing hereunder I confirm having read and understood the contents of this disclaimer.

SIGNED _____

DATED THIS DAY _____ OF _____, 2009

AWEC CONDITIONS OF MEMBERSHIP / USAGE

As at 01/01/2007

The Albury Wodonga Equestrian Centre ("AWEC") is a multi-million dollar facility catering for numerous user groups with a vast range of requirements. Please remember that a membership with the AWEC is a privilege; not a right, please respect the facility, its employees and other users.

General rules for members and paying riders using the Albury Wodonga Equestrian Centre are as follows:

- Only members and paying riders are permitted to use the AWEC, a disclaimer MUST be completed and handed to the Office Administrator, Grounds Manager or organising group prior to participating in any Equestrian activity
- Horse manure is to be removed from arenas and all other areas after use
- Riders under 16 years must be accompanied by an adult
- Riders must wear an approved safety helmet and suitable riding boots
- Hiring group is entitled to exclusive use of the area hired, unless otherwise arranged
- Unsuitable behaviour is to be reported to the Grounds Manager/Committee
- It is advisable that horses tied to floats be supervised. You may use the open yards provided
- Members using the stable compound must remove their horses manure, straw and leftover feed to the manure pile. Do not dump rubbish/manure on ground from float/truck. There are wheelbarrows and rakes provided in the manure bays. **DO NOT PUT MANURE ON TREES**
- Enclosed stables and covered yards are for paying users only
- Powered and non powered camping sites must be paid for
- Open yards are free to members during the day but overnight stays must be paid for
- No vehicles are to be parked in the stable lane ways
- Cross country course is not available for training (with the exception of some training fences) – please contact the Office for on: (02) 6043 2777. Use of main course only under instruction of a NCAS coach or other appropriately insured person
- Dogs/horses MUST be on a lead at all times, horses must be attended whilst grazing
- Horses must not be tied to any fence or tree
- Polocrosse fields are not to be accessed at any time, unless under direction of committee or Polocrosse personnel
- Do not interfere with stock, If your dog gets loose and chases/savages stock, it will be impounded and the cost charged to the owner
- Access to Machinery shed is not permitted, unless accompanied by the grounds manager or a member of the committee
- Any damage to any plant, equipment or implement, stables or yards, regardless of cause, to be reported ASAP, so as to affect repairs
- Horses to be washed in wash bays ONLY, keep areas around stables dry
- Water use to be kept to a minimum
- Please report any transgressions and trespasses to the Grounds Manager or Committee
- The AWEC requires all paid instructors to be insured
- Children are not permitted to ride on the front of the saddle with another person under any circumstances. No double dinking, unless stipulated by an event.

Emergency Contacts for Albury Wodonga Equestrian Centre

Grounds Person:	John Dowell	0407 263 881
President:	Bradley Hayden	0412 461 392
Office Administrator:	Linda Martins	02 6043 2777

AWEC ANIMAL WELFARE AND MANAGEMENT POLICY

One of the key aims of the Albury Wodonga Equestrian Centre (“AWEC”) is to provide enjoyable recreational and competitive horse riding opportunities. To this end, both rider and horse welfare must be considered in order to provide a functional, safe and well maintained environment.

The following are guidelines for care and accommodation of horses at AWEC. It is proposed that the mandatory recommendations are to be adopted and strictly enforced by AWEC Ground’s Manager and committee executives on the basis of a three-strikes-and-you’re out policy.

MANDATORY:

1. Clean water must be available to the horse at **all** times. To ensure this, the trough or container must be able to be cleaned easily, not be easily tipped over and be free of protrusions (a height of at least 1m is suggested). As a guide, 25-45 litres may be consumed in hot weather.
2. Fences and gates must be kept in good condition (the responsibility of AWEC management) and yards in a clean and hygienic condition (the responsibility of agistees) to avoid injury and health problems for the horse. To this end, manure and urine-affected bedding in stables and yards **must** be removed at least daily (preferably twice daily) and water troughs cleaned regularly to maintain hygiene and to discourage mosquitoes.
3. Bedding such as straw or sawdust, or other suitable material, **must** be provided as a condition of stabling or accommodation in covered yards for more than one night.
4. An adequate supply of food is required to maintain horses’ condition at the centre in paddocks as well as stables and yards.
 - a. In paddocks, it is important to evaluate the quantity and quality of feed in the paddock, particularly during changing seasons and conditions, and provide supplementary feed where necessary.
 - b. In stables and covered yards, horses must be fed **at least once a day**. It is also important to supply adequate roughage in the form of hay to supplement the horse’s natural grazing pattern. A diet of only concentrated feeds may disrupt the natural workings of the horse’s gut and risk colic.(For further advice on feeding requirements, contact your vet, local department of agriculture, or other animal husbandry experts.)
5. Sick horses and stallions must be segregated from other groups.

RECOMMENDED:

1. Feed storage – Ideally, feed should be stored in containers with close-fitting lids to prevent the entry of vermin. Materials should also be water resistant to prevent spoiling of feed exposed to weather.
2. Rugging – Rugging appropriately for the conditions is paramount in maintaining the health and condition of your horse. Changing seasons, in particular, require a commitment to removing heavier rugs during the warmer days of autumn and spring to avoid excessive sweating that can cause dehydration and loss of condition.
3. AWEC should supply receptacles for the storage of manure and disposal of refuse, preferably in covered bins. This prevents access by flies and reduces odour.
4. Drainage – The surface of yards and stables should be of the type that allows drainage without pooling. Grading by AWEC management may be necessary to maintain this.
5. Equipment – Riders at the centre must ensure their equipment fits both comfortably and safely to avoid injury to horse and rider! Ill-fitting or faulty, worn gear must not be worn.
6. Horses should be groomed before saddling and after riding with particular care taken to remove sweat and dirt from areas under the saddle, girth and bridle.
7. Continuously stabled horses must be exercised regularly. Horses that are stabled long term should be spelled at least once a year.
8. Regular safety checks – A suitable person designated by the committee shall carry out regular inspections to ensure the feeding, watering and care of horses at AWEC is being carried out in accordance with the guidelines.

(This policy is based on minimum standards and guidelines set by the Department of Primary Industries and RSPCA. The Albury Wodonga Equestrian Centre also operates in accordance with EFA policies.)



ALBURY WODONGA
EQUESTRIAN CENTRE

P.O. Box 1018, Lavington NSW 2641, Phone / Fax: (02) 6043 2777
Email: awec@bigpond.com Website: www.awec.nef.au

AWEC DEBT COLLECTION POLICY

PREAMBLE

Purpose of this policy is to ensure the timely payment of fees owed to the Albury Wodonga Equestrian Centre – (“AWEC”). This policy will apply to all fees including Agistment, Camping, Stabling and Arena hire owed to AWEC.

Requirements

AWEC will raise invoices and require payments on the following basis:

Agistment

- Monthly basis one month in advance;
- Payment required within 30 days of invoice date;
- All outstanding accounts will incur a \$10 per month late fee;
- Deposit required for new agistees equal to one month's agistment to be paid prior to delivery of the horse.

Hire of facilities

- To secure the hire of AWEC the booking form **must** be returned with a 25% deposit.
- The hirer to notify the Office Administrator of final number of horses who attended AWEC so the final invoice can be issued.
- Full invoice will be sent within 7 days subsequent to hire;
- Payment required within 30 days of invoice date;
- Outstanding accounts will incur a \$10 per month late fee;

Collection Process

Agistment

AWEC will follow the process below in recovering outstanding debts:

1. 30 days overdue - \$10 outstanding account fee incurred.
2. 45 days overdue - Issue of late payment advice (in writing) requesting payment within 7 days.
3. 60 days overdue - First phone call ensuring the following is covered
 - Has the agistee changed address?
 - Has the agistee received late payment advice?
 - When can AWEC expect payment?
 - Is a payment plan required?
4. 90 days overdue - Second phone call to the agistee ensuring the following is covered
 - When can AWEC expect payment?
 - Is a payment plan required?
 - Notify the agistee that if payment is not received within 14 days and there is no established payment plan that the agistee irrevocably appoints AWEC as the horse owner's attorney with power to execute all transfers and other documents and do everything necessary to effect and complete the sale and pass title to the purchaser.
5. Letter issued to agistee to notifying that AWEC will take possession of the horse 7 days from the date of the letter if there is no payment received.
6. AWEC will auction the horse to recover outstanding debts as well as costs incurred in selling the horse. This can include:
 - Vet check;
 - Travelling;
 - Advertising;
 - Auctioneer costs.

Hire of facilities

AWEC will follow the process below in recovering outstanding debts:

1. 30 days overdue - \$10 outstanding account fee incurred.
2. 45 days overdue - Issue of late payment advice (in writing) requesting payment within 7 days. This should also include notification that no more bookings will be made until payment is received.
3. 60 days overdue - First phone call ensuring the following is covered
 - Has the debtor changed address?
 - Has the debtor received late payment advice?
 - When can AWEC expect payment?
 - Is a payment plan required?
4. 90 days overdue - Second phone call to debtor ensuring the following is covered:
 - When can AWEC expect payment?
 - Is a payment plan required?
 - Notify the debtor that if payment is not received with 14 days and there is no established payments plan that this matter will be referred to the debt collector.