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The purpose of this Guideline document is to:

- Explain the ATHRA forms and procedures most likely to be used by the executives (Secretaries, Treasurers and Presidents) of affiliated Clubs,
- Assist them in understanding the resources available to them to help manage their Club's relationship with ATHRA, and
- Identify the information ATHRA needs from them in order for the Association to deliver its services to the Club.

All forms and information documents mentioned in this Guideline are available to view and download from ATHRA's website at www.athra.com.au > *Forms & Info*.

It is important that Clubs use the current forms and procedures. The documents available for download from ATHRA's website are deemed to be the latest versions. ATHRA will not always alert clubs to changes made to any of the forms and procedures, so Clubs should check the site periodically to ensure they are using the most recent versions.

ATHRA adheres to a policy of continuous improvement and reserves the right to revise and update its forms and procedures without notice.

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1. EXPLAINING ATHRA'S DOCUMENT SYSTEM

Throughout this Guideline there are references to many of the documents stored in ATHRA's website library. Typically the name of the document on the website will be in three parts -

- The first part is a reference number (*IMS-XX-YYY*) which tells you certain things about the document. *IMS* stands for Information Management System; *XX* is a code for the type of document (F is Form, GU is Guideline, FAQ is Frequently Asked Questions, R is Register, and so on); and *YYY* is a unique identifier number for that particular document type.
- The second part is the title of the document which aims to describe what is in it.
- The third part (for example V20130602) is a 'version' number, actually a date backwards, which tells you when it was released. So, as an example, *IMS-R-005 Contact Us at ATHRA V20130510* is a later version than *IMS-R-005 Contact Us at ATHRA V20130313*.

2. CONTACTING ATHRA

2.1. CONTACT US AT ATHRA (IMS-R-005)

This provides the names and contact details for all elected Directors and appointed position holders, and the Association's postal address.

All postal correspondence should be sent to the listed postal address. ATHRA will record its receipt then forward it to the appropriate person.

There is an ATHRA Regional Manager appointed for each Club, and their contact details are included in *Contact Us at ATHRA*. The Regional Manager's role is to be ATHRA's first point of contact for Clubs, to assist the Club's executives manage their relationship with the Association and to support regional activities such as combined Club rides and events.

2.2. ORGANISATION STRUCTURE (IMS-GU-005)

This chart shows the relationships between the various ATHRA position holders and the responsibilities of each of the ATHRA Directors.

3. ATHRA AFFILIATION

3.1. ANNUAL CLUB AFFILIATION (IMS-F-001)

This application form is to be completed by the Club, signed either by the President, Secretary or Treasurer, and forwarded with the appropriate affiliation fee payment to ATHRA before 31 December each year.

The receipt of payment marks the commencement of the Club's insurance cover for the year. The Club Annual Report and an up-to-date Club Executive Advice form must also accompany this form because the affiliation application cannot be considered until they are received.

3.2. ANNUAL CLUB REPORT (IMS-F-002)

It is a condition of affiliation renewal that the Annual Club Report must be received with the Annual Club Affiliation application, before 31 December each year. It should be signed by a Club official (President, Secretary or Treasurer) and forwarded to the ATHRA Director Communication and Marketing, together with the Annual Club Affiliation form, Club Executive Advice and fee.

3.3. YEARLY EVENT SUMMARY (IMS-F-004)

It is recommended that clubs add details to the Yearly Event Summary form on a regular basis throughout the year to collate information regarding club rides and events. This will save time going back over club ride records and activities at the end of the year, making the report preparation a quick and simple task. The Yearly Event Summary should not be sent to ATHRA, but retained and filed with club records.

When counting membership numbers only indicate or claim those members who pay their ATHRA fee component to your Club as their “primary Club”. The Associate Membership section refers to ATHRA members who join your Club, but pay their ATHRA fee component to another Club (their “primary Club”).

3.4. CLUB EXECUTIVE ADVICE FORM (IMS-F-003)

It is a condition of affiliation that this form must be received with the Annual Club Affiliation application, before 31 December each year, and any other time during the year if any of the Club executive position holders, or their contact details, change. The details provided for the Secretary and the Treasurer must include a valid email address.

The information in the form tells ATHRA who to contact in the Club and assists the Association in delivering the services it offers to the Clubs.

4. ATHRA MEMBER REGISTRATION**4.1. CLUB MEMBERSHIP APPLICATION FORM (IMS-F-005)**

This is a pro-forma form which Clubs may choose to use as their own Club member application form. It captures all of the information needed for ATHRA member registration.

Its use is not mandatory and it should not be sent to ATHRA. The signed application should be retained in the Club’s records.

4.2. CLUB MEMBER REGISTRATION FORM (IMS-F-007)

It is important that each section of the form is legible and accurate, preferably typed. Every effort should be made to quote the member’s ATHRA membership number to assist accurate processing and to avoid duplications. (Clubs are provided with a password login to ATHRA’s website which provides access to their registered members’ details, including their ATHRA membership number.)

The provision of member email addresses will enable the member to receive copies of ATHRA’s quarterly eNewsletter and periodic advice about offers from ATHRA’s Business Partners. It is not possible to email eNewsletters only and exclude the Business Partner offers.

Associate members (ie members who are already registered as ATHRA members with another club) must not be included on the form. For insurance purposes, the postal and email address must be the member’s personal addresses, not the club address or email address.

The Club Secretary should ensure that the number and types of memberships reconcile with the dollar amount being paid before forwarding the form and fee payment to ATHRA.

ATHRA’s Membership Registrar will process the registrations, update the database and then print off ‘welcome’ letters incorporating the individual membership card which will then be posted direct to the member. For this reason, a valid postal address is necessary for each member listed on the Club Member Registration form.

5. MANAGING THE MONEY

5.1. ATHRA FEE SCHEDULE (IMS-GU-021)

This Guideline lists the various fees payable to ATHRA. Fee payments can be made either by cheque sent to ATHRA's postal address or by direct bank deposit.

The document includes ATHRA's bank account details for direct deposit purposes. Please ensure the transaction reference for the direct deposit describes who it is from and what it is for. For example, the reference might be an *abbreviation of the Club's name* followed by "*memb*" if the payment is for member registrations, or "*visit*" if for Ride Visitors, "*affil*" for annual affiliation fee, and so on.

5.2. APPLICATION FOR ATHRA FUNDING (IMS-F-022)

Upon written application from a Club, the ATHRA Board will consider the awarding a grant of up to \$1,000 to the Club to fund all or part of the cost of a special project or purchase.

Preference will be given to projects and purchases that will deliver a benefit to a significant number and cross-section of members – an example is a multi-day regional camps attended by members from numerous Clubs.

ATHRA reserves the right to award an amount less than that applied for, or decline an application regardless of whether a grant has been made for an identical or similar project or purchase in the past.

5.3. CLUB CASH BOOK TEMPLATE (IMS-F-024)

This is a simple Excel spreadsheet designed for Treasurers needing a tool to help them manage their Club's cash flow.

The Cash Book can be used to record the Club's income and expenditure progressively through the year, on a month by month basis. It will calculate a month-end cash position adjusted for any unpresented cheques, and provide a simple summary of income and expenditure by category.

Use of this spreadsheet is entirely at the Club's discretion. ATHRA does not warrant the accuracy of the spreadsheet, and its use is not mandated by ATHRA.

6. ATHRA WEBSITE

6.1. WEBSITE CLUB PAGE SETUP (IMS-GU-013)

When a Club first affiliates with ATHRA, its Secretary is provided with a username and password which enables the Club to access and edit its Club page on the ATHRA website. The Website Club Page Setup document describes how to do this.

The password also gives access to a list of your Club members who are registered as ATHRA members for the current year. Because the list includes members' personal details (such as their address), your (and our) obligations under the Privacy Act mean the password should only be passed on to other Club members on a "need to know" basis.

In keeping with good computer and website management practices, ATHRA may prompt Clubs at the end of each year through the website that their existing passwords will be disabled and new ones will need to be created.

7. INSURANCE

7.1. [YEAR] CERTIFICATE OF CURRENCY (IMS-IN-00X)

This is the 'official' record of ATHRA insurance, and is provided to Clubs when they join ATHRA or renew their affiliation each year.

7.2. INSURANCE SUMMARY (IMS-GU-003)

A summary of the benefits available to members through ATHRA's three insurance policies – Management Liability and Professional Indemnity, Combined General Liability Insurance, and Personal Accident Insurance.

7.3. FREQUENTLY ASKED INSURANCE QUESTIONS (IMS-FAQ-002)

This is a comprehensive record of who is insured and what they are covered for.

7.4. RISK WARNING AND WAIVER (IMS-F-006)

PARENTAL CONSENT AND INDEMNITY (IMS-F-028)

Each member is required to sign the Risk Warning and Waiver form annually when applying/reapplying for membership. Where the member is under 18 years, the parent or guardian must sign the Parental Consent and Indemnity form.

Their membership application and the signed forms should be retained with Club records, and forwarded to ATHRA only on request. Australian Statutory requirements dictate that these signed forms must be retained by Clubs for a minimum of seven years.

It is important that Clubs ensure that the current versions of both forms are always used. The following is the official ATHRA policy regarding the Risk Warning and Waiver form:

The current version of the ATHRA Risk Warning and Waiver (as displayed on the ATHRA website) shall not be altered or added to in any way by Clubs, but it may, at each Club's discretion, be incorporated into Club membership applications forms as a separate document, by including it on the reverse side of the membership form.

The content of each individual Club membership application form shall be decided by the Club, although ATHRA recommends that it remain consistent with the official membership application form as provided on the web site.

There is no longer a requirement for a ride or event specific waiver for Charity Rides and Special Events as ATHRA believes the current Risk Warning and Waiver covers all contingencies. Members attending such rides and events are no longer required to sign an additional waiver.

7.5. INSURANCE CLAIM PROCEDURE (IMS-GU-014)

This is a graphical depiction of the steps to follow in the event of an incident and/or claim on one of ATHRA's insurance policies.

7.6. INCIDENT REPORT (IMS-F-012)

This form must be completed in full detail by the Trail Boss and/or Ride Coordinator as soon as possible after the ride. If practical the injured party should be consulted in the process and details of all witnesses included. If necessary attach additional pages so that all relevant information is included. It is important that all paperwork is complete including all signatures on the Ride Attendance Register.

The Incident Report should be filed with the relevant Ride Attendance Register, the Pre Ride/Event Check List, the Post Ride Summary, and all other required paperwork relevant to that ride (eg Ride Visitor forms, relevant Risk Warning and Waiver forms, and Parental Consent and Indemnity forms), and retained for future reference. It is an Australian Statutory requirement that these documents be retained for a minimum of seven years.

Except in serious or life threatening cases, there is no need to forward the Incident Report (and supporting documents) to the Insurance Coordinator until the club is advised by a claimant that they intend making a claim.

Insurance Management Process

ATHRA's Insurance Coordinator must be advised of all serious or life threatening matters at the earliest opportunity (but within two days of occurrence), and your Club's Regional Manager copied in the email. In such cases the Incident Report, with all witnesses' reports, the Ride Attendance Register and all other relevant information, must be forwarded to the Insurance Coordinator within seven days of the occurrence.

The applicant's membership number should be included if known. Email is preferred as this will speed up the process. Your Regional Manager must be copied with this information too.

It often happens, the Club may not be made aware that a claim is to be made until some time after the incident, even months later. When advised that a claim is to be made the Club must forward the Incident Report, with all witnesses' reports and other relevant documents including the Ride Attendance Register, to Insurance Coordinator. Email is preferred to expedite the process, and the Regional Manager must also be copied.

The documents submitted by the Club must support the claimant's membership status and their participation in the actual ride or event, so it is important that accurate records are kept as described above.

The Insurance Coordinator will create a record of the claim, review the documents and forward them to ATHRA's insurer with confirmation of membership details of the applicant. ATHRA's Insurer will forward a claim form to the claimant for completion and return to the insurer. From this point the insurer will resolve the claim directly with the claimant.

8. MANAGING RIDES

8.1. RIDE VISITOR FORM (IMS-F-008)

Whenever a Ride Visitor (sometimes referred to as a Prospective Member) rides with an ATHRA Club, complete details should be obtained from that person and entered on this form.

Each visitor is required to provide the relevant information and sign a Risk Warning and Waiver form (and a Parental Consent and Indemnity form where the rider is under 18 years) and the Club's Ride Attendance Register prior to participating on each occasion. They are entitled to a maximum of two such visitor rides per year with ATHRA Clubs.

A fee payable to ATHRA applies to each visitor on each ride and is to be forwarded to ATHRA with the completed Ride Visitor form upon completion of the ride. Clubs may charge the visitor an amount over and above the ATHRA fee if they so wish.

8.2. RIDE ATTENDANCE REGISTER (IMS-F-009)

Prior to each ride or event, the details of all participants must be clearly entered in the Ride Attendance Register and each participant (including Ride Visitors) must sign the entry relating to them.

This is proof of participation for insurance purposes. Volunteers or a local guide (navigator) on any particular ride should also be included with their signature. It is the responsibility of Club officials and the Trail Boss to ensure these requirements are met.

The Club Secretary should file the Ride Attendance Register with the relevant Pre Ride Check List, the Post Ride Summary, and if applicable any Ride Visitor forms and Incident Reports, and retain them in Club records for minimum of seven years in accordance with Australian Statutory requirements.

8.3. PRE RIDE/EVENT CHECK LIST (IMS-F-010)

To be completed and signed by the Ride Coordinator and/or Trail Boss after a pre ride risk assessment has been conducted and prior to the start of each ride or event. All details should be complete and legible as these forms may be required at a later date for insurance purposes.

The completed form is retained and filed in Club records with the Ride Attendance Register and all other relevant ride paperwork referred to above.

8.4. POST RIDE SUMMARY (IMS-F-011)

To be completed and signed by the Ride Coordinator and/or Trail Boss as soon as practical after each ride and retained by the Club as described above. It is important that the form is completed accurately, and details recorded for any Incident/Accident that occurred during the ride.

8.5. RIDE NOTICES (IMS-F-030)

A guide to assist ride participants to prepare for upcoming rides.

9. SPECIAL EVENTS AND CHARITY RIDES

A Special Event is any ATHRA affiliated club sanctioned event other than a Trail Ride, Charity Trail Ride, Trail Ride Challenge or Education Day. Detailed information can be found in ATHRA's Code of Conduct, Rule 8.

Rules relating to Charity Rides apply when a Club holds a fund raising trail ride for charity. Detailed information is in the Code of Conduct, Rule 7.

Approval to conduct a Special Event or Charity Ride must be obtained from ATHRA before the event is run.

9.1. SPECIALS EVENTS AND CHARITY RIDES (IMS-GU-004)

This document provides guidance on the information to be included with a special event or charity ride application, the approval process, and examples of risk management strategies which might need to be implemented for the event.

9.2. APPLICATION TO CONDUCT SPECIAL EVENTS/CHARITY RIDES (IMS-F-013)

This application form records a description of the event, where and when it will be held, who is organizing it and the risk management and mitigation strategies to be implemented.

Applications for Special Events or Charity Rides must reach the ATHRA Insurance Coordinator at least six weeks prior to the proposed ride or event. It is preferred that applications are emailed as this facilitates prompt and efficient communications with the Club, and expedites the authorization process.

It is recommended that, prior to preparing an application for the first time or if in doubt on how to proceed, the Club should contact their Regional Manager or the Insurance Coordinator for advice, and if necessary provision of a pro-forma application which can be used as a guide.

10. TRAIL RIDE CHALLENGES

A Trail Ride Challenge (TRC) is, broadly speaking, a trail ride with obstacles that are typically encountered during a normal trail ride. Participants attempt to negotiate these obstacles (“challenges”) individually and while doing so, an “assessor” stationed at each obstacle scores their horse’s performance.

TRC’s are non-competitive and designed to encourage members to educate their horses, and in doing so make the horse safer as well as increase its value. TRC participants whose horse achieves certain defined levels of performance in TRC’s can apply for registration of their horse in the Australian Trail Horse Register (ATHR).

ATHRA’s Code of Conduct applies to Trail Ride Challenges and must be adhered to by all participants.

10.1. TRAIL RIDE CHALLENGE (IMS-GU-001)

This Guideline document describes how to conduct ‘official’ and ‘unofficial’ Trail Ride Challenges.

10.2. TRAIL RIDE CHALLENGE (IMS-FAQ-001)

Everything you need to know about hosting or participating in a Trail Ride Challenge.

10.3. CLUB APPLICATION TO HOST TRAIL RIDE CHALLENGE (IMS-F-014)

Application form for a Club intending to host a Trail Ride Challenge.

10.4. TRAIL RIDE CHALLENGE PARTICIPANT APPLICATION (IMS-F-016)

Application form for an individual to participate in a Trail Ride Challenge.

10.5. TRAIL RIDE CHALLENGE OBSTACLES (IMS-TRC-01 to -30)

There are 30 documents in this series defining the obstacles used in TRC’s. Each document specifies a particular obstacle, what is expected of the horse, the choice of gait, how the horse’s behavior during the challenge will influence scoring, and the scoring schedule.

10.6. TRAIL RIDE CHALLENGE EVENT SCORE SHEET (IMS-F-020)

Used to record all participant scores for the TRC event.

10.7. APPLICATION FOR HORSE REGISTRATION ON ATHR (IMS-F-015)

This is the form to complete when a TRC participant’s horse has accumulated sufficient points to qualify for inclusion in the Australian Trail Horse register.

11. ACCREDITATION

11.1. ACCREDITATION COURSE PARTICIPANT APPLICATION (IMS-F-021)

Members wanting to participate in an accreditation course should complete this form, which the Club then endorses and submits to ATHRA

11.2. HOSTING AN ACCREDITATION COURSE (IMS-GU-010)

The Australian Trail Riders Association provides training to clubs for the positions of Trail Boss, Ride Coordinator and Ride Steward, through an accreditation program delivered by qualified ATHRA trainers.

The accreditation program aims to ensure improved rider safety and the implementation of uniform safety management practices in all clubs, and it is part of ATHRA's risk management strategy supporting a continuation of low cost insurance cover.

This Guideline tells you what the club needs to do to host an accreditation session, who should participate, the maximum and minimum participant numbers, venue requirements and costs.

12. MERCHANDISE

12.1. MERCHANDISE ORDER FORM (IMS-F-019)

Use this order form to select merchandise products, styles, colours and sizes. The form automatically calculates the total amount including freight or postage to any location in Australia.

13. HAVE YOUR SAY

13.1. PROXY VOTING FORM (IMS-F-025)

ATHRA Clubs are entitled to vote at General Meetings and the Annual General Meeting of the Association. The number of votes to which the Club is entitled is based on the number of members it had at the end of the membership year preceding the Meeting.

ATHRA advises all Clubs of upcoming General Meetings and Annual General Meetings. Clubs can nominate a person who will be attending the Meeting to represent the Club and vote on its behalf, by submitting this Proxy Voting Form.

14. GOVERNANCE

14.1. RULES OF ASSOCIATION (IMS-GU-008)

Rules of Association are a legal requirement of incorporated organisations such as ATHRA. They are commonly referred to as the "Constitution". In simple terms, the Constitution sets out how the Association is to be managed, the obligations of the people who management it, the extent of the authority conferred on its management, and the rights and obligations of its members.

14.2. ATHRA CODE OF CONDUCT (IMS-GU-009)

The Code of Conduct is a set of principles that are binding on all Clubs and individual members of the Association. It defines the expectations of how its members should act among each other and with those outside of the organisation.

14.3. PRIVACY (IMS-P-006)

ATHRA observes the National Privacy Principles (NPP) as set out in the Privacy Act 1988 (Commonwealth). IMS-P-006 is the Association's Privacy Policy Statement.