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## WELCOME TO ATHRA, THE AUSTRALIAN TRAIL HORSE RIDERS ASSOCIATION.

This document is aimed at providing you with the necessary information that will enable you to make an informed decision about the Association's requirements before taking the step and joining us. Much of this information and detail is available on our website at [www.athra.com.au](http://www.athra.com.au).

ATHRA is a national organisation, managed by a Board of Directors which deploys the rules and strategies through Regional Managers who then disseminate the information to our clubs.

Once you join ATHRA, your membership allows you to accompany any ATHRA club ride around the nation, a benefit that is encouraged, enjoyed and supported by many of our individual members and clubs.

All the forms and information needed to successfully operate a club are readily available from ATHRA's website. Go to [www.athra.com.au](http://www.athra.com.au), then click on the "Forms & Info" tab and select the appropriate category for a list of downloadable files.

There are a few simple rules that clubs need to conform to when they choose to affiliate with ATHRA. These rules include:

- Compliance with ATHRA's Code of Conduct (which is reviewed and updated annually).
- The primary club activity must be trail horse riding but not exclusive to trail horse riding.
- Conducting a minimum of four (4) trail rides annually.
- Completion and forwarding of the "Annual Club Report" detailing the Club's activities for the year.
- Having an ATHRA accredited Trail Boss to manage all horse related activities whilst on a horse trail ride.

All rides undertaken by clubs must be managed by an ATHRA accredited "Trail Boss". This requirement is to ensure consistency and safe practices are applied. Achievement of ATHRA accreditation is not an arduous process; it is there to instruct participants on the most effective way of managing trail rides for the safety of all. Any reasonably experienced horse rider/person will have little trouble completing the requirements.

If you do not have an ATHRA accredited Trail Boss within your new club, contact your Regional Manager for assistance to arrange an accreditation session for your region.

ATHRA provides insurance at a cost considered to be the lowest of all equine leisure pursuits. It holds three (3) policies which are:

- **24/7 Combined General Liability** - This provides coverage for damage sustained to property or people when negligence is proven. Legal fees are included. (Non-riding members or social members are covered by public liability insurance at sanctioned ATHRA events only) \* 24/7 Combined General Liability Insurance does not cover members who organise or conduct non ATHRA sanctioned rides with other persons or ATHRA members.
- **Personal Accident** - This policy includes an income stream in the event of an accident, in addition to medical and non-medical benefits. Personal accident insurance cover applies only to ATHRA sanctioned events.
- **Management Liability and Professional Indemnity** - This covers all position holders at a club, region and director level.



For any additional insurance information, please contact the Insurance Coordinator. Contact details can be found on our website – Click on the Home tab then select “Contact Us –Directors and Position Holders”.

Again, welcome to ATHRA, an organisation that:

**Encourages and supports clubs and members to “Live Life Trail Riding”**

## **ADDITIONAL INFORMATION INCLUDING WHAT YOU SHOULD KNOW ABOUT FORMING A TRAIL RIDING CLUB**

What follows is the suggested process and actions required to form an ATHRA Trail Riding Club.

Advertise a public meeting in the local paper, produce shop and or saddlery, stating the intention of forming a trail horse riding club. You are welcome to contact a member of the ATHRA Board of Directors who will be happy to arrange for the attendance of a Regional Manager or experienced member at the meeting (or be available by phone at the time of the meeting to assist with queries).

At the meeting, which would be chaired by the convener, explain the purpose of the meeting and the objectives of ATHRA.

Move the following motions:

1. “That the (insert club name) Trail Horse Riders Club now be formed by the persons present” (it doesn’t matter how many people are present but ATHRA suggests that a minimum of 10 would be satisfactory. The name of the club can be as the meeting wishes – ‘Trail Horse Riders Club’ is only a suggestion).
2. “That the objectives of the club are to enjoy, promote and publicise the recreational values of horse riding along nature trails, and in furtherance of this objective:
  - To organize trail rides in this or other districts;
  - To encourage family participation in non-competitive horse riding;
  - To foster awareness of the usefulness and abilities of the horse;
  - To encourage horse riders in the protection and conservation of the native Australian flora and fauna;
  - To co-operate with others in the setting up and maintenance of trails;
  - To foster in horse riders and Australians generally an awareness of road and other safety rules with regard to horse riding; and
  - To affiliate with the Australian Trail Horse Riders Association (ATHRA).
3. “That the annual membership fees be \$..... (It is suggested that the nominated amount be inclusive of the annual ATHRA club affiliation fee (See Affiliation Guidelines below).
4. “That this club now elect an administration Committee of (x) persons, comprising of a President, Vice President, Secretary, Treasurer, and (x) Committee members, and that the administration Committee be responsible for:
  - Preparing a draft Constitution for presentation at a subsequent meeting of the club for its consideration and approval (alternately, the club could decide to adopt the ‘Model Rules’ developed by the various Departments of Fair Trading in each State.
  - Acting as a temporary Management (Steering) Committee until the club formally elects a Management Committee at a later date” (it is suggested that this Steering Committee be about 5-6 people who can contact each other easily).



- Election of President, Secretary, Treasurer and remaining members of the Administration Committee.
  - General Business: Matters under this heading can include the preliminary planning of a trail ride (this helps to keep members interested); the club becoming incorporated through the appropriate Department of Fair Trading; the acceptance of advance membership fees to give the club some working funds; and the exchange of names and contact details so that interested persons can remain in touch.
5. As soon as possible following the meeting, the Secretary should advise the ATHRA Board of Directors of the formation of your club. You do need to provide your club members' names and addresses including email addresses. This is to be done via the online membership registration at the ATHRA website [www.athra.com.au](http://www.athra.com.au). Upon acceptance of your affiliation, the club is automatically covered by ATHRA's Combined General Liability, Personal Accident and Management Liability & Professional Indemnity insurance policies. These policies cover any official (sanctioned) event organized by the club (e.g., trail rides, social/fun days, meetings, etc). Public Liability Insurance is available to riding members 24/7. Upon receipt of the club affiliation fee and its acceptance, congratulations, your club is now affiliated with ATHRA.

#### In Summary:

- Advertise a public meeting; invite an ATHRA official if required;
- At the meeting, explain its purpose; explain the objectives of ATHRA;
- Move:
  - “That the objectives of the club be ....”
  - “That the annual membership fees be .....
  - “That the club elect an Administration Committee comprising ...”
- Election of an Administration Committee;
- General Business: Plan a trail ride, pay advance membership fees, exchange names and contact details;
- After the meeting, inform ATHRA of the new club, lodge appropriate membership forms and affiliation fees;
- Create a club PayPal Business account. This allows your club members to pay via PayPal or credit cards via the ATHRA website. (Video tutorials on the website will guide you through this process)
- Enter your club membership fees in 'club settings' on your club page on the ATHRA website. (Clubs fees only and not the ATHRA component)
- Good luck, and may you enjoy many happy hours on the trail.

#### AFFILIATION GUIDELINES

ATHRA's operating year is 1<sup>st</sup> January through to 31<sup>st</sup> December.

The Club Affiliation Form, Club Affiliation fees, Club Annual Report and Club Executive Advice forms (listing President, Vice President, Secretary, Treasurer and Membership Contact) should be forwarded to the Membership Registrar before the end of the operating year to ensure compliance to affiliation requirements as well as continuity of insurance cover.

Annual Club Affiliations fees are: \$100 for the first year for a new club; then a sliding scale from \$50 to \$100 depending on the date of re-affiliation in subsequent years.

Any new club joining/forming on or after 1<sup>st</sup> October is affiliated until the end of the following year (e.g. 1/10/2018 – 31/12/2019).



ATHRA member registration costs are presently:

- Adult Riding Member \$100 per year
- Senior Riding Member (80 and over) \$60 per year
- Junior Riding Member (under 18) \$40 per year
- Social Member (Non Riding) \$30 per year
- Child (under 5) \$20 per year
- Family membership option: For each adult riding member – 1 junior can be signed up free ***if they are the parent or Legal Guardian of the child*** when signing up on line and when registered or renewed at the same time.

Any individual joining a club on or after 1<sup>st</sup> October is registered as an ATHRA member until the end of the following year (e.g. 1/10/2018 – 31/12/2019).

**ATHRA bank Account Details are:**

**Account Name:** Australian Trail Horse Riders Association  
**BSB Number:** 062 623  
**Account Number:** 1009 6909

There are two ways a member can join a club and ATHRA.

1. Each member goes to the ATHRA website [www.athra.com.au](http://www.athra.com.au) and registers their membership online. Members can pay using credit cards or PayPal. This is the preferred method of joining or renewing membership. Membership registration certificates will be emailed directly to the member.

Or

2. Each club forwards their Club Member Registration form which lists their financial members preferably via electronic scan to [membership@athra.com](mailto:membership@athra.com), alternatively posts a copy to **PO Box 181, Melton VIC 3337**. All payments must be made electronically to the above listed bank account number as we are unable to accept cheque payments.

It is important to provide accurate email address details as membership registration certificates will be emailed to each individual member. This method will gradually be phased out as more clubs use option 1 above.

\*Please note that an email address and date of birth is mandatory on membership forms for each member.

If a member is already financial with another affiliated club and has paid their ATHRA membership via the other club, they should produce their ATHRA card/registration certificate for your information. The club needs only to charge their relevant 'in house' or "associate" club membership fees, and no further fee needs to be sent to ATHRA for these 'associate' members.

If your club uses method 2 above then Club Member Registration forms should be sent by the Club to the ATHRA Membership Registrar on a monthly basis, together with payment to cover the total fees payable for all members listed on the sheet for that month.

Upon receiving the Registration form, the Membership Registrar will input the data, create membership registration certificates for each member listed, they will be emailed to each member (not the club).



## HOW IT ALL BEGAN

The Australian Trail Horse Riders Association was formed in January 1972 at Gatton in south-east Queensland, and has been growing steadily ever since. It is now well established in all states and territories.

Trail riding fills a gap that has long been apparent in the horse world. It is non-competitive, relaxing and a leisure activity which the whole family can enjoy together - from grannies to grandchildren, the enjoyment shared by riding leisurely along safe trails is a rare commodity in today's busy world.

In the beginning, the Association was primarily the driving force in planning, developing and establishing the concept of a National Horse Trail.

### Down the track

In 1985 the National Trail Committee was formed as a subcommittee of ATHRA, and in 1988 both groups became separate entities when the National Trail became a reality. During the Bicentennial Year (1988), the National Trail was officially opened in three States and had the support of all levels of Government – Local, State and Federal – as well as land owners and the general public.

The Bicentennial National Trail is obligated, under the requirements of Federal and State Bicentennial grants, to be a multi-use trail with an emphasis on heritage and the adventure experience.

### Now

ATHRA has gone on to become a comprehensive association of trail riding clubs. It has a Board of Directors which sets governance and policies, and manages insurance. Regional Managers oversee the activities of their allocated affiliated clubs. They deploy ATHRA governance and policy. The Association's manpower is totally voluntary and it is a non-profit organisation.

Trail rides can be either a leisurely one or two day ride on established tracks in native bushland, or 'trek' riding which may or may not include the use of pack horses. Duration can be anything from a few hours to a few days to a few weeks.

ATHRA's role has evolved substantially since it began because of a great demand for recreational horse riding. Currently, ATHRA does not accept membership from commercial operators.

## ADDITIONAL INFORMATION

ATHRA's responsible approach is well recognised in the recreational horse industry. In summary, it provides:

- Public and Association Liability plus Personal Accident insurance to all of its members at a very competitive rate;
- Places an emphasis on safe practices;
- Deploys an "Accreditation Scheme" for the training of individuals to skill themselves and acquire tools for the safe management of a Trail Ride;
- Has input and adheres to the National Park and Wildlife Service 'Code of Ethics for Horse Riding in National Parks';
- Actively supports the Bicentennial National Trail and the Australian Horse Alliance; and
- Works toward establishing urban trails in developing areas to provide a locally based recreation activity.



### How ATHRA operates

Clubs vote annually for the Board of Directors. A Director's tenure is for two years. There are five Directors, with odd numbered Directors (positions 1, 3 & 5) voted for in odd-numbered years, while even numbered Directors (positions 2 & 4) are voted on in even-numbered years. This ensures continuity of operation as well as maintaining the knowledge base.

No Director can sit on the board for longer than four consecutive years before having a mandated year off.

Regional Managers and Accreditation Trainers are appointed by the Board. There is no limit on tenure for these positions.

### Finances

The financial year of the Association is 1<sup>st</sup> January to 31<sup>st</sup> December.

### Affiliations

Member should affiliate with the club prior to 31<sup>st</sup> December. New members affiliated after 1<sup>st</sup> October enjoy the balance of the current year as well as the following year for the same cost.

Clubs should affiliate prior to 31<sup>st</sup> December. ATHRA considers that clubs should have at least ten affiliated members to be viable.

### Annual General Meetings

Clubs should hold their AGM by February. ATHRA typically holds its AGM in March each year.

All members are bound by ATHRA's Code of Conduct.

## SOME OF THE BENEFITS OF ATHRA MEMBERSHIP

- Very low joining fee compared to other equine-related organisations;
- Easy online registration system, PayPal and credit cards accepted;
- Open to all horses regardless of breed;
- The opportunity to ride with other ATHRA-affiliated clubs throughout Australia without having to become a member of those clubs;
- A Code of Conduct to promote good rider safety, horse welfare, and a family-oriented non-competitive riding environment;
- Comprehensive and competitively-priced insurance cover – Combined General Liability, Personal accident and Management Liability and Professional Indemnity; ATHRA assists in preparing and submission of claims, and pays all excess costs;
- Marketing support (brochures, stickers and print advertising) to promote clubs and membership growth;
- Dedicated club webpage on the ATHRA website to promote and communicate with ATHRA members;
- Advocacy for improved horse riding access at all levels of government in all regions; in this context, ATHRA is regarded as the peak body representing the interests of recreational trail riders in Australia;
- A comprehensive support information package and guidance to club executives for the successful management of their club and its rides and events;
- Subsidised accreditation training for certification as Trail Boss, Ride Coordinator and Ride Steward;
- A range of quality merchandise at competitive prices;
- Discounts on products and services provided by ATHRA's Business Partners;
- Annual regional multi-day trail riding camps, fully catered and professionally managed;
- Funding grants of up to \$500 to clubs for selected events, special project or equipment purchase (conditions apply);
- Non-competitive Trail Horse Challenges to improve horsemanship skills and your horse's abilities.



# Organisation Roles & Responsibilities

## GUIDELINE – ORGANISATIONAL ROLES AND RESPONSIBILITIES



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