

# **AHRC QLD**

## **Conditions of Full and Associate Membership & approval procedure for establishments.**

1. Applicants must have received AHRC current regulations for registration and the AHRC Qld Code of Practice and have reasonable expectations of meeting these requirements.
2. AHRC recognises the following memberships:
  - a) Full membership for approved centres with 4 or more horses for instruction or trail rides.
  - b) Associate membership for approved centres with less than 4 horses.
  - c) Personal membership. (non voting)
  - d) Trainee (non voting)
  - e) Life Member

Smaller centres with limited facilities are as eligible as the larger more comprehensive centres.

3. The application must be made on an AHRC application form, which must be signed by the proprietor, the proprietors or the manager of the centre. If the applicant is a limited company the application form must be signed by a Director or the Company Secretary.
4. Applications for full and associate memberships must be accompanied by an inspection fee of \$100.00.
5. Applications for membership are considered by the Management Committee of the Association to move to the inspection stage of the membership application.
6. After consideration by the Management Committee an inspection of the centre is arranged by appointment. This inspection is to be made by not less than 2 members of the committee or their delegates. None of the inspectors may conduct a similar business within 25 km of the applicant. A travelling fee may be charged for applicants in isolated areas, where only one inspector may be used at the discretion of the Management Committee.
7. Inspecting agents make a recommendation to the management committee, who consider and vote on the approval of the application. The committee then

replies to the applicant informing them of their decision, which is one of the following:

- a) The application is accepted pending insurance cover, and if the applicant wishes to take advantage of the insurance rates for approved centres, the insurance company will be notified. The Insurance company is under no obligation to accept the risk for any particular applicant.
- b) The application is accepted subject to certain non-fundamental conditions, which have to be met within a 3 month period or Association membership will be terminated.
- c) The application has not been accepted because certain fundamental requirements not having been met. These reasons will be reported to the applicant with recommendations to rectify the situation/s.

- 8 If an application is rejected a new application for membership must be submitted.
- 9 The Management Committee will nominate at the start of the membership year the Centres that will be subject to routine re-inspection in the coming twelve months. Centres will be re-inspected at least once every three years.
- 10 All subsequent inspections may be without prior notice. All centres will be re-inspected every three years to ensure continued compliance with the AHRC Qld's rules of membership. Re-inspections may be completed by one committee member or a delegate. An inspection fee of \$50 will apply. Where non compliance of the Regulations is found the member center will have a maximum of three months to rectify the situation. The member will be notified in writing by the management committee of the request for improvement and the date at which the next inspection will be carried out. A further inspection fee of \$50 will apply
- 11 When the initial application has been approved, the first annual fee shall become payable. The centre shall not be deemed to be an approved horse riding centre until this fee has been paid in full. All fees are retained by the Association. New members joining between July and December will pay full membership fee. However, new members joining between January and June will pay a proportionate fee.
- 12 An approved horse riding centre must pay an annual fee. The fee consists of a membership fee and a promotional/publicity levy.

- 13 All members may lease an AHRC sign, carrying the Association logo. The cost of this sign is in addition to the initial membership fees. The sign is returnable upon cessation of membership.
- 14 The Association may at anytime withdraw it's approval of any horse riding centre for non-compliance of regulations, and delete the name from it's list of members on fourteen days notice, after the right of appeal. All members have the right of appeal.
- 15 Members will notify the Association Secretary of all accidents that could possibly lead to legal action by filling out the appropriate Accident Report form. A copy should also be forwarded to your insurer or broker. Queensland Government Workplace Health and Safety forms must also be completed for any accident involving an overnight stay in hospital.