



Showing the way

Show Horse Council of Australasia Inc
PO Box 776
Richmond NSW 2753
P | 02 4588 5005
E | admin@shca.org.au
W | www.showhorsecouncilaust.com.au

SHOW HORSE COUNCIL OF AUSTRALASIA INC. SHCA DAY MEMBER RULES AND PROCEDURES

1. INTRODUCTION

- 1.1 From time to time the Show Horse Council of Australasia Inc (SHCA) hosts sanctioned events or activities that may include people who are not financial members of SHCA. Where an event or activity has been sanctioned and non-members have been invited to participate, a Day Membership may be offered to non-member participants.
- 1.2 To accept a participant as a Day Member, the event must be formally sanctioned by the SHCA.
- 1.3 If the event or activity has not been formally sanctioned by the SHCA, coverage of that event or activity is not provided under the SHCA insurance program.

2. PROCEDURES

The following procedures apply to acceptance of a SHCA Day Member:

- 2.1 The designated SHCA Event Coordinator or his/her appointed representative must:
 - 2.1.1 Provide the *Risk Warning and Waiver Liability Form* to the participant who is seeking Day Member.
 - 2.1.2 Request the participant seeking to be a Day Member complete and sign the *Risk Warning and Waiver Liability Form*.
 - a. If the participant is under 18 years of age, the parent or legal guardian must complete and sign the *Risk Warning and Waiver Liability Form*.
 - 2.1.3 Take Payment of \$10 per participant per day for Day Membership.
 - a. **Note:** Payment cannot be received by the Event Coordinator or his/her appointed representative until the *Risk Warning and Waiver Liability Form* is completed and signed, and the form has been checked by the Event Coordinator or his/her representative as being completed correctly.
 - 2.1.4 Issue receipt of payment to the participant who now has Day Membership. If the participant is under 18 years of age, the receipt of payment is issued to the parent or legal guardian.
 - a. **Note:** A Day Member participant is not covered by Public Liability insurance until the *Risk Warning and Waiver Liability Form* is completed and signed, followed by payment.
 - b. **Note:** A Day Member participant is not provided with personal accident insurance coverage.

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- 2.2 The SHCA Committee responsible for organising the sanctioned event or activity is to retain copies of all receipts and make them available when requested to produce them.
- 2.3 Within 7 business days, the Event Coordinator or his/her appointed representative must:
 - 2.3.1 Forward a list of all Day Members, with details of DOB and Address to admin@shca.org.au
 - 2.3.2 Coordinate the transfer of total monies received for Day Memberships to SHCA.
- 2.4 Should a Day Member or potential Day Member, or the parent or legal guardian of a Day Member or potential Day Member aged under 18 years, request to view a copy of the *SHCA Day Member Rules and Procedures*, the Event Coordinator or his/her appointed representative must provide a copy to be viewed.
- 2.5 A failure to follow this process may place the Event Coordinator or his/her appointed representative, the organising committee and/or the SHCA at risk of breaching its insurance and governance obligations.