



Guidelines for Joint Activities between ACDS Clubs/Organising Committees and other Incorporated Organisations

These guidelines have been prepared to assist ACDS Clubs / Organising Committees in instances where an activity may be planned in conjunction with another equine or community group.

The guidelines are not designed to prevent joint activities, but are intended to help protect the ACDS, its Members and affiliated Clubs, and to help ensure a successful activity.

The guidelines are not necessarily exhaustive and the level of detail required may vary depending on the complexity of the activity, number of participants, location, other associated activities etc. The Risk Assessment for the activity will help in determining the level of detail required.

As a minimum:

- Ensure both parties to the arrangement clearly understand their respective responsibilities and obligations: a written agreement is strongly recommended.
- Ensure it is clear to participants what the eligibility criteria to participate are and what membership requirements apply. To participate in ACDS activities, you must be an ACDS Member.
- Ensure it is clearly documented and communicated to all involved what the extent of Insurance cover is – who is covered and when, by which policy. ACDS Insurance only extends to ACDS members.
- If it is a competitive event the schedule/s must clearly specify the Rules under which the event is being run and to which participants those Rules apply. It is recommended that separate schedules be issued if there are two or more events being run in conjunction, especially if these events are being run under different rules / different insurance cover.
- ACDS activities must be run in accordance with the relevant ACDS Rules/Guidelines. Appropriately qualified ACDS Officials must oversee the ACDS activities as set out in those Rules/Guidelines.
- A Risk Management Plan must be prepared in advance which covers all aspects of ACDS Club / Organising Committee involvement in the activity.

If further information is required, or if uncertain about whether the arrangements for your specific activity are adequate (particularly in relation to Insurance) please contact the ACDS Federal Secretary.