

Dear ABCRA Committee,

It's that time of the year again where you need to renew your Affiliation and nominate your event date/s from 1st January 2020 to 31st December 2020.

Enclosed is information regarding your ABCRA Affiliation and Date Application process.

AFFILIATION

ABCRA Affiliation fees are **due and payable by 1st May 2019** and are non-refundable.

Please complete the Application for Affiliation form attached and return with payment. This form provides ABCRA with all details for the Affiliate including primary contacts and bank details for any payments we make to you.

All payments to you by ABCRA will be by direct deposit.

Please Note:

1. Annual Affiliation is charged in two parts, a Basic Rate initially and a Day Fee for each day that you conduct an event.
2. **Zone Affiliation is separate to ABCRA Affiliation.**
ABCRA Rules require that a Committee must also be Affiliated with their relevant Zone.

Affiliation Fees

ABCRA Affiliation Basic Rate is \$460.00 including GST.

Affiliation Basic Rate includes a magazine subscription, notation as an interested party on ABCRA's Public Liability Insurance Policy (\$20 million cover), and Personal Accident Insurance for Committee Members and Voluntary Workers at your events and at all your approved non-stock related activities (no matter what type) run by your Committee such as meetings and working bees.

ABCRA must be notified of all non-stock related activities via the lodgement of a Date Application Form (copy attached) to ensure it is acceptable and covered under the policy.

If Affiliation is not paid by the 1st of May 2019, you will not receive the magazine and any events/activities you conduct will not be covered under the policies.

Event Day Fees

Day fees are payable for each and every event conducted by your Committee. Day Fees are on top of your Affiliation Fee Basic Rate.

The table below outlines the schedule of day fees payable. *ABCRA must approve all activities outside those listed below.*

Day fees are due TWENTY (20) WORKING DAYS prior to your event. Committees who affiliate with ABCRA are eligible for a refund of day fees if the event is cancelled.

Type of Event	Day Fees - Day One	Day Two (consecutive)
Campdraft	\$150	\$150
Rodeo	\$650	\$330
Junior Rodeo	\$330	\$330
Junior Campdraft inc. barrels & steers	\$150	\$150
Training day – Campdraft	\$150	\$150
Training day – Rodeo	\$150	\$150
Sporting / Gymkhana	\$150	\$150
Team Penning	\$150	\$150
Ranch Sorting	\$150	\$150
Jackpot Timed Events	\$150	\$150

Note – ABCRA's insurers have given blanket approval for our insurance policy to cover sporting & hacking events, however, they must be held in conjunction with a Campdraft or Rodeo.

Please DO NOT assume any approval for events not covered in the ABCRA rule book.

DATE APPLICATIONS

Date Application Forms are to be submitted to your Zone Secretary for date approval at your Zone AGM.

Once approved at Zone Level, a copy is then to be sent to ABCRA by 14th June 2019 for confirmation at the ABCRA AGM.

Please Note: in the event of date clashes, a committee who submits their date application *with payment of Affiliation Fee* will have priority over a committee who doesn't include payment. Date clashes will be dealt with at the AGM (if not prior). If no resolution is reached at the AGM, the date clash will be resolved by the Board at its meeting the day following the AGM.

You will receive a tax invoice from ABCRA for any day fees.

ADMINISTRATION LEVIES-CAMPDRAFT

Administration levies for each fixture are also payable as follows;

- Campdraft with up to 300 nominations - Committee Administration Levy is capped at \$220 Inc. GST.
- Campdraft with over 300 nominations – Committee Administration Levy is capped at \$330 Inc. GST.

Membership Payments

Payments for ABCRA Membership by competitors can only be made via ABCRA Live. Please do not accept payments for memberships at your fixture other than Event Membership (previously known as Day Memberships).

All competitors **must be full financial members** of the ABCRA or pay an **Event Membership fee** which includes the Personal Accident Insurance Levy.

Hazard and Risk Management Audits and Daily Checklists

It is a condition of our insurance and a requirement that these audits are done pre event. A committee must conduct a Hazard and Risk Assessment audit for each of their events.

A copy must be forwarded to ABCRA not later than twenty (20) working days prior to your event.

They do benefit a Committee particularly where an incident occurs, you can demonstrate that you have recognised a hazard/risk and you have made every reasonable attempt to eliminate or minimise it.

If the Hazard and Risk Assessment is not received within the prescribed time, approval of the event may be withdrawn which means that insurance cover is withdrawn.

A daily Hazard and Risk Site Inspection Checklist must also be completed prior to the start of your event each day. A copy is to be sent to ABCRA with the fixture reporting.

If you have any problems completing any of the risk management audit paperwork, please contact ABCRA immediately. Any committee experiencing major problems can receive assistance through Head Office.

SUMMARY

- The Application for Affiliation Form must be received by ABCRA Head Office by no later than 5.00pm Friday 31st May 2019.
- Date Application Forms must be received by ABCRA no later than 5.00pm Friday 14th June 2018.
Fixture dates from 1st January 2020 to 31st December 2020 inclusive are to be forwarded to ABCRA using the attached Date Application Form.
Once received, the date applications will be included in the ABCRA Annual General Meeting Agenda for approval.
- Agenda Items for inclusion in the ABCRA AGM Agenda must be received no later than 5.00pm Friday 7th June 2019.
- Committee delegates attending are to RSVP to Head Office via general@abcra.com.au by 5.00pm Wednesday 10th July 2019 for catering purposes.

ABCRA FIRST AID REQUIREMENTS AT COMPETITION FIXTURES AND TRAINING DAYS

Ambulance/Medical Staff Requirements

COMPETITION FIXTURES

A Committee must make arrangements for an ambulance or suitably accredited and equipped medical officers to be in attendance on the grounds throughout a competitive Campdraft, Rodeo or other competition fixture sanctioned by ABCRA.

Should an ambulance have to leave the grounds the Committee shall not allow the Campdraft, Rodeo or competition fixture to proceed until another ambulance or alternative suitably qualified and equipped medical assistance is available.

All premises must have an effective communication link for contacting emergency services. All officials and staff should be aware of the location of the communication link.

Committees must supply to Head Office, prior to your competition fixture, the following information;

1. The name of the alternate medical aid you will have at your competition fixture, e.g. St Johns Ambulance, SES, etc.
2. A list of the personnel of these organisations, their qualifications and the equipment they will be carrying, bearing in mind they must have **resuscitation** equipment and be qualified in the use of such equipment.

TRAINING DAYS

A committee must adhere to the Training Day Medical Intervention Matrix when assessing the appropriate medical service required at any type of training day.

All premises must have an effective communication link for contacting emergency services. All officials and staff should be aware of the location of the communication link.

Prior to conducting any Training Day, a committee must complete a Training Day Date Application form which is to be forwarded to ABCRA for approval and must contain the following details;

- a) The type of training day.
- b) An accurate estimate of the number of participants
- c) The type of and distance to the nearest Emergency Medical Care Facility.
- d) The type of medical Intervention to be used.
- e) A copy of the qualifications of the person that will act on the day.
- f) The effective method of communication for contacting emergency services.

Note: f) is not required if an Ambulance or Commercial Paramedic is used.

A levy per participant (to a maximum as set by the Board) may be charged by committees as a cost recovery for the provision of approved medical attendants.



Training Day Medical Intervention Matrix

		Event Type							
		Campdrafting Roping Events Ranch Sorting			Barrel Racing Team Penning			Junior Rough Stock Steer Wrestling Steer Undecorating	
Risk Level		Low			Medium			High	
# Participants		< 15	16 - 55	> 55	< 10	10 - 25	> 25	< 10	10 +
Distance to Nearest Emergency Care Facility	< 40 km	QFA	AFA	AFA + Resuc	AFA	AFA	AFA + Resuc	AFA + Resuc	COM
	40 - 100 km	AFA	AFA + Resuc	COM	AFA	AFA + Resuc	COM	AFA + Resuc	COM
	100 + km	AFA + Resuc	AFA + Resuc or COM	COM	AFA + Resuc	AFA + Resuc	COM	COM	COM

Legend

QFA	Qualified First Aid (Minimum Senior)
AFA	Advanced First Aid
+ Resuc	Plus Resuscitation Equipment used by Qualified Personnel
COM	Ambulance / Commercial Paramedic

Definitions
 Emergency Care Facility Means Hospital or Emergency Centre and ready access to Ambulance and/or Rescue Helicopter

ABCRA ZONE CONTACT DETAILS

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REMINDER

Effective 1st May 2019 your committee activities over and above your sanctioned event/s will not be covered under ABCRA's insurances until the Application for Affiliation Form is submitted and the Affiliation Basic Rate fee paid.

This would allow your working bees and other activities leading up to your event to be covered.

ABCRA has to be notified of any working bees, meetings, non-horse related activities etc. in writing on the attached relevant date application form.

Please refer to the ABCRA Website for Zone AGM dates

www.abcra.com.au