

AUSTRALIAN  
*Quarter Horse*  
ASSOCIATION

**“B” CLASS SHOW & EVENT NOTIFICATION**

In order for an Affiliate to hold any type of Event other than a “A” Class Show or “AA” Class Show, they must complete this Event Notification Form and send to the AQHA Office. A separate “B” Class Show & Event Notification form for each Event must be lodged with the AQHA prior to the Event taking place. Failure to do so could result in the Affiliate not being covered by the AQHA Public Liability Insurance Policy.

Other type of Events can be, but are not limited to:

“B” Class Shows  
Clinics  
Training Days  
Beginner Shows  
Trail Rides  
Affiliate Get Togethers

**ORGANISING AFFILIATE DETAILS**

Affiliate Name: \_\_\_\_\_ AQHA Membership: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Business Hours: \_\_\_\_\_ Phone After Hours: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

**THE EVENT**

Description of Event being held: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_

First Aid Provider: \_\_\_\_\_

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**THE EVENT**

The set up of the event is to be done by:.....

The event starts at:.....and will conclude at approx:.....

The dismantling and cleanup of the event is to be done by:.....

Full catering facilities are available (if applicable) and will be run by.....

Are all Committee members aware of the responsibility in running this event?.....

Will a final check/rectification of any hazards at the venue for this Event be done prior to commencement of this event?.....

Is there Emergency Response Plans in place in case of any emergency? .....

And are the committee all aware of these plans?.....

Will safety checks on all equipment to be used be checked prior to commencement of event?.....

Are the operators of any equipment to be used competent/qualified to use this equipment?.....

Will all participants at this Event be made aware and understand the risk, the rules and regulations of the event and the alcohol and drug restrictions?.....

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**DECLARATION**

*If the above is an Event that involves the presence of horses: I, the undersigned, hereby state that I have read and understood the Event Guidelines as set down by the DPI in the State that the Event will be held, and that I will Register the above Event with the DPI in the required time frame nominated by the DPI and I will supply the AQHA with a copy of the DPI Event registration prior to commencement of the Event. (if applicable, check your State DPI web site)*

*I, the undersigned, hereby agree that I will keep a “Record of Attendance” if required by my relevant State DPI.*

*I, the undersigned, hereby declare that I have visited the relevant DPI web site in relation to holding the above Horse Event and that I have read and understood all that is required by the DPI in the running of a Horse Event.*

*I, the undersigned hereby declare that all necessary safety precautions, equipment checks and Risk Management Assessment of the location of this Event have been carried out.*

*(Name of Affiliate)* \_\_\_\_\_

DPI web sites available thru [www.aqha.com.au](http://www.aqha.com.au) – click on **DPI EVENT REQUIREMENTS** under **COMPETITION SERVICES**.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**This form must be completed in its entirety and returned to:  
Competition & Show Approvals,  
AQHA  
PO Box 979  
TAMWORTH NSW 2340  
Email: [qhorse@aqha.com.au](mailto:qhorse@aqha.com.au)**