



AUSTRALIAN NATIONAL WORKING EQUITATION WA INC.

A GUIDE TO STARTING A WORKING EQUITATION CLUB

1. Form a Committee

Ideally you will need at least 5 to 10 like-minded people. A committee meeting can then be planned. At this meeting, representatives of the club will be elected to form the committee.

Important positions to be filled are President, Vice President, Treasurer, and Secretary. Other roles such as club delegates, horse welfare officer, gear checker, events coordinator etc., may be appointed from the general committee as required.

2. Name the Club

The committee needs to decide on the name for the club. View the current ANWE WA affiliated clubs [here](#).

3. Club Incorporation

Your club will need to become an incorporated association and establish a constitution with the Department of Commerce (www.commerce.wa.gov.au). For ease, you can opt for the *model rules* which are a standard set of rules that have been developed for use by associations who do not wish to develop their own rules. These rules meet all the requirements of the *Associations Incorporations Act* and provide a suitable governance framework for an incorporated association.

If your association chooses to use the model rules, the only details you need to provide are:

- The name of the association
- The objects of the association
- The quorums for general meetings and committee meetings; and
- The association's financial year

If your association decides to develop its own rules you may still wish to use the model rules as a guide. An association preparing its own rules should also refer to the [Rules Checklist](#).

4. Obtain Insurance

You are encouraged to affiliate with Equestrian Western Australia and obtain insurance with Marsh Pty Ltd.

You will need to appoint an appropriately trained First Aid Officer for insurance purposes. At a minimum, insurance may cost about \$440.00. There are other options available for insurance, however working equitation clubs need to be mindful that their cattle events are covered.

5. Affiliate with ANWE WA

Once incorporation and insurance are in place, your club can apply to affiliate with ANWE WA (Australian National Working Equitation - Western Australia) by completing the *Application Form* and providing insurance details, receipt of payment of fees, and the *Memorandum of Understanding*. These documents can be found on the ANWE WA website [here](#).