



## **ACA Committee Clinic Structure and Expression of Interest (EOI)**

### **Structure**

- Any ACA Committee looking to hold an ACA Committee Clinic, including a training day or club practice where a campdraft component is used, must complete this EOI.
- The committee must be ACA Affiliated prior to submission of this EOI.
- The Committee must follow the framework as set out below.
- The Committee must complete in full an *EXT097 Committee Clinic Structure and Expression of Interest* and the *EXT014 Medical Services Provider* form and submit to the ACA Office at least two (2) weeks prior to the event.
- The committee will utilise Campdraft One to receive participant nominations.
- EOI forms (*EXT097*) with missing information will not be considered.
- Please note: This ACA Affiliated event constitutes one (1) affiliated program under Rule B.3.

### **Framework**

- All participants must be full financial ACA Members. Participants may hold a Casual Membership and pay the applicable Event Fee. Committees are responsible for the collection of the Event Membership Fee.
- It is preferential that the Facilitator is an ACA Member.
- The event may be listed on the ACA Events Calendar on the ACA Website, upon submission of the EOI. Programs may also be submitted to be added.
- A fee per attending member can be charged by the Committee, with refunds in line with ACA Rule D.5. The Committee is responsible for collecting all monies from the attending members.
- The ACA Office team may assist with the setup of the event on Campdraft One, if required, within one (1) business day upon submission of the completed EOI. Campdraft One will be utilised by the committee to accept nominations and payments for clinic participants. This ensures all participants are financial ACA Members and the committee can collect fees efficiently.
- As per the ACA Rules regarding the *COR017 Medical Services Policy*, it is compulsory that the Committee ensure that a person with a current First Aid Certificate is in attendance for the whole event. A Level 1 Medical Services Provider is recommended to be in attendance during the campdraft component of the event. This policy is available to be downloaded from the ACA Website at any time.
- As per ACA Rule B.5.E; Riders under the age of eighteen (18) must wear helmets whilst mounted on a horse at all ACA affiliated events.
- It is recommended but not compulsory, that all participants, regardless of age, who have no previous experience in working cattle, wear a helmet whilst working cattle.



## Expression of Interest Form – ACA Committee Clinic

### Event Details

Organising Committee:

ACA Affiliation paid for the current ACA Financial year? Yes / No

Is the Committee holding a: Training Day / Club Practice / Campdraft Clinic / Other (please list):

Venue:

Date:

Standard of amenities: Fair / Good / Excellent

Standard of grounds: Safe / Very safe / Inspection required

Name of Medical Service Provider/First Aid Certificate Holder:

Contact details of Medical Service Provider/First Aid Certificate Holder:

### Committee Contact Details:

Organiser's Contact Name:

Position:

Signature:

Organiser's Contact Number:

Organiser's Contact Email:

**EXT014 Medical Services Provider form must be submitted with this form two weeks prior to the start of the event.**