

Association of Irish Riding Clubs

Event Notification Form

Ref: F09/12
Amended: 24/02/2016

National Office must be notified of all activities/meetings/shows involving a member(s) from other clubs 28 days in advance of the date of it taking place.

A fine of up to **€200** may be imposed on clubs failing to comply with this by your region.

Event Activities:

Select all relevant activities taking place at your event.

- | | | |
|---|---|--|
| <input type="checkbox"/> Dressage | <input type="checkbox"/> Show Jumping | <input type="checkbox"/> Horse Trials |
| <input type="checkbox"/> Hunter Trials | <input type="checkbox"/> Showing | <input type="checkbox"/> Cross Jump |
| <input type="checkbox"/> Trec | <input type="checkbox"/> Training / Educational | <input type="checkbox"/> Leisure Ride / Social |
| <input type="checkbox"/> Charity / Fundraiser | <input type="checkbox"/> Meeting | |

Host Club or Region:		<i>Required for all events. Only one club or region can be listed as main organiser.</i>
Event Date:		<i>Required for all events.</i>
Event Name:		<i>Required for all events. Make sure to include your sponsors name, if you have</i>
Venue County:		<i>Required for all events</i>
Venue:		<i>Provide complete name address of venue.</i>
Venue GPS Co-ordinates:		<i>If known.</i>
Event Secretary:		<i>Required for all events</i>
Secretary Tel No:		<i>Required for all events</i>
Secretary Email:		<i>Required for all events</i>
Safety Officer:		<i>Required for all events</i>
Safety Officer Tel No:		<i>Required for all events</i>
Safety Officer Email:		<i>Required for all events</i>
SJ Course Designer:		<i>Required for Show Jumping, Cross Jump & Horse Trials</i>
XC Technical Delegate:		<i>Required for One-Day Events & Hunter Trials</i>
Training Instructor:		<i>Required for training events</i>
Is your event accepting online payments via itsplainsailing:		<i>Please indicate if your event is accepting online payments via your clubs account</i>

Signed: _____

Club Secretary

Date: _____

Please include full details for your event as incomplete notification forms will not be processed on www.airc.ie.

You must notify National Office of any changes to this form. This includes, cancellations, change of officers, etc. If you reschedule your event, a new event notification form must be submitted to National Office.