**Ride Form Distribution List**

The following forms will be received from Ride Organisers within 14 days of the completion of their ride. These Forms are to be distributed to the listed VERA personnel.

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| **Form** | **Position** | **Person** |
| Head Veterinarian’s Report | Secretary | Ellen Prestage |
| Events Safety Checklist | Insurance Officer | Paul Nugent |
| Volunteer Register | Insurance Officer | Paul Nugent |
| Risk/Hazard Management Checklist | Insurance Officer | Paul Nugent |
| Incident Report (if any) | Insurance Officer | Paul Nugent |
| Invasive Treatment – Rider Non-Metabolic | Horse Welfare Officer | Carol Laidlaw |
| Invasive Treatment – Rider Metabolic | Horse Welfare Officer | Carol Laidlaw |
| Invasive Treatment - Veterinarian | Horse Welfare Officer | Carol Laidlaw |
| Rest Order | Horse Welfare Officer | Carol Laidlaw |
| Equine Catastrophe Consent for Equine Euthanasia | Horse Welfare Officer | Carol Laidlaw |
| Equine Catastrophe Veterinarian Report | Horse Welfare Officer | Carol Laidlaw |
| Equine Catastrophe Chief Steward Report | Horse Welfare Officer | Carol Laidlaw |
| Incident Report Chief Steward | Secretary | Ellen Prestage |
| Additional Microchips Identified at a Ride | Secretary | Ellen Prestage |
| Event Conditions | Secretary | Ellen Prestage |
| Chief Steward Report | Secretary | Ellen Prestage |
| Non-member Intermediate Rider Remittance | Membership Registrar | Sandra Feil |
| Non-member 5km Rider Remittance | Membership Registrar | Sandra Feil |
| VERA Inc. Trailer Declaration | Asset Officer | Kerry Gabb |
| Ride Forms and Fees | Treasurer | Kerry Gabb |