

# CRITERIA FOR ASSESSMENT OF NEW APPLICANTS FOR MEMBERSHIP

These criteria will be applied in conjunction with the NEWC Code of Practice for organisations involved in the keeping of horses, ponies, donkeys, hinnies and asses.



1. Brief history of the organisation and any planned expansion of premises and/or activities.
2. Observations of animals on site. Number of horses on establishment at the time of the visit to give a base line for future comments. (ie: later overcrowding or change of animal type for example)
3. Observations and description of premises and their present / planned usage. In this particular sector, the assessor should report on the type, structure and suitability of stabling; forage / feed storage; equipment storage; office / administration facilities and attendant factors for animal and staff health and safety.
4. Inspection of land / fencing / hedging / gates / exercise areas / segregation / isolation facilities. These factors would be variable in relation to use / intended use as would land / horse ratio.
5. Inspection of veterinary records, feed quality and management and all equine related equipment including method / type of horse transport.
6. Basic support services including veterinary call-out arrangements, farriery and staff on-call facilities in the event of emergency.
7. Contingency arrangements to include emergency procedures in event of fire, serious injury to horse or staff and whether there is a live on / nearby overnight supervision facility. (If not, then for the purposes of horse welfare, there should be some late evening / early morning check of the equine stock.)
8. Assessment of associated staff suitability and experience.
9. Documentation: Where the organisation has a re-homing policy but wishes to retain ownership of the animal then adequate supervisory after-care arrangements should be made and recorded. Any legal documentation concerning the rights of the owner / carer should be scripted in such a manner that will ensure the validity in the event of Court proceedings. Check that documents such as signing over forms / gifting forms / application to provide a loan home / loan agreement are in use and regularly reviewed and updated.
10. Administration / Finances: Check that the organisation's accounts reflect those forwarded in the initial pro-forma application. Are equine information and records up to date and easily accessed in the case of veterinary attendance or emergency? Assess current fund-raising activities. Is the organisation running according to its aims and objectives? Do any expansion plans follow these aims & objectives? If not does the organisation have the expertise to cope with the new plans.
11. Areas of concern. (This observation, if applicable, may not necessarily preclude the assessor failing to recommend the applicant for membership. However, if accepted, the said applicant should be informed of same, in writing, by the assessor who made the observation.)

*Asscriteria/31.7.2001/EMC*