

## LOGBOOK REGISTRAR

To accept applications for logbooks and horse registrations and retain the same.

To be/become proficient in relation to the AERA Rules regarding the issuing of logbooks and horse registration stickers as well as any requirements of SAERA.

To consider and deal with all applications for logbooks and horse registration in a professional and unbiased manner.

Ensure that enough information is provided on the application form for a horse logbook and Horse ID section regarding the written identification and diagram markings to enable basic identification of the horse.

Upon receipt of any application confirm that payment has been made either by EFTPOS deposit, cash, cheques or money orders which are to accompany all applications and receipt the same on the AERAspace database.

To enter the horse's details pertaining to logbooks or horse registration on the AERAspace database.

To upgrade a horse's status onto the AERAspace database upon receipt of the applications & ID for that purpose.

Ensure that the details provided within the application and ID forms are truthfully entered onto the database, into the logbooks and/or on the horse registration sticker.

To issue a replacement for lost or stolen logbooks upon receipt of a Statutory Declaration (no exemptions) which must be witnessed by a Justice of the Peace or a Commissioner for taking affidavits in the Supreme Court of South Australia (lawyers) together with the appropriate fee.

Ensure that the logbooks and horse registrations are issued and forwarded to the applicant in a timely manner once the relevant particulars have been satisfied.

To assist with enquiries regarding logbooks, horse registrations and related matters from Ride Secretaries, the State Committee, members or other appropriate persons in relation to applications and data entered or missing on AERAspace. To re-enter lost information when necessary.

To accept requests for Distance Sashes and forwarding such requests for order after checking their validity on the AERAspace database.

To maintain and upgrade the AERAspace database as and when necessary.

Bank monies received as appropriate. Notify Treasurer and provide that person with a copy of the bank deposit form and AERAspace records of the payments received.

Have ready access to a computer ensuring that the AERAspace database can be downloaded to the same, photocopying and scanning facilities as well as emailing ability. Ensure that access and the information remains secure.