BRANCH ACTIVITIES INSURANCE NOTICES 2023	Branch:

Complete all fields in this document. Completion of this document is mandatory.

Note: ALL fields must be completed for each activity. Include all details. This sheet should be updated before all activities.

In the 'DATE' Section, please list the date of each activity - Stating that an activity will take place every Monday between June and September is not sufficient.

Please DO NOT SAVE multiple copies of this document. Save this copy and add to this document each time you have new activities to enter.

ALL activities for the Branch should be included in ONE document - we should not receive separate documents from different Branch Officials registering activities for different disciplines.

Therefore, one person in the Branch should take responsibility for compiling these activities and submitting them to the IPC Office.

There is a drop down menu containing a list of all IPC Disciplines in Column B. Select the cell that you wish to work on in column B and the drop down arrow will appear.

Please e-mail all Branch Activities Insurance Notices to nicola@irishponyclub.ie.

Date (e.g. 11/07/2023)	**Discipline** (Select the discipline from the list of options on the drop down menu)	**Activity Type** e.g. rally, camp, swimming, running, shooting, Mtd Games, Tests, dressage, SJ, cross country	**Venue**	**Venue/Landowner Name**	**Person in Charge (Organiser)**	**Start Time (e.g. 6.00pm)**	**Finish Time (e.g. 8.00pm)**	**Instructor**	**Comments**