



## DOCUMENT RETURNS

<b>RIDE NAME</b>		<b>DATE</b>	
<b>SECRETARY</b>			
<b>ADDRESS</b> <b>PHONE NO.</b>			
<p>Forward this form and the following forms within <b>7 days</b> of the ride to WAERA Treasurer (see WAERA SMC Contact List for contact details).</p>			

### RIDE FORMS TO BE RETURNED:

Document	Original/ Copy	Attached? Y / N	Comments (if document not attached, where is it/who has it?)
<b>WAERA Ride Trailer Checklist</b>	Copy		
<b>Events Safety Checklist</b>	Original		
<b>Weigh-in Sheet</b>	Original		
<b>Time Sheet</b>	Original		
<b>Day Membership Register</b>	Original		
<b>Volunteer Registration Form</b>	Original		
Master Ride Sheet-Endurance (if used)	Original		
Master Ride sheet-Training (if used)	Original		
Master Ride Sheet-Social (if used)	Original		
Invasive Treatment Report–Vet (if any)	Original		<b>Chief Steward to forward to CS Liaison</b>
Invasive Treatment Rept–Rider (if any)	Original		<b>Chief Steward to forward to CS Liaison</b>
Rest Order Forms (if any) (3 <sup>rd</sup> copy – rider)	1 <sup>st</sup> + 2 <sup>nd</sup> copy		<b>Chief Steward to forward to CS Liaison</b>
Personal Accident Report Form (if any)	Original		<b>Chief Steward to forward to CS Liaison</b>
<b>Chief Steward Ride Report</b>	Original		<b>Chief Steward to forward to CS Liaison</b>

Please check thoroughly that all the forms are attached, and return all forms promptly, as any delay may cause undue stress for some members.

**Date** \_\_\_ / \_\_\_ / \_\_\_\_\_

**Signature** \_\_\_\_\_