

# AUSTRALASIAN LIVING HISTORY FEDERATION (ALHF) MEMBERSHIP FAQ – August 2009

## ALHF Frequently Asked Questions

The following are a series of FAQ's to help with membership applications and understanding and clarifying ALHF membership and the Public Liability policy in particular.

These are not exhaustive and if you have any further queries please contact the Secretary via email: [alhf@alhf.org.au](mailto:alhf@alhf.org.au)

Existing members may raise questions, information or discussion issues in the ALHF members email discussion forum.

## Membership Applications

### Q: Who is eligible for membership of ALHF?

- Any group, society or individual who conducts historical reenactment or living history related activities.
- Groups must be 'Not-for-Profit' associations. They may be incorporated.
- ALHF is *not* open to membership for professional groups or individuals.

Historical reenactment and Living History activities can be, but are not limited to, the following types of activities and events:

#### Activities:

Arts and crafts such as metal work, leatherwork, pottery, wood-working, weaving, scrimshaw, etc.

Archery and historical target practices and displays

Armouring and blacksmithing

Displays and practices of military drills and mock battle re-enactments (ie; combats or 'skirmishes' using historical reproduction arms and armour such as sword fighting, blank-firing firearms and pyrotechnics)

Static displays of historical items and artefacts

Dancing, costuming, food, cookery and brewing

Language & literature such as calligraphy and illumination

Games and pastimes

Reconstruction and experimental archaeology (including the use and study of recreated artefacts, dwellings, fortifications, transportation etc.)

The use and care of animals including the riding of horses in displays of skill at arms such as medieval jousting

The display and use of historical vehicles such as wagons, carts, cars, trucks, military jeeps, tanks, armoured vehicles, etc.

These activities are usually conducted as part of;

**Events:**

Historical or 'period' dinners or feasts  
Meetings, working bees, training sessions/drills and practices  
Public demonstrations at commemorative events and festivals  
Educational presentations for schools  
Performance and displays for groups/historic sites/museums  
Lectures and talks  
Outdoor encampments  
Events run by other groups (for example the biennial national Historical Conventions and the Armidale Dark Ages Gathering)  
Documentary and historical filming activities

ALHF applicants must adhere to the ALHF **Authenticity** and **Safety Principles**:

- Member groups must portray their chosen historical period as authentically as is reasonably possible.
- Member groups must adhere to the ALHF Safety Principles in the conduct of activities.

Copies of these principles can be requested from the Secretary ([alhf@alhf.org.au](mailto:alhf@alhf.org.au)) or downloaded from this website.

**Q: How does my group apply to join ALHF?**

Contact ([alhf@alhf.org.au](mailto:alhf@alhf.org.au)) for a membership application form or download one from the ALHF website (<http://www.alhf.org.au>).

Complete the form and email or post it to;  
The Secretary  
ALHF  
PO Box 361 Blacktown NSW 2148

The form will require;

- a statement of your activities
- a list of members names and group contacts
- a copy of any safety guidelines your group uses
- a copy of any authenticity guidelines your group uses
- and other information to help the committee assess your group's suitability such as a website, images, list of events attended, any promotional material about your group.

**Q: How much does it cost to join ALHF?**

The cost may vary from year to year, but over the last 4 years has been \$25 for annual group membership, plus \$15 per person (that is not already a member of another ALHF group)

**Q: Can I join as an individual and not as part of a group?**

Yes, however it is highly recommended to join as part of a group. Individuals need to pay an annual membership fee and then the individual fee as well. Individual applications take the same process as described above for groups.

**Q: What if I am a member of several ALHF groups? Do I need to pay for each group?**

No. You do not *need* to pay ALHF for more than one membership. You should be listed as a 'Primary Member' in one group only. Up to 3 groups may be listed (you can have more). You will only ever be charged for any 'primary group' membership by ALHF.

You do need to ensure that your member groups know which ALHF group that you personally are dedicating as your 'primary group', through which you will pay your ALHF levy.

**Q: Do children have to pay?**

No, under 13 years of age are not required for an insurance levy. They are covered and should be listed as members in your group.

**Q: How long does membership acceptance take?**

The processing of membership applications should take between 2 to 4 weeks, if all documentation is correct and follow up is not required. It helps very much to have all your members listed correctly with their correct primary and secondary groups listed in the format required by ALHF. It also helps to provide an accurate and informative statement of your groups aims and activities.

**Q: My group has a member who has a poor safety record and is under 'probation' in our group. Do we need to notify ALHF?**

Yes. You should notify ALHF of ANY circumstance like this that may impact on our insurance.

If a member has for any reason been a 'notified person' or 'prohibited person' or similar for any government legislation, you must note this on the application for membership to ALHF, or inform the secretary.

If your group has made a decision or ruling about someone's poor safety record and you have denied the member participation in certain activities such as display combat, you must notify ALHF.

## **Membership**

### **Q: Is membership ever reviewed?**

Initially, groups will be accepted with a 12 month review. At the each end of financial year, groups need to re-submit a renewal of membership. At this time the ALHF committee may review renewal applications for any reason.

If throughout the course of any year a group or individual provides cause for the committee to review their membership, or the committee receive any reports on for example safety breaches, poor levels of historical interpretation, authenticity, etc., these would be reviewed by the committee with due process.

### **Q: I am a group secretary and my group of 25 members has just had 5 new members join. Do I need to notify ALHF? Do I need to pay any monies if they joined part way through a year?**

The ALHF insurance fee year runs from June 30 to June 30. ALHF need to know of any substantial changes in group numbers immediately. Substantial changes would be for example 5 new primary members (people who are not previously ALHF members), however 5 new members who are already ALHF primary members elsewhere would not be a substantial change and not need be notified to ALHF.

Any changes are charged at a quarterly pro-rata basis. Member groups need to keep records of their membership.

### **Q: How do member groups keep informed of ALHF committee meetings, or things of interest to member groups?**

ALHF members have an internet based email discussion and information forum. Up to 3 group representatives are welcome to join this list (more if there is a very large group).

Here you will receive updates and advices, can communicate information or event notices to other member groups, discuss things of note, ask questions, etc.

The forum has an archive of files where you can download meeting minutes, safety guidelines, insurance policy copies, etc. Once your membership is accepted please contact the secretary at [alhf@alhf.org.au](mailto:alhf@alhf.org.au) to have a group representative/s on the list.

### **Q: What benefits do ALHF members receive?**

All members will receive an annual membership card with the name of your primary group listed and a member number, valid for the financial year. Up to 2 other nominated groups may also be included on the card.

This card will assist in providing evidence of your membership of ALHF and may assist in providing evidence for any exemptions to use prohibited weapons, such as the use of swords in Victoria.

All groups will have access to the files section which includes helpful safety guidelines, a risk assessment template, and copies of the insurance policies.

Members will be part of the Public Liability Insurance scheme (\$20 million in 2009) and the Member Accident Coverage scheme (\$1 Million in 2009). Also, members may apply for Directors and Office-bearers insurance, though this is an additional fee (approximately \$75 per group per year. Contact treasurer for details).

Members will also receive

- Website presence and group promotion
- Advice and assistance from the committee and all member groups
- Any legislative exemptions ALHF may apply for
- Any relevant lobbying or representation on issues affecting members

## **Events**

### **Q: What sort of things should my group be concerned with in terms of safety and risk at public and private events?**

ALHF provides a set of **Safety Principles** that outline the important elements of safety that **MUST** be adhered to by all members.

ALHF recognizes different historical time periods and groups have different needs and that many member groups have already established excellent safety procedures. ALHF have established a set of **Safety Guidelines** to assist groups. Many 'best practice' examples may be found here.

ALHF also has a template for Risk Assessment and management that groups

may use when attending public events.

Groups may use their own safety guidelines (approved by the committee) or can adopt the ALHF safety guidelines or elements of these.

Please contact the committee if you have any further concerns or require more information.

**Q: What sort of public and private events can my group conduct, host, organize or attend?**

Any sort of private or public event that is relevant and within the broad aims of the ALHF such as public festivals, public historical displays and commemorations, public and private reenactments of specific events (eg; Battle of Hastings), Living history weekends such as the Armidale Gathering, museum and educational displays, etc.

Your group may for example;

- host other groups at a period 'gathering',
- may attend invitations for displays from public and private institutions,
- and may organize small public events (for large scale events please contact the committee for further information)

Your group may not:

- host competitive, sporting style events that offer substantial prizes
- hold profit-making activities or events

If you have any doubts as to what events are relevant to reenactment and living history, please contact the ALHF committee for further advice.

**Q: Even though we have ALHF insurance, should my group sight the insurance of an event organiser?**

Yes. You should always ask for evidence of an organizers insurance, as well as liaise with them on event risk and safety procedures.

**Q: My group wants to hold an event. The event is not open to the public. Should we require ALHF membership for all participants?**

Even in an event that is closed to the 'public', you should still require evidence of Public Liability insurance for all participants, though this may not necessarily be ALHF insurance.

## **Activities & Policy Coverage**

### **Q: Does the ALHF policy cover the use of horses?**

Yes. There are exclusions from coverage for certain activities involving horses, such as allowing the public to ride them, but 'horse-riding' is an activity of ALHF.

### **Q: Does the ALHF policy cover combat displays and/or 'skirmishes' involving historical firearms and swords, archery and other historical weapons?**

Yes. There are certain exclusions from coverage and members should check with latest advice from the committee.

### **Q: Does the ALHF policy cover competitive activities such as 'tournaments'?**

An historical reenactment of a 'tournament' of for example Medieval combat, may be appropriate to usual reenactment and living history displays and activities. However this is not to be confused with a sporting activity or competition that involves professional competitions. Professional competitions would include substantial prizes to individuals, entry fees, etc. If in doubt, please contact your committee for advice.

### **Q: Does the ALHF policy include 'personal accident insurance'?**

Yes. ALHF members have recourse to a Member Accident policy. For further information please contact the ALHF committee.