



## **Guidelines for Groups**

**Insurance:** RDA Ireland (RDAI) as an organisation is insured, therefore, **for a ride to be insured the following must happen:**

The name, venue, and day/time the group meets must be listed and approved by RDAI. If venue changes, the Area Rep and Area Coach must approve the new venue before riding can start. Any new venue should be notified to the RDAI National Secretary immediately so that it can be changed on our records.

**No approved coach, no ride.** Coaches are required to fill in their mounting/assessment plan for each rider. A group log must be filled in after each ride.

**\*Any group planning an activity with their riders outside of the usual riding time/venue MUST contact RDAI Secretary in advance, so that the insurance company can be informed\*.**

The maximum number approved in a ride is six. **SAFETY REMINDER** – if short of help, use fewer ponies.

(Public and Employers Liability and Personal Accident Insurance applies to ALL volunteers, however older volunteers should take responsibility for their own levels of fitness).

**Covid protocols for groups:** RDAI advises groups that they should not question the vaccination history of its volunteers.

**The use of facemasks is no longer mandatory for RDAI groups, however, please be aware that this advice may change at any time during the winter months, according to Government and HSE guidelines.** (Please make sure that all the volunteers in your group are made aware of this update).

**Rider Application Forms** must be completed by parent/carer for every rider and given to group secretary. The medical section must be completed/stamped by a doctor. Application forms must be renewed every three years unless rider's medical condition changes within this time period.

**Helpers** must all be named on the annual Group Helper list for each group (\*names of any new helpers starting during the year must be sent immediately to RDAI National Secretary\*). **All new helpers** must read and sign the RDAI Policy Statement/Code of Conduct and agree to abide by its rules, complete Volunteer Application form and provide referees, and complete the Garda Vetting process through Horse Sport Ireland before starting to help with the group.

**Transition Year students:** must be 15 years old before starting to help. (Those aged 15 will only be allowed to act as a side helper and may not lead a pony). TY students aged 16 must complete Garda Vetting. ALL Transition Year students must be named on the Group Helper List.

**Hats:** All hats must have chin strap and meet current approved safety standards. Shoes/boots with heels, or ride with no stirrups. Devonshire boots may be used.

**Shared Arenas:** any division of an arena must be a complete division and be approved by the Area Rep and Area Coach.

**No riding on the public road.** Suitable tracks out of doors within a venue can be used if approved.

**Public Liability Insurance and Staff from Centres:** **If a member of staff from a centre, school, clinic or workshop accompanies a disabled person for a riding/driving session and acts as an assistant, whether on a voluntary basis or on the instruction of their employer, the employer should include such duties in the employee's job description and inform their Employers Liability of same.**

(updated September 2022)

(September 2022)