

## Guidelines for Groups

**Insurance:** Public and Employers Liability and Personal Accident Insurance applies to ALL volunteers however older volunteers should take responsibility for their own levels of fitness. RDA Ireland (RDAI) as a whole is insured, therefore **for a ride to be insured the following must happen:**

The name, place and 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 changed in records with National Secretary of RDAI.

Group Coach must be approved by the Area Rep and the Area Coach. They must be listed as a coach with RDAI National Secretary. **No approved coach, no ride.** Coaches are required to fill in their mounting 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.

**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:** Every TY student helping with a group must complete Garda Vetting and sign the Group Helper List. They must be 16 years old before starting to help.

**Hats:** All hats must have chin strap and meet current approved safety standards: PAS 015(2011), ASTM F1163(2004a), SNELL E2001, VG1 01.040 with BSI Kitemark. 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.

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