



COTSWOLD
RDA
RIDING FOR THE DISABLED

Rider Pack

Cotswold
RDA
Riding for the Disabled Association



It's what you can
do that counts

What's in this pack

At Cotswold RDA we provide a haven for our riders and their families where people see through the disability and see the person. Taking part at Cotswold RDA is about doing what you CAN do that counts!

If you are interested in joining us, then this handy rider pack will help with some of the information you need to know.

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Applying for a place

- 1** To start your journey with us complete a rider application form which you can find in this pack or you can download directly from our website. Please remember to complete all the information and send it back to us.
- 2** Once we receive your application form we will contact you to ascertain your needs and advise you of availability. Most of our term time core lessons do have a waiting list, but there are lots of alternatives available such as After School and Pony Pals. Our holiday riding activities are on a first come first served basis, subject to weight limit and risk assessment. All our holiday activities are advertised on our Facebook page and website.
- 3** As soon as a place is available then we will send you our Equestrian Agreement which contains a booking form showing details of your place, as well as our privacy policy and fee waiving policy. Please read thoroughly and sign all the appropriate sections then return to us. You can view a sample copy of our equestrian agreement, booking form, privacy policy and fee waiving policy in this pack (please do **NOT** complete the sample documents).
- 4** Your journey with Cotswold can now begin. On your first day with us you will need to come in 15 minutes before the start time of your first lesson for a rider risk assessment which will be carried out by one of our Group Coaches.

Before commencing your application please consider the following:-

Riders must be over the age of 3, but we do not have an upper age limit.

Our ponies cannot carry any riders weighing more than 12 stone (including their hat and boots). We do, however, have a mechanical horse that can take riders up to 16 stone.

We provide riding and other equine based activities to people living with a disability to benefit their health and well-being. The definition of disability we use is “a long term impairment that impacts their daily lives.”



What to Wear

Recommended

- Strong, comfortable shoes with a small heel to prevent the foot from slipping through the stirrup. We have a small supply of wellington boots, if you require them, but riders must bring their own socks. Legs should be covered with long trousers.
- Comfortable trousers or tracksuit bottoms (no sharp objects in the pockets), t-shirt, shirt, sweater, coat or jacket (must be fastened to avoid flapping). Please note that there is no heating in the indoor riding school so riders should dress for the weather.
- Riding hats are compulsory for riders (and volunteers under 16 years old). We will supply hats for all our riders.
- Long hair must be tied back into a pony tail so that it cannot be caught or pulled out.
- Gloves are strongly recommended for riding, particularly when the weather is cold.

We do not allow the following items when riding

- Sandals, slippers, flimsy shoes. Ponies have big hooves and cannot see where human feet are!
- Baggy trousers, shorts, jeans, skirts, dresses and tights.
- Clothing that is long, flapping or billowy - ponies can be easily startled by things that flap.
- Any other headwear.
- Jewellery and badges.



Term Dates 2019/2020

Our core lessons operate throughout the school year as outlined below. However, for those who are unable to take part during the school day there are lots of other alternatives that are available including; After School and Pony Pals, our mechanical horse "Sedbury Shadow", and lots of holiday activities during the holidays. Keep an eye on our Facebook page and website calendar for availability.

We are based on Cheltenham Racecourse, and that does mean that occasionally we are unable to ride when big events are in progress e.g. Cheltenham Festival and some racing days/evenings. Again please keep an eye on our Facebook page and website for updates.

Term 1 (2019)

Monday 9 September – Thursday 24 October

Term 2 (2019)

Sunday 3 November – Thursday 12 December.

Closed for racing Friday 15 to Sunday 17 November

Term 3 (2020)

Monday 6 January to Friday 14 February

Term 4 (2020)

Sunday 23 February to Friday 3 April

Closed for Gold Cup from Friday 6 March to Monday 16 March. We reopen on Tuesday 17 March

Term 5 (2020)

Sunday 19 April to Friday 22 May

Term 6 (2020)

Sunday 31 May to Sunday 19 July



What else do you need to know?

Our experienced team will help you to start your journey with us and will be on hand to answer any questions that you might have.

Every rider, when they join Cotswold RDA, takes part in our “Outcomes tracker”. The tracker is designed to follow your progress over the course of a year based on six key objectives: *confidence, communication, enjoyment, relationships, physical changes and horsemanship*. At the end of the year the rider will be presented with a special chart showing their achievements over the course of the year. You can find out more about our tracker on our website.

Our website has lots of information about all the activities that we have during the year, as well as fundraising events, competitions and much more. There is a comprehensive list of Frequently Asked Questions as well, but if you can't find the answer on our website then our friendly team are there to help you, so please do not hesitate to ring.

At Cotswold RDA we believe it's not just about riding, it's about the family support, which is just as important.

Happy riding!



Cotswold Riding for the Disabled Association

Jackie Brutton Riding School

Prestbury Park Racecourse

Cheltenham GL50 4SH

Tel: 01242 584420

info@cotswoldrda.org.uk

This Equestrian Agreement, which incorporates the Booking Form, is between Cotswold Riding for the Disabled Association (CRDA)

and....., the Client

(the person responsible for paying the invoice or on behalf of)

..... (Participant's name if different to above).

Please note that we use the term 'Participant' throughout this agreement to mean anyone who participates in our activities.

1. The Participant must obey instructions from CRDA for safe riding.
2. All Participants must read, complete and sign an RDA Rider Application Form before they can ride for the first time. Please note that horses are unpredictable and may react to a situation where the rider may be unseated in an accident. In the absence of any negligence on the part of RDA UK or CRDA, no liability will be attached to either of them. You may wish to purchase your own personal accident insurance. A new Rider Application Form will need to be completed every three years and the existing one validated annually. We will also undertake a rider risk assessment every year. It is vital that, before booking lessons, accurate and up to date information has been provided so that we can safely deliver lessons. You must also inform us immediately if any of the information provided on the application form changes.
3. You must give as much notice as possible if the Participant(s) cannot attend by ringing the office on the above number so that we do not unnecessarily prepare a pony for riding. Please arrive 10 minutes before the lesson to get prepared for riding. Please note that, unless CRDA has cancelled, we charge for lessons whether you attend or not as your riding place is reserved for the academic year.
4. A Participant who arrives late for a group lesson will not be allowed to join the class if the coach determines that doing so will cause disruption to other riders in the group. Please also note that participants will still be charged in this instance.
5. You must email the CRDA Office on the above address giving one month's written notice to if you wish to cancel this Equestrian Agreement. We will charge for lessons to the end of this notice period unless we make a cancellation.
6. If you wish to make changes to your lessons that have been booked for the Participant, you must contact the CRDA Office. CRDA is unable to guarantee availability in any other sessions. You/the Participant will be given priority over those on the waiting list if a place on your preferred alternative session becomes available.
7. The Participant must wear suitable clothing for riding or may be refused their lesson. Please refer to our rider information sheet for full details. All Participants must wear a hat up to current British Standard safety which CRDA can supply. If participants wear their own hats, they will be checked by the Coach to ensure compliance.

8. Clients will be invoiced academic half term in arrears as per our published CRDA School Term dates. Payment must be made within 30 days of the invoice date by Bank Transfer to Lloyds Bank, Sort Code 30-98-90, Account Number 16221260 or by cheque payable to Cotswold Riding for the Disabled Association. All payments must include our invoice number as a reference.
9. If the Client is unable to pay, immediate contact should be made with the Administration Manager in the CRDA office. CRDA reserve the right to charge interest at a rate of 2% above the Base Lending Rate of Lloyds Bank on the outstanding amount. It is the policy of CRDA to support all our participants to the best of our ability. If you are having any difficulty in meeting your payments, please see our Fee Waiving Policy on the back of the Equestrian Booking Form.
10. If you have a query with your invoice, you should immediately contact the Admin Manager.
11. If you have any complaints, you should immediately bring them to the attention of the Operations Manager or the General Manager. Failing resolution, the matter will be referred to the Chairman of Trustees.
12. CRDA is committed to supplying riding lessons but will not be held responsible for delays or cancellations beyond their control. There will be no charge to you if we cancel for any reason.
13. CRDA will immediately stop a ride, refuse future rides and/or terminate the Equestrian Agreement if, in the opinion of the Coach, you/the Participant is behaving in an inappropriate manner. The final decision to terminate the Equestrian Agreement will be made by the Operations Manager.
14. CRDA reserve the right to offer an alternative to riding if, for any reason, it was considered unsafe. These alternatives include mechanical horse riding or stable management.
15. As part of the risk assessment, CRDA will annually weigh participants in their complete riding gear. This is for the welfare of the ponies and for allocating a suitable pony to the participant. CRDA has a weight limit of 12 stone depending on balance and ability which will be decided by the Operations Manager. The weight limit for the Mechanical Horse is 16 stone.
16. CRDA will only use the Client's personal information to:
 - a) provide their services
 - b) process the Client's payment
 - c) subject to the Client's permission, to provide information of other activities available.Please refer to our Privacy Statement on the reverse of the Equestrian Booking Form.
17. i) Nothing in the Equestrian Agreement shall limit or exclude CRDA's liability for:
 - a) death or personal injury caused by its negligence, or the negligence of its employees, volunteers, agents or sub-contractors
 - b) fraud or fraudulent misrepresentation
 - c) breach of terms implied by Section 2 of the Supply of Goods and Services Act, or any other liability which cannot be limited or excluded by applicable law.ii) Subject to 17.i), CRDA's total liability to you/the participant(s), whether in contract, tort (including negligence), breach of statutory duty, or otherwise arising under or in connection with the Equestrian Agreement, shall be limited to 100% of the total charges paid by you under the agreement, in respect of this academic year.
18. Neither party shall be in breach of the agreement nor liable for delay in performing or failure to perform any of its obligations under the Agreement if such delay or failure result from events, circumstances or caused beyond its reasonable control (a Force Majeure Event).

Equestrian Booking Form

Please delete as appropriate **Individual / Organisation**

Name of Client / School or Organisation			
Participant's name(s)			
INVOICE NAME & ADDRESS			
Invoice Email:			Invoice Tel:

SESSIONS – number of places required for academic year **2019 - 2020**

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Term 1							
Term 2							
Term 3							
Term 4							
Term 5							
Term 6							
After School club							
Pony Pals							

Session Time <i>As agreed with CRDA</i>							
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Fee Structure – per session

Child - 30 min session	£8	Schools - 30 min session	£7
Adult/over 16 - 30 min session	£13	Schools Pony Pals - 45 mins session	£15 (group of 6)
After School Club - 30 min session	£10	Individual Lessons - 30 mins	£18
Pony Pals - 45 mins session	£18	Mechanical Horse -	£1 per minute

I have read and understood the Equestrian Agreement on pages 1 & 2 and an individual Rider Application Form has been completed and signed for each rider

Signed by the Participant/
Guardian/Organisation.....

Print name
(and Organisation if applicable).....

Date:

This agreement is valid until the end of the current academic year.

Cotswold Riding for the Disabled Privacy Statement

We collect information about you when you complete relevant forms for us, including the rider/ driver application form and the volunteer application form.

We will use the information about you to administer the RDA group ride schedules. We may pass the information about you to Riding for the Disabled Association incorporating Carriage Driving, the national body. Very limited, anonymised information may be passed to RDA for analysis in the Tracker and to the grant awarding bodies who support our activities. We will not disclose any information about you to any company other than noted above without gaining your prior consent, unless required to do so by law.

We would like to send you newsletters and other information about how you can support the RDA group. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes.

You have the right to request a copy of all information that we hold about you. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Once you are no longer involved with the RDA group, we will securely retain your data for 3 years for adults and 3 years after a child reaches the age of 18.

If you have any questions about our privacy policy or information we hold about you, please contact us at: info@cotswoldrda.co.uk or 01242 584420

Fee waiving policy for Cotswold Riding for the Disabled Association

“Out of School” riding (After School Club, Sunday riding, holiday activities)

These activities are currently supported by a generous grant from BBC Children in Need. Cotswold RDA and BBC Children in Need wish to ensure that difficult financial circumstances are not a barrier for any child wanting to access “Out of School” riding. We are therefore able to be more flexible in waiving fees in the case children who attend or who would like to attend, who may have difficulty paying for these activities.

Core riding activities (during school day/term)

Cotswold Riding for the Disabled provide riding lessons and other equine-based therapy for disabled adults and children. We charge fees to cover a small part of the substantial costs of delivering our activities. It is the policy of the charity to keep our fees as affordable as possible.

We will be as flexible as possible with any of our riders in the event of financial difficulty (for example, family crisis with financial implications, redundancy, loss of benefits etc). This may include helping them to find funding from a range of trusts/groups, including some who support several of our existing riders. If an application for such funding was unsuccessful, the Board would consider on an individual basis whether to waive all or part of the fees, as a temporary solution.

How to apply

Application for a waiver should be made to Claire Jenkins, General Manager at Cotswold RDA. Applications will be treated sensitively and confidentially (subject to need to know by Cotswold RDA staff and Board members). A decision will be made case by case, depending on circumstances, normally within two weeks of application. Any waiver of fees will be authorized for a fixed period, which will be reviewed at least annually.

APPLICATION FORM FOR RIDERS

(PLEASE USE BLOCK CAPITALS AND RETURN TO GROUP ADDRESS BELOW)



Jackie Brutton Riding Centre
Prestbury Park
Cheltenham
Gloucestershire GL50 4SH

Cotswold RDA Use:	
Date Received	
Application	Approved / Declined
Approval subject to trial period?	Y / N If yes – Trial End Date.....
Rider Assessment completed by:	
Application Approval by:	
RIDER REVIEW DATE	

If you are under 18 years, or someone else normally completes your paperwork for you, this form should be completed and signed on your behalf by your parent or legal guardian. All information will remain confidential, for use by relevant Cotswold RDA personnel only.

1 YOUR DETAILS

Last Name, First Name		Likes to be called	
Date of Birth		Age	
Home Address			
Email Address			
Telephone Number		Mobile Number	
Riding	Do you have any previous experience with an RDA Group?	Yes	No
	If YES, what is the Group's name?		
	If YES, have you passed any proficiency test(s)?	Yes	No
	If YES, to what level (Grade Level 1, 2, 3, 4)?		
School/Training Centre /Other	Are you joining as part of a School, Training Centre or Other?	Yes	No
	If YES, what is the School/Centre/Other name, contact and phone number?		

2 SPECIFIC INFORMATION ABOUT YOU

What is your disability, condition or diagnosis?
Are you on any medication that may cause side effects during your time at RDA? If so, what is the medication and potential side effect(s)?

What, if any, conditions do you have that may need special attention during your activities with RDA?
(It is the applicant's responsibility to ensure that we have knowledge of all issues that might pose a problem)

Please provide name and contact details of a Medical Professional who knows you and your medical conditions:

3 ADDITIONAL INFORMATION

Height		Weight	
Speech	Do you have problems with speech?	Yes	No
Eyesight	Do you have problems with eyesight?	Yes	No
	Do you wear glasses / contact lenses?	Yes	No
Hearing	Do you have difficulty with hearing?	Yes	No
	Do you wear a hearing aid?	Yes	No
Instructions	Do you have difficulty understanding instructions?	Yes	No
Walking	Do you need help walking?	Yes	No
	Do you use walking aids?	Yes	No
	Do you wear orthopedic appliances?	Yes	No
	Do you use a wheelchair?	Yes	No
	Would weight-bearing be a problem?	Yes	No

Please give any additional information that you think would be useful for the RDA Group Instructor:

4 DECLARATION

I wish to apply as a rider of Cotswold RDA Group and confirm that all details given are accurate, to the best of my knowledge.

I agree that should the Group Coach require additional information on my medical condition, at any time, I will provide what is required and be willing to get a medical report from a Medical Professional who is familiar with my condition if necessary. I understand that I may be required to pay a fee for such a report.

I confirm that I will advise you immediately if any of the information provided on this form changes in any way. I recognise that this activity involves risk and that I, the rider, should take all reasonable precautions and follow all advice properly given.

I understand by nature horses are unpredictable and that means they may react to a situation or to the local environment in such a way that a rider may be unseated in an accident.

In the absence of any negligence on the part of the RDA or the Cotswold RDA Group, I accept that no liability will attach to either of them.

Photos/Videos	Do you consent to photographs/videos being taken during RDA activities for training and/or publicity (including websites and social media)?	Yes	No
Signature	Rider/Parent/Guardian (Delete as appropriate)	Date	

5 APPLICANT'S PARENT OR LEGAL GUARDIAN CONFIRMATION OF CONSENT TO JOIN RDA

(if the form has been completed by a parent/legal guardian or the applicant is under 18 years old)

Name			
Relationship to Applicant			
Address			
Home Telephone No.		Emergency Contact No.	