

# The Magpie Centre, West Norfolk Riding for the Disabled

## Participant Terms and Conditions



The Magpie Centre, West Norfolk Riding for the Disabled (WNRDA) is a member of the Riding for the Disabled Association incorporating Carriage Driving (referred to as 'RDA'). The following is a list of terms and conditions which we ask all participants/parents/carers (Inc guardians) to adhere to in order to create fairness across all sessions and ensure the smooth continuity of the organisation for the future.

**This document must be signed and returned to the Centre's office before lessons can commence.**

### Sessions

1. Before a participant can be offered a place, they must complete a successful participant assessment and have a completed 'Participant Application Form'. The Coach will complete a (RDA) 'Participant Assessment Form' which is kept for our records. The day/time of the session offered is at the discretion of the Coach. The participant will be required to attend the same session every week while sessions are in operation.
2. Riders will be asked for an up-to-date height and weight measurement at the beginning of each term (September, January, April). This is to ensure each rider is allocated the correct horse and that the centre adheres to Health and Safety regulations. Any rider who does not provide this information will be asked to use the scales within the centre to provide this information but this may mean they will be unable to ride that week. The maximum weight of the rider, including footwear, clothes and hat, is 14 stone (89kg).
3. All invoices will be distributed with a minimum of 1 weeks' notice. These will need to be paid in full, unless otherwise agreed, before the start of the new term to secure the participants lessons. Participants with outstanding invoices or who do not attend for 3 or more consecutive lessons may be removed from the register.
4. Lessons cancelled by WNRDA will be refunded by a credit on the following term's invoice. Where the rider will no longer be attending in the following term, a refund will be made by an agreed method.
5. All lessons must be paid for regardless of attendance or notification by the riders/carriage drivers or their carers, where appropriate, of non-attendance.
6. It is the responsibility of the participant and where appropriate, their parents/carers to ensure they arrive 10 minutes before their lesson is due to start, to allow necessary preparation for the lesson. If a participant is unable to attend their session, a phone call to the office (01553 810202) must be made and the centre must be given as much notice as possible.
7. Participants who arrive late to a lesson may not be allowed to take part in the lesson/carriage drive so as to ensure lessons do not run over. Any participants arriving 10 or more minutes after the lesson has started will forfeit their lesson. Consideration must be given to those participants who have already commenced their lesson.
8. Where applicable it is the responsibility of the participant and/or the parents/carers, to ensure that all preventative medication has been taken before participating in a lesson.

### **What to wear**

9. Participants must always wear long trousers, minimum of elbow length t-shirt and enclosed sturdy shoes/boots with short block heels (e.g. Jodhpur boots). Fashion boots, trainers and wellington boots are not acceptable to ride in. Failure to conform could result in the participant not being able to take part. Wearing of gloves is recommended, particularly when reins are held. Coats and jackets must be fastened prior to mounting/riding. Scarves must be tucked into coats and must not cover the rider's face.
10. Where appropriate, parents/carers must be in attendance at all times, and in the case of carriage driving must accompany riders onto the carriage and ensure they are wearing a hat and appropriate clothing and footwear.
11. Participants must wear a correctly fitting riding hat which conforms to the current hat legislations. If a WNRDA hat is dropped, then the Coach must be informed immediately and payment for the damage may be expected. A participant's personally owned hat must be checked prior to use, by the Coach. If the hat doesn't comply with current safety standards, it must not be used. The current safety standards can be found at <https://beta-uk.org/hats/>
12. For safety reasons it is advised that any facial and body jewellery must not be worn and earrings removed or replaced with studs. Anything you wear you do so at your own risk. Long hair must be tied back, so as not to interfere with the fitting of the rider's hat.

### **Conduct**

13. Any hostile, abusive or intimidating behaviour towards staff or volunteers from participants/parents/carers will not be tolerated. If, in the opinion of the Coach, there is any inappropriate behaviour from participants/parents/carers then this may result in immediate termination of RDA sessions and ban from future sessions. Should this occur, the participant will forfeit their fees for the remainder of that term. The final decision to terminate a position will be made by the board of trustees.
14. To comply with General Data Protection Regulations (GDPR), permission must be sought from the Coach before any photographs are taken. It must be recognised that not all participants/volunteers have consented to being photographed.
15. The instructions from the Coach must be always obeyed in the interest of the health, safety, and wellbeing of all.
16. Participants/parents/carers are responsible for ensuring they have read the latest version of the WNRDA Terms and Conditions, which can be supplied on request. By continuing to participate in RDA sessions at the WNRDA, participants/parents/carers accept the WNRDA Terms and Conditions.
17. If you have a complaint this should be raised to the Coach in the first instance. If this is not resolved to a satisfactory level, then this should be raised to the Chair of Trustees as per 'RDA Complaints Policy'.
18. You must immediately make the Coach or Centre Manager aware if any of the information on the participant application form has changed.

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**Declaration**

Riding (Inc. carriage driving) is a risk sport. I understand the WNRDA makes decisions based on the information I provide and I confirm all my details are correct and any changes will be discussed with the Coach/Centre Manager. I understand the WNRDA takes all reasonable care to provide suitable and safe horses and ponies, but also that all animals can react unpredictably on occasions. It is my choice to attend lessons and the WNRDA strongly advises taking out full personal accident cover.

I hereby understand and accept the 'Participant Terms and Conditions' on acceptance of a place as a participant of the Magpie Centre, West Norfolk Riding for the Disabled. This form is to be signed by the participant where possible, if over 18, or their parent, guardian or carer. If the participant is under 18 a parent or carer MUST sign this.

I ....., a rider/carriage driver (delete as appropriate) at The Magpie Centre, agree to all the above listed terms and conditions of attending lessons at the Magpie Centre.

Signature..... Date.....

**OR**

I ....., the parent/carer of ..... who is a rider/carriage driver (delete as appropriate) at The Magpie Centre, agree to all the above listed terms and conditions of attending lessons at the Magpie Centre.

Signature..... Date.....