



Worcester & District Riding Club

www.worcsterridingclub.co.uk

MEMBERSHIP Form 2018

Please complete all sections and post with payment (if cheque) to:
Joyce Brown, 4 Jacomb Drive, Lower Broadheath, Worcester WR2 6SG

NOTE: Subscriptions are due on 1st January each year.

Name: Mr/Mrs/Miss/Ms

Date of birth:

Address:

Postcode:

Home tel:

Mobile:

Email:

(Please ensure the difference between 1 and I is clear)

I wish to join as a: junior (under 18 years of age) Senior (18+) Non-riding member (any age)

In case of emergency whom should we contact? (ICE) (this information is required for all training and event activities and is stored on our internal database only)

ICE Telephone No: (home)

ICE Mobile:

ICE email:

I wish to apply for membership of Worcester & District Riding Club. I have no objection to the personal details supplied on this form being stored on the club's computer, and passed to the British Riding Clubs head office, providing this information is used only for reasons associated with the club (please tick to indicate acceptance)

I understand that: (please tick to confirm)

When at WDRC training I ride at my own risk and it is my responsibility to book a session relevant to my ability

It is my responsibility to wear the appropriate attire/equipment when riding and ensure that my hat and body protector conform to current standards

I am a representative of W&DRC and will abide by the BRC code of conduct while attending training and competitions

Junior members must be accompanied by a parent/guardian at all events

Additional forms for junior members are at the end of this document and must be read, completed and returned

Signed..... Name (print)..... Date.....

SUBSCRIPTION

The club year is from January 1st 2018 to December 31st 2018

Junior Member

£20

Senior Member

£25

Non-riding Member

£12.50

I am making payment by:

Cheque (payable to WDRC)

Bank Transfer (40 47 17/ 91254332)

W&DRC will confirm your membership by email. Your membership card will be sent by BRC HQ

Official use only: Date received..... Date sent to BRC HQ..... MEM No.....

CLUB NEWS

Will be sent out by email and also notified on our Facebook page and our website (www.worcsterridingclub.co.uk) if applicable. Information about the club, its committee, how to contact us, training dates, competition dates etc can all be found on the website.

E-MAIL

Please remember to notify the secretary if you change your e-mail address. The majority of club correspondence is issued by e-mail. Notifications are placed on our website and Facebook page for reasons of cost and efficiency.



JOIN US ON FACEBOOK

HELP

The club asks that all members or a parent/guardian of younger junior members help with at least one function per year. This could be anything ranging from preparing sandwiches for judges, to helping erect rings, stewarding, judging, clearing away etc.

If you have a particular skill – i.e. dressage judge/SJ course builder, please do let us know.

PLEASE NOTE: The club pays pre-entry fees for area competitions, and entry fees for those qualifying for the National Championships, providing they have helped with at least one club event during the year.

IF YOU DO NOT HELP WITH A FUNDRAISER YOU WILL BE ASKED TO REPAY WHAT HAS BEEN SPENT ON YOUR ENTRIES

COMMENTS / NOTES: (anything that may be useful for your profile)

Any questions?

ADDITIONAL INFORMATION FOR JUNIOR MEMBERS, PARENTS AND GUARDIANS FOLLOWS. PLEASE RETURN THE FORMS RELATING TO MEDICAL CONDITIONS AND PHOTOGRAPHY AT EVENTS WITH YOUR MEMBERSHIP APPLICATION.



Worcester & District Riding Club

www.worceterridingclub.co.uk

Junior additional information forms

Name:

Address:

Telephone No:

Mobile:

E-mail address:

(Please print clearly and ensure the difference between 1 and I is clear).

Medical Conditions/Allergies - please supply information with respect to any medical condition or allergy that you believe the instructor or official should be aware of (including medication); (It is the parent or guardian's responsibility to update the club of any relevant changes).

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Parent/Guardian to sign and print to confirm you have read, understood and accept the **safeguarding policy** and **codes of conduct** for Worcester and District riding club members.

Print :

Sign :

Safeguarding Policy - Children and Young People BHS Affiliated Riding Clubs (BRC)

Worcester and District Riding Club fully accepts its legal and moral obligation under The Children's Act (1989) and (2004), to provide a duty of care to protect all children and safeguard their welfare, irrespective of age, sex, disability, race, parental or marital status, pregnancy, religion or belief, creed, sexual orientation and gender reassignment.

A child/young person is defined as a person under the age of 18 (the Childrens Act 1989).

Worcester and District Riding Club fully adopts the BEF Safeguarding Policy (Children and Young People), the full policy can be downloaded from the BEF website www.bef.co.uk

Aims

The aims of the Worcester and District Riding Club Safeguarding Policy are:

- To ensure robust safeguarding arrangements and procedures are in operation to provide children and young people with appropriate safety and protection whilst at Worcester and District Riding Club, allowing them to participate in a fun, safe environment and in an atmosphere of fair play.
- To take all reasonable, practical steps to protect children from harm, discrimination and degrading treatment and respect their rights, wishes and feelings.
- To ensure everyone understands their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- To ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern. All concerns or allegations of poor practise or abuse are taken seriously and responded to swiftly and appropriately. It is the responsibility of child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report it.
- To ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- To maintain high standards of behaviours and good practice through compliance with BRC Official Rules and the BEF Codes of Conduct produced for instructors, coaches, parents/guardians, junior members, BRC Officials and volunteers. The policy and procedures are mandatory for everyone involved with Worcester and District Riding Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Worcester and District Riding Club.

The policy will be reviewed every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, BHS, BRC and the BEF
- As a result of any other significant change or event.

Club Safeguarding Officer

Worcester and District Riding Club will appoint a Club Safeguarding Officer (CSO) - Elizabeth Evans beth_553@hotmail.co.uk/07955827755.

The role of the CSO is:

- To ensure that Worcester and District Riding Club staff and volunteers, are aware of the Safeguarding Policy, procedures, guidelines and codes of conduct and adopt them as appropriate.
- Be the first point of contact at Worcester and District Riding Club for Officials, volunteers, young people or parents/guardians for any issue concerning safeguarding, child protection or welfare, poor practise or potential/alleged abuse.
- To have access to contact details for Children's Services, the Police and the BHS Lead Safeguarding Officer.
- To follow the BEF Safeguarding Policy for procedures for recording and reporting information as required.
- To advise the BHS Lead Safeguarding Officer of any allegations or complaints made in relation to child protection and safeguarding and to implement BHS's Safeguarding procedure as appropriate.
- To respond to any allegations or complaints made from within Worcester and District Riding Club in accordance with the agreed protocols detailed in the BEF Safeguarding Equestrian Sport.
- To ensure that Under 18s and their parents/guardians are aware of Worcester and District Riding Club Safeguarding Policy and Procedures and how to access them.
- To facilitate and promote education and training in safeguarding for staff and volunteers
- To ensure that procedures on recruitment of officials and volunteers are followed and for those roles which undertake regulated activity or regulated work, please see DBS and PVG guidance documents.
- To ensure that codes of conduct are in place for officials, volunteers, junior members and their parents/guardians <http://www.bhs.org.uk/our-charity/working-with-the-law/safeguarding-children>
- To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

It is not the role of the CSO to be a Child Protection expert or to determine whether or not a serious incident has taken place, rather to record the details and seek guidance if necessary.

Communication

Worcester and District Riding Club will make available its Safeguarding Policy and Procedures to all officials, volunteers, junior members and their parents/guardians and it will appear in full on the Worcester and District Riding Club website.

Worcester and District Riding Club will circulate to all new members and their parents/guardians if they are under 18, the name and number of the Club Safeguarding Officer.

All individuals involved with Worcester and District Riding Club, no matter what role they participate in, must adhere to the Safeguarding Code of Conduct.

All individuals involved with Worcester and District Riding Club must all sign to agree to uphold the Safeguarding Code of Conduct.

Training

approved safeguarding training (or recognised equivalent) course within the last 3 years. Ideally refresher training should be completed every three years via either the BEF approved online training portal or a further face to face course.

As a minimum the CSO must attend the required Safeguarding Training Course.

Criminal Record checks

Instructors/coaches, officials and volunteers working with children at Worcester and District Riding Club may be required to hold a current certificate through the Disclosure and Barring Service, Disclosure Scotland or Access NI as appropriate. Certificates must be renewed every three years. Please see the guidance documents below.

Further information and links

Worcester and District Riding Club Safeguarding Officer details: Elizabeth Evans
beth_553@hotmail.co.uk / 07955827755

BHS Lead Safeguarding Officer : 02476 840746 / safeguarding@bhs.org.uk

Confidential email: cpleadofficer@bhs.org.uk

Childline 0800 1111

NSPCC 0808 800 5000

Documents

<http://www.bhs.org.uk/our-charity/working-with-the-law/safeguarding-children>

Criminal record check information

England and Wales - <http://www.bhs.org.uk/our-charity/working-with-the-law/criminal-record-checks-england-and-wales>

Scotland - <http://www.bhs.org.uk/our-charity/working-with-the-law/criminal-record-checks-england-and-wales/scotland>

Code of conduct for Junior Members

The
British
Horse
Society

Worcester and District riding club is fully committed to safeguarding and promoting the wellbeing of all its members. The centre believes that it is important that members, coaches, volunteers and parents associated with the centre should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Club Safety Officer (Elizabeth Evans).

As a member of Worcester and District riding club, you are expected to abide by the following junior code of practice:

- All members must ride within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Members should keep to agreed timings for lessons and competitions or inform their coach or instructor and the training organiser if they are going to be late.
- Members must wear suitable safety equipment and clothing, for sessions, as agreed with the coach/instructor.
- Members must pay any fees for sessions or competitions promptly.
- Junior members are not allowed to smoke.
- Junior members are not allowed to consume alcohol or drugs of any kind.
- Junior members **MUST** be accompanied to training sessions and competitions by parents or legal guardian.

Code of conduct for spectators

The
British
Horse
Society

All horse events welcome spectators – your enthusiasm and support encourages all participants. Your actions influence the mood of the riders and the competition.

Therefore :

- Please do not abuse officials, however much you disagree with their decision.
- Encourage all riders and applaud their efforts.
- Do not ridicule opponents for their mistakes or criticise their horses.
- Do not applaud or encourage foul play.
- Do not use foul, racist or abusive language to riders, officials or other spectators.
- Do not ever use physical violence or threaten anyone.
- You must not enter the riding area or arena during a lesson or competition unless asked to do so by the Instructor or Organiser.
- You are subject to the Rules of the sport. You can be cautioned, reported or sent away from the competition if this Code of Conduct is breached.

Code of Conduct for Club Officials and/ Volunteers

The
British
Horse
Society

The essence of good ethical conduct and practice is summarised below. All volunteers must:

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play/responsibility for animals).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the club/centre.
- Hold appropriate valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.

Code of conduct for Parents and carers

The
British
Horse
Society

- Encourage your child to learn the rules and ride within them.
- Discourage unfair competition and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair competition and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.



Guidelines on the use of photographic and filming equipment at competitions for children:

Whilst it is not intended to ban all photography at events, organisers and club officials must ensure proper safeguards are in place.

There is a potential risk posed to young children through the use of photographs on web sites and publications. There is evidence in sport in general to show that photographs have been:

- Used to identify children which places them at risk from those who wish to groom children for abuse
- Used or adapted and placed on child pornography sites.

For these reasons, the following guidelines for children's events have been drawn up: Professional photographers/filming/video operators wishing to attend BEF events must:

- Be given a clear brief
- Wear identification
- Not be given unsupervised access to competitors
- Not be allowed to take photos outside the event (e.g. a child's home or school).

Any other spectators (e.g. amateur photographers, parents) wishing to film or take photographs using any form of telephoto lens must:

- Register their name and address at the designated point and/or wear recognised identification.

Videoing as a Training aid: there is no intention to prevent the use of video equipment as a legitimate training aid. However, riders and their parents should be aware that this is a part of the training programme and care should be taken in the storing of such films.

In any promotional material or publication:

- Consideration should be given to using images, models and illustrations rather than photographs
- Only images of suitably dressed riders should be used (focus on the activity not a particular child; avoid full face and body shots).
- Permission should be sought in writing from riders (and their parents) before using their image
- Remember that if the young person is named, do not include a photograph; if a photograph is used, do not name the young person
- Group Photos: It should be noted that responsible newspapers/publications are now publishing the names of children in group photography in alphabetical order, not in the traditional 'left to right' way therefore making identification harder. Event organisers should adopt this practice when dealing with all publicity.

Report any concerns regarding inappropriate or intrusive photography to the event organiser immediately and as soon as possible to the relevant NGB.

Guidance for the use of photographs and recorded images

This form is to be signed by the legal guardian of a child or young person under the age of 18, together with the child or young person. Please note that if you have more than one child under the age of 18 registered you will need to complete separate forms for each young person

| | |
|--|---------------|
| The BEF and its MBs recognises the need to ensure the welfare and safety of all young people. | |
| As part of our commitment to ensure the safety of young people we will not permit photographs, video images or other images of young people to be taken or used without the consent of the parents/carers and the young person. | |
| Worcester and District riding club will follow the guidance for the use of images of young people as detailed within the BEF Policy and Procedures. | |
| Worcester and district riding club will take steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities undertaken. | |
| If you become aware that these images are being used inappropriately you should inform the Member Body/Club Safety Officer immediately. | |
| The information will be available on the website http://www.worcsterridingclub.co.uk/ or on the riding club Facebook page. | |
| If at any time either the parent/carer or the young person wishes the data to be removed from the website, 7 days notice must be given to the Club Safety Officer after which the data will be removed. | |
| Signed : | Signed : |
| Club Safety Officer : Elizabeth Evans | Parent/carer: |
| Date : | Date : |

Photo consent form

Parental/Carer and young person permission form for the use of photographs and recorded images cont'd

| | |
|---|---|
| To be completed by parent/carer | |
| I - | [parent/carer] |
| consent to – Worcester & District Riding Club | |
| Photographing or videoing – | [Child's name] |
| Under the stated rules and conditions and I confirm I have legal parental responsibility for this child and am entitled to give this consent. | |
| Signed : | Date : |
| I also confirm that there are no restrictions related to taking photos | |
| Signed : | Date : |
| To be completed by Young Person | |
| I do/I do not - | [young person] |
| consent to – | [club] |
| Photographing or videoing my involvement in equestrian activity – under the stated rules and conditions | Signature : Date : |