



WELCOME

LIVERY YARDS MEMBERSHIP APPLICATION PACK



The Association of British Riding Schools
LIVERY YARDS

**THE NATIONAL ORGANISATION FOR
PROFESSIONAL RIDING SCHOOL
AND LIVERY YARD PROPRIETORS**

Section 1 - Application Form



CONTACT DETAILS

Livery Yard name:

Address of business premises:

..... Postcode:

Correspondence address (if different):

..... Postcode:

Directions (if premises postcode does not work with SatNav):

.....

Landline: Mobile:

Email: Website:

Business Owners(s):

Manager:

APPLICATION

- I wish to apply for the following:
 Certified Livery Yard membership of the Association of British Riding Schools
or
 Approved Livery Yard membership of the Association of British Riding Schools
- I agree to abide by the rules and conditions laid down in the Memorandum and Articles and the Code of Practice.
- I declare that I comply with all applicable health & safety, employment and safeguarding legislation and regulations. I will provide the ABRS with evidence of compliance whenever required.
- I declare that any information provided in this application is true and accurate. I undertake to notify the ABRS immediately if there is any material change to the information provided in this application.
- I understand and accept that I may be subject to a visit by the ABRS at no notice as a part of our Complaints Procedure or as an element of routine quality monitoring.
- If approved, I agree to pay the annual subscription.
- I understand that the information given within this application will be stored on the ABRS database and may be shared with members of ABRS Head Office staff.

X Signed: Date:

Section 2 - Privacy Policy (Data Protection)



Your personal data (any information which identifies you, or which can be identified as relating to you personally for example, name, address, phone number, email address) will be collected and used by us. We will only collect the personal data that we need.

We collect personal data in connection with specific activities such as membership requests, placing an order, donations, conducting research, employment etc.

You give us your personal data by filling in forms when joining as a member, entering a competition, promotion or survey or by corresponding with us (by phone, email or mail)

This personal data you give us may include name, title, address, date of birth, age, gender, employment status, demographic information, email address, telephone numbers, personal description, photographs, video images and opinions.

Personal data provided by you includes information you give when interacting with us, for example joining or registering, placing an order or communicating with us. For example:

- Personal details (name, email, address, telephone, and so on) when you join as a member.
- Financial information (payment information such as credit or debit card or BACS details, and whether donations are gift-aided)
- Your opinions and attitudes about the Association of British Riding Schools, activities and interests, and your experiences of the Association of British Riding Schools.

We may automatically collect the following information:

- Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform and if you access our website via your mobile device we will collect your unique phone identifier
- Information about your purchases including but not limited to revenue figures, the types of products purchased, membership application ID, purchase ID, and Renewal ID.

Personal data created by your involvement with us. Your activities and involvement with us will result in personal data being created.

How we use your personal data. We'll only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (from 25 May 2018)/UK Data Protection Act and Privacy of Electronic Communication Regulation.

Personal data provided to us will be used for the purpose or purposes outlined in any fair processing notice in a transparent manner at the time of collection or registration where appropriate, in accordance with any preferences you express. If asked by the police, or any other regulatory or government authority investigating suspected illegal activities, we may need to provide your personal data.

Your personal data may be collected and used to help us deliver our charitable activities, help us raise funds, or complete your order or request. Below are the main uses of your data which depend on the nature of our relationship with you and how you interact with our various services and activities.

Marketing communications may be included in the monthly newsletters, but we will never share your information with companies outside the ABRS for inclusion in their marketing.

However, if you tell us you don't want to receive marketing communications, then you may not hear about events or other work we do that may be of interest to you.

We use the personal data you provide as a member to service your membership. This includes sending renewal

information to members by mail and email, sending ABRS newsletters and information about our Annual General Meeting.

Keeping your information. All information, unless required otherwise by law (including permitted information relating to children or those lacking capacity); still in use or specifically requested to be kept longer, will be destroyed after 6 years.

Please indicate by ticking the relevant boxes, all ways in which we may contact you

Email Yes No SMS(Text) Yes No Phone Yes No Post Yes No

Using email will enable the ABRS to:

- send you the monthly newsletters
- give you access to the EEA and Livery List (they require your email address to send you all communications and their newsletter)
- Respond more quickly to queries about tests, welfare and safeguarding issues and government/affiliate updates

CONSENT

Please sign below to confirm you wish the ABRS to promote your Livery Yard on the ABRS website, giving your business name, the address, phone number, email and website address (if you have one), facilities and services (supported by appropriate photographs or video).

We do respect your privacy and work hard to meet strict regulatory requirements.

We'll never sell your personal data to third parties and will only share it with organisations we work with when it's necessary and the privacy and security of your data is assured.

I accept that my personal data will be kept and processed by the ABRS and that I may be contacted in the ways agreed above about the products and services supplied by the ABRS

X Signed: Date:

Section 3 - Livery Yard Information



DESCRIPTION (used for listing)

Please describe your Livery Yard (1000 characters)(this will be used for listing):

LIVERY YARD FACILITIES & SERVICES (used for listing)

Is there an outdoor arena? Yes No Number/Sizes:

Is there a covered arena? Yes No Number/Sizes:

Does the arena have lighting? Yes No Comments:

Other riding facilities:

HORSES AND HORSE WELFARE (used for listing)

Maximum number of horses at livery:

Number of stables:

Fields/turn out area: acres

Other horse welfare facilities:

LIVERY SERVICES (used for listing)

What type of Livery do you provide?:

Full: Yes No

Assisted DIY: Yes No

Working: Yes No

Retirement: Yes No

Part: Yes No

Grass: Yes No

DIY: Yes No

Track: Yes No

Holiday: Yes No

Schooling: Yes No

Other:

What facilities are available to livery owners?

Arena: Yes No Comments:

Hacking: Yes No Comments:

Cross-Country Course: Yes No Comments:

Horsewalker: Yes No Comments:

Show Jumps: Yes No Comments:

Stabling: Yes No Comments:

Grazing: Yes No All Year: Yes No

Other:

.....

LIVERY CONTRACTS

Please confirm that there is a contract in place for all liveries: Yes No

HEALTH AND SAFETY

Please provide copies of health and safety assessments and plans. I have provided a copy of:

Health and Safety Risk Assessment: Yes No Comments:

.....

Fire Safety Plan: Yes No Comments:

.....

INSURANCE

Please provide a copy of the relevant insurance documents. I have provided a copy of my:

Public Liability Insurance: Yes No

Name of insurance company: Insurance renewal date:

Care, Custody and Control Insurance: Yes No

Name of insurance company: Insurance renewal date:

Employers Liability Insurance: Yes No Not Applicable (no employees)

Name of insurance company: Insurance renewal date:

MAP & PHOTOGRAPHS

Please provide a map showing the extent of the livery yard footprint that will be covered by ABRS membership. Please mark on the map all key facilities.

Please provide photographs (.jpg) of all facilities and/or services provided. These will be used for your listing and to verify the information provided in this application. Please email photographs to the ABRS Office (office@abrs-info.org) making sure the photographs have a file name that makes clear the facility or service being shown.

I have:

Provided a map of the establishment: Yes No

Provided photographs of facilities and services: Yes No

Section 4 - Safeguarding



Requirement

The ABRS requires members to have Safeguarding policies and procedures in place if you and/or your staff **work** with any:

- Child or young person is any person under the age of 18 years.
- Adult at risk any person aged 18 years

The term 'work' in the context of Safeguarding is where you are undertaking '**regulated activities**'. Regulated activities for children and young people are defined in law and for sports (such as riding) and encompass:

- In England, Northern Ireland and Wales, teaching, training, instructing, caring for or supervising frequently or with intensity (more than 3 days in a 30 day period or overnight (2am and 6am with the opportunity for face-to-face contact)).
- In Scotland, working directly with children and young people, or teaching or supervising children. There is no frequency and intensity requirement.

The definition of a 'regulated activity' for adults at risk is focused on:

- In England, Northern Ireland and Wales, whether or not the adults involved are receiving a health care or social care service.
- In Scotland, those adults, aged 16 years and over, who are unable to safeguard their own wellbeing, property, rights or other interests.

If you are not sure whether you are undertaking a regulated activity, please contact the ABRS Office who will connect you with the ABRS Safeguarding Officer.

I and/or my staff work with children, young people and/or adults at risk: Yes No

If you have answered 'No', then please move to Section 6.

Human Welfare Officer

We require all members to appoint a Welfare Officer who is responsible the implementation of safeguarding policies and practices for the protection of children, young persons and adults at risk. This person is required to hold a DBS enhanced disclosure with barred list, to hold an up to date and appropriate *first aid certificate and to have an up to date and recognised Safeguarding & Protecting Children in Sport certificate.

It is the responsibility of the Welfare Officer to ensure that any members of staff (full, part-time, self-employed or volunteer) undertaking a '**regulated activity**', as described in national safeguarding legislation and regulations, hold the following certificates: Enhanced DBS with Barring Check, Safeguarding & Protecting Children in Sports and First Aid at Work.

If you do not yet have a DBS certificate please contact the ABRS Head Office as we will be required to initiate the process for you.

Name of Welfare Officer:

Mobile: E-mail:

Initiating umbrella body (DBS):

Disclosure number: Date Issued:

We require COPIES of the Welfare Officer's certificates for the Safeguarding & Protecting Children in Sports and First Aid courses attended.

Criminal Checks

The umbrella body used by the ABRS for Criminal Check is:

GBGroup- Online Disclosures
Tel: 0845 2515000

Email: contactus@gbgplc.com Website: www.onlinedisclosures.co.uk

FIRST AID COURSE

The British Equestrian Federation (BEF) and ABRS require that those involved in safeguarding in an equestrian setting should have First Aid training. This training should be a 3-day 'First Aid at Work' course or BHS 2-day course. Once the initial course has been taken, the refresher course must be followed up within 3 years or your qualification will lapse.

SAFEGUARDING & PROTECTING CHILDREN IN SPORTS COURSES

The BEF and ABRS consider the safety and enjoyment of young people while participating in any horse sport to be paramount. The BEF and ABRS recognise that they have a duty of care towards young people and adults at risk. The BEF Safeguarding and Child Protection course has been designed to raise awareness of these issues within the equine industry as well as provide detailed guidance on what to do if certain situations arise.

The initial course must be attended in person; this may be through attending a course on site or through remote video link. Computer-based training courses are available but only accepted when used as a follow-up within three years.

We require Livery Yard Welfare Officers attend a BEF or Sports Coach UK Safeguarding and Protecting Children workshop unless they work with children as part of their profession i.e. school teacher, nursery worker etc. If they do we then ask them to provide documentary evidence which must satisfy the following criteria; training must have:

- Been taken within the previous three years,
- Been of three hours in duration or more,
- Considerable focus of child protection in sport (preferably equine) context.

Details of workshops in your area can be found on the following websites:

- ABRS <https://www.abrs-info.org/>
- BHS - www.bhs.org.uk/training-and-qualifications
- Pony Club - www.pcuk.org/index.php/safeguarding/safeguarding_and_protecting_children_workshops/safeguarding_workshops/
- SportscoachUK - www.sportscoachuk.org/workshops/workshop-search
- Or search your local county Sports Partnership website eg www.activesussex.org or www.cornwallsportpartnership.co.uk

Other accepted courses are:

- NSPCC Safeguarding and awareness course
- Local Safeguarding Child Board Awareness course

There are online alternatives such as the NSPCC 'Child Protection Awareness in Sport and Active Leisure' course available through EduCare®.

Before embarking upon any online course please ensure that by the end of the course you will be able to:

- Identify and recognise good coaching practice and the implications for your coaching
- Explore your values and feelings in relation to child abuse, and recognise their potential impact on your response
- Recognise and respond to possible signs of child abuse
- Take appropriate action if concerns about a child arise.

See http://www.sportscoachuk.org/sites/default/files/Safeguarding_diagram_Coaches.pdf for a helpful diagram about the different courses offered

Section 5 – Staff List



The Association of British Riding Schools

CONFIDENTIAL – TO BE DISCLOSED TO ABRs STAFF ONLY

FULL NAME	Proprietor or Manager (Y/N?)	Instructor (Y/N?)	Full/Part Time/ Volunteer	Qualifications	For all staff that are doing regulated work (Section 5)			
					DBS Number	DBS Issue Date	Safeguarding Date (Taken)	First Aid Date (Taken)

FULL NAME	Proprietor or Manager (Y/N?)	Instructor (Y/N?)	Full/Part Time/Volunteer	Qualifications	For all staff that are doing regulated work (Section 5)			
					DBS Number	DBS Issue Date	Safeguarding Date (Taken)	First Aid Date (Taken)

Section 6 – Articles of Association of the ABRS



THE COMPANIES ACT
1985 APPLICATION
FOR MEMBERSHIP

ASSOCIATION OF BRITISH RIDING SCHOOLS

Registered Number: 3186520

Subject to the Memorandum and Articles of Association of the above named company (“the Company”), to any rules for the time being made there-under, and to any terms for membership applicable to the Company, application is made by the undersigned for membership of the Company, and in the event of the Company being wound up while the undersigned is a member, or within one year afterwards, the undersigned undertakes to contribute such amount as may be required, not exceeding the guaranteed sum mentioned below, for payment of the debts and liabilities of the Company contracted before ceasing to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights to the contributories amount themselves.

Applicant (name and address)

Guaranteed Sum

Livery Yard name:

£1

Address of business premises:

.....

.....

.....

Postcode:

X Signed: Date:

Section 7 – Application Check List



Subscription:

I have paid (or enclose a cheque) for my:

Membership Fee:

Inspection/Advisory Visit Fee: (if required)

Section 1 – Application Form:

I have completed and signed Section 1:

Section 2 – Privacy Policy:

I have indicated my marketing preferences:

I have signed Section 2:

Section 3 – Livery Yard Information:

I have completed Section 3:

I enclose the following documents:

Health and Safety Risk Assessment:

Fire Safety Plan:

Public Liability Insurance:

Care, Custody and Control Insurance:

Employers Liability Insurance: (if applicable)

Map of Livery Yard:

Photographs of Livery Yard Facilities and Service: (sent by email to office@abrs-info.org)

Section 4 – Safeguarding:

I have indicated whether safeguarding is applicable:

If yes, I have provided details of the Human Welfare Officer at Section 4:

I enclose the following documents for the Human Welfare Officer (if applicable):

Safeguarding & Protecting Children in Sports Certificate:

First Aid at Work Certificate:

Section 5 – Staff List:

I have completed Section 5:

Section 6 – Articles of Association of the ABRS:

I have completed and signed Section 6:

If you are unable to supply any of the documents required, please speak to the ABRS Office. This will not preclude you becoming a member but you will not be listed or be able to use the ABRS logo until all required documents have been submitted and verified. The ABRS will offer advice and assistance, where required, to achieve compliance.