

**A NATIONAL ORGANISATION  
FOR PROFESSIONAL RIDING  
SCHOOL PROPRIETORS**

# Membership Application Pack



**ASSOCIATION OF BRITISH  
RIDING SCHOOLS**

# Subscription Rates



The ABRS Membership year runs from 1<sup>st</sup> April until 31<sup>st</sup> March.

Subs are levied pro-rata (anyone who joins throughout the year will pay a part subscription).

## INITIAL INSPECTION FEE

|   |         |
|---|---------|
| Initial Inspection Fee 2018-19 (non-refundable) | £120.00 |
|---|---------|

## ANNUAL MEMBERSHIP

|                             |         |
|-----------------------------|---------|
| Standard Membership 2018-19 | £250.00 |
|-----------------------------|---------|

|   |         |
|---|---------|
| Small School Membership – 5 horses or fewer 2018-19 | £165.00 |
|---|---------|

We offer the following payment options:

### CREDIT / DEBIT CARD

(We regret we cannot accept payments by American Express)

### BANK TRANSFER

BACS Details for ABRS:

Lloyds TSB Sort Code 30-96-56 Account Number 00357995

### CHEQUE

Please make cheques payable to: Association of British Riding Schools Ltd

# Application Form



## CONTACT DETAILS

Establishment name: .....

Address of business premises: .....  
..... Postcode: .....

Correspondence address (if different): .....  
..... Postcode: .....

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

Landline: ..... Mobile: .....

Email: ..... Website: .....

Proprietor(s): ..... Manager: .....

## INSURANCE

Name of insurance company: ..... Insurance renewal date: .....

## FACILITIES

Riding School  Livery Yard  PC  BHS

Number of equines kept: ..... Fields/turn out area: ..... acres

Number of indoor schools/arenas:..... Number of outdoor schools/arenas:.....

Other amenities: .....

- I wish to apply for membership of the Association of British Riding Schools and agree to abide by the rules and conditions laid down in the Memorandum and Articles and the Code of Practice.
- I declare that I have the correct and appropriate documentation for 1<sup>st</sup> Aid and Safeguarding and am fully compliant with HSE. I will make these documents available for scrutiny by the ABRS inspector whenever required.
- I understand that I am responsible for all teaching and ancillary staff having the applicable documentation according to BEF and HSE regulations, (including enhanced DBS, when relevant). I enclose a cheque, payable to 'ABRS' for the non-returnable inspection fee of £120.
- If approved, I agree to pay the annual subscription.
- I understand that the information given above and further information collected during the initial inspection will be stored on the ABRS database and may be shared with members of ABRS Head Office staff and inspections team.

**X** Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# 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'll 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, CCTV 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.

**Please note that the members pages on our website won't be available to you until you're a fully compliant member.**

**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 (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 school on the ABRS website, giving your business name, the address, phone number, email and website address (if you have one).

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

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.**

Please refer to Appendix A for more information.

**X** Signed: \_\_\_\_\_ Date: \_\_\_\_\_

You can change your mind at any time about the choices you have made.

# Local Authority Enquiry Form



**SECTION A - *To be signed by the proprietor of the establishment applying for ABRS membership and returned to the ABRS office with ALL relevant forms.***

I confirm that I am the Proprietor of the under-mentioned establishment and give my permission for the Local Authority to divulge the information on this form to the Association of British Riding Schools. I confirm that my public liability and employer's liability insurance are up-to-date and undertake to maintain as such for so long as I shall remain a member of the ABRS.

**X** Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Proprietor)

Name of Establishment applying for ABRS membership: .....

Licence Number: .....

Name and address of Licensing Authority: .....

.....

## **SECTION B - *To be completed by the licensing authority***

When was this school licensed originally? .....

What date is the licence due for renewal? .....

Has a provisional or full licence been granted? .....

Are there any provisos? .....

.....

Have the proprietors, to your knowledge, been in breach of the Riding Establishments Act during the time they have held a licence?

.....

To your knowledge, from the veterinary report, has the welfare of the horses and ponies always been considered?

.....

Is there any reason, in your opinion, why the proprietor of this establishment should not be considered for membership of this association?

.....

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Local Authority)

# Human Welfare Officer



We require all member schools to appoint a Welfare Officer who is responsible for good practice and child protection. 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 all members of staff are compliant by holding the required DBS, safeguarding course certificate and first aid certificate, according to their role. For further details please read the information on the BEF website [www.bef.co.uk/Detail.aspx?page=Criminal-Record-Checks](http://www.bef.co.uk/Detail.aspx?page=Criminal-Record-Checks)

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 School: .....

Name of Welfare Officer: .....

Initiating umbrella body (DBS): .....

Disclosure number: .....

Date Issued: .....

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

**X** Signed: \_\_\_\_\_ Date: \_\_\_\_\_

GBGroup- Online Disclosures  
Tel: 0845 2515000  
Email: [contactus@gbgplc.com](mailto:contactus@gbgplc.com)  
Website: [www.onlinedisclosures.co.uk](http://www.onlinedisclosures.co.uk)

## **\*FIRST AID COURSE**

The ABRS requires to see a copy of a current First Aid Certificate; this certificate must be for 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.



## WORKSHOPS AND ALTERNATIVE TRAINING

The British Equestrian Federation (BEF) and the Association of British Riding Schools (ABRS) consider the safety and enjoyment of young people whilst participating in any horse sport to be paramount. The BEF and ABRS recognise that they have a duty of care towards young people and vulnerable adults. 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; Online courses are available but only accepted when used as a follow-up within three years.

We ask our riding school Welfare Officers to 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,
- have been of three hours in duration or more,
- have considerable focus of child protection in sport (preferably equine) context.

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

- BHS - [www.bhs.org.uk/training-and-qualifications](http://www.bhs.org.uk/training-and-qualifications)
- Pony Club - [www.pcuk.org/index.php/safeguarding/safeguarding\\_and\\_protecting\\_children\\_workshops/safeguarding\\_workshops/](http://www.pcuk.org/index.php/safeguarding/safeguarding_and_protecting_children_workshops/safeguarding_workshops/)
- SportscoachUK - [www.sportscoachuk.org/workshops/workshop-search](http://www.sportscoachuk.org/workshops/workshop-search)
- Or search your local county Sports Partnership website eg [www.activesussex.org](http://www.activesussex.org) or [www.cornwallsportpartnership.co.uk](http://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](http://www.sportscoachuk.org/sites/default/files/Safeguarding_diagram_Coaches.pdf) for a helpful diagram about the different courses offered



# Staff List



## CONFIDENTIAL – TO BE DISCLOSED TO ABRs STAFF ONLY

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

# Horse/Pony List



## CONFIDENTIAL – TO BE DISCLOSED TO ABRs STAFF ONLY

Please list all equines at your establishment included on your Local Authority Licence. Do not list any other equines (e.g. non-working livery or personal riding horses).

**Note:** Where a school horse is not owned by the establishment but is used in the school, please confirm that the owner has given consent for this.

Name of School: .....

**X** Signed: \_\_\_\_\_ Date: \_\_\_\_\_

| NAME | SEX | AGE | COLOUR | HEIGHT | USED FOR RDA | COMMENTS | NAME OF OWNER IF EQUINE NOT OWNED BY SCHOOL |
|------|-----|-----|--------|--------|--------------|----------|---|
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |
|      |     |     |        |        |              |          |   |

Please continue on reverse.

# Code of Conduct



Responsibilities of a Member School may include, but are not restricted to:

- Follow guidelines issued by governing bodies, abide by their rules, and never condone rule violations, rough play or the use of prohibited substances
- Support and promote their sport and its governing body
- Consistently maintain high standards of appearance and conduct
- Act with due respect to the reputation of the governing body
- Hold up-to-date insurance cover
- Maintain own standards by attending relevant training courses
- Show respect for other individuals' human rights
- Develop appropriate working relationships with pupils – especially children, based on mutual trust and respect
- Ensure the demands made on young riders are appropriate for their physical maturity and level of experience
- Place safety and well-being of pupils and horses over and above competition performance
- Co-operate with other specialists (officials, vets, other coaches etc.) if appropriate
- Treat everyone equally regardless of age, sex, ethnic origin, religion, political persuasion, sexual orientation or physical disability

Name: Mr/Mrs/Miss .....  
(please print clearly)

Name of Establishment: .....

**X** Signed: \_\_\_\_\_ Date: \_\_\_\_\_

To: The Executive Committee



THE COMPANIES ACT 1985  
APPLICATION FOR MEMBERSHIP

ASSOCIATION OF BRITISH RIDING SCHOOLS

Registered Number: 3186520

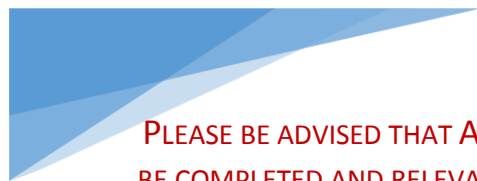
Subject to the Memorandum and Articles of Association of the above named company ("the Company"), to any rules for the time being made there-under, and to any terms for membership applicable to the Company, application is made by the undersigned for membership of the Company, and in the event of the 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, school and address)

Guaranteed Sum

£1

**X** Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant)



PLEASE BE ADVISED THAT **ALL** FORMS MUST  
BE COMPLETED AND RELEVANT CERTIFICATES  
SUPPLIED TO **HEAD OFFICE**. FAILURE TO  
SUPPLY THIS INFORMATION MAY DELAY  
YOUR APPLICATION