



RIDING FOR THE DISABLED ASSOCIATION

PRESIDENT: HRH. THE PRINCESS ROYAL K.G G.C.V.O.

(REGISTERED UNDER THE CHARITIES ACT 1960.)

Date as postmark

Dear Applicant

Thank you for your kind interest in becoming a volunteer at Middleton Park Equestrian Centre. Please read the enclosed information carefully and fully complete the 'Application Form For A New Helper For A Member Group'. Due to insurance purposes we are not allowed to let anyone volunteer in RDA lessons unless all relevant paperwork has been fully completed and checked by a member of staff.

To assist you in completing your application, please follow the instructions below:-

Application Form for a new volunteer for a Member Group

Part A Please provide your full name (including any other names which you have been known by), address, contact number and date of birth. We do need a contact number so that we can call you on receipt of your Application.

Part B Section A for any relevant experience. Although this is not essential, as full training will be given, it is very useful information for us.

Section B is declaring yourself fit for the work you are nominating yourself to do. Please let us know of any limitations you may have.

At this stage you need to read and understand our Child Protection Policy, which is included within the additional guidance and information notes. Please ensure that you sign on the application form to state you have done this.

Section C of this form asks for a reference. A reference is required from someone who has known you for a minimum of 5 years but who is not a member of your family. Please provide your Reference details on this form and ask your Referee to complete the attached Reference Form.

Part C Asks about previous convictions and also requests your permission for us to contact the Criminal Records Bureau. As part of your application it is compulsory that we now send off for a CRB check. A CRB form will be completed with you on your Induction to the Centre.

In addition to the forms you are required to complete, you will also find some useful guidance and information enclosed. Please read this carefully. Once we have received your Application, we will contact you to arrange a visit the Centre. We will then provide an Induction and complete a CRB form.

Before returning your application, please check that you have completed all sections of your forms and that you enclose the following:-

1. Application Form for a new Volunteer for a Member Group
2. Reference Form

Return your form to:-

Cathy Cook
Middleton Park Equestrian Centre
Middleton Grove
LEEDS
LS11 5TZ

What happens on Arrival?

When you come for a lesson you need to arrive 10 minutes before your allocated riding times so we can fit you for a riding hat, if necessary. We provide riding hats free of charge.

The Centre is always very busy and we therefore work to a strict timetable. If you are late for a

Lesson we will be unable to go over the scheduled lesson finishing time. If you arrive for a lesson

more than 10 minutes later than the lesson start time the horse prepared for you will have been removed from the arena, so you will be unable to ride but a charge will be made for the lesson. If you know you will be late, contact us to advise this and we will keep the horse prepared in the arena for you.

Please note that Middleton Park Equestrian Centre has a 24 hour notice requirement for lesson cancellations.

Please come dressed appropriately. You must wear long trousers that are not too baggy and preferably not jeans. We recommend that you wear gloves. Do not wear high heels or sandals.

Ideally you should wear boots with a flat heel, trainers or school shoes are acceptable.

Also bring a coat, as it can get quite cold even in warmer months.

Once you have been fitted with a hat you will be introduced to your pony/horse and instructor. You will then be mounted on the pony/horse where all relevant safety checks will be carried out.

Your riding time includes the mounting and dismounting procedure. We hope you enjoy your lessons at Middleton Park Equestrian Centre.

Should you have any questions, please do not hesitate to contact myself on 0113 2771962

Yours sincerely

Cathy Cook

APPLICATION FORM FOR A NEW VOLUNTEER FOR A MEMBER GROUP

PLEASE USE BLOCK CAPITALS THROUGHOUT AND RETURN TO THE ADDRESS BELOW ON
COMPLETION



GROUP NAME	MIDDLETON PARK
CHARITY NO	1074366
NAME	C COOK
ADDRESS	MIDDLETON GROVE LEEDS LS11 5TZ
TEL NO	0113 277 1962

CONFIDENTIAL INFORMATION FOR USE BY RELEVANT
RDA PERSONNEL ONLY

**You have a right of access to information held about you and
other rights under the Data Protection Act 1984**

PART A YOUR DETAILS

First Name, Surname	Mr/Mrs/Miss
Any previous names by Which you have been known	
Address	
Telephone Number	
Date of Birth	

PART B ADDITIONAL INFORMATION ABOUT YOU

(a) Experience

Horses/Ponies
Disabled Adults or Children
Other (e.g. First Aid Training, Nursing, Teaching, Secretarial Skills)

March 2004

(b) Fitness

Most helpers join a group to become involved with disabled adults or children and horses or ponies. These activities require a degree of physical fitness. Other essential group activities (financial, administrative, and secretarial) do not require the same level of fitness. Please describe any limitations on your ability to participate in Group activities.

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I confirm that I have read and agree to abide by the Group's Child Protection Policy and procedures;	
Signature	
Date	

(c) Reference

Initials, Surname	Mr/Mrs/Miss
Address	
Telephone Number	

I am happy to recommend the applicant (whom I have known foryears) as an RDA volunteer (preferably to be signed by someone other than a family member)	
Signature	
Date	

PART C

Have you ever been convicted of a criminal offence or been the subject of a caution, 'a bound over order' or a 'civil action' involving physical or sexual abuse or violence?

YES / NO (Please delete whichever is not applicable)

If YES, please give details,

March 2004

You are advised that under the provisions of the rehabilitation of offenders act 1974 (exceptions) order 1975 as amended by the rehabilitation of offenders act 1974 (amendment) 1986, you should declare all convictions, including 'spent' convictions.

Have you ever been subject to any disciplinary actions or sanctions relating to child abuse, sexual offences or violence?

YES / NO (Please delete whichever is not applicable)

If YES, please give details:

You are required to self-certify that you are not known to ANY Social Services as being an actual or potential risk to children, and that you have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in or assumed by a local authority, or had a child ordered to be removed from your care.

As part of the checking procedures, you are advised that the Group reserves the right to make reference to the Local Authority Social Services Department and Police Records to verify information given on this form, when it is submitted or at any time in the future. It is the Group's policy to make random police checks and to take up all references.

NB: It is the duty of all group personnel, instructors and volunteers to report any change or conviction involving children.

I consent to a criminal records check being made, confirm that the information provided on this form is correct, and accept that failure to disclose information or subsequent failure to confirm to the Group's Child Protection Procedures may result in disciplinary action and possible suspension.

Signature	
Date	

**Riding for the Disabled Association Incorporating Carriage Driving (RDA), Lavinia Norfolk House, Avenue R, Stoneleigh Park, Warwickshire
CV8 2LY
Registered Charity Number 244108 – Registered Company Number 5010395
March 2004**

Middleton Park
EQUESTRIAN CENTRE

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DISABLED ASSOCIATION**

PRESIDENT: HRH. THE PRINCESS ROYAL K.G G.C.V.O.
(REGISTERED UNDER THE CHARITIES ACT 1960.)

MIDDLETON GROVE,
LEEDS LS11 5TZ
TEL: 0113 2771962
FAX: 0113 2723592
EMAIL: middletonparkqctr@btinternet.com www.mpec-
rda.co.uk

REFERENCE FORM

Dear Sir/Madam

Your name and contact details have been given by

Please could you confirm how many years you have known this person for and write a paragraph in the space below about this person as he/she has applied to become a volunteer at Middleton Park Equestrian Centre. Due to the nature of the work and people he/she will be working with we have to have a reference from each applicant. Please note: We may do spot checks on our volunteers and run a search with the Criminal Records Bureau.

Sign Name: _____ Print Name:

Date: _____

Kind Regards

Cathy Cook