



RDA (Woodbridge & District Group)

Equine Activity Participants' Agreement 2026

Name of Participant:	
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RDA (Woodbridge & District Group) is committed to providing a safe and valuable therapeutic riding experience with qualified RDA coaches and trained volunteers. All volunteers and staff working with our group have a disclosure & barring (DBS) check. Copies of our Safeguarding Policy are available on request. We aim to work in partnership with participants, parents, carers and client groups to deliver enjoyable riding sessions that provide therapy, fitness and opportunities for achievement for all ages and abilities.

The cost of our sessions is heavily subsidised. As a charity we receive no government or other regular external financial support so we appreciate your understanding and cooperation in reading and adhering to this Agreement to help the centre run as efficiently as possible. We also ask that payments are made promptly.

APPLICATION FORMS AND PARTICIPANT ASSESSMENT:

1. All participants must complete a Participant Application Form and have an assessment ride before a regular riding slot can be offered.
2. Participant Application forms must be renewed every 3 years. If any details change within this time, **e.g., change of address or telephone number** please advise the Centre Manager or coach.
3. In the event that the participant is non-communicative, then for health and safety reasons, they must have someone that the Coach (and Centre Manager) can communicate with in English with them at all times.

DONATION PAYMENT:

4. Payment for riding sessions for the year should be made in **12** equal monthly instalments of **£47.50** by standing order to: **Riding for the Disabled (Woodbridge and District Group)**, Account **20756369**, Sort code **20-98-07**, the **payment reference** should be the name of the participant. This equates to a £17 donation for each of the 35 riding sessions (we typically offer between 36 and 38 riding sessions each year with no additional payment expected).

CANCELLATIONS:

5. On occasions where we must cancel a session, due to extreme weather conditions or lack of volunteers for example, we will contact you as early as possible. **There will be no charge to you if we cancel for any reason.**
6. If you are unable to make it to a session you must let us know **by telephone** on 01473 737087. There is an answerphone if no one is available, please leave a message.
7. Once we have allocated you a riding day and time this is yours and will not be allocated to anyone else. For this reason, other than in exceptional circumstances, we cannot give you a credit or rearrange for an alternative date/time if you cancel or fail to turn up for a session. Notice must be given of absence due to medical conditions or adverse weather. These will be dealt with on an individual basis.
8. If you wish to terminate your riding slot, we ask for notice of 1 month in writing - the email address is office@rdawoodbridge.org.uk.

PUNCTUALITY AND ARRIVAL TIMES:

9. Please arrive **10 minutes before the start of the session** to allow time for hat fitting.
10. If you arrive late, we may be unable to make that time up as other participants will be waiting for their sessions to start on time.
11. If we are running late, we will make up your session time.

COACHING TEAM

12. We reserve the right to change the coach for your session if necessary.
13. The Coaches decision on which horse/pony will be ridden is final.
14. We reserve the right to offer an alternative activity e.g., horse care or stable management if the coach judges that riding is unsafe. For example, horse behaviour can be unpredictable in a thunderstorm or high winds.

SAFETY EQUIPMENT AND RIDING WEAR:

15. Riding hats and riding boots can be provided, if participants choose to bring their own then:
 - a. Boots must have a smooth sole and a clearly defined heel. Specialist footwear can only be worn with specialist stirrups (provided). **Wellington boots must not be worn when riding.**
 - b. Riding hats must be of the current standard, please see Centre Manager for accepted standards.
16. Riding hats must be **worn and fastened at all times** whilst riding or otherwise in contact with horses.
17. Participants must wear suitable clothing i.e., loose fitting or stretchy, long trousers (no shorts), tops must cover the shoulders (no sleeveless tops) and layers (for warmth) in winter (scarves must be tucked in and coats must be done up). Gloves are recommended for riding (please bring your own).
18. Wearing of jewellery and piercings (including earrings) is discouraged whilst riding. Participants may be asked to remove items for health and safety reasons.

ADDITIONAL VISITORS:

19. Any children accompanying your participants must be supervised at all times by a legally responsible person.
20. If spectating in the gallery, please keep noise to a minimum and remain in full view of the horses and the Coach.
21. The Coach reserves the right to ask spectators to leave the area if they feel the safety of the session is in question.

SMOKING POLICY:

22. Smoking is only permitted in the designated area in the car park. Please dispose of cigarette ends responsibly.

PETS:

23. No pets allowed except for Guide & Assistance dogs.

HORSES/PONIES:

24. Please **do not feed** or otherwise make contact with the horses and ponies without permission from the Coach or Activity Leader.
25. Keep to the specified areas unless accompanied by a coach or volunteer.

MINI BUSES, CARS, BICYCLES:

26. We cannot be held responsible for any damage to your vehicle while on the premises/grounds.

SAFETY:

27. Horses by nature are unpredictable and whilst we take all reasonable care to provide suitable and safe environment for all our visitors and participants, as stated on the RDA Participant application form, this activity involves risk and the participant should take all reasonable precautions and must follow all advice given.

COMPLAINTS:

28. If you have any complaints, you should immediately bring them to the attention of the Coach or the Centre Manager. Failing resolution, the matter will be referred to the Chair of Trustees.

PLEASE NOTE:

The Trustees and Staff of RDA (Woodbridge & District Group) cannot be held responsible for any accident, injury or loss to any persons or their property whilst on these premises.

If participant is under 18 years old the form must be signed by a parent or legal guardian

Signature:		Date:	
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If consent has been given by the participant's parent or legal guardian:

Name:		Relationship to Participant:	
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RDA (Woodbridge & District Group), Tel: 01473 737087 Registered Charity Number 1127627

Registered in England 06421182, Registered Office: The Bays, Monewden Road, Clopton, Woodbridge IP13 6QL