**PARTICIPANT APPLICATION FORM**

Please make sure you fill in this form clearly, using BLOCK CAPITALS, and return it to the **RDA Group address** below

|  |  |
| --- | --- |
| This section must be completed by the RDA Group, before the form is given to the applicant | |
| **RDA Group Name** | HEREFORDSHIRE RDA |
| **Charity Number** | 1100675 |
| **Group Contact Name** | HEREFORDSHIRE RDA |
| **Contact Address** to which the completed application form should be sent | HOLME LACY THERAPEUTIC CENTRE, HOLME LACY,  HEREFORD, HR2 6LL |
| **Contact Email Address** | ADMIN@RDAHEREFORD.ORG |
| **Contact Telephone Number** | 01432 870 831 |

All information provided on this form will remain strictly confidential, for use by relevant RDA personnel only, in compliance with the statutory requirements of the Data Protection Act 2018. It will be used to help us to understand any specific needs you may have and to support you. We will also use this information to contact you in relation to your activities with RDA - this may include sending you important information about your involvement in your RDA Group, or any other activities you may take part in within RDA.

**PART 1 – YOUR DETAILS** *(details of the participant)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First Name/s** |  | | | **Last Name** | | | |  | | | | | | |
| **What name/ nickname do you like to be known by?** | | |  | | | | | **Preferred Pronouns?** | | | |  | | |
| **Date of Birth** |  | | | **Sex** | | **M**  / **F** / **I identify in another way / Prefer not to say** | | | | | | | | |
| **If you are not fluent in English, which language/s do you use on a daily basis?** | | | | | | | | |  | | | | | |
| **Address** |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | **Postcode** | | |  | | | | | | | |
| **Telephone** |  | | | **Mobile** | | |  | | | | | | | |
| **Email** |  | | | | | | | | | | | | | |
| **Do you have any previous experience of riding or carriage driving at an RDA Group?** | | | | | | | | | | **YES** |  | | **NO** |  |
| **If YES, what is the RDA Group’s name?** | |  | | | | | | | | | | | | |
| **Are you joining as part of a school, college or care centre group, or similar?** | | | | | | | | | | **YES** |  | | **NO** |  |
| **If YES, what is the name of the school, college or centre?** | | | | |  | | | | | | | | | |

**PART 2 – SPECIFIC INFORMATION ABOUT YOU**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tell us about your disability or impairment** and how it affects you (to help us to understand how to support you) | | | |
|  | | | |
| **Do you have any conditions that may need special attention during your RDA activities?**  Is there anything else about your disability or impairment that we should be aware of, to help us to improve your RDA experience? | | | |
|  | | | |
| **In case we need to find out more about your disability and how we can support you, please provide the name and contact details of a medical professional, who knows you and is familiar with your medical condition(s)** | | | |
|  | | | |
| **What is your height?** |  | **What is your current weight?** |  |
| *Please note that the applicant’s height and weight details will be used discreetly by the group’s coach, to assess the suitability of available horses or ponies* | | | |

**PART 3 – ADDITIONAL INFORMATION ✔✔**

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| --- | --- | --- | --- | --- | --- |
| **ALLERGIES** | Do you have any known allergies? | **YES** |  | **NO** |  |
| **EYESIGHT** | Do you have a visual impairment, or do you have low vision? | **YES** |  | **NO** |  |
| **HEARING** | Do you have a hearing impairment, or do you have hearing loss? | **YES** |  | **NO** |  |
| **WALKING/MOBILITY** | Do you need any help with walking? | **YES** |  | **NO** |  |
| Can you walk up a few steps (e.g. up a mounting block to a horse) | **YES** |  | **NO** |  |
| Do you use any walking aids or supports? | **YES** |  | **NO** |  |
| Do you wear any orthopaedic appliances? | **YES** |  | **NO** |  |
| Are you a wheelchair user? | **YES** |  | **NO** |  |
| Can you take weight through your feet (e.g. sitting to standing) | **YES** |  | **NO** |  |
| **COMMUNICATION** | Do you understand BSL and use it to communicate yourself? | **YES** |  | **NO** |  |
| Do you understand Makaton and use it to communicate yourself? | **YES** |  | **NO** |  |
| **INSTRUCTIONS** | Would you prefer that we help you by using very simple instructions? | **YES** |  | **NO** |  |
| **If you have answered YES to any of the above questions, please detail any additional information that you think would be helpful to us, to be able to help and support you, and give you the best experience we can** | | | | | |
|  | | | | | |

**PART 4 – DECLARATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * I wish to apply to join an RDA Group as a participant, and confirm that all details given on this form are true and accurate, to the best of my knowledge * I agree that should the RDA Coach require additional information on my medical condition at any time, I will provide what is needed and will be willing to obtain a medical report from a medical professional, if necessary, who is familiar with my condition/s. I understand that I may be required to pay a fee for such a report. * I confirm that I will notify RDA immediately if any of the details or information provided on this form should change in any way * I recognise that this activity involves risk, and that I, the participant, must take all reasonable precautions and follow all advice properly given, at all times * I understand that horses and ponies, by nature, are unpredictable and as such they may react to a situation or to the local environment in such a way that the rider/ vaulter/ carriage driver may be unseated by accident   **In the absence of any negligence on the part of the RDA Group or RDA UK, I fully understand and accept that no liability will attach to either party.** | | | | | |
| **PHOTOGRAPHS/ VIDEOS**  📷📱 | I give my consent to photographs or videos of me being taken during RDA activities for training and/or publicity (including, but not limited to, websites, social media, newsletters and marketing materials for the RDA Group and RDA UK). I give this consent understanding that these images will not be given to a third party without my explicit consent | **YES** |  | **NO** |  |
| **SIGNATURE** | ……………………………………………………………………………………………………………………………………………………………  **PARTICIPANT / PARENT / GUARDIAN / CARER**  *(please delete as appropriate)* | **DATE** | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Emergency Contact Details** | It is important that we know who to contact in case you are injured or become unwell. By ticking this box I confirm that have the consent of the person below, to be contacted in an emergency during the course of RDA activities | | | |  |
| **Emergency Contact Name & Relationship to Applicant** | |  | **Emergency Contact Number** |  | |

**PART 5 – APPLICANT’S PARENT OR LEGAL GUARDIAN DETAILS & CONFIRMATION OF CONSENT TO JOIN RDA**

(if this form has been completed by a parent/ legal guardian, or if the applicant is under 18 years old)

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| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Relationship to Applicant** | | |  |
| **Address** |  | | | | |
|  | | **Postcode** |  | |
| **Telephone** |  | | **Mobile** |  | |

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| --- |
| **RDA GROUP USE ONLY: DATE APPLICATION RECEIVED**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **APPLICATION APPROVED / DECLINED** (delete as applicable)  **APPLICATION SUBJECT TO TRIAL PERIOD?** **Y / N**  **If yes, trial end date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **APPLICATION REVIEW DUE DATE (MUST BE AT LEAST EVERY 3 YEARS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. **TERMS & CONDITIONS**
2. Riders will be provided with a link via email to book lessons through our online booking system. Lessons are subject to availability and slots cannot be guaranteed each week.
3. Sessions are payable at time of booking which is in advance of the lesson. Payment will show as So Herefordshire on your bank statement.
4. All HRDA horses have a maximum weight carrying capacity for their health and welfare – this weigh varies from horse to horse and therefore every rider must be weighed before their first lesson to ensure the horse does not exceed their weight carrying capacity. Rider weights will be kept confidential and only used to ensure a suitable HRDA horse is allocated.
5. Please be aware that our **maximum weigh limit can vary depending on the horse’s maximum weight carrying capacity** as stated in our HRDA weight policy. Current maximum weight as of January 2022 is13.5 stone
6. If a rider is above the maximum weigh limit, then they will be offered riding sessions on our mechanical horse which has a maximum weigh limit of 18 stone.
7. If a lesson is cancelled by the HRDA centre, we will contact you with as much notice as possible.
8. Riders must give at least 24 hours’ notice to cancel a lesson. There will be no refund if the lesson is cancelled within 24 hours.
9. Riding hats must always be worn whilst mounted – the HRDA centre can provide riding hats if required.
10. All riding hats must comply to the following safety standards PAS015:1998, ASTM F1163, SNELL E2001 or VG1. If riders wish to use their own riding hat it will be checked at the start of their first session and then tagged.
11. HRDA ensure that our safeguarding policies and procedures are up-to-date and understood by all members of the group