Dear [Name],

RE: First Aid Provision at [Name of Event / Activity] on [Date of Event / Activity]

The [Name of Branch] Branch of the Pony Club is organising a [Type of Activity] at [Venue / Location of Activity, including Post Code] on [Full Date, including day]. The ambulance will be required from [start time], [Number of minutes before activity is due to start] minutes before the scheduled start of the competition until [expected finish time], the anticipated time the event will finish. Please could you provide the following (or “Please could you quote for providing the following”):

Ambulance
A designated vehicle, appropriately marked and identifiable which conforms to current regulations, for the transport of the injured or seriously ill patient. It must contain necessary resuscitation, immobilization and transport equipment. This should include the equipment detailed on the list attached.

Personnel
Two ambulance personnel, one of whom must be a trained and qualified “Paramedic” or “Emergency Medical Technician (EMT) or higher”, and the second member should be trained at least to the level of a Qualified First Aider. Training records must be kept for each person and be available for scrutiny by a representative of The Pony Club on the day, if requested.

Either: A doctor will be present to act as the designated Medical Officer for the event. The doctor will discuss the detailed medical arrangements with the ambulance personnel on arrival.
Or: The senior member of your team will be asked to act as the designated First Aid Provider for the event. The Organiser will discuss the detailed medical arrangements with them on arrival.

The competitors at this event will include children, therefore, all medical personnel should have a current disclosure check (i.e. DBS, PVG or Access NI).

Note: These requirements would need to be tailored to your specific event and the minimum first aid cover required, as indicated in Appendix A1 – First Aid Matrix.

Insurance
The ambulance and personnel must be covered by public liability insurance. The Organiser may request to see a copy of the insurance certificate on the day of the competition.

Ambulance and Personnel Registration
Please provide details of your registration with the Care Quality Commission (CQC) and the Ambulance Personnel's Health Professions Council (HPC) registration with your quotation.

Doctor Registration
Please provide details of you registration with the General Medical Council (GMC) with your quotation.
Yours sincerely, etc.

Note to Event Organiser – When confirming your booking, ensure that the Event Location and the Time the Ambulance is required are clear. Allow time for the Ambulance Personnel to check the location of all aspects of the event, including Cross Country course when included, before the first competitor is due to start. Also consider allowing additional time at the end of the event in case the timetable should run late.