



Please complete all sections required, as explained in the notes below. This form is used for you to provide the necessary information to comply with Pony Club rules and other legal requirements. The fields on this form are the same as the fields required on the Coach Directory.

Only those people listed, who fulfil the necessary requirements, are permitted to coach at Pony Club activities.

Section 1 – Personal Details **TO BE COMPLETED BY ALL**

Section 2 – Qualifications **TO BE COMPLETED BY ALL**

Completion of Sections 3 – 8 depend on the Coach Category you should be in. Please follow the instructions in Section 2.

Section 3 – Continuing Professional Development

Section 4 – Disclosure Certification

Section 5 – Safeguarding and Protecting Children Workshop

Section 6 – First Aid

Section 7 - Instructor's Folder (Fully Accredited Coaches)

Section 8 - Instructor's Folder (Supervised / Volunteer Coaches)

Section 9 - **TO BE COMPLETED BY ALL**

SECTION 1. Personal Details

TYPE OF COACH	<input type="checkbox"/> Fully Accredited <input type="checkbox"/> Supervised – Regular <input type="checkbox"/> Supervised – Not Regular <input type="checkbox"/> Volunteer – Regular <input type="checkbox"/> Volunteer – Not Regular <input type="checkbox"/> Non Riding <input type="checkbox"/> Visiting Coach
TITLE	_____
GENDER	_____
FORENAME	_____
SURNAME	_____
EMAIL*	_____
DATE OF BIRTH	_____
HOME PHONE	_____
MOBILE PHONE	_____
ADDRESS LINE 1	_____
ADDRESS LINE 2	_____
TOWN	_____
COUNTY	_____
POSTCODE	_____
PC COACHING REGULARITY	<i>Per month:</i> <input type="checkbox"/> 4+ Days <input type="checkbox"/> Less than 4 days
PREFERRED COMMUNICATION	<input type="checkbox"/> Home Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Phone or Email <input type="checkbox"/> Text



You now need to identify which Coach Category you are. **Please select one.**

1. Fully Accredited Equestrian Coaches

These Coaches can take sole charge of The Pony Club groups they coach, without supervision.

Please complete Sections 3, 4, 5, 6 and 7.

2. Supervised Coaches

These Coaches must not earn their main income from coaching riding. They may be paid to coach for The Pony Club. They must be supervised (within full sight and sound at all times) by a Fully Accredited Coach (category 1), the DC or Centre Proprietor, or any other official who fulfils the requirements for category 1.

Please complete Sections 3 and 8. If you coach regularly (i.e. four or more times within any 30 day period) also complete Sections 4 and 5.

3. Volunteer Coaches

These Coaches / Instructors must be unpaid and supervised by a Fully Accredited Coach (category 1), the DC or Centre Proprietor, or any other official who fulfils the requirements for category 1.

Please complete Section 8. If you coach regularly (i.e. four or more times within any 30 day period) also complete Sections 4 and 5.

4. Coaches for non-riding / horse related activities

These Coaches can be used for coaching sports / disciplines other than riding for Pony Club activities e.g. Swimming, Shooting, Running.

Please complete Sections 4, 5 and 6.



SECTION 3 - Continuing Professional Development (CPD)

Pony Club Coaches must attend a Pony Club CPD course at least once every two years.

The only exceptions are:

- BHS Registered Instructors may use their BHS CPD
- Registered Coaches for other Equestrian Organisations may use their CPD from that organisation *but may only coach that discipline within Pony Club, if they are a coach for a specific discipline organisation. If they wish to coach other disciplines for Pony Club, they must attend a Pony Club CPD course.*

e.g. BD registered Coaches need not attend Pony Club CPD, but may only coach Dressage within The Pony Club. If they wish to coach any other discipline, they must attend a Pony Club CPD course.

PLEASE SUPPLY THE DATE OF THE LATEST PONY CLUB CPD COURSE YOU ATTENDED	_____	If you are a BHS Registered Instructor and haven't attended Pony Club CPD, please supply the date of your latest BHS CPD. If you are a Registered Coach for another organisation and haven't attended Pony Club CPD, please supply the date of your latest relevant CPD for that organisation.
WHERE WAS THE COURSE HELD?	_____	
WHAT WAS THE TITLE OF THE COURSE?	_____	

SECTION 4 – Disclosure Certification

Fully Accredited and Pony Club Coaches who coach regularly must have an up to date enhanced disclosure check. This should have been completed in the last three years. If the certificate contains any information it must be reported to The Pony Club for consideration following The Pony Club's procedure, in order that the insurers can be informed and for the insurance to remain valid.

PLEASE SELECT THE DISCLOSURE TYPE:	<input type="checkbox"/> CRB	<input type="checkbox"/> DBS*	<input type="checkbox"/> PVG	<input type="checkbox"/> Access NI
PLEASE SUPPLY THE CERTIFICATION NUMBER	_____			
PLEASE SUPPLY THE CERTIFICATE DATE OF ISSUE	_____			
*ARE YOU SUBSCRIBED TO THE DBS ONLINE UPDATE SERVICE?	<input type="checkbox"/> Yes <input type="checkbox"/> No Subscription to the online update service requires an annual fee (£13 per year or free for volunteers)			
PLEASE CONFIRM THAT YOU HAVE SUPPLIED A COPY OF YOUR DISCLOSURE CERTIFICATE WITH THIS FORM	<input type="checkbox"/> Copy enclosed. This will be destroyed once it has been checked, in line with data protection legislation			

SECTION 5 - Safeguarding and Protecting Children Workshop

These should be attended at least once every three years. In the first instance, Coaches must attend a course in person. If you are unable to attend a Pony Club Safeguarding and Protecting Children Workshop, Sports Coach UK and British Horse Society (BHS) courses are also accepted.

PLEASE SUPPLY THE DATE OF THE WORKSHOP YOU ATTENDED	_____
PLEASE CONFIRM THE TYPE OF COURSE ATTENDED	<input type="checkbox"/> Face to Face <input type="checkbox"/> Online
PLEASE CONFIRM THAT YOU HAVE SUPPLIED A COPY OF YOUR CERTIFICATE WITH THIS FORM	<input type="checkbox"/> Copy enclosed.

**SECTION 6 - First Aid Course**

These need updating every two or three years, depending on which course you do. The following courses are accepted:

- First Aid at Work (expires after three years)
- BHS Initial First Aid course (expires after two years)
- Emergency First Aid at Work, or any other one-day First Aid course including resuscitation (usually expires after three years – check the date on your certificate)

PLEASE SELECT THE FIRST AID COURSE TYPE:	<input type="checkbox"/> FAW	<input type="checkbox"/> BHS IFA	<input type="checkbox"/> EFAW / 1 day course
PLEASE SUPPLY THE DATE OF THE COURSE	_____		
PLEASE CONFIRM THAT YOU HAVE SUPPLIED A COPY OF YOUR CERTIFICATE WITH THIS FORM	<input type="checkbox"/> Copy enclosed.		

SECTION 7 – Coaches Folder (Fully Accredited Coaches)

The Pony Club Coaches Folder contains up to date information on Pony Club Tests, Health & Safety policies and other relevant information. Fully Accredited Coaches should own a copy.

DO YOU OWN A COPY OF THE PONY CLUB COACHES FOLDER?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION 8 – Coaches Folder (Supervised / Volunteer Coaches)

The Pony Club Coaches Folder contains up to date information on Pony Club Tests, Health & Safety policies and other relevant information. Supervised / Volunteer Coaches should have access to a copy, either at home or in the Branch/Centre.

DO YOU HAVE ACCESS TO A COPY OF THE PONY CLUB COACHES FOLDER?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION 9

Thank you for providing your information. This will be added to the Coach Directory in the coming weeks.

Please sign below to confirm that all of the information supplied is, to the best of your knowledge, correct, and that you have supplied the required certificate copies:

Coach Name and Signature: _____

Date: _____

Please return this form to The Pony Club Office by email to training@pcuk.org or post (The Pony Club, Stoneleigh Park, Kenilworth, Warwickshire, CV8 2RW). Please keep a copy for your own records.