

HSI Vetting Policy & Procedure – Garda Vetting and Access NI

1. Introduction

Vetting (both Garda Vetting and Access NI) is available to HSI and all HSI Affiliated organisations through the registration of HSI with the National Vetting Bureau and Access NI (in partnership with the Northern Irish Sports Forum -NISF) and the appointment of Liaison Persons within HSI who will process vetting applications.

The decision to engage in vetting is part of HSI's safeguarding standards to protect the welfare of children and vulnerable adults within Equestrian Sport.

All adults working with young people and vulnerable adults, (in either a paid & voluntary capacity) or with regular and continuous access to young people and vulnerable adults, and for NI, those within regulated activity and/or a supervisory role of those with regular and continuous contact with young people will be required to partake of the vetting process. This is a prerequisite of safeguarding standards for HSI. Failure to successfully complete the process may result in disqualification from appointment to a position.

Following agreement at a meeting of the Horse Sport Ireland (HSI) Main Board on 27th May 2014, both HSI and HSI Affiliates are bound by the HSI vetting procedures outlined below (with the exception of any affiliate who has a sanctioned Liaison Person (LP) and are submitting vetting forms directly to the NVB).

2. Garda Vetting General Provisions

The following sections set out the HSI Garda Vetting policy and procedures as we promote best practice in the recruitment and selection of persons to work with children and vulnerable adults in (i) HSI activities and (ii) membership/suitability to work within our Affiliates.

I. Legislation relating to ROI Vetting

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016, together with the Criminal Justice (Spent Conviction and Certain Disclosures) Act 2016 part 3 provide the legislative basis for persons working in relevant work or activity to undergo a vetting check prior to working with children or vulnerable persons. In addition, the following legislation is also considered:

- Civil Service Commissioners Act 1956
- Child Care Act 1991 – Sections 5; 61; 65
- Data Protection Act 1988/2003
- Children's Act 2001 – Section 258
- Private Security Authority Act 2004

II. Exemptions under the legislation - ROI

Within the National Vetting Bureau Act certain exemptions from vetting are outlined in Sect. 3 (1) (c):

Sect 3 (1) (c) states, persons giving of assistance on an **occasional basis** (i.e. at training sessions, competitions, national squad etc.) and for no commercial consideration at an event would not be required to be vetted.

III. Horse Sport Ireland – Definition of Occasional Work

An individual not previously vetted can carry out an occasional role on the following basis:

- The individual must be known to the club/affiliate/HP Manager
- The occasional role involving our young members/vulnerable adults can only be **carried out one or less times per 6-month period** at any level. I.e. once at club level and once at affiliate level in any 6-month period exceeds the definitions of Occasional Work.
- The Occasional Work referred to is any role other than where such assistance includes the coaching, mentoring, counselling, teaching, or training of children or vulnerable persons.
- The person carrying out the Occasional Work must at all times be supervised by a vetted person.

- The person must sign a Code of Conduct relevant to the level of the organisation.

3. Access NI General Provisions

Access NI supplies criminal history information to organisations that are required by law to consider the suitability of applicants for certain positions or to ensure that they are not barred from working with vulnerable groups.

Horse Sport Ireland (HSI) has signed up to a Service Level Agreement with the Northern Ireland Sports Forum (NISF) (the NISF is an approved Umbrella Body by AccessNI and can submit Access NI Disclosure Certificate Applications for criminal history checks to AccessNI on behalf of other non-registered organisations).

AccessNI checks must be completed for those individuals from HSI or any of our Affiliates in **Regulated Activity**.

(**Regulated Activity** is an activity that is considered to be unsupervised – in terms of the legislation the term “supervision” refers to the formal supervision by a person in a position of authority who has responsibility for that individual and they are themselves checked against the Barred List).

From 1 April 2015, all Access NI (ANI) Applications made through NISF on behalf of Horse Sport Ireland can now be completed on-line.

4. Vetting Process

4.1. Who is responsible for determining who needs vetting?

While Horse Sport Ireland is appointed by the National Vetting Bureau as the ‘relevant organisation’ and HSI liaises with NISF on Access NI applications, it is the responsibility of each Affiliate Body to determine what personnel in their organisation need to be vetted to comply with this policy.

Horse Sport Ireland is responsible for ensuring members and individuals operating at national level are vetted in accordance with this policy.

4.2. Who is required to be vetted?

All persons applying for a role that provides an opportunity for unsupervised access to children must undergo the vetting process. These positions with respect to Garda Vetting are referred to as undertaking **relevant work or activity** (NVB) defined in the National Vetting Bureau (Children and Vulnerable Adults) Act 2012 to 2016. AccessNI checks must be completed for those individuals from HSI or any of our Affiliates in **Regulated Activity** in Northern Ireland.

Individuals who must be vetted are those applying for positions including but not limited to the list of roles included in Appendix 1 of this policy. HSI reserves the right to amend this list from time to time.

4.3. When is an individual required to be vetted?

All the positions referred to above, or any other position identified by an Affiliate as a vetted position must be successfully vetted before an individual is allowed to take up their chosen position(s).

The requirement for vetting must be included in any job description for a vetted position. This policy must be available to prospective employees/members at the time of application.

Once an individual intends to apply for any vetted position a vetting application must be submitted for processing. An appointment to a vetted position is subject to a successful vetting outcome.

4.4. Vetting of Minors

If a person under the age of 18 is identified as one requiring vetting, the applicant will also need Parental Consent which must be submitted along with the application documents to allow the vetting to proceed. Applicants who are under 18 must be over 16 to be suitable for vetting. Vetting is not permitted for those aged under 16.

4.5. Vetting Charges

Horse Sport Ireland have an administrative charge of €20 per vetting application. Payment can be made via the Horse Sport Ireland website.

4.6. Verification of Identify

On the commencement of the National Vetting Bureau Act, the NVB introduced the requirement of an ID Check for each person seeking vetting through them. HSI will utilise the services of our Affiliate Children's Officers and other nominated persons to enable this happen. Identification verification of a person applying for vetting will be required at local level before the applicant can access the vetting form and submit it to Horse Sport Ireland for processing with the National Vetting Bureau.

4.7. Re-Vetting

Horse Sport Ireland Vetting is valid for a **four-year** term. All individuals will undergo re-vetting after this four-year period (or as determined by HSI as may be required by future circumstances) from the date of the previous vet.

Any existing Horse Sport Ireland applicant may be re-vetted if information concerning an individual's suitability to work with children comes to the attention of an Affiliate Club, Region, or Horse Sport Ireland.

4.8. Break of Service

Any person, previously vetted by Horse Sport Ireland, but who for whatever reason may have ceased their relevant activity or work with children and or vulnerable persons in Equestrian Activities for a period of more than one year, shall be required to be re-vetted prior to commencing or re-commencing any relevant activity or work with children and or vulnerable persons in our Associations.

4.9. Residency Abroad

Individuals who carry out certain roles and who have been resident in ROI for less than one year may be asked to undergo a re-check after 12 months. In addition, any person who may have resided outside of Ireland for more than one year or who may be a resident in Ireland for less than one year may be obliged to obtain a police background check from the country of their last residence and/or country of origin at the discretion of a Horse Sport Ireland Liaison Person.

It is not a requirement that an individual be a resident in ROI in order to carry out vetting, the Garda Vetting Bureau and Access NI will process applications in respect of foreign national resident outside of ROI and NI.

4.10. Liaison Persons (LPs)

HSI is a *Registered Organisation* with the National Vetting Bureau (NVB) and as per HSI rules, all our individuals who work with our young members (U18) and vulnerable adults must comply with completing the vetting process, in line with the legislation set down in the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016.

Horse Sport Ireland (HSI) has signed up to a Service Level Agreement with the Northern Ireland Sports Forum (NISF) (the NISF is an approved Umbrella Body by AccessNI and can submit Access NI Disclosure Certificate Applications for criminal history checks to AccessNI on behalf of other non-registered organisations). HSI's Liaison Person will be the point of contact between HSI and NISF for all Access NI related activity.

Horse Sport Ireland have three Liaison Person's (LP) registered with the National Vetting Bureau (NVB) to conduct Vetting on behalf of HSI and its Affiliates:

1. Patricia Kennedy

2. Paul Hayes

3. Triona Connors

The LP is responsible for processing online applications and dealing with information/disclosures as returned from NVB and/or Access NI. The LP is also responsible for maintaining the confidentiality of disclosed information and for using such in the best interests of young people and in accordance with this vetting policy.

All applications to the NVB are processed by the LP through the NVB online application system on receipt of consent and identification verification from an individual seeking to be vetted through the HSI *eVetting Invitation & ID Verification Form*. The requirements of the process are mandatory by legislation. All applications to Access NI are processed by the LP through NISF.

4.11. Communication with the Applicant

When the LP is required to communicate with the applicant for any reason the following protocol **will** be adhered to:

- Communication should be by phone, or in person if convenient.
- The LP will verify the person is the applicant.
- No messages other than a request for a call back will be left.
- No discussion will take place with any other person, spouse, or partner.
- The LP will give an assurance of confidentiality.

If the LP is required to verify disclosed details the applicant will be asked:

- If there is anything they remember concerning the time of the offence
- If they have ever been to court
- For any relevant information concerning the disclosed information
- To consider the significance of the disclosure in relation to the position applied for

4.12. Record Keeping and Data Storage

In accordance with the rules laid down in the Data Protection Acts 1988/2003 the LP on behalf of Horse Sport Ireland will:

- Obtain and process information fairly.
- Keep this information only for the specified, explicit, and lawful purposes.
- Use and disclose information only in ways compatible with these purposes.
- Keep information safe and secure.
- Keep information accurate, complete, and up to date.
- Ensure that any information is adequate, relevant, and not excessive.
- Retain information for no longer than is necessary for the purpose or purposes.
- Give a copy of his/her personal information to an individual, on request.

All application documentation received by Horse Sport Ireland from a vetting applicant is kept in accordance with the Data Protection Acts 1988/2003 by the LP on behalf of HSI. The information is kept for a four-year term, i.e., the life of a vetting application through HSI, and then destroyed. All information is kept in a secure safe in the Horse Sport Ireland Head Office, Beech House, Millennium Park, Naas, Co. Kildare. The LPs are the only key holders for the secure safe.

Information on the applicants vetting application shall be retained on the Vetting Database also, access to this database is restricted to LPs only.

5. Horse Sport Ireland Vetting Committees

Horse Sport Ireland will have two committees to administer the Vetting process. The two committees are: the Vetting Referrals Committee (VRC) and the Vetting Referrals Appeal Committee (VRAC). The Board of Horse Sport appoint and delegate decision making to these Committees by way of approved Terms of Reference.

The Horse Sport Ireland Liaison Person (with no voting rights) shall act in an advisory capacity and acting secretary to the VRC and VRAC.

5.1. Horse Sport Ireland Vetting Referrals Committee (VRC) Process

5.1.1. VRC – Dealing with Disclosures

On the occasion where the LP has received a vetting disclosure in respect of an applicant with an offence history, the LP will request the VRC to sit and consider an applicant's suitability for a role. At no point will any member of the VRC be provided with any personal information of the applicant. Each disclosure will be referred to by the committee with an individual reference number. The HSI Vetting Liaison, with respect to minor offences, has the discretion to act on behalf of the VRC and determine suitability for the role.

5.1.2. Step 1 - Contact with the Applicant

Applicants with an offence history will be dealt with on an individual basis and each candidate will be contacted by phone &/or letter by the LP in order to confirm identify and validate information received from the National Vetting Bureau and/or Access NI. If the applicant has not self-disclosed and information is received from the NVB and/or Access NI this requires to be checked with the applicant by the LP. (Refer to communication with an applicant). The applicant may wish to make a written statement at this stage (or possibly on the occasion of a rejection of membership decision is made by VRC).

5.1.3. Step 2 - Assessing of Vetting Disclosures

When assessing the suitability of a Vetting Subject for a position within Horse Sport Ireland, Vetting disclosures containing details of prosecutions, successful or not, pending or completed, and/or convictions as recorded in the State or elsewhere as the case may be, or specified information in respect of a Vetting Subject in respect of any offences in the following schedule of offences shall be taken into account by the VRC;

Schedule of Offences

- Offences against the State, Treason, and offences under the Defence Act.
- Firearms, Explosives, and Offensive Weapons offences.
- Terrorist & Organised Crime offences.
- Non-Fatal Offences Against the Person Act, 1997
- All offences of Cruelty against Animals and breaches of Animal Remedy Regulations.
- All offences under Misuse of Drugs & Drug Trafficking Acts.
- All offences under Theft & Fraud Offences Act.
- All offences under the Public Order Act and Criminal Damage Act and in respect of Anti-Social Behaviour.
- Liquor Licensing offences for selling or providing Intoxicating Liquor to children; and offences under the Licensing (Combating Drug Abuse) Act.
- Road Traffic Offences outside of the administrative filter implemented by the Minister for Justice and Equality.
- Offences under the Air Transport & Navigation Act, Immigration Act, Maritime Safety Act, Railways Act.
- Customs & Excise, Revenue, Social Welfare, Health & Safety, Environmental Protection and Waste Management offences.
- Any offence of a similar nature or gravity to the above which is already enacted, or which may be enacted in the future.

This is not a conclusive list. It is a general guideline of the category or type of offence(s) which, if a vetting subject has been prosecuted or convicted for, may result in their being deemed unsuitable for a position within Horse Sport Ireland

5.1.3.1. Automatic Preclusion

Applicants should note that disclosure of certain types of convictions/prosecutions **shall automatically preclude** the applicant from a position working with children or vulnerable adults. The following schedule of offences will automatically disqualify an applicant:

- Any offence of a sexual nature.
- Any offence against a child or of child abuse or child abuse images.
- An offence that causes grievous bodily harm - Non-Fatal Offences Against the Person Act, 1997 (Causing serious harm).
- Any offence of murder or manslaughter.

- A series of continuous offending that might cause concern for the well-being of children.
- Any charge brought by the Director of Public Prosecutions (for Ireland and Northern Ireland) concerning abuse of a child or vulnerable person.
- Abduction, Kidnapping, Hostage Taking, Hi-jacking, False Imprisonment, Torture, Endangerment, Harassment, Coercion, Incitement to Hatred, Human Trafficking; and any other offences against the Person and Minors and/or Vulnerable Adults.
- Assault Causing Harm or Serious Harm against Minors and/or Vulnerable Adults.

5.1.4. Step 3 - VRC Risk Assessment/Decision Making Procedure

Risk will be assessed by the VRC with regard to rating a particular post regarding its risk and rating the individual applicant in terms of risk. This approach must consider the risk in terms of the individual, the offence, and the role. In carrying out this assessment the VRC should consider the following elements in respect of any individual for a position within Horse Sport Ireland or their affiliates.

1. Previous employment history
2. Educational qualifications
3. Skills and competencies pertaining to the position sought
4. Performance at interview or job assessment
5. Satisfactory references from acceptable referees
6. The nature and seriousness of any offence recorded in respect of them
7. The nature of the Court Result and severity of penalty pertaining
8. Mitigating factors, if any, in favour of the individual
9. The self-disclosure of the offence by the individual
10. The age of the individual at the time the offence was committed
11. The length of time elapsed since the offence was committed
12. The conduct of the individual in the interim (including the period since GV commenced)
13. Rehabilitative efforts undertaken by the individual in the interim

The Decision-Making procedure is established solely to assess the suitability of the individual for the position sought vis-à-vis any Vetting disclosure that may be received in respect of them. The Legislative, Human Rights and Natural Justice rights of the individual will be observed at all times during the decision-making process.

The VRC will also consider the following factors:

- Does the role involve one-to-one contact with children or other vulnerable groups of clients, service users or employees?
- What level of supervision will the post holder receive?
- Does the post involve any direct responsibility for finance or items of value?
- Will the nature of the post present any realistic opportunity for the applicant to re-offend?
- What could happen at the club level and how serious would that be?
- Is the role such that the person with this conviction would seriously undermine public confidence in the organisation?

5.1.5. Step 4 – Communication of VRC Assessment

Following this assessment, the VRC will complete a written report on their risk assessment together with a decision to either proceed or not to proceed with offering membership. The decisions of any vetting issues considered by the VRC will be communicated directly to the individual by the LP (plus in the case of an affiliate member, the contact person in the affiliate will be informed that the applicant will not be fulfilling a particular role, the reasons for declining will remain confidential between Horse Sport Ireland and the applicant).

The letter will be issued by the LP to the applicant advising the exact nature of the conviction, as stated on the Disclosure Certificate and, where applicable, the exact information they self-declared on the original Vetting application. If membership is rejected by the VRC the individual has a right to appeal a membership rejection decision by way of a written statement on the recorded convictions. Candidates will be advised that failure to reply within 10 working days will result in the closure of the file.

Note: The NVB and Access NI do not provide clearance for people to work with children and vulnerable. All decisions on the suitability of an applicant from HSI or Affiliates are a matter for HSI.

5.2. Horse Sport Ireland Vetting Referrals Appeals Committee (VRAC)

Vetting Referrals Appeal Committee (VRAC) is delegated by the Board of Horse Sport to decide upon appeals arising from decisions of the HSI Vetting Referrals Committee by way of approved Terms of Reference

The VRAC may meet to discuss two types of disputes. The dispute of an applicant on a VRC decision on their suitability or an applicant disputes the detail contained in a vetting disclosure from the National Vetting Bureau.

5.2.1. VRC – Dealing with Appeals

1. If suitability for the role is rejected by the Vetting Referrals Committee (VRC) and the applicant disputes the decision on their suitability and wishes to formally appeal, then the applicant should outline the exact nature of their dispute and submit it in writing to the LP. The following procedure will then be followed:
 - The LP will notify the VRAC that an appeal has been lodged. The VRAC then meets to discuss. The VRAC will review the appeal letter and file of the applicant.
 - At the conclusion of the appeals procedure, a decision in respect of suitability of the applicant to work within HSI will be made by the VRAC. A letter will be issued by the LP on behalf of VRAC.

OR

2. Where an applicant disputes the detail contained in a vetting disclosure from the National Vetting Bureau or Access NI, he or she may refer the issue to the National Vetting Bureau or Access NI dispute process.
 - This process is activated by the applicant, who should outline the basis of his or her dispute, in writing, to the Liaison Person for Horse Sport Ireland. The LP then submits the complete application file to the National Vetting Bureau or Access NI for further checks.
 - Further information is available on the National Vetting Bureau website - <https://vetting.garda.ie/Disputes/Disclosure> and on Access NI's website here: <https://www.nidirect.gov.uk/articles/disputing-accessni-certificate>.
 - This will be reviewed upon return from the NVB or Access NI by the VRC or the VRAC depending on whether the information remains the same or is altered by the NVB or Access NI.

The decisions of any vetting issues considered by the VRAC will be communicated directly to the individual (plus in the case of an affiliate member, the contact person in the affiliate will be informed that the applicant will not be fulfilling a particular role, the reasons for declining will remain confidential between Horse Sport Ireland and the applicant).

The decision made by the Horse Sport Ireland VRAC is final.

****Additional functions to the above may be added to the remit of the VRC or VRAC.***

6. Review of Policy

The Horse Sport Ireland Vetting Policy shall be reviewed on a yearly basis or on any significant changes to relevant legislation.

7. Horse Sport Ireland Garda Vetting Procedure

- 7.1. The vetting subject makes payment via the Horse Sport Ireland Website and complete the relevant information on the form. They then download and where applicable manually complete the HSI *eVetting Invitation and ID Verification Form*
- 7.2. Vetting subject presents their forms, original identification documents with photocopies to their relevant Children's Officer (or nominated person) for validation (they must comply with the 100-point ID check).
- 7.3. The vetting subject or Children's Officer can then post their *eVetting Invitation and ID Verification Form* along with photocopies of the ID used to; HSI Vetting Liaison, Horse Sport Ireland, 1st Floor Beech House, Millennium Park, Naas, Co. Kildare W91TK7N or email copies of the relevant documents to safeguarding@horsesportireland.ie.
- 7.4. Horse Sport Ireland validates proof of identity and uploads the application to the Garda Vetting Portal who in turn send the vetting subject an e-mail with a link attached inviting him/her to complete a Vetting Application Form via the online portal.
- 7.5. The vetting subject completes a Vetting Application Form online and submits it to Horse Sport Ireland for review.
- 7.6. Horse Sport Ireland reviews the Vetting Application Form and submits it to the National Vetting Bureau.
- 7.7. The National Vetting Bureau processes the application and forwards a vetting disclosure to Horse Sport Ireland.
- 7.8. Horse Sport Ireland reviews the vetting disclosure and as soon as is practicable provides correspondence of same to the vetting subject.

8. Horse Sport Ireland Access NI Procedure

- 8.1. The vetting subject makes payment via the Horse Sport Ireland Website and print off the application form.
- 8.2. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>.
- 8.3. From this web page, click the green button (Scroll to end of page) to Apply for an enhanced check through a registered body.
- 8.4. Register your account by creating a user ID and password and follow online instructions to log in. [keep these details safe as you will need them to track the progress of your case].
- 8.5. Once you have successfully logged in, you will be taken to the on-line application.
- 8.6. Enter the 6-digit PIN number listed on the Horse Sport Ireland Access NI Form – Located on Page 2 of the Application Form
- 8.7. Complete the remainder of the on-line form and click on Confirm and Proceed to finish the on-line process. Every time you click next the page will be saved.
- 8.8. You must note the 10-digit AccessNI reference number you are provided with on the confirmation page and email when you complete your details on the AccessNI on-line system.
- 8.9. Complete the first and second pages of the HSI Access NI Application Form, including your 10-digit reference number and Signature.
- 8.10. On Page 3 of the form, complete the Position being applied for box ONLY, H.S.I will complete the rest of the pages.
- 8.11. Please return the Application Form to Horse Sport Ireland and copies of relevant identification as listed on the application form.

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Appendix 1 -Vetting Roles

HSI Vetting Roles		
Role	Comment	Alternate Titles
Child Protection / Welfare Officer	The Child Protection / Welfare Officers promote the child centered ethos at the Equestrian organisation while consulting with young people. The Child Protection / Welfare Officer is also the relevant person as per the Children First Act 2015	Club Children's Officer Regional Children's Officer National Children's Officer Designated Liaison Person Safeguarding Officer
Equestrian Centre Staff Member	An Equestrian Staff member whose role includes the care and supervision of children attending the centre for training, instruction or events. The Staff Member may also assist the coach or instructor by helping children onto the pony/horse, leading ponies/horse with children on their back, assist with dismount, general care and supervision of the children and so on.	Equestrian Centre Administrator Equestrian Centre Assistant Equestrian Centre Manager Equestrian Centre Owner Equestrian Centre Groom / Yard Hand Equestrian Centre Trek Guide
Equestrian Coach / Instructor	Providing coaching or instruction in the skills of equestrianism to persons under 18 years old and/or vulnerable adults	Equestrian Coach HSI Coaching Programme RDAI Coach Equestrian Centre Instructor Pony Club Instructor Equestrian Instructor - Any Discipline Equine Therapeutic Coach Equine Therapeutic Instructor
Equestrian Official	Equestrian Official whose role includes the care and supervision of children participating in equestrian events.	Equestrian Judge Equestrian Steward Equestrian Examiner Course Designer Course Builder Committee Member with responsibility for Underage activities Equestrian Assistant Vet / Farrier for underage squad
Equestrian Show Organiser	Individual who is involved in managing the running of an Equestrian Show involving young people and/or vulnerable adults, particularly where there is a likelihood of the child or vulnerable adult requiring supervision.	Committee Member Event Volunteer Volunteer
Equine Therapeutic Coach / Instructor / Assistant	Individual who provides instruction, coaching or support in Equine Therapeutic activities for children and/or vulnerable adults.	Equine Therapeutic Coach Equine Therapeutic Instructor Equine Therapeutic Assistant
Manager / Chef D'Equipe Underage Team	Manages an underage squad for an equestrian event / competition. Role includes the care and supervision of children, team selection, mentoring, providing coaching and/or instruction in equestrian skills	Equestrian Team Manager Team Chef / Chef D'Equipe High Performance Director
Photographer at Underage Events	Photographer is the person that attends underage equestrian activities under the direction and permission of the equestrian organisation for the sole purpose of taking photographs of the underage activity and for uploading any recorded images by permission to the equestrian organisation's website and other official social media platforms while also maintaining such social media services for use by children and adults	Equestrian Photographer Equestrian Videographer
Pony Club Committee Member	All Committee members of either a Pony Club Branch, Area or National Level are engaged with the delivery of Pony Club activities and the interaction with children in particular is deemed to have met the criteria for vetting.	Pony Club Committee Member DC of Pony Club Pony Club Secretary Area Representative
Pony Club Assistant	In order to deliver the activities of Pony Club Branches helpers, volunteers and assistants are required and will be supervising, mentoring and providing some instruction of children.	Pony Club Assistant Pony Club Volunteer Pony Club Parent Pony Club Travelling Parent
Pony Club non-Equestrian Coach / Instructor	In order to deliver the activities of Pony Club Branches which are non-equestrian based such as swimming, running and so on there is a need for coaches / instructors of these activities.	Swimming Coach / Instructor Running Coach / Instructor
RDAI Leader and Side-Helper / Walker	RDAI provide a service to children and adults with disabilities and special needs. The leader will lead the horse, pony or carriage that has a child / vulnerable adult. The side-helper/walker walk at the side and relay instructions to the rider and provide assistance. Riders will at time require assistance in mounting the horse/pony	RDAI Leader RDAI Side Helper RDAI Side Walker
Equestrian Medical Official	Medical Professional providing treatment to children and/or vulnerable persons	Doctor Medical Officer Equestrian Doctor Physiotherapist