

Elisabeth Curtis Centre, Riding for the Disabled

Participant Terms and Conditions



The Elisabeth Curtis Centre (referred as 'ECC') is a member group of the Riding for the Disabled Association incorporating carriage driving (referred as 'RDA'). The purpose of these 'Terms and Conditions' are to create fairness across all sessions and ensure the continuity of the organisation for the future.

Sessions

1. Before a participant can be offered a place, they must complete a successful participant assessment and have a completed 'Participant Application Form'. The Coach will complete a (RDA) 'Participant Assessment Form' which is kept for our records. The day/time of the session offered is at the discretion of the Coach. The participant will be required to attend the same session every week/two week while sessions are in operation. The maximum weight of the rider, including footwear, clothes and hat, is 67kg/10.5 stone. The participant's weight will be checked, at least, at the beginning of each term at the centre.
2. A participant may be asked to change session or take a break from riding if the Coach feels this is in the participant's 'best' interest.
3. Participants should arrive in good time at the start of the session. The ECC aims to start (mount) and finish (dismount) on time. If a rider is more than 10 minutes late, they may have a short lesson (at the discretion of the Coach) or no lesson at all. If a participant is unable to attend a session, the ECC must be notified by emailing coaching@elisabethcurtiscentre.co.uk in advance or, for late notification on the day, via phone on 01234 824 469 (Answerphone available).
4. A session may include mounted/unmounted activities on ECC property. Mounted activities may be taken on or off-site, such as on the 'rides' around the Parklands Estate.
5. If a participant has an allergy/condition that could require immediate action, the participant, parent or carer is responsible for carrying any appropriate medication (e.g. EpiPen) and should make the Coach/Organiser aware of the situation. A parent/carers must remain in attendance and be located within close call of the Coach. Parents/carers must immediately inform the ECC of any changes in the rider's condition, medication or emergency contact details and will be asked to up-date and submit a new 'Participant Application Form' at least every three years.
6. Participants may request to change sessions to a different time / day and where possible we will try to accommodate this. Where a place is not yet available existing participants will take priority over those on the waiting list.
7. ECC reserves the right to offer alternative activities from the planned session if it was deemed unsafe to provide the planned session. These activities include Stable Management.

What to Wear

8. Participants must wear a correctly fitting riding hat which conforms to the latest 'RDA Health & Safety Policy'. If an ECC hat is dropped, then the Coach/Organiser must be informed immediately. A participant's personally owned hat must be checked prior to use, by the Coach. If the hat doesn't comply with current RDA safety standards, it must not be used. Body protectors may be worn but are neither supplied nor fitted by ECC and must be professionally fitted.
9. Participants must always wear long trousers and enclosed sturdy shoes/boots. Failure to conform could result in the participant not being able to take part. Wearing of gloves is recommended, particularly when reins are held. Coats and jackets must be fastened prior to mounting/riding. Scarves must be tucked into coats and must not cover the rider's face.
10. For safety reasons, facial and body jewellery must not be worn, and earrings must be removed or replaced with studs. Long hair must be tied back so as not to interfere with the fitting of the rider's hat.

Payment and Cancellation

11. Participants, parents/carers will be informed of dates and invoiced for payment due, for each half-term with payment due in advance. Fees are determined by the number of weeks per term and length of each lesson. The latest fees can be found on our website. The ECC's preferred payment method is via online BACS payment. Alternatively, payment can be made by cash or cheque, payable to the Elisabeth Curtis Centre. Full payment must be made promptly, at the start of a new half term unless otherwise agreed. Participants will have the first 2 sessions of a half term to make payment. No payment after this will result in suspension of sessions, until payment is made. All sessions missed in this time are charged at full cost and are non-refundable.
12. If a participant cannot attend for any reason, they remain responsible for the full payment. However, they must notify the ECC in advance. If a session is cancelled or delayed by ECC for operational reasons (e.g. unavailable equine, unavailable coach etc) ECC will not be held liable. In such cases no payment is required, and any fees will be adjusted against the next scheduled payment. If a participant fails to provide notice of absence, on the 2nd and 3rd occurrence,

within an academic year, an additional £2 charge will be applied per instance. On the 4th occurrence, the participant's place may be withdrawn.

13. Where a participant has a confirmed case of an infectious condition, the centre should be notified as per the above points and a refund of the applicable fee is at discretion of the trustees.
14. In the case of hardship, please speak to the Coach/Organiser, who will refer the matter to the Management Committee for consideration. All cases will be viewed sympathetically, and a decision reached on an individual basis.
15. A participant, parent/carer wishing to cancel a session permanently must inform the Group Coach/Organiser at least half a term in advance. Payment for the remainder of a half term will be forfeited unless the place can be filled immediately by another rider.
16. If a participant is unable to continue riding for any medical reasons, payment will be required to keep the participant's allocated place open for a maximum of two half terms, provided written medical evidence is produced. Any longer period may see a temporary forfeit of place if a replacement participant can be found. On return to sessions, the participant may be asked to provide written confirmation of their fitness to ride from a medical professional. Where a participant exceeds the ECC max weight limit the participant's allocated place can be kept open for a maximum of one-half term and a retainer fee of half the applicable fee per session is payable.

17. **Extreme Weather Cancellation Policy**

To ensure the safety of all ponies, participants, volunteers and staff, sessions may be cancelled in the event of extreme weather conditions. Included but not limited to:

- High temperatures (above 30°C)
- Flooding
- Snow and ice
- High winds (gusts exceeding 35mph)
- Thunderstorms or lightning

Cancellation Procedure

- Lessons will be cancelled if conditions are deemed unsafe
- Coaches / Centre Co-ordinator will notify participants as early as possible via email.
- If weather improves before the scheduled time, lessons may proceed as planned.

Postponement and Rescheduling

- Cancelled lessons will be postponed to the nearest holiday period
- Students will be offered at least two alternative dates for rescheduling.
- If rescheduling is not possible, no refund will be issued.

Cancellation Policy for Regional and National Competitions Due to Extreme Weather

To protect the safety of all ponies, participants, volunteers and staff, competitions may be cancelled in the event of extreme weather conditions, including but not limited to:

- High temperatures (above 30°C)
- Flooding
- Snow and ice
- High winds (gusts exceeding 35mph)
- Thunderstorms or lightning

Cancellation Procedure

- The decision to cancel will be made by the Management Board in consultation with the Equine Care Team and Coaches.
- Participants will be notified via email as soon as a decision is made.

Refund Terms

- In the event of cancellation due to extreme weather, only 75% of the entry fee will be refunded.
- The remaining 25% covers administrative and non-recoverable costs incurred in preparation for the event.
- Refunds will be processed within 14 working days of cancellation.

Conduct

18. Any hostile, abusive or intimidating behaviour towards the ECC staff or volunteers from participants /parents/carers will not be tolerated. If, in the opinion of the coach, there is any inappropriate behaviour from participants/parents/carers then this may result in immediate termination of RDA sessions and ban from future sessions. Should this occur, the participant will forfeit their fees for the remainder of that half-term. The final decision to terminate a position will be made by the Coaching Committee.

19. To comply with General Data Protection Regulations (GDPR), permission must be sought from the Coach/Organiser before any photographs are taken. It must be recognised that not all participants/volunteers have consented to being photographed.

Other matters

20. Participants will be assisted in mounting the pony by the session mounting team and an ECC handling belt maybe used. Please inform the Coach of any advice/concerns relating to mounting in accordance with the RDA Policy (see RDA website). Only RDA ECC trained parents/carers can be members of the ECC mounting/dis-mounting team.
21. The instructions from the Coach must be always obeyed in the interest of the health, safety, and wellbeing of all.
22. Horse riding is a risk sport and therefore riders/parents/carers must voluntarily accept the risks involved and must take all reasonable precautions. In the absence of any negligence on the part of the ECC or RDA UK, neither party will be held liable.
23. Participants, parents/carers are responsible for ensuring they have read the latest version of the ECC Terms and Conditions, which can be supplied on request. By continuing to participate in RDA sessions at the ECC, participants/parents/carers accept the ECC Terms and Conditions.
24. If you have a complaint this should be raised to the Coach in the first instance. If this is not resolved to a satisfactory level, then this should be raised to the Chair of Trustees as per 'RDA Complaints Policy'.
25. ECC is a registered Data Controller as per the GDPR regulations. We will process your data for the purpose of running the sessions, in line with our 'Data Protection Policy' and 'Privacy Policy'. If you have consented to receive marketing, such as receiving newsletters and other information, you may cancel at any time by letting us know.

Declaration

I hereby understand and accept the 'Participant Terms & Conditions' on acceptance of a place as a participant of the Elisabeth Curtis Centre, Riding for the Disabled. This form is to be signed by the participant, if over 18, or their parent, guardian or carer. If the participant is under 18 a parent, guardian or carer MUST sign this.

Signed:

Dated:

Please circle appropriate:

Participant / Parent / Guardian / Carer

Marketing Consent

I hereby give my consent to receive marketing content such as newsletters, promotional events, and fundraisers. Please Circle the below as appropriate.

POST

EMAIL

No Marketing.