



Irish Pony Club

APPLICATION FORM FOR INCLUSION IN INSTRUCTOR / EXAMINER'S REGISTER

Name:			
Address:			
Phone No.:		Mobile No.:	
E-mail Address:			
Qualifications Including Dates:			
Experience:			
IPC Branches You Teach:			
First Aid Course:		Date:	
Safeguarding / Child Protection Course:		Venue:	
		Cert No.:	
		Date:	
HSI Coaching Course Level:		Date:	
Details of Instructor Training Courses attended in the last two years.			
Name of two DC's who supplied references: Please attach references.		1.	
		2.	
Name of two Senior Instructors who supplied references:		1.	
		2.	
Are you available to teach at camp?			
Are you available to teach at rallies?			
Are you familiar with the IPC ethos, tests etc?			
Please indicate if you <i>DO NOT</i> wish to have your contact details published in either the printed Instructors Register or the Online Instructors Register.			
<ul style="list-style-type: none"> List the contact details that you <i>DO NOT</i> wish to have published. 			
Printed version of the Instructors Register:			
Online version of the Instructors Register:			

Please indicate Yes / No to the following in the box provided.

The Irish Pony Club will need to process your data in order to create the Instructors Register. Do you agree to the Irish Pony Club holding and processing both electronically and manually the personal data indicated above for the administration of the Irish Pony Club Instructors Register?		
Do you wish to receive e-mail or telephone communications from the Irish Pony Club regarding important Instructor information or details about upcoming Instructor Training Courses?		
Signature:		Date:

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.



Irish Pony Club

IRISH PONY CLUB INSTRUCTOR / EXAMINER'S CODE OF CONDUCT

Instructors/ Examiners should be:

- Positive during training sessions, praise and encourage effort as well as results.
- Plan and prepare appropriately.
- Put welfare of members first, strike a balance between this and winning / results.
- Encourage fair play, treat participants equally.
- Recognise developmental needs.
- Qualified and up-to-date with knowledge and the skill of their sport for young people.
- Involve parents where possible and inform parents when problems arise.
- Keep records of attendance at all Pony Club activities.
- Keep a brief record of injuries and action taken. Any incidents requiring medical attention must be recorded on an IPC Accident Report Form (available from DC).
- Keep a brief record of problem/action/outcomes, if behavioural problems arise.

Where possible Leaders/Instructors should avoid:

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children to your home.
- Taking children on journeys alone in their car.

Sports Leaders/Instructors should not:

- Use any form of punishment or physical force on a child.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, or to a child.
- Take measurements or engage in certain types of fitness testing without the presence of another adult/s.
- Undertake any form of therapy (hypnosis etc.) in the training of children.

Instructors / Officials should familiarise themselves with the Code of Ethics & Good Practice for Children's Sport and with The Irish Pony Club Rules and follow the procedures if they suspect or receive complaints of abuse of any sort.

I have read and agree to abide by the above guidelines.

Signature:		Date:	
Please print your name:			



Irish Pony Club

CRITERIA FOR INCLUSION IN THE IRISH PONY CLUB INSTRUCTOR'S AND EXAMINER'S REGISTER

Irish Pony Club Recruitment & Selection Policy

In the interest of 'best practice' in our organisation, the Irish Pony Club Recruitment and Selection Procedures, are as listed below:

New Applications for inclusion on the IPC Instructor's Register must:

- Complete an application form
- Send two references from District Commissioners of IPC Branches
- Send references from two Senior Instructors
- Send a copy of their "Child Protection in Sport Awareness Workshop" Certificate
- Send a copy of First Aid Course Certificate
- Complete Garda Vetting application form (available on the IPC website)
- Sign a Data Processor Agreement
- Sign the Instructor / Examiner's Code of Conduct
- Send €20 to cover Administration costs (for this you will receive notification of all IPC/HSI Instructor / Coach Training throughout the year via email and a copy of IPC Year Book and Who's Who, which includes the IPC Instructor's Register)
- Instructors must obtain 2 CPD Points annually to stay on Instructors Register.

All Instructors/Examiners should undergo Garda Vetting. From January 2009 Instructors will not be included on the Instructors Register unless they have been vetted and hold a Child Protection Certificate and First Aid Certificate.

Due to data protection, information cannot be passed from one organization to another. Where officials have been vetted with another organisation they must be vetted again with the Irish Pony Club.

Completing the Garda Vetting form:

With effect from **January 2018**, The Irish Pony Club moved fully to E-Vetting meaning that paper-based Garda Vetting forms will no longer be accepted.

E-vetting will allow applicants to be vetted in a quicker and easier manner than before (usually in the region of 5 working days once the completed online application has been reviewed and submitted by the Irish Pony Club to the National Vetting Bureau).

All information and relevant forms relating to E-Vetting are available at www.irishponyclub.ie.

The Garda Vetting Bureau will only deal with one **Authorised Signatory** in each sporting organisation. All applications for Garda Vetting will go through Christina Cullen (as the **AS** for IPC), and confidentiality is assured.