



Irish Pony Club

APPLICATION FORM FOR INCLUSION IN THE INSTRUCTOR'S REGISTER

Criteria for Inclusion on the Irish Pony Club Coaches Register

A Coach who wishes to be included on the IPC Coaches Register must fulfil the following criteria:

- Approval of qualification & experience of the applicant by the IPC Training Committee

Complete the Application Form

- Produce a Garda Clearance letter (renewed every 5 years)

Produce a valid First Aid Certificate (renewed every 2 years)

Produce a Current Safeguarding 1 Certificate (renewed every 3 years)

Produce 1 reference from a DC or Area Rep

Produce 2 references from 2 Senior Coaches

- **CPD 2 points for 2021 5 CPD points from 2022**

CPD points can be attained from HSI, IPC, DI, BHS, SJI & EI through webinars & demonstrations

Have signed a Data Processor Agreement between yourself & the IPC

Have signed the IPC Code of Conduct

o If you have not completed these agreements, please download the forms from the downloads page of the Irish Pony Club website – www.irishponyclub.ie.

It is the duty of the Coach to make sure that all documentation is valid & up to date.

Submit payment of €10 fee <https://www.itsplainsailing.com/admin/events/> **AFTER** formal approval by the Training Committee.

Return completed forms: to training@irishponyclub.ie



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Name:			
Address:			
Phone No.:		Mobile No.:	
E-mail Address:			
Section 2 – Qualifications <i>(Please include exact names of courses or details where required.)</i>			
List Qualifications:			
Experience to date			
CPD points, and Titles of courses attended in the last two years			
Garda Vetting Details:	Garda Vetting Reference Number:		
	Date Garda Vetting Received:		
	Garda Vetting Renewal Date:		
First Aid Course:	Name of Course		
	Venue:		
	Date		
Safeguarding / Child Protection Course:	Venue:		
	Certificate Number:		
	Date:		

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Section 2 – Supporting Information			
Name of one DC or Area Rep who supplied references: <i>(Please attach references.)</i>	1.		
Name of two Senior Instructors who supplied references: <i>(Please attach references.)</i>	1. 2.		
IPC Data Processor Agreement Signed and Returned to IPC:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
IPC Branches You Teach:			
Are you available to teach at camp?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you available to teach at rallies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you familiar with the IPC ethos, tests etc?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Section 3 – Data Processing Permissions			
Please indicate if YES or NO if you wish to have your contact details published in either the printed Instructors Register or the online Instructors Register.			
<ul style="list-style-type: none"> • If there are contact details that you <u>DO NOT</u> wish to have published, list them in the space provided. 			
Printed version of the Instructors Register:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Online version of the Instructors Register:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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?			
E-mail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Telephone:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Section 4 - Signature			
I hereby confirm that the above information is true to the best of my knowledge. By signing this document, I agree that:			
<ul style="list-style-type: none"> • I have read and understand the Irish Pony Club Code of Conduct for Instructors. • I understand that the Irish Pony Club will hold and process both electronically and manually the personal data indicated above for the administration of the Irish Pony Club Instructors Register. 			
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 with the details of any changes, by contacting us, using the contact details below.

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Irish Pony Club Codes of Conduct

The Irish Pony Club is committed to providing the best possible environment for all young people involved in sport. The Irish Pony Club also has a duty to care for volunteers working with its Members on behalf of the organisation. The Irish Pony Club expects appropriate behaviour from all Members, parents and others participating in any Irish Pony Club activity.

Without prejudice to the generality of the foregoing the following behaviours are considered breaches:

Minor: Breaches relating to welfare of the Horse.

Inappropriate behaviour towards another person. Failure to comply with the rules and regulations.

Serious: Failure to maintain a safe environment.

Slandorous behaviour of any kind towards another person. Discrimination against another person.

Victimisation of another person for exercising their rights through the codes of conduct.

Criminal: Sexual Harassment or intimidation of another person.

Theft.

Embezzlement

Violent or abusive behaviour toward another.

Any conduct or action not befitting or in breach of the Irish Pony Club ethos by a Member, Parent or Guardian, Instructor, Official or Committee Member can be considered by the Panel of Investigation.

The Irish Pony Club has developed Codes of Conduct for the following:

1. Code of Conduct for Members
2. Code of Conduct for Parents of Guardians
3. Code of Conduct for Irish Pony Club Instructors, Officials and Volunteers

The guidelines in this document are based on national documents as outlined in the Code of Ethics adopted by the Irish Pony Club which can be found at:

<https://irishponyclub.ie/images/pdf/2018/safeguarding/ipc-codeofethics-updated10.12.2018.pdf>

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Code of Conduct for Irish Pony Club Instructors, Officials and Volunteers

Pony Club officials and volunteers have a great opportunity to be a positive role model and to help build a member's confidence

Officials and Volunteers are expected to:

- Ensure the safety of all Members by providing effective supervision, proper pre-planning of Irish Pony Club activities using safe methods at all times.
- Consider the wellbeing and safety of Members before the development of his/her performance.
- Encourage and guide the member to accept responsibility for their own performance and behaviour.
- Treat all young people fairly and ensure that they feel valued. Have no favourites.
- Encourage all Members to refrain from discrimination no matter on what grounds, particularly on the grounds of religious belief, race, gender, sexuality, social class or lack of ability.
- Intervene and not to allow any rough or dangerous play, bullying, the use of bad language or any other inappropriate behaviour.
- Appreciate the efforts of all young people and not over train the Members. Never exert undue influence over Members to obtain personal benefit or reward.
- Do not allow allegations of abuse of any kind, or of poor practice go unchallenged or unrecorded. Incidents and accidents must be recorded in line with the Irish Pony Club's procedures and the parents/guardians must be informed if appropriate and if informing them is not likely to put the child in danger of significant harm.
- Never use sanctions that humiliate or harm a member, or put him/her in danger.
- Report accidents or allegations of abuse or poor practice to the District Commissioner or the Safeguarding Officer as soon as possible, and certainly within the same day.
- Administer minor first aid in the presence of others and, where required, refer more serious incidents to the first aider on site.
- Ensure you have access to a telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of Members within your care.
- Establish and address the additional needs of disabled Members or other adults at risk.
- Do not abuse Members sexually, physically or emotionally. This includes verbal abuse or abuse via social media.
- It is unacceptable to photograph/video an injured person.
- Do not engage in a sexual relationship with a member under the age of 18 even if he/she is over 16 years of age.
- Maintain confidentiality about sensitive information.
- Respect and listen to the views and opinions of Members.
- Be a role model displaying a consistently high standard of behaviour and appropriate appearance (disciplined, committed, time keeping, polite etc.) to aid the Members to learn by example.
- Refrain from smoking, drinking alcohol or taking any other inappropriate substance during Irish Pony Club activities.
- Do not spend excessive amounts of time alone with any child other than your own unless there are exceptional circumstances.
- Do hold appropriate and valid qualifications and insurance cover as required and necessary.
- Do help the Members to have fun!

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