

**EAST CHESHIRE BRANCH OF THE PONY CLUB**  
**GUIDANCE ON VOLUNTEER/HELPER/INSTRUCTOR REMUNERATION**

These guidance notes are intended to apply to all branch activities which are organised and run by branch officials and others on behalf of the branch. The principles will apply equally to special events, such as the Cheshire Shield, although it may be necessary to make adjustments thereto to reflect the special nature of such events.

It should be remembered and acknowledged from the outset that the branch is part of a charitable organisation, The Pony Club, and such organisations, at all levels, rely extensively on volunteers who willingly and freely give of their time to further the aims and objectives of those organisations for the benefit of their members and others. Without such people, the organisation could not hope to continue as a viable entity. However, on occasions, it is necessary for such organisations to “buy-in” additional support and this additional support may properly be the subject of a financial claim in the circumstances set out below. This guidance is intended to provide a framework within which such additional support can be provided and paid for.

## **1. Who should be paid?**

The intention is that we would have three categories of people who would fall under the umbrella of this guidance.

### **1.1 Volunteers who receive no financial recompense.**

This category would cover such roles as:

- Branch Committee members (BCM's)
- Any person who volunteers to assist at a branch activity such as a rally/practice/competition etc.
- A person who is currently enrolled on an awards scheme (YELA, Duke of Edinburgh's Award etc.) who are using the time spent toward that scheme
- A person who is training for a professional occupation and is looking to gain experience

### **1.2 Paid Helpers**

This category is intended to cover roles which are very similar to volunteer roles but for which the branch has great difficulty in filling without involving payment and would include:

- Helping for a prolonged period of time (e.g. two hours or more) at a rally where their task is intended to ensure that members are able to derive full benefit from the rally (e.g. assisting with equipment, setting out a course of show jumps).
- Helping with large numbers of members (e.g. badge rally with 15+ members).

### **1.3 Paid professionals**

These would be in the main be riding instructors engaged to deliver training to riders. Instructors should have full PC accreditation (DBS, Safeguarding certificate, First Aid, CPD) and a coaching qualification - PC Level 2 & above/BHSQ Level 3 or equivalent.

## **2. How much should they be paid?**

### **2.1 Volunteers who receive no financial recompense.**

It is self-evident that there will be no financial payment to this category but in some circumstances it may be appropriate to thank those who are not directly linked to the PC (e.g. by being BCM's, parents of members etc.) with a token of appreciation – e.g. we have usually thanked such volunteers at the Cheshire Shield with a bottle of wine or box of confectionery.

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## **2.2 Paid Helpers**

Paid helpers should be at least 16 years of age. Where appropriate payment will be at an hourly rate, starting at 2 hours with payment based broadly on the current national minimum wage/national living wage:

Under 18:	£5 per hour, minimum £10
18 -20 :	£7.50 per hour, minimum £15
21 – 22:	£10 per hour, minimum £20
23 & over:	£12.50 per hour, minimum £25

It might be noted that the hourly rate has been set a little above the NMW/NLW to reflect the casual nature of the work and the costs of travel for short periods of work.

Casual assistance on the day will not normally qualify a helper to be paid – there should be a formal agreement to attend and carry out the work beforehand.

Those under 16 might well be rewarded with a voucher or small gift (chocolate) but not cash.

## **3. Paid Professionals**

Any fee payable to a paid professional should be discussed and agreed at the time of booking.

Rates will depend on their knowledge, experience and availability. Rates for a fully qualified riding instructor can vary from about £35 to £55 per hour.

## **4. Exceptions**

It may be that in special circumstances a “rate for the job” is agreed. For instance, those taking on the role of “lorry / car park attendant” at the Cheshire Shield have usually been paid an agreed fee for the job.

**Note: Method of payment and record thereof to be discussed and agreed. Cash payments should NOT be made.**

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