



Glossop & District Pony Club

CAMP 2025



Introduction

Welcome to Glossop and District Pony Club Camp 2025. This booklet should provide you with all the information needed to prepare for camp and help you have a thoroughly enjoyable time. If you still have questions which are not answered in this booklet then please use the Camp 2025 messenger group or, if the query is of a personal nature, please contact Alison directly.

Dates and Times

Camp 2025 will commence on Wednesday 30th July, we have the facilities booked from 18:00 so please do not arrive before this time.

Camp will finish on Sunday 3rd August at 14:00.

Contact Details

A list of useful contact details is included in Table 1.

Table 1 Useful Contact Details

Contact	Name	Contact Number
District Commissioner	Alison Fletcher	07725 042 763
Chief Instructor	Stella Woodall	07817 752 718
First Aid	Gill Yates	07841 987 674
	Nicola Andrews	07896 013 828
Health and Safety	Alison Fletcher	07725 042 763
Dietary Requirements	Louise Ratcliffe	07746 662 468
Somerford Park Farm		01260 299 888
Camping pods		office@somerfordpark.co.uk

Location

Camp 2025 is at Somerford Farm, Holmes Chapel Rd, Brereton Heath, Congleton CW12 4SW. The camp will be held in the C block which is located at the far end of the camp facilities. To get to the C block, enter Somerford Farm and keep straight ahead past the main facilities and arenas. Follow the road around to the left and the camp facilities will be located to the right. See the map in Figure 1. Please park trailers, cars and waggons in the parking area and not on the grass.



Figure 1 - Camp Location

Accommodation

There are several options for accommodation at camp as detailed below.

Camping

The facilities at Somerford provide a flat grass area to pitch tents. You are welcome to bring your own tent for no additional cost. The pavilion, which will remain open 24 hours a day, has male and female toilets/washrooms and a shower block. The shower block (individual cubicles) will be made available to male visitors at predetermined times during the day and this will be clearly displayed on the door to the showers.

Horsebox/trailer/Caravan

There is plenty of hardstanding parking should you wish to stay in your horseboxes/trailers and caravans. Electric hook up is available at the cost of £50 for the first two days and £20 per day thereafter. If this is required, you must arrange this yourself directly with Somerford Park by booking online via their website.

Camping Pods

Somerford have a number of dedicated camping pods available local to the camp area that are available at the cost of £125 for the first night and £100 per night for subsequent nights. The pods are provided with 2 single beds, kitchen area and bathroom with shower. The pods must be booked

and arranged directly with Somerford Park.

Communications

There is a messenger group set up for camp called CAMP 2025 which you should have been added to when you paid your deposit. All camp communications, both prior to and during camp, will run through this channel. If you have paid your deposit and have not been added to this group, then please see a member of the organising team.

On the night of arrival, during the first evening meal, we will hold a briefing in the pavilion, and it is essential that all members and adults attend this meeting.

Vaccinations

All horses and ponies attending the camp (including any 2nd horses) must be up to date with their equine flu vaccinations (Pony Club Vaccination Rule 2024). All vaccinations must conform to the rules outlined in Table 2 and horses/ponies attending must have had their 2nd vaccination (V2) as a minimum at the time of the camp.

Table 2 – Vaccination rules

	Intervals before 1st January 2024	Intervals from 1st January 2024
2nd Vaccination (V2)	21-92 days	21-60 days
3rd Vaccination (V3)	150-215 days	120-180 days
Booster	Within 12 months	Within 12 months

For further details on the vaccination rules see the main Pony Club website.

We will be checking passports in advance of the camp to ensure that all vaccinations are valid and up to date. Checking in advance will help to keep things running smoothly on the day and will also enable any rectification prior to the camp. Despite pre checking, all passports must accompany your horse(s) to camp.

Emergency Details

We hope that the camp will run smoothly however in the event of an emergency we have the following procedures. Note that all injuries and ailments will be recorded in the accident book.

First Aid

We will have on site first aid facilities to treat minor ailments for members/adults and also for horses. Our accredited instructors and key members of the organisation team are first aid qualified. In the event of a minor ailment or injury please seek out any member of the organisation team, contact details are included in Table 1. Please complete the medical consent form included in Appendix F and return to the camp organisers prior to camp commencement.

Emergency Preparedness

In the event of a more serious incident then the emergency services may be called. If this occurs, then we must also inform Somerford Park; their out of hours emergency numbers are 07753 988 788 or 07789 000 244. Somerford Park also have a defibrillator which is located on the wall outside of the main entrance.

The location details for Somerford are:

- Postcode: CW12 4SW

- Farm grid reference: SJ809648
- What3words: Connector.Answers.Outermost (BLOCK C)
Texts.Cocoons.Tugging (Defibrillator)

Insurance details

All Pony Club members have third party liability insurance included as part of their membership. We would encourage you to visit the Pony Club website (<https://www.howdengroup.com/uk-en/pony-club-insurance-hub-howden-uk>) and familiarise yourself with the policy wording. Some items of note are highlighted below:

- Non-Riding Members - third party liability insurance at any event organised by The Pony Club or at any event where you are representing The Pony Club
- Branch and Centre Plus Members - third party liability insurance on a 24/7 basis including the ownership and use of any horse or pony

A summary of the member policy is included in Appendix A of this booklet.

We strongly recommend that you have your own insurance in place to cover your member for injury and for your horse for vet's fees. We also recommend that you check with your insurance that cover is provided for the activities included at camp such as cross-country training.

Member Safety

In accordance with the Pony Club Safeguarding rules, all parents who are present for overnight stays must have a current enhanced disclosure check (DBS) with a check of the barred list.

This can be carried out by the DC at a cost of £15.70 per adult and lasts for 3 years. If you already have a relevant DBS check, please get in touch with Alison to confirm acceptance from Head Office.

Lesson details

The Glossop Pony Club Camp will provide your children with a wealth of instruction, training and fun over the four days. Daily instruction will include a minimum of 2 ridden and 1 theory lesson. Daily details of the lessons and the instructors will be posted on the camp notice board in the pavilion each night prior to the day's instruction. We request that your children adhere to the timetable and are ready for the lessons in good time. If there are any problems with your children's lesson plans or you have concerns in advance the please speak to the Chief Instructor (Stella), the DC (Alison) or the assistant DC (Dave).

Instructors

Throughout camp we will have a mixture of permanent and part time instructors to support the children. The members will be divided into groups dependant on ability. Each instructor will be allocated a "group" to oversee but instruction will be provided to each group by a mixture of instructors. Exact numbers are subject to change dependant on numbers of members on the camp.

Schedule

On the first night of arrival (earliest arrival time 18:00), you will be given time to settle your ponies and unpack. A camp meeting will be held in the pavilion at 19:30 where the first evening meal will be served.

To keep the camp running smoothly a daily schedule will be in place for all activities. Lesson plans and times will be posted daily on the noticeboard in the pavilion. The daily schedule is as outlined below:

07:00 Stable area will be opened – no entry to the horses before this time.

07:00 – 07:30 Ponies/horses will be fed breakfast

07:30 – 08:30 Breakfast in the pavilion

08:30 – 09:30 Muck-out/groom ponies

09:30 All rides meet at the tack room for morning briefing with instructors

MORNING ACTIVITIES

12:00 – 13:30 Lunch in the pavilion (this will be staggered from riding groups)

14:00 All rides meet at the tack room for afternoon briefing with instructors

AFTERNOON ACTIVITIES

16:00 – 17:00 Muck-out/groom ponies

17:00 – 17:30 Tack cleaning

17:30 – 18:00 Ponies/horses will be fed evening meal

18:00 – 19:00 Evening meal in the pavilion

20:00 Stable area will be closed – no entry to the horses after this time.

EVENING ACTIVITIES

Note that this schedule is subject to change.

Feeding of Horses/Ponies

In the interests of safety, the following will be applied for the feeding of horses and ponies:

- Members 10 years old and under must feed their ponies under the supervision of an adult.
- Members 11 years old and over may feed their ponies independently.

Note that feeding times will be supervised. Morning feeds should be made up the night before and left near your ponies stable.

Stables

Throughout the duration of the camp your pony will be stabled, no turn out is available. Hay and 2 bales of shavings per stable are included in the price. Additional bales of shavings are available throughout the camp for £7(TBC) per bale, if you do require further shavings during camp please speak to the DC (Alison). You are allowed to bring your own additional shavings but straw, and other types of bedding such as chopped straw are not permitted.

To group the members in their respective groups, all stables are allocated, and you will be given the stable number and location on arrival.

All stables and stable block communal areas must be maintained in a clean condition by the members throughout camp. Note that Somerford do not provide any mucking out tools, so it is essential that these are part of your packing list (see Appendix E).

To give the ponies/horses a well-deserved rest each night, there will be no access to the stable block between the hours of 20:00 and 07:00. An evening check will be carried out each night by a member of the organising team.

On leaving Somerford all stable must be cleared of all bedding, you may want to bring some bin bags to take home any unused shavings that you may have!

Food

Three meals per day will be provided for all members as included in their package. Attending adults and siblings will need to purchase a meal package in advance at the cost of £70 per adult and £50 per child under 14, children under 7 go free.

The first meal will be provided on arrival on Wednesday night. On the final day, breakfast and lunch will be provided.

All meals will be served in the pavilion at the times induced in the schedule.

It is also tradition that parents donate small individual cakes such as cupcakes or mini Swiss rolls etc. These will be put out daily with drinks for the children to help themselves after they have ridden.

Please can all attending members/parents/siblings complete the forms included in Appendix C regarding food allergies. Food selection forms will be distributed nearer the time of the camp.

Essential Equipment Required

We hope that the camp runs smoothly, but we must remember that horse riding can be a dangerous activity, so it is essential that riders have the following safety equipment:

- Riding hat – Tagged to the current standard. Note that for cross country riding this **MUST** be a jockey skull type hat
- Body protector – 2018 standard (blue and black label) must be worn for all cross country riding
- Boots – jodhpur or long riding boots – riding in yard boots will not be permitted
- Neck strap – must be worn for all cross-country activities (a stirrup leather or martingale will do)
- Long sleeved tops – arms must be covered for all riding activities
- Hair nets – must be worn for long hair for all riding activities
- Saddle – correctly fitting saddle
- Girth – Note that humane girths are not allowed
- Bridle - correctly fitting bridle and bit
- Plastic: plate, cereal dish, cup/tumbler, knife, fork and spoon
- Water Buckets
- Horse passport

In addition to the minimum safety equipment, it is also essential that you bring mucking out equipment, feed and water buckets etc.

A full suggested packing list is included in Appendix E.

Clothing/Uniform

The daily requirements for clothing and uniform will be that all flatwork session will require the children to be in Pony Club uniform with light coloured jodhpurs. All other sessions, including, jumping, games, theory etc, the children can wear smart non-uniform clothing which is suitable for the activity i.e., the correct safety wear and correct type of boots etc.

A washing machine and dryer is available in the pavilion for members use and this operates on pound coins. If you are intending to use these facilities, please remember to bring fabric detergent and fabric conditioner.

Rules

In the interests of health and safety and to ensure a smooth efficient camp for all involved it is essential that we have some rules. Please go through these rules with your children, including attending siblings, to make sure that they are understood. Organisation and rules for camp will be explained to members shortly after everyone's arrival. Any breach of discipline will be taken very seriously and may result in the child being sent home.

We would also like to draw your attention to the Pony Club codes of conduct included in Appendix B of this booklet.

Children's Rules

1. No child may leave camp unless agreed with the DC or assistant DC and with suitable adult supervision.
2. No smoking, vaping or alcohol
3. Mobile phones are brought into camp at their owner's risk, phones are not to be taken into the stable block.
4. Earrings or other jewellery must be removed for riding - please don't have your ears (or any other bit of you) pierced just before camp.
5. Whilst every possible care is taken, the officials of the Pony Club and Camp cannot be held responsible for any damage or accident sustained by members or their ponies whilst in camp, nor the loss of clothing, nor the loss or damage of equipment. Tack will be kept in the tack room provided, but if your tack is insured, you may feel it necessary to notify your insurance company where the tack is going to be kept. Do not bring expensive electronics etc. into camp. The sleeping accommodation is not secure. **EXPENSIVE ITEMS ARE BEST LEFT AT HOME.**
6. The instructors and others responsible for running the camp will endeavour to ensure the wellbeing of any child at camp but cannot be held responsible therefore.
7. All children must accept and abide by directions and instructions given by those responsible for running the camp.
8. If, in the opinion of the committee, a pony attending camp is in such a condition that it cannot be expected to complete camp without injury or hardship to itself, then child and pony will be required to leave. Please ensure that your pony is fit and well enough to attend camp.
9. There will be no refund of fees once the child has been registered for camp.
10. If the behaviour of a child is such that the committee feel that they may not continue at camp then, upon notification of this, the parent/guardian must collect the child and pony immediately. The club reserves the right to return the child and pony if this collection is not affected promptly. In this case, charges will be made for travelling expenses.
11. In the event of an accident or injury the committee are authorised to take whatever steps are appropriate to secure the wellbeing of the child and pony. The parent/guardian would be responsible for any fees necessarily incurred. In the event of any emergency, parents/guardians will be contacted.
12. You must respect the needs of other members of the public using the facilities.
13. You must keep noise to an appropriate level.
14. Remember you are representing the good name of the Pony Club so your general behaviour must be appropriate.

15. Pick up your litter and pick up your pony droppings.

Stable Rules

1. Ponies/horses will be fed at the same time each morning at approximately 07:00 - 07.30. Ponies/horses will be fed at the same time each evening at approximately 17:00 - 17.30. Any required variation on this should be discussed with your DC/instructor.
2. All horses/ponies have fresh water and hay and are mucked out daily.
3. The muck heap is kept tidy.
4. Droppings and litter have been picked up. (Somerford have a very strict policy about this!!)
5. The Stables and tack storage areas are kept clean and tidy.
6. Nobody will be permitted into the stabling area before 07:00.
7. Nobody will be permitted into the stabling area after 20:00.
8. All children (including siblings etc) under the age of 16 must wear a fastened tagged riding hat when handling horses or when entering the stable block.
9. All children 10 and under must be supervised by an adult when in the stable block at all times.
10. All persons (including adults) must wear suitable footwear when around horses or when entering the stable block.
11. In the interest of safety, prams and pushchairs are not permitted in the stable block at any time.

Photographs

You are allowed to take photographs of your child whilst at camp. In the interests of safety, please do not upload live videos to the internet. Note that there may also be a photographer at the event. Please complete the photographic consent form included in Appendix G of this booklet and return to the camp organisers prior to camp commencement.

APPENDIX A PONY CLUB INSURANCE SUMMARY

The Pony Club Branch Riding Members and Centre Plus Members Liability Insurance Policy

Insurance Product Information Document

This insurance is provided by Lloyd's Syndicate 4444 which is managed by Canopus Managing Agents Limited. Canopus Managing Agents Limited's registered office is: Floor 29, 22 Bishopsgate, London EC2N 4BQ. Registered in England no. 01514453.

Canopus Managing Agents Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority in the United Kingdom. Firm Ref: 204847

Lloyd's Syndicate 4444 provide a Public Liability limit of £5,000,000. The total limit of liability is increased to £30,000,000 through additional policies. Full details of these additional policies can be provided by Howden on request.

This document provides a summary of the cover, exclusions and restrictions. The full terms and conditions of this insurance, can be found in the schedule and policy document which is available on request.

What is this type of Insurance?

This is a Master Policy for the benefit of members of The Pony Club. This is Public Liability insurance policy to insure any Branch Riding Member or Centre Plus Member of The Pony Club against legal liability for accidental injury to a third party or damage to third party property that occurs during the period of coverage and arises in connection with your ownership or use of any horse or horse drawn vehicle, or your attendance or participation in The Pony Club events.



What is insured?

- ✓ Accidental bodily injury to a third party up to £30,000,000 as a result of your use, ownership or control of a horse or horse drawn vehicle, or your direct participation in other horse related activities, or your attendance at an event organised by The Pony Club.
- ✓ Accidental loss of or damage to third party property up to £30,000,000 as a result of your use, ownership or control of a horse or horse drawn vehicle, or your direct participation in other horse related activities, or your attendance at an event organised by The Pony Club.
- ✓ Costs, expenses and solicitors fees incurred by you in respect of any claim against you subject to written consent by the Insurer.

Extensions:

- ✓ **Authorised Users.** Your Insurance extends to cover any person using your horse with your permission whilst in your presence, or alternatively the presence of your parent or guardian if you are under 18.
- ✓ **Horse Grooms.** Your insurance extends to cover any Horse Groom while working for you and whilst unmounted only. This extension does not apply to a Professional Groom.

Any person covered under the extensions must fulfil and be subject to all the Terms and Conditions, Limitations and Exclusions of the Master policy.



What is not insured?

- ✗ The first GBP250 of each and every claim made against you for loss of or damage to third party property.
- ✗ Bodily injury to you or any member of your family or household, or to any employee.
- ✗ Loss of or damage to property belonging to you or in your care, custody and control, or belonging to or in the care, custody or control of a member of your family or household.
- ✗ Bodily injury or loss of or damage to property due to your profession, occupation or business. This does not apply to the Horse Grooms extension.
- ✗ Liability arising out of the activities of a Professional Groom.
- ✗ Any claims due to the use of a horse or horse drawn vehicle for hire or reward.
- ✗ The ownership, possession or use of any mechanically propelled vehicle which requires compulsory insurance or security.
- ✗ Any claims arising from circumstances known to you before the start of your coverage.
- ✗ Any personal data breach.
- ✗ Any award of punitive or exemplary damages whether as fines, penalties or otherwise
- ✗ Any claim arising from terrorism or war.



Are there any restrictions on cover?

- ! This is a policy of last resort and sits in excess of any other valid and collectable insurance policy in place at the time of a claim.
- ! The policy does not include cover for any claim arising as a result of Horse racing, Point to Point racing, Steeplechasing or Team chasing other than Endurance racing and official Pony Club Race Days and Training Days.
- ! This policy only provides cover if you are normally domiciled in The United Kingdom, Isle of Man or the Channel Islands.



Where am I covered?

- ✓ Great Britain, Northern Ireland, Republic of Ireland, the Channel Islands or the Isle of Man



What are my obligations?

- You must advise the Insurer as soon as possible of anything which may give rise to a claim being made against you.
- You must advise the Insurer as soon as possible if you have any knowledge of any impending prosecution, inquest or fatal accident injury which you are involved in.
- You must take all reasonable care to prevent accidents and act in accordance with all statutory obligations and regulations.
- You must pay the first GBP250 of any claim involving third party property.
- Failure to meet your obligations could result in a claim being rejected or a reduction in the amount the Insurer pays.
- Any fraud, misstatement or concealment in relation to any matter affecting coverage, or in connection with a claim, will mean your cover is terminated and you will be unable to make a claim.



When and how do I pay?

Payment for this insurance is included within your membership fee paid to The Pony Club.



When does the cover start and end?

The Period of Coverage depends on when you become a member of The Pony Club. It starts either from 1 July or the date you become a Branch Riding Member or Centre Plus Member and ends on 30 June each year and a new policy period begins.



How do I cancel the contract?

As this is a group policy, this insurance does not provide you with the statutory right to cancel within 14 days. If you cancel your membership of The Pony Club or do not renew your membership, your insurance cover will cease from the time of such cancellation or non renewal.

APPENDIX B CODES OF CONDUCTS



Code of Conduct for Members

The Pony Club is fully committed to safeguarding and promoting the wellbeing of all its members and the highest ideals of sportsmanship, citizenship, and loyalty to create strength of character and self-discipline.

The Pony Club believes that it is important that Members, Parents / Guardians, Officials, Volunteers, and Coaches should, always, show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be always open and to share any concerns or complaints they may have about any aspect of the Pony Club with the Branch or Centre Safeguarding Officer.

Branches and Centres should offer a positive experience for members where they can learn new things in a safe and positive environment.

As a Member you can expect to:

- Be safe and happy in your chosen activity.
- Be listened to, respected, and treated fairly.
- Have privacy.
- Be protected from harm.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed and supported.
- Be able to ask for help.
- Have your concerns taken seriously and acted on as appropriate.

What conduct is expected of you as a Member?

In return, as a Member of The Pony Club, you are expected to abide to keep yourself safe and

- Ask for help.
- Report any concerns about safeguarding poor practice / conduct you have to the appropriate person at your Branch or Centre.
- Be friendly, supportive and show respect to coaches, Officials, and Volunteers.
- Be friendly, supportive and show respect to other members on your team, members on opposing teams and other members of The Pony Club.
- Take care of and show respect to your horses / ponies in line with the Equine Welfare Policy.
- Play fairly and be trustworthy.
- Behave and listen to all instructions given by Coaches, Officials, and Volunteers.
- Abide by the rules of The Pony Club and its Sports, and accept the decisions made by Coaches, Officials, and Volunteers.
- If you need to query a decision you do not understand, do so politely and listen to the explanation.
- Do not cheat, be rude, violent, or aggressive.
- Refrain from using foul or abusive language.



- Refrain from bullying, getting involved in discrimination of any kind, or inappropriate peer pressure, including pushing others into something they do not want to do. This includes face to face interactions or using social media or technology.
- Do not smoke, vape, possess, or consume alcohol or drugs, of any kind, whilst in attendance at Pony Club events or whilst representing your Club.
- Do not engage in sexual activity whilst in attendance at Pony Club activities.
- Do not criticise Officials, Coaches, Volunteers, Staff, Members, or parents / guardians in person, on social networking sites or by the use of text messages / emails.
- If under 18 years, you must not leave an organised event unless accompanied by your parent/guardian or by a Pony Club official.
- Be aware that it is unacceptable, and may be considered a possible assault, to photograph or video an injured person.

Any minor misdemeanours and general misbehaviour will be addressed by the coach, official or volunteer and reported to the designated person as appropriate. More serious or persistent behaviour may result in disciplinary action and potential termination of membership. Parents/Persons with parental responsibility will be informed at all stages.

Member's name: **Membership No.:**

Member's Signature:



Code of Conduct for Parents & Persons with Parental Responsibility

The Pony Club is a voluntary youth organisation for young people within an equestrian environment.

Fairness should take precedence over competitiveness.

Teaching by example will foster caring and respect for all.

The Pony Club is fully committed to safeguarding and promoting the wellbeing of all its Members and the highest ideals of sportsmanship, citizenship, and loyalty to create strength of character and self-discipline.

It is important that all Members, Parents / Persons with Parental responsibility, Officials, Volunteers, and Coaches should, at all times, show respect and understanding for the safety and welfare of others.

What do Parents/Persons with Parental responsibility have the right to expect from The Pony Club?

As Parents/Persons with Parental responsibility you have the right to:

- Be assured that your child is safeguarded during their participation with The Pony Club.
- Be informed of problems or concerns relating to your child.
- Be informed if your child is injured.
- Have your consent sought for events such as residential camps and photography.
- Have the opportunity for input into the decisions made with your Branch/centre.
- Have any concerns about any aspect of your child's welfare listened to and responded to as appropriate.

The Pony Club takes its safeguarding responsibilities very seriously. If concerns are raised that any child may be suffering or likely to suffer significant harm, then the Branch or Centre Safeguarding Officer has a duty of care to report these concerns to the relevant statutory agency (including the Police and Social Care) in line with local guidance and The Pony Club's policies and procedures.

Conduct expected of Parents/Persons with Parental Responsibility

In return, as Parents / Persons with Parental Responsibility of Members of The Pony Club, you are expected to

- Keep yourself safe and be aware of your safeguarding responsibilities.
- Report any concerns about safeguarding or poor practice / conduct to the Safeguarding Officer at your Branch/Centre.
- Be a positive role model for your child and other Members and show an interest in their chosen activity.
- Be friendly, supportive and show respect to all Members, Coaches, Officials, Volunteers, Staff and other Parents / Persons with Parental responsibility, whether at your Branch/Centre or another.
- Ensure your child understands their Code of Conduct.
- Show respect to horses / ponies and show humane care for them at all times in line with the Equine Welfare Policy.



- Always conduct yourself in an appropriate manner, either face to face and when using social networking sites or technology.
- Promote the physical and emotional well-being of your child, other Members and horses / ponies.
- Praise all Members equally and discourage unfair competition. Do not engage in or condone unsportsmanlike behaviour.
- Encourage your child that taking part, learning and showing good sportsmanship is of the utmost importance and promote that participation in sport is for fun.
- Volunteer your services and skills, whether equine related or not, wherever possible.
- Do not punish or belittle your child for making mistakes, place your child under pressure or push them into sports or equestrian activities they do not want to or are not comfortable doing. Instead, you should support your child's involvement.
- Refrain from being rude, violent or aggressive, using foul or abusive language, being discriminative, bullying or other inappropriate behaviour. Encourage Members to do the same. Address any inappropriate behaviour where necessary.
- Respect the property and equipment used in any activities.
- Refrain from interfering or undermining the authority of Coaches, Volunteers or Officials. Instead, politely discuss disputes / appeals at a suitable time with the correct official(s) including the decisions made by Coaches or Officials.
- Do not criticise Officials, Coaches, Volunteers, Staff, Members or Parents / Persons with parental responsibility, on social networking sites or by the use of text messages / emails.
- Be aware that it is unacceptable, and may be considered a possible assault, to photograph or video an injured person.

Any breaches of this Code of Conduct will be dealt with immediately by the Club. Persistent concerns or breaches may result in you being asked not to attend Pony Club events, if your attendance is considered detrimental to the welfare of Pony Club Members, or termination of your child's Membership if this is felt appropriate.

Members Name Membership Number
.....

Name of Parent's/Persons with Parental Responsibility
.....
..

Signature of Parents/Persons with Parental Responsibility
.....

APPENDIX C FOOD INFORMATION FORM

Guest:		Adult <input type="checkbox"/>	Child <input type="checkbox"/>
Responsible Adult (if applicable):		Main contact Number:	
Special requirements:	Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/>		
Food allergies	Dairy <input type="checkbox"/> Gluten <input type="checkbox"/> Peanuts <input type="checkbox"/>		
	Eggs <input type="checkbox"/> Shellfish <input type="checkbox"/> Seafood <input type="checkbox"/>		
	Soy <input type="checkbox"/> Other <input type="checkbox"/>		
	If other, please specify:		
	please specify the allergic response		
Food Intolerances	Gluten (Celiac disease) <input type="checkbox"/> Lactose <input type="checkbox"/> Other <input type="checkbox"/>		
	If other, please specify		

Guest:		Adult <input type="checkbox"/>	Child <input type="checkbox"/>
Responsible Adult (if applicable):		Main contact Number:	
Special requirements:	Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/>		
Food allergies	Dairy <input type="checkbox"/> Gluten <input type="checkbox"/> Peanuts <input type="checkbox"/>		
	Eggs <input type="checkbox"/> Shellfish <input type="checkbox"/> Seafood <input type="checkbox"/>		
	Soy <input type="checkbox"/> Other <input type="checkbox"/>		
	If other, please specify:		
	please specify the allergic response		
Food Intolerances	Gluten (Celiac disease) <input type="checkbox"/> Lactose <input type="checkbox"/> Other <input type="checkbox"/>		
	If other, please specify		

Guest:		Adult <input type="checkbox"/>	Child <input type="checkbox"/>
Responsible Adult (if applicable):		Main contact Number:	
Special requirements:	Vegetarian <input type="checkbox"/>	Vegan <input type="checkbox"/>	
Food allergies	Dairy <input type="checkbox"/>	Gluten <input type="checkbox"/>	Peanuts <input type="checkbox"/>
	Eggs <input type="checkbox"/>	Shellfish <input type="checkbox"/>	Seafood <input type="checkbox"/>
	Soy <input type="checkbox"/>	Other <input type="checkbox"/>	
	If other, please specify:		
	please specify the allergic response		
Food Intolerances	Gluten (Celiac disease) <input type="checkbox"/>	Lactose <input type="checkbox"/>	Other <input type="checkbox"/>
	If other, please specify		

Guest:		Adult <input type="checkbox"/>	Child <input type="checkbox"/>
Responsible Adult (if applicable):		Main contact Number:	
Special requirements:	Vegetarian <input type="checkbox"/>	Vegan <input type="checkbox"/>	
Food allergies	Dairy <input type="checkbox"/>	Gluten <input type="checkbox"/>	Peanuts <input type="checkbox"/>
	Eggs <input type="checkbox"/>	Shellfish <input type="checkbox"/>	Seafood <input type="checkbox"/>
	Soy <input type="checkbox"/>	Other <input type="checkbox"/>	
	If other, please specify:		
	please specify the allergic response		
Food Intolerances	Gluten (Celiac disease) <input type="checkbox"/>	Lactose <input type="checkbox"/>	Other <input type="checkbox"/>
	If other, please specify		

If you require extra forms, please ask the DC (Alison)

APPENDIX D FOOD SELECTION FORM

Please indicate below the quantity of portions of food required for you and your family attending camp. **Note that for all lunches and evening meals, a side serving of salad will be available. Additionally, Pot noodles, super noodles, beans, spaghetti hoops and toast are available as an alternative to all meals, these do not need to be quantified.**

Family Name:		Qty Large Portion	Qty Small Portion
WEDNESDAY			
Evening Meal	Hot dogs and chips		
	Vegan Hot dogs and chips (v)		
	Ice cream cones, Sauce & sprinkles (v)		
THURSDAY			
Breakfast	Cereal (v)		
	Cereal Bars (v)		
	Toast with Jam, Chocolate spread or Marmalade (v)		
	Sausage Butty		
Lunch	Selection of sandwiches (v – selected flavours)		
	Salads		
	Sausage Rolls		
Evening Meal	Cheese & onion pie with mash and gravy and vegetables (v)		
	Beef & onion pie with mash and gravy and vegetables		
	Chicken Pie with mash and gravy and vegetables		
	Chicken nuggets & Chips		
	Sponge with cream, ice-cream or custard (v)		
FRIDAY			
Breakfast	Cereal (v)		
	Cereal Bars (v)		
	Toast with Jam, Chocolate spread or Marmalade (v)		
	Bacon Butty		

Family Name:		Qty Large Portion	Qty Small Portion
Lunch	Selection of soups (v selected flavours) Selection of sandwiches (v – selected flavours) Salads Selection of quiche (v – selected flavours)		
Evening Meal	Chicken wraps and chips		
	No meat “chicken” wraps and chips (v)		
	Spaghetti Bolognese		
	Fruit Crumble with cream, ice-cream or custard (v)		
SATURDAY			
Breakfast	Cereal (v)		
	Cereal Bars (v)		
	Toast with Jam, Chocolate spread or Marmalade (v)		
	Sausage Butty		
Lunch	Jacket potatoes with beans, tuna or cheese (v selected flavours)		
Evening Meal	Selection of pizzas (v selected flavours)		
	Jelly & ice cream (v)		
	Chocolate fountain with fruit and cakes (v)		
SUNDAY			
Breakfast	Cereal (v)		
	Cereal Bars (v)		
	Toast with Jam, Chocolate spread or Marmalade (v)		
	Bacon Butty		
Lunch	Buffet Variety (Open Buffet) (v – selected items)		

APPENDIX E SUGGESTED PACKING LIST

Please note these lists are just a guide and is not exclusive. Please ensure all your items are named or marked.

Riders kit list

- ☐ Riding hat (Skull cap for cross country)
- ☐ Body Protector
- ☐ White long sleeved shirt (for each flatwork session)
- ☐ Riding/jodhpur boots
- ☐ Pony Club tie/stock
- ☐ Pony Club sweatshirt
- ☐ Pony Club metal badge
- ☐ Jodhpurs – dark colour
- ☐ Jodhpurs - beige/cream
- ☐ Long sleeved T-shirts/shirts/cross country tops
- ☐ Hair nets
- ☐ Riding gloves
- ☐ Sweatshirts / jumpers.
- ☐ Short sleeved tops (not to be used for riding and in case of good weather)
- ☐ Adequate amount of socks and underwear
- ☐ Waterproof coats
- ☐ Waterproof leggings
- ☐ Trainers
- ☐ Wellingtons/yard boots
- ☐ Toiletries: soap, toothpaste, toothbrush, hairbrush, hair accessories (bobbles etc.), deodorant, wet wipes, suncream, lip balm, insect repellent, sanitary products (if required)
- ☐ Pen and paper
- ☐ Books and games
- ☐ Phones/audio equipment and chargers brought at owners own risk. (very limited charging facilities)
- ☐ Bin bag for rubbish, dirty / wet clothes, unused shavings to take home.
- ☐ Tent
- ☐ Sleeping bag
- ☐ Air mattress (optional) and pump.
- ☐ Pillow
- ☐ Extra blanket (in case nights are cold)
- ☐ Plastic: plate, cereal dish, cup/tumbler, knife, fork and spoon
- ☐ Water bottle
- ☐ folding chair (optional)

Horses kit list

- ☐ Saddle
- ☐ Girth
- ☐ Numnahs/saddle cloths
- ☐ Bridle
- ☐ Martingale (optional)
- ☐ Bits (should your pony require more than one)
- ☐ Neck strap
- ☐ Tack cleaning equipment
- ☐ Head collar
- ☐ Lead rope
- ☐ Grooming kit
- ☐ Whip(s)
- ☐ Boots, bandages etc.,
- ☐ Tail ribbon if needed
- ☐ Small first aid kit
- ☐ Feed and water buckets (feed bucket cover at least one)
- ☐ Bucket brush
- ☐ Haynets
- ☐ Feed, if needed (measured into plastic bags)
- ☐ Fly repellent
- ☐ Cooler rug (if needed)
- ☐ Horse passport
- ☐ Pony treats or polo mints
- ☐ Mucking out equipment: wheelbarrow or large skip bucket, fork, brush, shovel
- ☐ Horse shampoo/sweat scraper etc

APPENDIX F MEDICAL CONSENT FORM



Medical Consent Form

This form is to be completed by the person with parental responsibility for each Pony Club Member.

Date of Camp / Course / Visit From 30/07/2025 To 03/08/2025

BRANCH / LINKED CENTRE Glossop & District Branch of the Pony Club

Name of Member _____ Date of Birth ____/____/____

Name(s) of Parent / Guardian _____

Authorised contact if parent unattainable _____ Tel. No. _____

Address of Parent / Guardian _____

Tel. Number (Day) _____ (Night) _____

Fax Number _____ Email _____

Member's General Practitioner NAME _____

NAME & ADDRESS OF PRACTICE _____

Does he / she suffer from:

* Asthma	YES / NO * Epilepsy	YES / NO
* Migraine	YES / NO * Diabetes	YES / NO
* Dyslexia	YES / NO * Hay Fever	YES / NO
* Heart / Lung Disorder	YES / NO * Bone / Joint Impairment	YES / NO
* Vision / Hearing Defects	YES / NO * Allergy to Drugs / Food	YES / NO
* Gynaecological Disorders	YES / NO * Ear, Nose & Throat	YES / NO
* Gastro-intestinal Disorders	YES / NO * Any skin complaint	YES / NO
* Any other medical Disorder	YES / NO * Special dietary requirements	YES / NO

Please state insulin medication and detail emergency procedures for hypos on the next page

If yes to any of the above, please specify the nature of the problem

Are contact lens worn? YES / NO

Religion, if applicable to Medical Treatment _____

Are there any other problem of which the Safeguarding Officer should be made aware? YES / NO

Does he / she regularly take any form of medication? YES / NO (If so, please detail on next page)

Does he/ she need to carry an adrenaline auto-injector? YES/NO Reason: _____

What type and dose is the adrenaline auto-injector? _____

Are there any current injuries / operations / medical treatments? YES / NO If so, please explain.

Any previous operations, e.g. appendix? YES / NO If so, please explain

Has your child received all expected immunisations including tetanus? YES / NO

If no, please detail what was missed _____

Members Name:

Medical Consent Form

Medicines Administration by Member Of Staff Or Member

Whilst my child is away, I authorise you to give the following medicines to my child (please delete the paracetamol line if you do not wish for your child to be given paracetamol under any circumstances). Please state if your child carries and takes their own supply of medication e.g. asthma inhalers, contraceptive pills / implants.

All the medicines specified below have been prescribed by a registered and licensed medical practitioner and will be provided in the original packet / box / bottle with the child's name and date of birth clearly marked. I agree that the medicines are necessary for my child, that they will be given without intending harm to the child and I indemnify The Pony Club or its Branches / Linked Centres against any loss or claim associated whatsoever with the administration of the medicines specified below.

Name of medicine	Strength of medicine	How much to give each time	Type (tablet / liquid / inhaler)	When to be given (time of day)	Any other information about this medicine
MY CHILD IS ALLERGIC TO THE FOLLOWING MEDICINES (please note if this box is not completed no medicines will be given. Please state if no known allergies.)					
Paracetamol	I authorise the person in charge or their designated deputy to give up to 2 doses of paracetamol of a dosage suitable for the age and weight of my child in a form suitable for my child. I understand that on the administration of the second dose I will be contacted regardless of the time of day or night.				

In the event of my daughter / son requiring emergency medical or dental treatment whilst taking part in the Pony Club activity as described above, and an Officer or other responsible adult being unable to contact either myself or other person with a parental responsibility for my daughter / son, I hereby authorise the District Commissioner / Centre Proprietor or other Official of the Pony Club to obtain such medical or dental treatment for my child as they, in their absolute discretion, think necessary after consultation with a medical or dental practitioner. This authority extends to all medical and dental treatment including the giving of an anaesthetic where necessary.

Data provided will be stored and used in line with current data protection regulations.

Signature:			
Print Name:		Date:	
Role / Relationship:			

APPENDIX G PHOTOGRAPHIC CONSENT FORM

Photography and filming consent form

Under 16

In accordance with our child protection policy, we will not permit photographs, video or other images of young people to be taken without consent. If the child is under 16, consent must be obtained from a parent / carer.

(If the child is over 16, it's good practice to inform parents that photographs and/or videos of their child may be used if the child has given consent.)

Glossop and District Branch of the Pony Club will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Name of child		DOB	
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Declaration of consent – parent / carer of child under 16

Please tick each box (or strike out what you do not consent to), then sign this form.

- ☐ I give permission for my child's photograph to be used within the club for display purposes.
- ☐ I give permission for my child's photograph to be used within other printed publications.
- ☐ I give permission for my child's photograph to be used on the club's website.
- ☐ I give permission for my child's photograph to be used on the club's social media pages.
- ☐ I give permission for video of my child to be used on the club's website.
- ☐ I give permission for video of my child to be used on the club's social media pages.
- ☐ I give permission for video of my child to be used for training or analysis purposes.

Signature		Date	
Print name		Relationship to child	

Comments:

Photography and filming consent form

Over 16

In accordance with our child protection policy, we will not permit photographs, video or other images of young people to be taken without consent. If the child is under 16, consent must be obtained from a parent / carer.

(If the child is over 16, it's good practice to inform parents that photographs and/or videos of their child may be used if the child has given consent.)

Glossop and District Branch of the Pony Club will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Name		DOB	
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Declaration of consent – child aged 16 or over

Please tick each box (or strike out what you do not consent to), then sign this form.

- ☐ I give permission for my photograph to be used within the club for display purposes.
- ☐ I give permission for my photograph to be used within other printed publications.
- ☐ I give permission for my photograph to be used on the club's website.
- ☐ I give permission for my photograph to be used on the club's social media pages.
- ☐ I give permission for video of me to be used on the club's website.
- ☐ I give permission for video of me to be used on the club's social media pages.
- ☐ I give permission for video of me to be used for training or analysis purposes.

Signature		Date	
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Print name	
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Comments:

APPENDIX H GENERAL SAFETY INFORMATION FORM

Members Name	
Members DOB	
Members Phone Number (if applicable) *	
Parent/Guardian Name	
Parent/Guardian Phone Number	
Horse/Pony Name	
Vets Details	
Farrier Details	

* Members phone number will only be used in the event of an emergency

Please also indicate the members current level of riding:

The member can:	With Stirrups	Without Stirrups	On lead rein	Off lead rein
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ride in the open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current jumping height:

APPENDIX I CAMP TOPS

Camp tops for the attending members are included in the price! (Additional tops and hoodies available from the club website). 2025 tops will be emerald green. Please indicate the member's name and circle the size required choice below.

Member Name:				
Size required:				
Camp top size	Age 2 – 22/24" (EU98)	Age ¾ - 24/26" (EU104)	Age 5/6 – 26/28" (EU 116)	
	Age 7/8 – 28/30" (EU 128)	Age 9/10 – 30/32" (EU 140)	Age 11/13 – 32/34" (EU 152)	
	XS – 34/36" (EU 44)	S – 36/38" (EU 46)	M – 38/40" (EU 48)	
	L – 41/43" (EU 50)	XL – 44/46" (EU 52)	2XL – 46"48" (EU 54)	



Declaration

I have read and I agree to all of Glossop and District Branch of the Pony Club's rules and regulations and the code of conducts.

Name:..... Signature:.....

Relationship to member: