



Burton Hunt Branch of the Pony Club.

Burton Hunt Pony Club General Policies

- If you are hosting a rally at your yard with no charge and have an active member at the rally then no fee will be paid for that member. The cost will be reflected on the training return as venue hire.
- If you are an instructor and you have an active member then at trainings and rallies you must pay for your child to take part and put in invoice for payment of your time.
- If you are an instructor teaching at a training and you do not wish to charge then your child can take part free of charge, this will reflect on the return form.
- Mileage: When you are on approved Pony Club business which takes you outside the Burton boundary you may claim for mileage door to door at 20p per mile to cover fuel costs. Map available if required
- Mileage: If using your own vehicle solely to move equipment on behalf of the Pony Club either towing a trailer or using a lorry, mileage can be claimed at a rate of 45p per mile. Note with regard to trailers this only applies when actually towing, if dropping off or fetching the trailer that part of journey should be at the lower rate i.e. 20p per mile
- All instructors used at events must be listed with the chief instructor with agreed payment rates. All instructors must have a clear DBS and have done the appropriate safeguarding training, see coach & volunteer guidance for more info.
- If any instructor requires an increase from the agreed price, then this must go through committee before being confirmed with the instructor.
- If a parent can produce a vet or doctors certificate, then either a full or partial refund may be offered on a session/block of payment that has already been booked and paid for.
- The Branch reserve the right to substitute trainers should the regular trainer not be available.
- The Branch wishes to encourage new members to join. The Pony Club permits 'taster' sessions for prospective members before they commit to full membership and they are covered under the Pony Club insurance whilst participating in these sessions. The first session is free (subsidised by the branch) and the attendee must pay for the second taster session. The free session is limited to: regular evening training, grassroots session or a fun rally.
- Where certain training lacks numbers the branch permits member parents to attend a session to make the training viable. The parent must have their own 3rd party liability insurance and provide the organiser with emergency contact details. The parent can only attend a session with other parents or their own child. The place is given on the understanding that if session become full and a branch member requests to attend the training then the parent needs to step aside and a refund will be given. Members always have priority for training.

Block/Single Session Training/Rallies

This applies to all training disciplines

All regular training and rallies will be run at cost, but will include Paypal charges incurred to make the booking, this is at Paypal Charity rate which is 1.4% of the total amount plus 20p per transaction. Whilst organisers endeavour to run at cost there may be occasions where a session makes a loss/profit. Any profit goes into the 'Branch Pot'.

These are booked through unity and payment should be made by the onward direction through to PayPal.
BHPC General Branch Policies V3 06.10.21



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If training is organised in blocks, we require that you pay before the first session to enable you to attend.

If a member advises they cannot attend after the closing date and the place cannot be filled by either the organiser/trainee/parent, unfortunately refunds cannot be given as we will still have to pay the trainer and venue hire.

A session may be swapped, the member attending the session should make payment directly to the member whose slot they have taken. This is the responsibility of the parent involved not the BHPC.

If a member wishes to take a second horse to training, they can book the second horse on but if the session becomes full and another BHPC member wishes to attend we may need to cancel one of the horses. This means all members get an opportunity to join the training.

Where training is in blocks, if there are spaces on any training session, members can join the session on an ad hoc basis, but payment must be made before attending. This is usually done via online payments so evidence must be seen before attending.