

Howden Equestrian Centre



Client Welcome Pack 2023



Approved Riding School

Welcome to Howden Equestrian Centre!

H.E.C. is a small family run riding school, based between Howden and Holme-on-Spaldingmoor. We are fully licensed with East Riding of Yorkshire Council, insured with SEIB equestrian insurance and we are a BHS Approved riding centre, and Pony Club Centre.

All of our staff are experienced instructors, with collectively over 70 + years in the training of horse and rider. We are all horse owners, and train and compete in our free time. We also all have the relevant qualifications to go with our years of teaching experience.

As a BHS approved centre, we undergo a vigorous yearly inspection, ensuring high standards are adhered to in all aspects of riding school management, including quality of instruction, animal welfare etc. We have been awarded "highly commended" by the BHS and 5 stars by East Riding Council.

We run a little differently to your average riding school, in that, as a family run school, all our instructors are in house, ensuring we can keep the high standards we strive to achieve in every lesson. We will not offer the typical big group "ride to the rear of the ride" type lessons, as we prefer to work on the one-on-one, small group riding lessons, meaning our rider's progression is clear. We ourselves never stop learning and attend further training sessions (Professional CPD) several times a year.

Furthermore, with our newest addition "Hec-tor" the Racewood riding simulator, we are able to offer posture & position analysis to a wide variety of riders, from first time riders to seasoned competitors!

Meet the team:



Janice Chadwick - Head instructor

BHS Level 4 Senior Coach & Groom, BHSAI, BHS Accredited Professional Coach (APC)



Andrew Chadwick - Instructor

BHS Level 3 Coach, Level 2 Complete & National Diploma in Equitation



Jenna Whitaker - Yard & Office Manager.

BHS Level 4 Senior Yard Manager & UKCC I (Sports Riding Coach) -

Information pack

Attached is our information pack for new customers, please ensure you read through the pack before attending your first riding lesson. A full document of all our Terms and conditions is available on our website.

- **All inexperienced riders & children's lessons must be able to provide a confident adult to lead the horse/pony in the lesson. Guidance will be given by the instructor in the lesson as needed. (Please see attached form below for more details).**
- If your child has ridden loose previously, all new customers must provide an adult to lead in case of emergency for the first lesson. After which the instructor will conduct a risk assessment and determine whether they are happy to proceed in future lessons without a leader. This is for your child's safety.
- Experienced adults do not need to provide a leader unless they are unsure of their capability or cannot ride loose confidently.
- All riders who have their own riding hat must check that their hat is up to current BHS hat safety standards 2023 (these are attached below). **We cannot accept hats that are not up to current safety standards.** If in doubt please check with the office.
- If you do not have your own hat, we can hire you a hat. There is a hat hire fee of £5 per use. We strongly recommend you purchase a hat of your own as soon as possible, as it is safer for the rider and is also more cost effective for yourselves.
- We can only accept riders who are over the age of 4, and adult riders who are below 13 stone.
- Riders aged 3 can now book in for our "Little Tots" sessions but they must bring TWO adults per rider for insurance reasons.
- All riders must wear suitable clothing to ride. This includes sturdy footwear with a small heel, walking boots or wellies are fine. **NO TRAINERS/UGGS WILL BE ALLOWED.** Riders should be wearing trousers/leggings and no loose-fitting tops.
- If you are leading in the lesson, leaders must wear sturdy footwear, such as wellies, or boots. No flip flops etc. Gloves are recommended.
- All yard rules must be followed on the yard. Any new rules will be posted on our Facebook, and also on the yard noticeboard in the car park.
- The barn is not open for pedestrians, please do not go pet the horses, they may bite.
- PLEASE CHECK YARD NOTICEBOARDS REGULARLY FOR UPDATES.
- **Attached are rider registration forms, these MUST be printed out and brought with you for your first lesson.**
- **There is a 48 hour cancellation policy in place for all bookings. If lessons are canceled with less than 48 hours notice, the full lesson fee will be charged. This now includes illness & Covid.**
- **All payments should be made 24 hours before the lesson. (Cash on the day is fine).**
- **Payments received 24 hours after a lesson will be subject to a £5 per rider/week cancellation fee.**

Arriving for your first lesson

1. Please arrive 5 -10 mins before your first lesson, if you arrive early please wait in your car. The barn is not open to visitors.
2. Please park in the car park, and then check the noticeboard for updates regularly.
3. Please use the hand Gel provided before and after your lesson.
4. Please take note of any signs on the yard, they are there for your safety.
5. Please go to the office to find yard staff on your arrival.
6. All visitors should report to reception each week.
7. There is NO ENTRY to the stable yard. Please do not go around the yard petting the horses.
8. Attached in this pack is a rider registration form and code of conduct. Please print these out and bring them with you to your lesson. If you are leading please print out the leader code of conduct, this is not necessary if you are riding confidently loose.
9. If you are riding on the mechanical horse, please bring the rider registration form and code of conduct form for your lesson.
10. The barn is only open for access to the office, please wait outside the barn for your lesson.
11. You will be directed to the correct arena for your first lesson. Once your lesson starts please follow the instructor's directions and if you have any questions please ask a member of staff.
12. All lessons must be paid for either in cash on the day (in the office), or via BACS banking.
13. If you pay online, you must pay for your lesson **THE DAY BEFORE YOUR LESSON. There will be a late fee of £5 charged if you are more than 24 hours late paying.**
14. After your lesson please go to the office to discuss whether you would like to book another lesson. Or you can contact the office via email or Facebook if you prefer.
15. **All lessons must be paid for before your lesson starts.**
16. **There is a 48 hour cancellation policy. All late cancellations will be charged for. This is part of the terms and conditions of booking.**

Bank details are:

Howden Equestrian Centre

ACC: 71450718

Sort: 60 09 07

Please put riders name and date of the lesson as the reference. Payments must be sent the day before your lesson every week/fortnight to allow for accounting on the day of your lesson.

Attached below are:

1. **Rider Code of conduct (required for all lessons)** – Signed by the rider, or parent if under 18
2. **Rider Registration form (required for all lessons)** – Signed by the rider, or parent if under 18
3. **Leader code of conduct (only required for lessons requiring leaders)**

Please print these out and bring them with you for your lesson.

(We cannot accept emailed copies, they must be signed by hand).

Equestrian Establishment Rider Registration Form

Name of Equestrian Establishment:

CONFIDENTIAL – Please complete all sections and boxes

| | | | |
|----------------|----------------------|---------------|----------------------|
| First Name: | <input type="text"/> | Surname: | <input type="text"/> |
| Address: | <input type="text"/> | | |
| Tel (Home): | <input type="text"/> | Tel (Mobile): | <input type="text"/> |
| Email: | <input type="text"/> | | |
| Date of Birth: | <input type="text"/> | Age: | <input type="text"/> |
| | | Weight: | <input type="text"/> |
| | | Height: | <input type="text"/> |
| Occupation: | <input type="text"/> | | |

Have you or the rider you are signing for, ever suffered a serious injury or discomfort while riding or been advised not to ride?

Yes: No: If yes, please describe:

Please detail any disability or medical conditions that may affect your ability to ride. This may include but not limited to any back problems and any condition, which can affect balance or cause blackouts/loss of consciousness/fitting etc.

EMERGENCY CONTACT

Contact Name & Relationship: Tel:

RIDING ABILITY/DECLARATION – Tick all boxes that apply

I consider myself (or the person riding for who I am signing on behalf as a minor) to be a:

Complete Beginner Beginner Novice Intermediate Advanced

How many times have you/the rider ridden in the last 12 months:

Once Under 12 12-40 40+

What do you consider your riding capability on a horse or pony or the rider you are signing for to be?

Riding at a walk Trotting with stirrups Trotting without stirrups Cantering
Hacking Riding over jumps up to 0.5m (18") Over jumps 0.75 (30") Riding over cross country jumps

- I can confirm that to the best of my knowledge all the above details are correct.
- I have read the Horse Riders' Code of Conduct overleaf. I understand that riding at any standard has inherent risk that I may fall off and could be injured. I accept that risk and agree that the riding school will not be liable for injury or damage to property unless it is caused by their negligence.
- Where I am signing on behalf of a minor, I have explained the Horse Riders' Code of Conduct to them and we both accept the risk and agree that the riding school will not be liable for injury or damage to property unless it is caused by their negligence.
- I have read and understand the lesson booking and cancellation policy and agree to abide by it all times.
- DATA PROTECTION: I understand that information I provide will be held in accordance with data protection laws but may also be made available to Insurers and other parties in the event of any injuries or accident.

Signature:

Print Name:

Date:

If signed on behalf of a minor:

Rider's Name:

Relationship to minor:

TO BE COMPLETED BY INSTRUCTOR/SUPERVISOR ON BEHALF OF THE EQUESTRIAN ESTABLISHMENT

This client has been assessed and our judgement of their capabilities is as follows:

Complete Beginner (Lead rein/Lunge) Beginner (Beginning Walk & Trot independently)
Novice (Walk, Trot, Canter independently) Intermediate (Jumping, Stage 1) Advanced (Stage 2, Equivalent and above)
ASSESSMENT LESSON CONTENT: Walk Trot Canter W/O Stirrups Jump Lateral

OFFICE USE - Assessment Lesson

| | | | |
|------------|----------------------|-------------|----------------------|
| Horse Used | <input type="text"/> | Lesson Type | <input type="text"/> |
| Date | <input type="text"/> | Time | <input type="text"/> |

Signature:

Print Name:

Position:

Please see the Horse Riders' Code of Conduct overleaf

The Horse Riders' Code of Conduct

- I understand that riding at any standard has inherent risk and that all horses may react unpredictably on occasions.
- I may fall off and could be injured I accept that risk
- I understand that instructions are given for my safety and agree to follow instructions given to me by staff and instructors of the riding school.
- I reserve the right not to ride a horse allocated to me and may request a change of instructor if I feel any concern with the horse or instructor allocated.
- I understand that wearing an appropriate riding hat and body protector may reduce the severity of an injury should an accident happen and agree that I will always wear a riding hat whilst riding and leading horses at the riding school. I understand that it is advisable to wear a hat when grooming. I understand it is my choice whether or not I wear a body protector.
- I understand that the riding school will make decisions based on information I give them and agree to always be honest and volunteer information about:
 - my abilities and riding experience,
 - any previous riding accidents,
 - any medical condition(s) which may affect my ability to ride
- I understand that children are at particular risk around horses and agree that I will keep children that I am responsible for, under close supervision when they are not being instructed by the riding school.
- I understand that the riding school may refuse my request to ride for safety or operational reasons.
- I understand that competing carries enhanced risk over and above general riding and agree that if I chose to participate in any competition or event, it is up to me to ensure that I have the experience and ability to ride the course including any jumps which form part of it. If I am in any doubt, I will use my judgement and experience and not enter.
- **By signing this agreement I agree to the yard T&C's (I have read the full copy on the website/yard notice board):**
 - **Payment is to be made 24 hours before a lesson takes place. A late payment charge of £5 per rider/week will be made if payment is received more than 24 hours after a lesson.**
 - **There is a 48 hour cancellation policy in place. If lessons are canceled with less than 48 hours notice, the lesson will be charged in full. This is for all cancellations, regardless of reason, including illness and Covid.**
 - **If you are late for a lesson, lessons will still run to time. Lessons will run over if the instructor is late.**
 - **In adverse weather we will contact you if the lesson is canceled. Lessons will run as normal unless you are contacted. Alternatives such as Stable management will likely be available.**
 - **The stable yard is not open to the public. Please do not go around the stables or pet the horses.**
 - **All signs on the yard are to be observed.**

Signed:

Dated:

Helper / leader - Code of conduct

- I understand that handling horses of any type has inherent risks and all horses and ponies may react unpredictably.
- The rider or myself may be injured. These risks include, but are not limited to risk of being stood on, kicked, or bitten. I accept these risks.
- I understand that instructions are given for my safety and agree to follow the instructions given to me by staff or instructors at all times.
- I understand that wearing appropriate PPE such as sturdy footwear, gloves and a riding hat may reduce the severity of an injury should an accident happen and agree to always wear sturdy footwear whilst handling the horses. It is my choice whether or not to wear a riding hat when leading. I understand that I must provide this if I choose to wear one.
- I have been advised to wear long sleeves when leading, as it may protect me from possible injury. It is my choice whether I choose to.
- I understand that on no occasion should trainers, or sandals, or other unsuitable footwear should be worn. I understand that wearing gloves will reduce the risk of injury. Sturdy footwear must be worn.
- I understand that training will be given to me and these instructions need to be followed during the lesson. If at any time the instructor feels that there is a danger to either the leader or the rider, the lesson will be stopped and no refund will be given.
- A demonstration will be given to you on how to position yourself, and how to lead the horse or pony. Instructions will be given throughout the lesson on such things as doing the stirrups and checking the girth.
- If at any point something is unclear, I understand it is my responsibility to clarify or raise this issue with the instructor.
- I understand that if at any point I do not feel comfortable continuing the lesson I must inform the instructor immediately and not continue. This will be the end of the lesson.
- I understand I must never wrap or tie any part of the horses tack or lead ropes to myself, especially around my hands, as there is a risk of rope burn or dragging.
- I understand to not let the lead rope or reins go below my knees to avoid tripping.
- I understand i should not let go of the horse at any time unless advised it is safe to do so.
- I understand I should not get directly in front or behind of a horse when leading, as there is a risk of being trampled or kicked.
- I understand that all horses may bite and that wearing long sleeves may reduce the risk of injury.









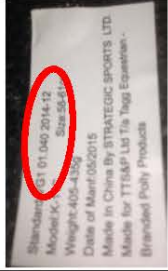

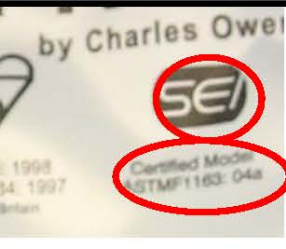






Signed

Date

Riders name:

BHS Approved Centres Hat Rules 2023 v1

Hats must meet ALL of the requirements of ONE of the following rows:

| | Standard and Date | Quality Assurance Mark | Examples |
|---|-----------------------------------|---|--|
| 1 | PAS 015 (2011) | AND MUST HAVE BSI Kitemark  Or Inspec IC Mark  |  |
| 2 | VG1 01.040 (2014-12) | AND MUST HAVE BSI Kitemark  Or Inspec IC Mark  |     |
| 3 | ASTM F1163 (2004a or 04a onwards) | AND MUST HAVE SEI mark  |    |
| 4 | SNELL E2016 | AND MUST HAVE Official SNELL label and number  |  |
| 5 | AS/NZS 3838 (2006 onwards) | AND MUST HAVE SAI Global mark  |  |

IMPORTANT INFO FOR CROSS-COUNTRY ACTIVITIES: Only a "Jockey Skull" of an even round or elliptical shape with a smooth or slightly abrasive surface, having no peak or peak type extensions may be worn for any XC activity. Noticeable protuberances above the eyes or to the front, not greater than 5mm, smooth and rounded in nature are permitted. A removable hat cover with a light flexible peak may be used.

HEAD CAMS: When hats are tested against the requirements of a standard, they are done so with no extra additions on the hat i.e. with no head cam attached. Therefore, it is currently not known how the addition of a protuberance such as a head cam, effects how the hat would respond during an impact. Therefore, the use of HEAD CAMS are not recommended at any Approved Centre activity. This includes use on the head, chest, bridle or any other part of the horse or rider.

SNELL E2001 and PAS 015 (1998) are no longer accepted.