



Annual Return 23/24

Questions & Guidance for your Group

Introduction

The Annual Return is our Member census (part of the membership agreement) and every Group should take part. It provides an overview of the network status as a whole, and invaluable evidence and insights that inform RDA UK and National office, highlighting where support is most needed.

Before continuing, please make sure you have read the Annual Return guidelines, which have been emailed to you. The guidelines will also be available on My RDA if needed.

While it is helpful to have all of your answers to hand when completing the online survey – you will be allowed to close down the survey and return to complete at another point.

After you have submitted your responses, a copy will be emailed to you and the RDA National Office. If any amends need to be made to your answers, please contact Group Support at RDA National Office who can take care of this for you:

- Email: Groupsupport@rda.org.uk
- Phone no: 01926 492915

What period does this return cover?

This return covers the period **1st April 2023 – 31st March 2024**.

As per last year, the dates align with the financial year, so the data gathered is fresher in mind for Groups, and arrives with National Office early enough to influence annual planning around support for Groups and the network.

The survey will remain **open to complete until 19th of July**

Section A: To start with...		
1	Group name	This is general information so we know who to contact with any queries
2	Name of person completing the return	
3	I confirm that I am a Trustee, Committee Member or authorised by the Group Trustees/Directors to complete this Annual Return	To complete the survey you must be a Trustee, Committee Member or authorised by the Group Trustees/Directors to complete the Annual Return
4	Email of person completing the return	
5	What date is your next AGM?	If you don't have a set date for your AGM, please indicate the likely month
6	Charitable status	You may have provided some of this information recently but some groups have not, and it remains important information to know so that we can provide the correct governance advice and information
Section B: About your RDA group		
1	How many venues do you use	If you are based at one riding school, but use 2 arenas, this counts as 1 venue
2	When does your group operate <ul style="list-style-type: none"> • Mon morning/afternoon/eve • Tues morning/afternoon/eve • Wed morning/afternoon/eve • Thurs morning/afternoon/eve • Fri morning/afternoon/eve • Sat morning/afternoon/eve • Sun morning/afternoon/eve 	
3	Does your group operate <ul style="list-style-type: none"> • All year round • In school holidays only • In school term time only • Other (please specify) 	This information can help us signpost potential volunteers and participants more effectively, as well as align our support and training programmes more effectively to the RDA year.
4	Which of the following activities does your group offer? <ul style="list-style-type: none"> • Riding • Carriage Driving • Vaulting • Show jumping • Countryside Challenge • Endurance • Long reining • Proficiency Tests • ASDAN • Regionals/National Championships (face to face) • Virtual Championships • Hippotherapy (A specialist therapy delivered by a qualified physiotherapist) • Tea with a Pony • Reflective, wellbeing sessions (eg Quiet Corners) 	An activity refers to what you are delivering during your RDA sessions

	<ul style="list-style-type: none"> • Stable Management • Horse care • Mechanical horse • Other (please specify eg Equine Facilitated Learning) 	
5	What was the total number of participant sessions delivered in the period?	<p>You will need to calculate participant sessions. A session refers to a block of time where you are delivering an RDA Activity. The total number of participant sessions = total sessions delivered in the period multiplied by the number of participants in each.</p> <p>If you want further guidance on this please contact Group Support at RDA National Office: groupsupport@rda.org.uk</p>
6	What was the total income of your group as submitted in your last annual financial report to the Charities Commission?	<p>Information about income and the amount fundraised for, or received as grants or donations, will demonstrate the level of fundraising activity undertaken by Groups, and where additional support is needed. The total figure across the network can help to unlock bigger funding pots.</p>
7	What is the total fundraised income for your group as submitted in your last annual financial report to the Charities Commission?	
8	In the last financial year, what was the total cost of any paid employees, including salary, as well as National Insurance and pension contributions	This information will help us ensure we have sufficient employers liability insurance in place.
9	If you are not based out of a riding school, do you have a riding school license?	Only answer this if you do not operate out of a commercial riding school (ie in a private field or yard) – please select ‘not applicable’ otherwise
10	<p>Are sessions:</p> <ul style="list-style-type: none"> • Paid for by donations • Paid for at a subsidised fee • Paid for in full • Paid for in another way (please describe) • Not paid for 	
Section C: Participants at your RDA group		
1	What is the total number of participants who have been actively involved at your group over the past year?	A participant is anyone who has taken part in an RDA session or activity during the year. Every individual person counts as one participant, whether they only took part once in the year, or they come along regularly.
2	<p>Of this number of <u>participants</u>, how many are...</p> <ul style="list-style-type: none"> • 11 or under • 12-17 • 18-24 • 25-64 • 65+ (optional if you hold this data) 	We will be reviewing age brackets again in the future to ensure we remain aligned with British Equestrian and other member bodies. This helps with reporting up into our donors, British Equestrian, and Sport England, which can also help unlock future funding.
3	Of those participants, how many took part for the first time ?	It is important for us to understand how many participants have taken part in RDA sessions for the first time during the 12 month period. This is a key figure required by funders.

4	How many sessions on average would you say a typical participant attends with your group?	This will help us understand retention levels of RDA participants.
5	How many independent riders do you have? (if any)	Independent riders are people only affiliated to your group to enable them to compete
6	And thinking about the local demand for your activities, would you say: <ul style="list-style-type: none"> • Demand is far higher than we can meet • Demand is slightly higher than we can meet • Demand is in line with what we can provide • We've got slightly more resource than demand • We've got far more resource than demand 	
7	How many people are currently on the waiting list for your group?	
8	How do you collect details for waiting lists? <ul style="list-style-type: none"> • Estimated number • We keep a list of names but don't actively manage this • We keep a list of names and actively manage this • Other • Don't know / not sure 	This information will help us to develop tools and guidance for managing your waiting lists more effectively.
9	If there is more local demand than you can meet, why do you think that is?	
Section D: Volunteers, Coaches and Staff at your RDA group		
1	Over the past year, what is the total number of each of the following who have been actively involved at your group? <ul style="list-style-type: none"> • Volunteers (excluding RDA coaches), but including all helpers, side walkers, trustees, etc • RDA coaches • Employed staff (eg permanent members of staff on your payroll) • Other paid staff (eg freelancers who invoice for ad hoc services) 	The number of volunteers, coaches, paid staff and freelancers should be the number active at the date of your return. There is no need to count those who have left during the course of the year, and we do not need to know about people who are on your books, but haven't attended at all during this period
2	How many of your volunteers (<u>excluding volunteer coaches</u>) <ul style="list-style-type: none"> • Are 17 or under? • Are 18 or older? 	
3	Of those volunteers, how many took part for the first time ?	
4	Are you short of volunteers to carry out your usual levels of activity?	
5	If so, by how many?	
6	Are you short of RDA coaches to carry out your usual levels of activity?	
7	If so, by how many?	
8	What are your top three goals for future development?	
9	Are you short of volunteers to achieve these goals?	
10	Are you short of RDA coaches to achieve these goals?	
Section H: Data Collection		

1	Do you hold individual data for: <ul style="list-style-type: none"> • Participants • Coaches • Volunteers 	Increasingly funders are asking for more data and evidence to support applications. Data management and security is also an important area to consider in governing your Group and reducing risks. We need more accurate centralised data in order to develop services and support that help RDA Groups meets the needs of our participants, volunteers and coaches. Knowing what data you collect and how you store it will help us develop suitable solutions for data management.
2	If so, how do you store this data? <ul style="list-style-type: none"> • A CRM system • An Excel spreadsheet, Word document, or other online document system • Paper based files • Other (please specify) • Don't know / not sure 	
Section E: Horses / Ponies at your RDA group		
1	What is the total number of equines available to use for your group?	
2	Of this number, how many are: <ul style="list-style-type: none"> • Owned by the group • Loaned to the group for free full time • Loaned to the group for free just for RDA sessions • Are hired for RDA sessions (e.g. from a riding school) 	By loaned for free full time, we mean you have care of the horse/pony but it is not owned by the group
3	Are you short of equines to carry out your usual levels of activity?	
4	If so, by how many?	
5	Are you short of equines to achieve your future development goals?	
6	If so, by how many?	
Section F: Equipment at your RDA group		
1	Does your group own or have access to any of the following? <ul style="list-style-type: none"> • Mechanical horse • Mounting lift • Mounting hoist for mechanical horse • Mounting hoist for arena • Other equipment to support participants (please specify) 	
2	And now could you tell us of any equipment you don't currently own or have access to that would support the future development goals of your group?	
Section G: Your RDA group		
1	How confident do you feel about the future of your group?	
2	Compared to last year, are you: <ul style="list-style-type: none"> • In a much worse position • In a slightly worse position • About the same • A slightly better position • A much better position 	
Final comments		

1	Are there are any comments you have in relation to your Annual Return answers, or feedback on the process of the Annual Return to make it easier to complete going forwards?	
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