**RDA Annual Return 24/25**

Questions & Guidance for Your Group

# Introduction

Welcome to the RDA Annual Return.

Each year RDA UK carries out an Annual Return of all RDA Member groups as part of the membership agreement.

Thank you to all Member groups for your time and dedication to collate the information and complete your Annual Return.  The data and information we gather is vital to our mission of enriching the lives of disabled people through horses and supports RDA UK’s efforts to assist and develop our Member Groups.

Before proceeding with the Annual Return Online Survey, please ensure that you have reviewed the guidelines. While it is helpful to have all your answers ready when completing the online survey – you can save your progress and return to complete the survey at any time.

After you have submitted your responses, a copy will be emailed to you and the RDA National Office. If any changes need to be made to your answers, please contact Membership Services at RDA National Office who will be happy to assist you:

• Email: Groupsupport@rda.org.uk

• Phone no: 01926 492915

# What period does this return cover?

This return covers the period **1st April 2024 – 31st March 2025.**

As per last year, the dates align with the financial year, ensuring the data gathered is more current for Groups. This timing also allows RDA UK to better develop and support member groups and the network in future planning.

The survey will remain **open to complete until 30th of May 2025**

# Survey Questions

### Section A: To Start with…

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| **No.** | **Question** | **Guidance Notes** |
| 1 | Which RDA Group do you belong to? | This is general information, so we know who to contact with any queries |
| 2 | Name of person completing the annual return |  |
| 3 | Do you confirm that you are a Trustee, Committee Member or authorised by the Group Trustees/Directors to complete this Annual Return? Yes/No | To complete the survey, you must be a Trustee, Committee Member or authorised by the Group Trustees/Directors to complete the Annual Return. |
| 4 | Respondent Email Address | Please enter your email address – this is where we will send confirmation of receipt of your annual return answers |
| 5 | Charitable status   |  | | --- | | **Unincorporated association** – This is a membership organisation with voting members. An organisation with this type of legal structure can be a charity if it has charitable aims. | | **Charitable Company (limited by guarantee**) – This is a company that doesn’t distribute income to shareholders. All surplus income is reinvested into the company. It’s incorporated and has voting members.  Companies must register with Companies House, which regulates them. A company can be a charity if it meets the legal requirements. This includes directors of a company not being paid. | | **Charitable incorporated organisation (CIO)** – An incorporated organisation has a legal personality distinct from its members and trustees.  E.G. The charity can own property and enter into contracts and when trustees sign these documents, they sign on behalf of the charity. | | **Scottish Charitable incorporated organisation (SCIO)** – An incorporated organisation has a legal personality distinct from its members and trustees.  E.G. The charity can own property and enter into contracts and when trustees sign these documents, they sign on behalf of the charity. | | **Trust –** This is a charity run by trustees. There are no voting members, so the trustees are appointed rather than elected. | | 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

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| **No.** | **Question** | **Guidance Notes** |
| 1 | How many venues do you currently use? | If you are based at one riding school, but use 2 arenas, this counts as 1 venue |
| 2 | When does your group normally operate?  Please select all that apply, for all venues   * Monday - Morning/Afternoon/Evening * Tuesday - Morning/Afternoon/Evening * Wednesday - Morning/Afternoon/Evening * Thursday - Morning/Afternoon/Evening * Friday - Morning/Afternoon/Evening * Saturday - Morning/Afternoon/Evening * Sunday - Morning/Afternoon/Evening | This information can help us signpost potential volunteers and participants more effectively, as well us align our support and training programmes more effectively to the RDA year. |
| 3 | And does your group operate?   * 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 us align our support and training programmes more effectively to the RDA year. |
| 4 | Which of the following activities does your RDA group offer?  RDA Activities   * Riding * Carriage Driving * Vaulting * Countryside Challenge * Endurance * Dressage * Show Jumping * Mechanical Horse * Groundwork Sessions (e.g. Leading, Long Reining) * Tea with a Pony * Horse Care * Reflective/Wellbeing Sessions (e.g. Quiet Corner) * Regional/National Championships (face to face) * National Championships (Virtual) * Proficiency Tests * Endeavour Awards * Creative Writing/Arts & Crafts * Other (please specify)   Other Activities   * ASDAN * Hippotherapy (A specialist therapy delivered by a qualified physiotherapist) * BHS – Changing Lives Through Horses * Pony Club Badges * Pony Club YELA * The Duke of Edinburgh’s Award (DofE) | An activity/opportunity available for your participants and volunteers to take part in.  Please select all that apply. |
| 5 | What is your RDA Groups total number of participant sessions available throughout the year? | To calculate the total number of participant sessions available for your group to deliver over the year, you can follow the steps outlined in the example.  **Step 1: Calculate the total number of available sessions for participants to attend during a week.**  For each activity, you’ll need to determine how many sessions are available and how many participants can attend each session.  Then, calculate the total weekly sessions by summing up all the individual session totals.  **Example Breakdown:**  **Monday:**   * 2 sessions with 4 participant slots each = 2 x 4 = 8 available participant slots.   **Thursday:**   * 3 sessions with 4 participant slots each and 1 single participant session = (3 x 4) + 1 = 12 + 1 = 13 available participant slots.   So, for this groups example, the total weekly available participant sessions would be:  **8 (Monday) + 13 (Thursday) = 21 weekly sessions available.**  **Step 2: Calculate the Total Participation Sessions for the year.**  Once you have the total number of weekly sessions, multiply that by the number of weeks your group operates during the year.  In the example, it’s 39 weeks.  **21 weekly sessions x 39 operating weeks = 819 total participant sessions.**  So, the group delivers **819 participant sessions** over the 39-week operating season.  You can follow these same steps by using the number of sessions and participants for your group’s weekly schedule and your operating season.  If you would like further guidance, please contact Membership Services at RDA National Office: [groupsupport@rda.org.uk](mailto:groupsupport@rda.org.uk) |
| 6 | What was **the total income** of your group as submitted in your last annual financial report to the Charity Commission? | 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 |
| 7 | What is the **total fundraised income** for your group as submitted in your last annual financial report to the Charity Commission?  Please include grants/donations etc. |
| 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 | The following 3 questions (B8/9/10) are to allow RDA UK to help identify we have the correct insurance in place and identify any possible savings for member groups.  Question B8 - This information will help to ensure we have sufficient employers’ liability insurance in place. |
| 9 | **Riding School Licences**  Many groups within RDA will already hold a Riding School Licence. This is provided by your local authority and is the result of legislation made to protect the welfare of animals involved in commercial business. If you are not sure whether you need a license, please contact your local authority licensing team for advice.  **Insurance Policies**  We would like to understand a little more around your insurance policies.  Are you part of the RDA UK Insurance Policy? |  |
| 10 | Do you have any additional insurance policies? (if answer yes – Please specify) |  |

### Section C: Participants at your RDA group

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| **No.** | **Question** | **Guidance Notes** |
| 1 | What is the **total** number of participants who have been actively involved with 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 | **Age of Participants.**  Of this number of **participants**, how many are…   * 7 or Under * 8-11 * 12-15 * 16-18 * 19-25 * 26-35 * 36-45 * 46-55 * 56-65 * 66-75 * Over 75 | We have reviewed the age brackets to ensure we remain aligned with British Equestrian and other member bodies. This will help to unlock future funding opportunities.  The age brackets also allow for the development and inclusion of new/additional programs and activities.  *(Please select age as of 31st March 2025)* |
| 3 | Of those participants, how many took part **for the first time**?   * 7 or Under * 8-11 * 12-15 * 16-18 * 19-25 * 26-35 * 36-45 * 46-55 * 56-65 * 66-75 * Over 75 | 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.  *(Please select age as of 31st March 2025)* |
| 4 | What type of participants predominantly accesses your sessions?   * School children – attendance through school * Self-referred or private clients – Adults for Competition Riding or Carriage Driving * Self-referred or private clients – Children for Competition Riding or Carriage Driving * Care groups or community groups * Non-ridden Individuals * Self-referred or private clients – Adults for Therapeutic Riding or Carriage Driving * Self-referred or private clients - Children for Therapeutic Riding or Carriage Driving * Other (Please specify) |  |
| 5 | How many Own-Horse Participants do you have? (if any) | Own-Horse Participants (previously called independent riders) are riders/drivers who own/loan their horse(s) but still wish to be affiliated with your group. |
| 6 | If you have experienced a loss of participants throughout the year, what has been the predominant reason for this?   * Health or medical conditions * School group no longer attends * Loss of interest * Equine/person non-compatibility * Moving out of the area * No longer access funding to attend session * Program has come to an end * Group unable to support needs * Other (Please specify) | This will help us understand retention levels of RDA participants. |
| 7 | **Demand of Activities**  And thinking about the local demand for your activities, would you say…   * Demand is far higher than we can meet * Demand is slightly higher than we can meet * Demand is in line with what we can meet * We’ve got slightly more resource than demand * We’ve got far more resource than demand |  |
| 8 | If you believe there is more local demand for your activities than you can meet – Why do you think this is? | Please answer in as much detail as possible |
| 9 | How many people are currently on the waiting list for your group? |  |
| 10 | How do you collect details for waiting lists?   * We keep an Estimated Number * List of names but not actively managed * Actively managed list of names * Other (please specify) * Do not keep a wait list |  |

### Section D: Volunteers, Coaches and Staff at your RDA group

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| **No.** | **Question** | **Guidance Notes** |
| 1 | Over the past year, what is the **total** number of each of the following who have been **actively involved** with your group?   * **RDA Volunteers, including RDA Coach in Training, all helpers, side walkers, trustees, etc**   (Excluding ALL RDA coaches)   * **RDA Volunteer coaches** * **RDA Paid coaches** (RDA Volunteers paid for Coaching sessions) * **Employed staff** (e.g. permanent members of staff on your payroll) * **Other paid staff** (e.g. freelancers who invoice for ad hoc services | By “actively involved” we mean someone who regularly attends your RDA group/sessions and is on the books for your group. Please do not include one-off attendees.  There is no need to count those who have left during 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 | **Age of Volunteers**  Of this number of **Volunteers Including RDA Coach in Training** (but excluding ALL RDA Coaches), how many are…   * 12-15 * 16-18 * 19-25 * 26-35 * 36-45 * 46-55 * 56-65 * 66-75 * Over 75 | We have reviewed the age brackets to ensure we remain aligned with British Equestrian and other member bodies. This will help to unlock future funding opportunities.  The age brackets also allow for the development and inclusion of new/additional programs and activities.  *(Please select age as of 31st March 2025)* |
| 3 | Of those Volunteers, how many took part **for the first time**?   * 12-15 * 16-18 * 19-25 * 26-35 * 36-45 * 46-55 * 56-65 * 66-75 * Over 75 | *(Please select age as of 31st March 2025)* |
| 4 | **Age of RDA Coaches**  Ages of your **RDA Coaches, Including paid coaches**, how many are…   * 16-18 * 19-25 * 26-35 * 36-45 * 46-55 * 56-65 * 66-75 * Over 75 * 65 and over | We have reviewed the age brackets to ensure we remain aligned with British Equestrian and other member bodies. This will help to unlock future funding opportunities.  The age brackets also allow for the development and inclusion of new/additional programs and activities.  *(Please select age as of 31st March 2025)* |
| 5 | Of those Coaches, how many took part **for the first time**?   * 16-18 * 19-25 * 26-35 * 36-45 * 46-55 * 56-65 * 66-75 * Over 75 | *(Please select age as of 31st March 2025)* |
| 6 | Thinking about your group’s ability to provide participant sessions **and your usual levels of activity** over the last year, which of these statements about **volunteers** do you agree with?   1. We are significantly short of volunteers = We cancelled 10% or more of our sessions due to lack of volunteers. 2. We are slightly short of volunteers = We run with minimal volunteers but have no cover for volunteer’s holidays, sickness etc. 3. We have the right number of volunteers = We have enough regular volunteers to run all our planned participant activities. 4. We have slightly more volunteers = We have enough regular volunteers to run our planned participant activities with a rota in place. 5. We have significantly more volunteers than needed = We have a wait list for volunteers and are able to run extra ‘add on’ activities throughout the year. |  |
| 7 | If you have selected you are short of Volunteers, how many more Volunteers do you require? |  |
| 8 | Still thinking about your **usual levels of activity**, which of these statements about **coaches** do you agree with?   1. We are significantly short of coaches =   We cancelled 10% or more of our sessions due to lack of Coaches.   1. We are slightly short of coaches = We run with minimal Coaches but have no cover for Coach holidays, sickness etc. 2. We have the right number of coaches = We have enough regular Coaches to run all our planned participant activities. 3. We have slightly more coaches than needed = We have enough regular Coaches to run our planned participant activities with the ability to have a rota in place. 4. We have significantly more coaches than needed = We have a wait list for Coaches and are able to run extra ‘add on’ activities throughout the year. |  |
| 9 | If you have selected you are short of RDA Coaches, how many more RDA Coaches do you require? |  |

### Section E: Equines at your RDA Group

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| **No.** | **Question** | **Guidance Notes** |
| 1 | What is the **total** number of **Equines** available to use for your group? |  |
| 2 | Of this number of Equines, how many are…   * Owned By the group * Loaned to the group 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 equine, but it is not owned by the group |
| 3 | Thinking about your **usual levels of activity**, which of these statements about **Equines** do you agree with?   1. We are significantly short of suitable equines = We cancelled 10% or more of our sessions due to not having enough suitable equines. 2. We are slightly short of suitable equines =   We are running with a minimum number of suitable Equines and don’t have enough to allow for adapting our activities to cover injury and illness.   1. We have the right number of suitable equines =   We have enough regular equines to deliver our activities and run our operation.   1. We have slightly more equines than needed   = We can make a substitution, if necessary, with our equines or have capacity to increase participant numbers if volunteers available.   1. We have significantly more equines than needed = We have equines that currently not used and available to increase participant numbers and activities, if the Group wishes to grow. |  |
| 4 | If you have selected you are short of Equines, how many more Equines do you require? |  |

### Section F: Equipment at Your RDA Group

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| **No.** | **Question** | **Guidance Notes** |
| 1 | Does your group own or have access to any of the following…   * Mechanical Horse * Mounting Lift * Mounting hoist for mechanical horse * Mounting hoist for arena * Other specialist equipment to support participants (please specify) * None of these |  |

### Section G: Future at your RDA Group

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| **No.** | **Question** | **Guidance Notes** |
| 1 | What are your top three goals for future development? |  |
| 2 | Now thinking about your **goals of future development,** which of these statements about **volunteers** do you agree with?   1. We are significantly short of volunteers = We require 10% more volunteers to aid our future development goals. 2. We are slightly short of volunteers = We require less than 10% extra volunteers to aid our future development goals. 3. We have the right number of volunteers = We have enough volunteers / or have plans for a recruitment drive in our development plan. 4. We have slightly more volunteers than needed = We already have extra volunteers to help with future development. 5. We have significantly more volunteers than needed = We already have lots of extra volunteers to help with future development. |  |
| 3 | If you have selected you are short Volunteers, how many more Volunteers do you require? |  |
| 4 | Still thinking about your **goals of future development,** which of these statements about **RDA** **coaches** do you agree with?   1. We are significantly short of coaches =   We require 10% more coaches to aid our future development goals.   1. We are slightly short of coaches = We require less than 10% extra coaches to aid our future development goals. 2. We have the right number of coaches = We have enough coaches or Coaches in training for our development plans. 3. We have slightly more coaches = We already have extra Coaches to help with future development. 4. We have significantly more coaches than needed = We already have lots of extra coaches to help with future development. |  |
| 5 | If you have selected you are short of RDA Coaches, how many more RDA Coaches do you require? |  |
| 6 | Still thinking about your **goals of future development,** which of these statements about **equines** do you agree with?   1. We are significantly short of suitable equines =   We require 10% more equines to aid our future development goals.   1. We are slightly short of equines = We require less than 10% extra equines to aid our future development goals. 2. We have the right number of equines = We have the correct number of equines or alternative activities for our development plan. 3. We have slightly more equines = We already have extra Equines to help with future development. 4. We have significantly more equines than needed = We already have lots of extra equines to help with future development. |  |
| 7 | If you have selected you are short of Equines, how many more Equines do you require? |  |
| 8 | How confident do you feel about the future of your group?   |  |  | | --- | --- | | 1 | Not Confident at all = We expect the group will close within the next 12 months | | 2 |  | | 3 |  | | 4 |  | | 5 |  | | 6 | Neither confident nor unconfident = Feel the same as last year with no change on the horizon | | 7 |  | | 8 |  | | 9 |  | | 10 |  | | 11 | Extremely confident = We have lots of plans for development and growth | |  |
| 9 | Please explain your answer to F8 |  |
| 10 | Compared to last year do you feel your group is in a….   1. Much worse position 2. Slightly worse position 3. About the same 4. Slightly better position 5. Much better position |  |
| 11 | Please explain your answer to F10 |  |