



Annual Return 22/23

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 you start, please read through the questions and blue guidance boxes, gather all your data together and appoint someone to enter the information. You **can** save and come back to it again.

What period does this return cover?

This return covers the period **1st April 2022 – 31st March 2023**.¹

Guidance: Annual Return period

¹ In consultation with our Regional Chairs, **dates have changed from last year**. The dates now align with 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. Going forward, these dates will remain the same for subsequent years.

The survey will remain **open to complete from 1st April '23 – 30th June '23**

Questions

Section 1: To start with...

- Group Name
- Region Name
- Name of person completing the return
- I confirm that I am a Trustee, Committee Member or authorised by the Group Trustees/Directors to complete this Annual Return
- Email of person completing the return
- What date is your next AGM? (² see guidance)

Guidance section 1: To start with

This is general information so we know who to contact with any queries.

² If you don't have a set date for your AGM, please indicate the likely month

Section 2: About your RDA Group

- How many venues do you use? (³ see guidance)
- When does your group operate?
 - 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

Which of the following activities does your Group offer? Activity refers to what you are delivering during your RDA sessions

- 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)
 - Stable Management
 - Horse care
 - Mechanical horse
 - Other (please specify eg Equine Facilitated Learning)
- What was the total number of participant sessions delivered in the period? (⁴ see guidance)
 - What was the total income of your group as submitted to the Charities Commission in your last annual financial report? (⁵ see guidance)
 - And of your total income how much was received in the form of grants, donations or through other fundraising activity? - e.g. not-earned income (⁵ see guidance)
 - If you are **NOT** based out of a riding school, do you have a riding school license? (⁶ see guidance)

Guidance Section 2: About your RDA Group

³ If you are based at one riding school, but use 2 arenas, this counts as 1 venue

⁴ 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**. (One participant attending three sessions on the same day should be calculated per session attendance, and not as one participant.)

⁵ 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.

⁶ Only answer this if you do not operate out of a riding school (ie in a private field)

Section 3: Participants at your RDA Group

- What is the total number of participants who have been actively involved at your group in this period? ⁷
- How many are aged 11 or under? ⁸
- How many are aged 12 – 17? ⁸
- How many are aged 18 - 24? ⁸
- How many are aged 25 or over? ⁸
- Of those 11 or under, how many attended for the first time in this period? ⁹
- Of those 12 – 17, how many attended for the first time in this period? ⁹
- Of those 18 – 24, how many attended for the first time in this period? ⁹
- Of those 25 or over, how many attended for the first time in this period? ⁹
- How many independent riders do you have (people who are only affiliated to your Group to enable them to compete)? ¹⁰
- Would you say there is more local demand for your activities than you currently meet?
- How many people are currently on the waiting list for your group?
- If there is more local demand than you can meet, why do you think that is?

Guidance Section 3: Participants at your RDA Group

⁷ A Participant is anyone who has taken part in an RDA session or activity during the year. Each individual counts as one participant, whether they only took part once in the year, or they come along regularly

⁸ Additional age brackets have been added this year to align with British Equestrian reporting that RDA feed into as a member body, and to aid with donor reporting. If you don't have the information for all age brackets, don't worry, just record those 17 or under, or 18 and over. However please record all age brackets for next year.

⁹ 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.

¹⁰ Independent riders are those who do not attend your group for regular sessions, but are affiliated with your group to enable them to compete at RDA events.

Section 4: Volunteers, Coaches and Staff at your RDA Group ¹¹

- Over the past year, what is the total number of each of the following who have been actively involved at your group?
 - 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)?
- How many of your volunteers (excluding volunteer coaches)
 - are 17 or under?
 - are 18 or older?
- How many volunteers aged 17 or under attended for the first time in this period?

- How many volunteers aged 18 or over attended for the first time in this period?
- Are you short of volunteers (excluding coaches) to carry out your usual levels of activity?
- By how many?
- Are you short of RDA coaches to carry out your usual levels of activity?
- By how many?
- What are your top three goals for future development?
- Are you short of volunteers (excluding coaches) to achieve these goals?
- Are you short of RDA coaches to achieve these goals?

Guidance Section 4: Volunteers, Coaches and Staff at your RDA Group

¹¹ The number of volunteers, coaches, paid staff and freelancers should be the number regularly 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

Section 5: Equines at your RDA Group

- What is the total number of equines used by the group? ¹²
- How many of these are owned by the group?
- How many of these are loaned to the group for free full time? ¹³
- How many are loaned to the group for free just for RDA sessions?
- How many are hired for RDA sessions (eg from a riding school)?
- Are you short of equines to carry out your usual levels of activity?
- Are you short of equines to achieve your future development goals?
- If yes, by approx. how many?

Guidance Section 5: Equines at your RDA Group

¹² Please tell us the combined figure of horses, ponies and donkeys e.g. if you have 2 ponies and 2 horses lent for sessions, hire 1 pony, and own 1 horse, you would answer 6.

¹³ By loaned for free full time, we mean you have care of the horse/pony but it is not owned by the group

Section 6: Equipment at your RDA Group

- Does your group use any of the following equipment?
 - Mechanical Horse
 - Mounting Lift
 - Mounting hoist for mechanical horse
 - Mounting hoist for arena
 - other equipment to support participants

Section 7: Your RDA Group

How confident do you feel about the future of your group?

Compared to pre-Covid, which of the following best describes your group's situation at the moment:

- We are winding down
- We are still getting back to where we were pre-COVID
- We are back to where we were pre-COVID and happy as we are
- We are developing, or offering, new activities
- We are creating opportunities for more participants to benefit

Section 8: Final Comments

We'd like to know if there are any comments you have in relation to your Annual Return answer, or have suggestions to make the Annual Return process easier

For help and support with the Annual Return contact
groupsupport@rda.org.uk, or call 01926 492915