

HOW TO START AN RDA CARRIAGE DRIVING GROUP OR EXTEND A RIDING DROUP TO INCLUDE CARRIAGE DRIVING.



Before you make any preparations, please contact the RDA UK Carriage Driving Lead, Eileen Cornish, cdlead.rda@outlook.com who will put you in touch with your Regional Carriage Driving Representative (Reg. Dr. Rep.) for lots of help and advice. **However tempting it may be, please do not purchase any horses, carriages or harness without speaking to the Regional Driving Rep. first. Expensive mistakes are best avoided!**

The Regional Driving Rep. will liaise with the Regional Chair throughout the process of becoming a CD Group or Extending a Riding group to include Carriage Driving.

The next steps are: -

Appoint a Group Carriage Driving Organiser.

- The organiser will be responsible for the safe and efficient running of the group once it has been approved.
- The organiser's responsibility is to ensure the team around them understand the importance of the safety of all drivers, volunteers and equines, as well as the maintenance and safe storage of all equipment. They will also ensure all paperwork is compliant with current RDA requirements.

Meet the Regional Carriage Driving Representative to discuss the following:

- Experienced and enthusiastic CD Coaches
- Sufficient volunteers
- Suitable venue
- Suitable equines
- Correct equipment in good condition
- Suitable vehicles

You will be given advice on visiting another Carriage Driving Group, training possibilities, activities and equipment.

Complete the Required paperwork to apply to become an RDA Carriage Driving Group.

- For an established Riding Group - Application form for extension of Group Activities to include Carriage Driving.
- For a new RDA Group – Application form to become a new Carriage Driving Group.
- New Equine in Training Form for each equine.
- Carriage Driving Group Initial Assessment Form – a guide for the group prior to formal assessment.

Before completing the forms, the Group CD Organiser should go to the My RDA website www.myrda.org.uk to read the following documents:

- Standard Group Constitution
- Accident Procedure
- Insurance Policies
- Risk Assessment
- First Aid Policy

Then go to the Carriage Driving page to read as many of the documents as you can to familiarise yourself with RDA Carriage Driving. www.myrda.org.uk/runningyourgroup/carriage-driving

- Appoint Trustees/committee members.
- Send all the required forms to the Carriage Driving Lead (cdlead.rda@outlook.com) who will send them to National Office for approval.
- When you have the necessary volunteers, equines and equipment you should, without disabled carriage drivers present, hold a series of training sessions conducted by a suitably qualified RDA Coach or Assessor or Reg. Dr. Rep. to familiarise yourselves with the correct routines and use of special equipment, to include:
 - Harnessing up and putting to.
 - Mounting and dismounting ambulant and non-ambulant drivers safely.
 - Safety procedures.
- Upon the satisfactory completion of the above, the Regional Driving Rep. will arrange for 2 Carriage Driving Assessors (who have not been involved in the training of the group) to assess whether the group is ready to commence RDA Carriage Driving sessions with ambulant and non-ambulant drivers.
- If all is satisfactory following assessment, the Assessors will complete and sign the necessary forms and send them to the Carriage Driving Lead (cdlead.rda@outlook.com) who will send them to National Office.
- On receipt of the forms, RDA will welcome you as a transitional member of the Association for 12 months whilst obtaining independently registered charity status and developing your RDA skills and knowledge.
- After 1 year has passed, you will need re-assessing by a single CD Assessor.