

## **RUNNING A CARRIAGE DRIVING GROUP**

- As laid down in the standard group constitution, the committee must consist of at least a Chair, Honorary Treasurer and Honorary Secretary.
- A source of reliable, sound and well cared for ponies in regular work, with safe, well-fitting harness.
- A suitable venue.
- Responsible and experienced persons able to take charge of a drive.
- A bank account in the name of the RDA Group with two signatures to that account.
- Signed application forms for carriage drivers. If there is a change in a driver's medical condition, an updated form should be signed.
- Simple up-to-date records kept in the Group Log Book or electronic filing system.
- All volunteers involved with the group should receive suitable induction training into the group environment which should include fire safety.

### Carriage Drivers:

- For physically-disabled carriage drivers, the presence of a physiotherapist who is willing to advise and assist as required would be an asset to the group.
- For carriage drivers with learning difficulties the presence of a member of staff from the care facility or school is essential.

### Volunteers:

- A nucleus of responsible volunteers, who are able to work with the equines and/or assist the disabled drivers.
- The standard of the above requirements must be acceptable to the CD Lead, the Regional Driving Rep. and an additional Carriage Driving Assessor. The Regional Driving Rep. should liaise with the Regional Chair.
- All volunteers **must** complete a volunteer application form and an RDA Volunteer Basic Record Card (Green Card), have a satisfactory enhanced disclosure check and have completed a Safeguarding course.

### First Aid

- It is essential that there is at least one green-carded volunteer, other than the RDA CD Coach, present at each session who holds an up-to-date emergency first aid at work certificate. A list of first aid certificate holders should be displayed on the group's notice board.
- It is strongly recommended that as many volunteers as possible have an up to date first aid certificate.
- A First Aid box and an accident book must be readily accessible.

### Notes:

- Social interaction is an essential element in the therapeutic role played by each carriage driving group.
- It is usual for disabled carriage drivers to contribute a nominal fee each session (this varies from group to group according to their respective committees).