



Woodland Hunt Pony Club

Alcohol and Drugs Policy – Senior Camp 2021

The Woodland Hunt Pony Club Policy is that strictly no alcohol or drugs at all are allowed at Senior Camp.

The Pony Club has an alcohol and drugs policy and it is expected that all branches will comply with this.

Smoking, the drinking of alcohol or the use of illegal drugs is not allowed in camp. Any camper found to be in possession of alcohol, cigarettes or illegal drugs will be sent home immediately, with their horse/pony, and not readmitted. There will be no exceptions. Campers who are consistently disruptive will also be sent home, at the discretion of the organisers.

The Pony Club is committed to ensuring as far as is reasonably practicable that members are able to participate in all activities organised by the Pony Club in a safe and secure environment.

By signing this document, you are confirming that at Senior Camp the use of recreational or other non-prescription drugs, alcohol and tobacco is strictly prohibited by all members and will under no circumstances be taken onto the premises.

Please refer to the pony club website for further policies and guidelines.

✂.....

I have read and understood the alcohol and drugs policy and will adhere to the guidelines above.

Parent:

Member:

Medical Consent Form 2018



This form is to be completed by the person with parental responsibility for each Pony Club Member.

Date of Camp / Course / Visit From _____ To _____

BRANCH / LINKED CENTRE _____

Name of Member _____ Date of Birth ____ / ____ / ____

Name(s) of Parent / Guardian _____

Authorised contact if parent unattainable _____ Tel. No. _____

Address of Parent / Guardian _____

Tel. Number (Day) _____ (Night) _____

Fax Number _____ Email _____

Member's General Practitioner NAME _____

NAME & ADDRESS OF PRACTICE _____

Does he / she suffer from:

* Asthma	YES / NO	* Epilepsy	YES / NO
* Migraine	YES / NO	* Diabetes	YES / NO
* Dyslexia	YES / NO	* Hay Fever	YES / NO
* Heart / Lung Disorder	YES / NO	* Bone / Joint Impairment	YES / NO
* Vision / Hearing Defects	YES / NO	* Allergy to Drugs / Food	YES / NO
* Gynaecological Disorders	YES / NO	* Ear, Nose & Throat	YES / NO
* Gastro-intestinal Disorders	YES / NO	* Any skin complaint	YES / NO
* Any other medical Disorder	YES / NO	* Special dietary requirements	YES / NO

Please state insulin medication and detail emergency procedures for hypos on the next page

If yes to any of the above, please specify the nature of the problem

Are contact lens worn? YES / NO

Religion, if applicable to Medical Treatment _____

Are there any other problem of which the Safeguarding Officer should be made aware? YES / NO

Does he / she regularly take any form of medication? YES / NO (If so, please detail on next page)

Does he/ she need to carry an adrenaline auto-injector? YES/NO Reason: _____

What type and dose is the adrenaline auto-injector? _____

Are there any current injuries / operations / medical treatments? YES / NO If so, please explain.

Any previous operations, e.g. appendix? YES / NO If so, please explain

Has your child received all expected immunisations including tetanus? YES / NO

If no, please detail what was missed _____

Medical Consent Form 2018

Medicines Administration by Member Of Staff Or Member

Whilst my child is away, I authorise you to give the following medicines to my child (please delete the paracetamol line if you do not wish for your child to be given paracetamol under any circumstances). Please state if your child carries and takes their own supply of medication e.g. asthma inhalers, contraceptive pills / implants.

All the medicines specified below have been prescribed by a registered and licensed medical practitioner and will be provided in the original packet / box / bottle with the child's name and date of birth clearly marked. I agree that the medicines are necessary for my child, that they will be given without intending harm to the child and I indemnify The Pony Club or its Branches / Linked Centres against any loss or claim associated whatsoever with the administration of the medicines specified below.

Name of medicine	Strength of medicine	How much to give each time	Type (tablet / liquid / inhaler)	When to be given (time of day)	Any other information about this medicine
MY CHILD IS ALLERGIC TO THE FOLLOWING MEDICINES (please note if this box is not completed no medicines will be given. Please state if no known allergies.)					
Paracetamol	I authorise the person in charge or their designated deputy to give up to 2 doses of paracetamol of a dosage suitable for the age and weight of my child in a form suitable for my child. I understand that on the administration of the second dose I will be contacted regardless of the time of day or night.				

In the event of my daughter / son requiring emergency medical or dental treatment whilst taking part in the Pony Club activity as described above, and an Officer or other responsible adult being unable to contact either myself or other person with a parental responsibility for my daughter / son, I hereby authorise the District Commissioner / Centre Proprietor or other Official of the Pony Club to obtain such medical or dental treatment for my child as they, in their absolute discretion, think necessary after consultation with a medical or dental practitioner. This authority extends to all medical and dental treatment including the giving of an anaesthetic where necessary.

Data provided will be stored and used in line with current data protection regulations.

Signature:			
Print Name:		Date:	
Role / Relationship:			



Woodland Hunt Pony Club

Mobile Phone Policy – Senior Camp 2021

The Woodland Hunt Policy is that strictly no phones at all are allowed at Senior Camp. Any member seen with a phone will have it confiscated until the end of camp week and parents will be informed. However, this year we are allowing the use of cameras and Go Pros so members can put together memories of their time at camp. **Strictly no equipment that can be used to make or receive calls or messages will be allowed on the campsite and we accept no responsibility for any loss or damage to any equipment brought to camp.** Go Pros and other recording devices may not be used during ridden activities for safety reasons.

Please note that there are no charging facilities on site. We cannot accept any responsibility for items including loss or damage.

Parents and Members – please read the following:

Due to strict Data Protection rules, please can we request that both parents or members **DO NOT** post any videos or photos on social media of any children who are not their own, without parental permission. If they are posted, then no names to be associated to any videos or photos. We do have some children with a no photographs policy so this needs to be strictly adhered to.

WOODLAND HUNT PONY CLUB HAVE A ZERO TOLERANCE TO BULLYING WHETHER FACE TO FACE OR BY SOCIAL MEDIA. PLEASE DO NOT UPLOAD OR COMMENT ANYTHING THAT WILL CAUSE UPSET TO OTHER MEMBERS

Strict Data Protection rules with regards to photographs and videos:

Photography and video can be a useful tool to enhance coaching and capture positive memories of riding. However, it is important to ensure proper safeguards are in place to protect children and adults at risk from inappropriate use of photography and video. If the video is to be used in the future for comparison, then it should be stored on the Member or the parent / guardian's technology. If the coach used his / her own equipment, then the image must be deleted at the end of that session

- No pictures or videos should be shared, used for marketing purposes or posted online without consent.
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside The Pony Club.
- Never upload photos or send comments that may be hurtful to others

Please refer to the pony club website for further policies and e-safety guidelines.

✂.....

I have read and understood the mobile phone policy and will adhere to the guidelines above.

Parent:

Member:



Woodland Hunt Pony Club Senior Camp 2021

Stacey Equestrian, Rosehill, Rose Lane, Henley-on-Thames, Oxon, RG9 3EB
Sunday 1st August to Friday 6th August 2021

Accommodation Form

*Please complete and return this section **NO LATER THAN May 31st 2021** to:*

Mrs Emma Dag, Spring Cottage, Cold Harbour, Goring Heath, Oxon, RG8 7SY

Camper's name:.....

Age:.....

My daughter/son will be sharing with.....

.....

In accommodation type (tent, caravan, horsebox).....

It is up to the members and their parents to make arrangements to share with a group of similar aged camper(s) and to supply suitable accommodation (caravan, tent, or horsebox) to stay in while at camp. We request that **members share in pairs where possible unless DC's permission is given under special circumstances.** We feel this is more hygienic and should one member of the accommodation fall unwell easier to contain.

Please make sure you have confirmed your arrangements with the other parents before submitting your form. Groups will be approved by the DC prior to camp.

If you are making arrangements for a caravan to be delivered it is your responsibility to ensure that you are on site at Rosehill for both delivery and collection.



Woodland Hunt Branch Pony Club Senior Camp 2021

Equipment List

PLEASE label everything clearly in permanent marker pen!!

<u>Horse</u>	<u>Check</u>	<u>Rider</u>	<u>Check</u>
Large Haynet (or two so you always have one ready)		Hat - (hat without fixed peak essential for cross-country)	
Feed for the week and any supplements.		Hairnet for girls - (AND boys where hair longer than shoulder length)	
Feed Scoop		Body protector. - Air vests may only be used in addition to standard body protectors.	
Buckets -for feed, water & tack cleaning		Old clothes for mucking out	
Tack in good repair		Gloves	
Numnahs/saddlecloths and girth		Stick/s	
Head collar & lead rope		Riding/Jodhpur Boots	
Spare lead rope		½ chaps if using jodhpur boots	
Saddle stand		Jodhpurs/ breeches – beige/cream/white for competition days, plain dark colours (navy, black etc) can be worn on other days if preferred but NOT bright or patterned	
Tack cleaning kit - include metal polish		Woodland polo shirts/sweatshirt/rugby shirt for every day except show days	
Fly spray – plenty!		Boot Polish	
Full grooming kit – include hoof oil		Show jacket	
Plaiting kit		White shirt - (for show day)	
Mucking out equipment: wheelbarrow, fork, rake (for clearing up around stables)		Pony Club tie (or stock/associates tie for older members), Pony Club badge and felt	
Cooler/lightweight rug - (if required)		Cross-country colours - if you have them/prefer to wear them for cross-country (must be long sleeved)	
Boots/studs etc - if your pony wears them		Waterproof trousers, coats etc. We always get one wet day so a coat and a spare is always a good idea.	
Haylage/shavings - if you use these as these are not included.		Wellies or yard boots for working around the horses. Trainers etc are NOT allowed on the yard	

<u>Other</u>	<u>Check</u>		<u>Check</u>
Sunscreen and a cap		Clothes for evenings and trainers for non-yard activities. (and one set of clothes/trainers you don't mind getting really mucky for section games!)	
		Pj's, onesies, hot water bottles and teddies all very welcome!	
Wipes/hand wash or gel		Washing kit (hot showers and proper toilets on site!)	
Refillable water bottle/s		Towels	
Plate, bowl, 2x mugs (for hot chocolate and one for cold drinks), cutlery: Washing up bowls are available for members use, however we recommend a week's supply of recyclable disposable items. We DO NOT be provide any plastic drinking cups in a bid to reduce our plastic consumption at camps!		Bedding – it can be really cold at night! We recommend a camp bed for use in tents as if it rains, they often flood making bedding wet!	
Notebook & Pen and Manual of Horsemanship		Folding chairs/table (if you want to sit outside your caravan/tent)	
Games to play cards, Uno etc.		Torch	



Parental Help – Senior Camp 2021

Camp is a fantastic week for members, but as volunteers we simply cannot run it without your help. Parents are expected to make a minimum of three offers of help for us to function. From this we will compile a rota for the week. **We need plenty of volunteers to help set up camp on Friday 30th July and Saturday 31st July and take down camp on Friday 6th August, along with catering duties and overnight security patrol.**

Duties include:

- **SETTING UP** camp on Friday 30th and Saturday 31st July – collecting equipment from Upper House Farm, marking out campsite, setting out marquee with tables/ chairs/ equipment.
- **CATERING** –we cater in house and parents will need to provide ingredients for supper as well as biscuits and cakes. We also need people to help serve, clear up and make drinks at both lunch and supper.
- **OVERNIGHT SECURITY** - a minimum of three parents, **two female and one male**, stay overnight 9pm onwards to carry out regular patrols of the site allowing our day volunteers to get some well-earned rest. This duty ties in well with breakfast duty the following day. Parents volunteering for overnight role are required to hold or undergo a current DBS check. You will receive a full briefing before camp starts on what your responsibilities will be for this duty. **We ask that as many parents as possible volunteer for this. If not, we will have to draw names out of a hat.**
- **CLEARING UP** and packing away the site on Friday 6th August. Returning equipment such as tables and chairs as well as the caravan back to Upper House Farm. Many hands make light work at the end of a long week we appreciate every little bit of extra help here!

Please note that nobody will be allowed to leave the site at the end on camp on Friday until their stable has been mucked out and approved by the Master of Horse and the area around their caravan is clean and tidy.



Parental Help Return Form – Senior Camp 2021

Please complete and return this section **NO LATER THAN May 31st 2021** to:

Mrs Emma Dag, Spring Cottage, Cold Harbour, Goring Heath, Oxon, RG8 7SY

Please volunteer for a **minimum** of **three** duties (no maximum!) by ticking the appropriate boxes in the table below (1 overnight duty counts as 2 duties):

Parent Name:.....

Campers name:.....

Contact number:.....

Day / Duty	Sunday 1 st August	Monday 2 nd August	Tuesday 3 rd August	Wednesday 4 th August	Thursday 5 th August	Friday 6 th August
BREAKFAST prepare & serve	N/A					
LUNCH prepare & Serve	N/A					N/A
SUPPER serve & clear						N/A
OVERNIGHT						N/A



Setting up and Breaking down camp	Yes	No
I can collect equipment from Upper House Farm on Thursday 29 th July after Junior Camp has finished and deliver it to Rosehill on Friday 30 th July.		
I can help set up camp on Friday 30 th July.		
I can help set up camp on Saturday 31 st July.		
I can help return equipment on Friday 6 th August to Upper House Farm (you will need an empty trailer or such like)		
Please tick if you hold any of the following		
Current 1 st Aid Certificate (please state level/ type/expiry date)		
Current DBS Certificate		
Current Safeguarding Certificate		
Current Food Hygiene Certificate		



Woodland Hunt Pony Club Senior Camp 2021

Stacey Equestrian, Rosehill, Rose Lane, Henley-on-Thames, Oxon, RG9 3EB
Sunday 1st to Friday 6th August 2021

CAMP VETERINARY FORM

Please complete and return this section **NO LATER THAN MAY 31st 2021** to:

Mrs Emma Dag, Spring Cottage, Cold Harbour, Goring Heath, Oxon, RG8 7SY

Your Pony must be fit enough to attend camp – he/she will be working for at least two hours a day, and this needs to be taken into consideration with your work leading up to the week. Read the notes on the second page of this form and contact any of our instructors if you need advice.

Camper's name:	
Parent/guardian emergency contact numbers:	
Horse/pony's name:	
Horse/pony's age	
Height:	
How long have you had your horse/pony?	
Name and telephone number of your vet:	
Name and telephone number of your farrier:	
Does your pony have any veterinary conditions/allergies that may affect his/her camp participation?	
Is your pony currently on any medication? If yes, give details.	
Does your pony have any bad habits, issues or concerns we should know about – e.g. kicking, biting, cribbing, poor stable manners, separation anxiety or etc.?	
Date of last equine influenza vaccination (see notes): Please quote full date <i>Your horse's passport will be checked by the Master of Horse before you are allowed to unload your pony at Rosehill upon arrival – if your vaccinations are not up to date your pony will be turned away.</i>	PLEASE PROVIDE DAY MONTH AND YEAR OF VACCINATION AND ANTICIPATED DATE OF BOOSTER IF REQUIRED BEFORE CAMP
Is your pony fed hay or haylage? <i>(hay is included, members will need to supply their own haylage):</i>	
Straw is provided at camp. <i>Please advise if you prefer shavings, which you will need to supply for the week</i>	

I agree for my pony to be given immediate and necessary veterinary treatment where applicable by the attending veterinary surgeon appointed by the Woodland Branch of The Pony Club. Every effort will be made to contact your own vet in the event of injury/ illness.

Signed..... Date:.....

Please read this information carefully and retain for your reference

Horse/Pony - Fitness for Camp 2021

Horses and Ponies must be fit enough to attend camp as they will be working for at least 2 hours a day and this needs to be taken into consideration with work leading up to the week. These notes are for your guidance:

*This is a busy week for our horses/ponies, and we have an experienced Master of Horse permanently on site to ensure that they are comfortable and healthy. Although some members may be anxious about their horse/pony settling into a changed routine, this is rarely a problem. However, please exercise your pony before you come to camp as he/ she will settle far better. **If not within the timetable, the stables area is strictly out of bounds and horses/ ponies may only be visited with prior agreement from the MoH.** Not only is this an H&S requirement but means that the horses/ ponies are given adequate rest time, their welfare being paramount.*

PONIES MUST BE VACCINATED AGAINST EQUINE INFLUENZA

Due to the changing landscape of Equine Influenza, we will require all horses attending camps to have a minimum of 6 months left to run on their flu vaccination. But this must not be done less than 7 days before attending camp.

If your horse/pony has never had this vaccination, or it is overdue, they will have to have a three-stage vaccination. The first injection is followed by a second no less than 21 days afterwards. To comply with camp rules, your horse/pony will need to have its second injection at least one week before the start of camp. The series needs to be started, therefore, at least four weeks before camp. Please check your vaccination certificate now. The Master of Horse will be checking passports when your horse/pony arrives at camp. **You are reminded that it is illegal to travel your horse or pony unless you have its passport with you. Tetanus cover is strongly recommended for all horses/ ponies**

Any pony recently suffering from or showing symptoms of an infectious or contagious disease or coming from a yard where an infectious or contagious disease has been diagnosed will not be permitted to enter camp unless accompanied by a veterinary certificate stating that it is not a risk to others.

Unfit and fat ponies are much more likely to go lame. Ideally horses/ ponies need to be undertaking regular long hacks, including hill work if possible, in addition to schooling and jumping for at least a month before camp. Build up work gradually and regularly – forty minutes riding every day is better than a three-hour hack at the weekend followed by four days off!

At camp, ponies are stabled all the time with no chance to graze, so their diets are likely to differ from normal. Introduce hard feed gradually, such as pony nuts or coarse mix, as you start increasing your horse/pony's workload, so it is acclimatised by camp. If you are not sure what or how much to feed, ask an instructor at your next rally. Feeding inappropriately can not only affect your horse/pony's wellbeing but also behaviour. We recommend keeping feeds and hay wetted if your pony is not used to being stabled.

Hay and straw are provided at camp. If your horse/pony requires haylage/horseage and/or shavings, then you need to provide these. Ponies that wear shoes should ideally be shod a week before camp. Barefoot horses/ ponies should have had their feet trimmed. Please note that you will not be allowed to ride a pony with overgrown feet or loose shoes. As ever, if you are in any doubt, please contact the DC or one of our instructors before camp – help and advice are always available.

On safety grounds you need to check your tack thoroughly for soundness and fit before camp. Allow plenty of time to get it repaired if necessary. The instructors will check stitching and safety at camp, and you will not be allowed to ride if it is not safe. Pay particular attention to stirrup leathers, reins and girth straps.