



**IRISH PONY CLUB**  
**APPLICATION FORM FOR INCLUSION IN**  
**INSTRUCTOR / EXAMINER'S REGISTER**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_ MOBILE \_\_\_\_\_

EMAIL \_\_\_\_\_

QUALIFICATIONS \_\_\_\_\_

EXPERIENCE \_\_\_\_\_

FIRST AID COURSE \_\_\_\_\_ DATE \_\_\_\_\_

CHILD PROTECTION COURSE: VENUE & CERT NO. \_\_\_\_\_ DATE \_\_\_\_\_

HSI COACHING COURSE LEVEL \_\_\_\_\_ DATE \_\_\_\_\_

IPC BRANCHES YOU TEACH \_\_\_\_\_

NAME OF (2) DCs WHO SUPPLIED REFERENCES (attach references):  
\_\_\_\_\_

NAME OF (2) SENIOR INSTRUCTORS THAT SUPPLIED  
REFERENCES (attach ref.) \_\_\_\_\_

ARE YOU AVAILABLE TO TEACH AT CAMP? \_\_\_\_\_

ARE YOU AVAILABLE TO TEACH AT RALLIES? \_\_\_\_\_

ARE YOU FAMILIAR WITH IPC ETHOS, TESTS ETC.? \_\_\_\_\_

DETAILS OF INSTRUCTOR TRAINING COURSES ATTENDED IN  
LAST 2 YRS. \_\_\_\_\_

## Irish Pony Club Instructor / Examiner's Code of Conduct

*Instructors/ Examiners should be:*

Positive during training sessions, praise and encourage effort as well as results.

Plan and prepare appropriately.

Put welfare of members first, strike a balance between this and winning / results.

Encourage fair play, treat participants equally.

Recognise developmental needs.

Qualified and up-to-date with knowledge and the skill of their sport for young people.

Involve parents where possible and inform parents when problems arise.

Keep records of attendance at all Pony Club activities.

Keep a brief record of injuries and action taken. Any incidents requiring medical attention must be recorded on an IPC Accident Report Form (available from DC).

Keep a brief record of problem/action/outcomes, if behavioural problems arise.

*Where possible Leaders/Instructors should avoid:*

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children to your home.
- Taking children on journeys alone in their car.

*Sports Leaders/Instructors should not:*

- Use any form of punishment or physical force on a child.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, or to a child.
- Take measurements or engage in certain types of fitness testing without the presence of another adult/s.
- Undertake any form of therapy (hypnosis etc.) in the training of children.

Instructors / Officials should familiarise themselves with the Code of Ethics & Good Practice for Children's Sport and with The Irish Pony Club Rules and follow the procedures if they suspect or receive complaints of abuse of any sort.

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**I have read and agree to abide by the above guidelines.**

\_\_\_\_\_ (Signed) \_\_\_\_\_ (Date)

Please print your name: \_\_\_\_\_

Below Personal Disclosure in advance of return of Garda Vetting Application from Garda Vetting Bureau (which could take 12 weeks +).

***Have you ever been prosecuted or convicted of a criminal offence?***

***or been the subject of a caution or a Bound Over Order:***

***or are you at present the subject of criminal investigations?*** Yes  No

***If you have answered yes, we will contact you in confidence.***

Return completed forms plus **€10 Registration Fee** to: Irish Pony Club, Tinnascarty, Freshford, Co. Kilkenny. (056 8832966, fax 056 8832965) Email: [mary@irishponyclub.ie](mailto:mary@irishponyclub.ie)

Criteria for Inclusion in the Irish Pony Club  
Instructor's & Examiner's Register  
**Irish Pony Club Recruitment & Selection Policy**

**In the interest of 'best practice' in our organisation, the Irish Pony Club Recruitment & Selection Procedures, are as listed below:**

- **New Applications** for inclusion on the IPC Instructor's Register must:
  - complete an application form
  - send two references from District Commissioners of IPC branches
  - send references from two Senior Instructors
  - send copy of their "Child Protection in Sport Awareness Workshop" Certificate
  - send a copy of First Aid course Certificate
  - complete Garda Vetting application form (available from IPC office)
  - sign the Instructor / Examiner's Code of Conduct
  - send €10 to cover Administration costs (for this you will received notification of all IPC/HSI Instructor / Coach Training throughout the year via email & copy of IPC Year Book and Who's Who, which includes the IPC Instructor's Register )
  
- All Instructors/Examiners should undergo Garda Vetting. From Jan 2009 Instructors will not be included on the **Instructors Register** unless they have been vetted and hold a Child Protection Certificate and First Aid Certificate.
- Due to data protection, information cannot be passed from one organization to another. Where officials have been vetted with another organization they must be vetted again with IPC.

**Completing the Garda Vetting form**

The Garda Vetting Bureau will only deal with one Authorized Signatory in each sporting organisation, all applications for Garda Vetting will go through Mary Fitzpatrick (as the AS for IPC), and confidentiality is assured.

The Garda vetting application form is required to be fully completed; where a section does not apply the applicant should indicate as such (i.e. N/A).

No time gaps can be left in the dates of residency at the declared addresses.

The form must be signed and dated by the applicant.

Any forms not wholly completed will be returned unprocessed - this will hold up the overall process. The average length of time, from receipt of completed form at IPC HQ, until returned from the Garda Vetting Bureau is 12 weeks.

A copy of the GV form when returned to the IPC office from the Garda Vetting Bureau will be posted to all applicants.

The original returned GV form will be kept securely, on file at the Irish Pony Club office.