

NATIONAL ORGANISATION  
FOR PROFESSIONAL RIDING  
SCHOOL **PROPRIETORS**



ASSOCIATION OF  
BRITISH RIDING SCHOOLS





## WHAT IS THE ABRS?

The ABRS is a National Governing Body representing approximately 400 of the best riding schools in the country. Founded in 1954, it runs Britain's longest-established Riding School Approval Scheme and is the only organisation solely representing professional riding school proprietors.

If you belong to the ABRS your clients can be satisfied that you offer the highest standards of teaching, that their health and safety are a priority and that your horses and ponies are given the best possible care.

## WHY SHOULD I JOIN?

- The ABRS is an association run for Riding School Proprietors by Riding School Proprietors who understand issues faced by fellow Riding School Proprietors.
- As an ABRS member you will be listed on our website and in our literature as one of our Approved Centres and recognised for the quality of your service to every standard of rider.
- You will be eligible to run the Association's popular riding and stable management tests. ABRS tests are suitable for staff and clients, helping to motivate both to achieve a recognised standard. ABRS tests may only be taken at ABRS member schools.
- The Test system will allow your clients to work through the series of Stable Management and Equitation tests. It is an excellent way to keep the clients' interest and a good source of income for your school. Tests include A to E, Test 1 to 10 and Riding and Road Safety.
- As your staff members gain ABRS qualifications they will greatly add to the stature and professionalism of your centre. Remember that should an accident occur the fact that your staff members are qualified can beneficially influence the outcome of any insurance claim.
- You can take part in conferences and training sessions designed to help your business reach its full potential.
- You can take advantage of our communications network within the equestrian industry: the ABRS is represented on the British Equestrian Federation and has close ties with other key national equestrian bodies. We will also communicate your needs and concerns to local and national government.
- You will benefit from exciting ABRS marketing initiatives, including national advertising and editorial placement. Such initiatives will aim to promote riding and member centres, as well as examinations, tests and employment opportunities for ABRS qualified individuals.
- You could save money with the Association's recommended insurance broker and other initiatives.
- ABRS membership is a hallmark of quality. You will be able to use it to attract new riders, improve riders and those wishing to gain qualifications.
- Access to Honorary Advisors.



## WHAT WILL MY CLIENTS GAIN?

- The knowledge that the school they have chosen is on a list of approved centres.
- Excellent standards of training and tuition from appropriately qualified staff.
- Well-schooled horses and ponies suitable for various levels of riding.
- Excellent customer care.
- The opportunity to take a variety of practical-based ABRS graded tests in stable management and equitation.

## ABRS EXAM SYSTEMS

- An examination system specially designed to meet the needs of the industry, which can increase opportunities for employment.
- Qualifications suited to every standard, ranging from the ABRS Horse Care and Riding Certificate to the ABRS Principal's Diploma, including Initial Teaching Award, Teaching Certificate and Advanced Teaching Diploma and ABRS UKCC.
- An examination structure with separate qualifications for grooms and teachers.

## WHAT THE INSPECTOR WILL CHECK;

- **Licence and insurance.**
- **Condition and care for horses and ponies, including the type and age of animals used.**
- **Adequacy and cleanliness of stables and bedding.**
- **Suitability of farriery and worming programmes.**
- **Condition and repair of saddles and bridles.**
- **Facilities, including an assessment of grazing for horses and ponies living out; a suitable area for tacking up, and a manege or safe enclosed area for instruction.**
- **Quality and flexibility of instruction.**
- **Compliance with current health and safety legislation and local council environmental health targets.**

If a school does not meet the standards required for approval, we will recommend ways of bringing it to an acceptable level and then re-inspect it. Once a school has been approved the ABRS expects the standard to be maintained at all times and the establishment will be checked regularly. To apply, complete the enclosed application form and return it to the address overleaf.



ASSOCIATION OF  
**BRITISH  
RIDING  
SCHOOLS**

Unit 8,  
Bramble Hill Farm,  
Five Oaks Road,  
Slinfold, Horsham  
WEST SUSSEX RH13 0RL  
Tel. 01403 790294

Tel. 01403 790294  
Email [office@abrs-info.org](mailto:office@abrs-info.org)

## APPLICATION FOR MEMBERSHIP

NAME OF ESTABLISHMENT \_\_\_\_\_ COUNTY \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

CONTACT NO \_\_\_\_\_ MOBILE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

PROPRIETOR \_\_\_\_\_ MANAGER \_\_\_\_\_

### PARTICULARS OF LICENCE (Riding Establishments Act 1964/1970)

Date issued by Authority  Expiry date

Name and address of issuing Authority

### PARTICULARS OF EMPLOYERS LIABILITY INSURANCE

Policy number  Expiry date

Name of Insurance Company

How long have you been running the establishment?  How many horses and ponies do you keep?

**GENERAL FACILITIES** Outdoor manège?  Indoor school?

How many grazing areas?  Other outdoor amenities

*This information is to help the Inspector decide how long it will take to carry out the inspection*

I should like to apply for membership of the Association of British Riding Schools and agree to abide by the rules and conditions laid down by the Constitution and the Code of Practice.

I enclose a cheque, payable to 'ABRS', for the non-returnable Inspection Fee of £100  
If approved, I agree to pay the annual subscription.

**SIGNED**

**DATED**

Please return this form and your cheque to the General Secretary at the above address



**ASSOCIATION OF BRITISH RIDING SCHOOLS**  
**CHILD PROTECTION AND**  
**FIRST AID**

We require all member schools to appoint a welfare officer who is responsible for good practice and child protection. This person is required to hold a CRB enhanced disclosure, and to have attended a recognised Safeguarding & Protecting Children course.

All instructors and proprietors are required to have attended a recognised Safeguarding & Protecting Children course.

All instructors and proprietors are required to hold a current recognised first aid certificate.

**Name of School** .....

**Name of Welfare Officer** .....

**Name of Awarding Body and Date of Child Protection course  
attended by Welfare Officer**

.....  
.....

**I confirm that all instructors and proprietors have attended a child  
protection course and hold a current first aid certificate.**

**Signed** ..... **Name** .....



# ASSOCIATION OF BRITISH RIDING SCHOOLS

## LOCAL AUTHORITY ENQUIRY FORM

### SECTION A

*To be signed by the proprietor of the establishment applying for ABRS membership and returned to the ABRS office with the application form.*

I confirm that I am the Proprietor of the undermentioned establishment and give my permission for the Local Authority to divulge the information on this form to the Association of British Riding Schools. I confirm that my public liability and employer's liability insurance are up-to-date and undertake to maintain as such for so long as I shall remain a member of the ABRS.

Signed: ..... Date: .....  
(Proprietor)

Name of Establishment applying for ABRS membership: .....

Licence Number: .....

Name and address of Licensing Authority: .....  
.....

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### SECTION B

*To be completed by the licensing authority.*

When was this school licensed originally? .....

What date is the licence due for renewal? .....

Has a provisional or full licence been granted? .....

Are there any provisos? .....

Have the proprietors, to your knowledge, been in breach of the Riding Establishments Act during the time they have held a licence?  
.....

To your knowledge, from the veterinary report, has the welfare of the horses and ponies always been considered?  
.....

Is there any reason, in your opinion, why the proprietor of this establishment should not be considered for membership of this association?  
.....

Signed (for local authority): .....

Date: .....



# ASSOCIATION OF BRITISH RIDING SCHOOLS

## DISCLOSURE AND BARRING SCHEME

(Formerly known as CRB Check)

We require all Instructors and Proprietors, as well as any employee or volunteer who have sole and regular contact with children or vulnerable adults, to have a DBS check.

Please indicate below the details of the Proprietors DBS check, and confirm that all relevant employees and volunteers confirm to this requirement.

Name of School .....

Name of Proprietor .....

Initiating umbrella body .....

Disclosure number ..... Date Cleared .....

I confirm that all other relevant employees or volunteers have a CRB check.

Signed .....

Name .....

We do have a company who offer a special rate of ABRS Members, please contact them if you need help.

TMG CRB

Tel: 0115 969 4609

Email: [enquiries@tmgcrb.co.uk](mailto:enquiries@tmgcrb.co.uk)

Website: [www.tmgcrb.co.uk](http://www.tmgcrb.co.uk)



# ASSOCIATION OF BRITISH RIDING SCHOOLS

## STAFF LIST

CONFIDENTIAL – to be disclosed to ABRS staff only

NAME OF SCHOOL .....

Complete at initial inspections and revisits. Please include proprietors/managers.

FULL NAME	Proprietor or Manager (Y/N?)	Instructor (Y/N?)	Full Time or Part Time	QUALIFICATION	CRB (Date)	First Aid (Date)	Safeguarding & Protecting (Date)

NB – all instructors are required to have CRB disclosures and First Aid and Safeguarding & Protecting Children training.





# ASSOCIATION OF BRITISH RIDING SCHOOLS

## HORSE/PONY LIST

**CONFIDENTIAL** – to be disclosed to ABRS staff only

Please list all equines at your establishment included on your Local Authority Licence. Do not list any other equines (eg non-working livery or personal riding horses).

Note: Where a school horse is not owned by the establishment but is used in the school, please confirm that the owner has given consent for this.

Name of School .....

Signed .....

NAME	SEX	AGE	COLOUR	HEIGHT	COMMENTS	NAME OF OWNER IF EQUINE NOT OWNED BY SCHOOL



TO: THE EXECUTIVE COMMITTEE

THE COMPANIES ACT 1985

APPLICATION FOR MEMBRSHIP

ASSOCIATION OF BRITISH RIDING SCHOOLS

Registered Number: 3186520

Subject to the Memorandum and Articles of Association of the above named company ("the Company"), to any rules for the time being made thereunder, and to any terms for membership applicable to the Company, application is made by the undersigned for membership of the Company, and in the event of the Company being wound up while the undersigned is a member, or within one year afterwards, the undersigned undertakes to contribute such amount as may be required, not exceeding the guaranteed sum mentioned below, for payment of the debts and liabilities of the Company contracted before ceasing to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights to the contributories among themselves.

Applicant (name, school and address)

Guaranteed Sum

£1

Signed: ..... (Applicant)

Dated: .....



**ASSOCIATION OF BRITISH RIDING SCHOOLS**  
**RESPONSIBILITIES OF AN INSTRUCTOR/TRAINER**  
**CODE OF CONDUCT**

Responsibilities of an Instructor/Trainer may include, but are not restricted to:

They should.....

- Follow guidelines issued by governing bodies, abide by their rules, and never condone rule violations, rough play or the use of prohibitive substances
- Support and promote their sport and its governing body
- Consistently maintain high standards of appearance and conduct
- Act with due respect to the reputation of governing body
- Hold recognised up to date nationally recognised governing body teaching qualifications and insurance cover
- Maintain own standards by attending relevant training courses
- Show respect for others individuals' human rights
- Develop appropriate working relationships with pupils – especially children, based on mutual trust and respect
- Ensure the demands made on young riders are appropriate for their physical maturity and level of experience
- Place safety and well-being of pupils an horses over and above competition performance
- Co-operate with other specialists (officials, vets, other coaches etc) if appropriate
- Treat everyone equally regardless of age, sex, ethnic origin, religion, political persuasion, sexual orientation or physical disability

NAME: Mr/Mrs/Miss ..... (please print clearly)

SIGNATURE: ..... DATE: .....

RIDING ESTABLISHMENT: .....



## WHAT THE ABRS REQUIRES FROM MEMBER SCHOOLS

- Appoint a person to be responsible for this area
- Provide this person with appropriate training
- Train all staff to look out for potential dangers
- Make a list of all the electrical appliances on the premises. Including extension leads and IEC leads
- Assess the periods for Formal Visual Inspection and PAT testing
- Carry out Formal Visual Inspection and PAT testing at the appropriate intervals
- Record all results of the Formal Visual Inspection and PAT testing and label as appropriate. Also record the name of the person who is responsible for this area and the name of the tester.
- If visitors or staff bring in electrical equipment carry out testing if there is not an up to date label on the appliance. Record that this has been done.

**During a revisit to your school the ABRS inspector will ask to see the Electrical Checks book.**

For further information on Electrical Safety and guidance visit the HSE website

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**THE ABRIS IS A COMPANY LIMITED BY  
GUARANTEE (REGISTERED NUMBER 3186520)  
WITH THE FOLLOWING OBJECTIVES;**

To provide members of the public with information where, in the opinion of the Association, good riding instruction can be obtained.

To assist in raising the standards of riding instruction and horsemanship.

To act as the Professional body representing Riding School Proprietors and also as a watch dog in all matters pertaining to their livelihood.

**The Association of  
British Riding Schools**

**Unit 8, Bramble Hill Farm,  
Five Oaks Road,  
Slinfold, Horsham,  
West Sussex RH13 0RL.**

**tel: 01403 790294**

**email: [office@abrs-info.org](mailto:office@abrs-info.org)**

**[www.abrs-info.org](http://www.abrs-info.org)**