



## **INSTRUCTORS AND COACHES REGISTRATION FORM 2018**

To ensure that HPA Instructors and Coaches are teaching the sport of polo safely and effectively, the HPA have addressed not only the qualification process for new coaches but have also considered how best to ensure that existing Instructors and Coaches are fulfilling their qualification appropriately. Please ensure that you have read and fully understand the registration terms that are now required to be a fully registered and compliant HPA Accredited Instructor or Coach.

The registration fee for all HPA Coaches and Instructors includes Public Liability Insurance. An individual will not be accredited as an HPA Instructor or Coach and will not feature on the HPA website until this form has been completed in full, received and processed by the HPA Office and accompanied by the following:

- **A copy of your current first aid certificate.** Either a British Red Cross 'Emergency Life Support' course or St John's Ambulance 'Essential First Aid' course or equivalent. **NOTE:** If your certificate expires during the season, you will not be listed as a registered HPA Coach or Instructor. It is your responsibility to renew your certificate and submit a copy of your new certificate.
- **A copy of your current Child Protection & Safeguarding Certificate.**
- **The annual subscription of £345 due on 1st April 2018.** This includes Public Liability insurance of £5,000,000 for all freelance coaching or instruction. (Freelance is coaching others on a horse that is not provided by you). Please see the website, [www.hpa-polo.co.uk/insurance/coachesliabilityinsurance](http://www.hpa-polo.co.uk/insurance/coachesliabilityinsurance) for further details. The HPA do not offer any other registration option for Coaches and Instructors.

### ***For your information:***

#### **DBS Checks**

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

It is not a requirement of the HPA for qualified coaches or instructors to hold a current DBS check. However, it is considered best practice for those who may be involved in teaching children to have one.

An individual cannot arrange for his own DBS check; this has to be done by a third party such as a school, college, other institution or the HPA.

Once a DBS check has been done the individual can then register with the DBS update service and can keep their DBS certificate up to date online. This allows employers to check a certificate online and allows an applicant to take their certificate from one job to the next.

NAME: ..... DATE OF REGISTRATION: .....

**REGISTRATION FEE**

- For 2018 I would like to register as an HPA Instructor/Coach (based on your recorded qualification title) and be covered by the HPA Coaches & Instructors Public Liability Policy through Lycetts, Browne-Swinburne & Douglass Ltd.  
**Fee: £345.00 (Please include payment when submitting this form).**

**FIRST AID**

- I would like to book in for the HPA first aid course being held in the Little Coxwell Village Hall (SN7 7LW) on **Monday 14<sup>th</sup> May 2018. Charge: £60.00 (Please include payment when submitting this form).**
- I will be completing a full day First Aid Course in the near future and will send my certificate once complete.
- My first aid is up to date. **I enclose a copy of my certificate.**

**CHILD PROTECTION & SAFEGUARDING**

- My Child Protection & Safeguarding is up to date. **I enclose a copy of my certificate.**
- I would like to book in for the HPA Child Protection & Safeguarding Course on **Thursday 5<sup>th</sup> April 2018 at Beaumont House, Old Windsor, SL4 2JJ. Charge £40.00 (Please include payment when submitting this form).**
- I will be completing a Child Protection & Safeguarding course in the near future and will send my certificate in once complete.

**COACHES CERTIFICATE**

- I would like to receive a copy of my coaching certificate. Please note this will only be sent once your annual registration has been accepted.

**SEMINARS**

There will be a number of seminars available this season. You will only be considered a fully registered HPA Instructor or Coach if you attend a seminar and stay for the entire timetable. If you are not able to attend any of these dates, please contact the HPA. Alternative dates can be provided but will incur an additional fee.

**(Please note attendance at one seminar is COMPULSORY for renewal the following year)**

- Spring 2018 – Wednesday 13<sup>th</sup> June, Berkshire Area, Location TBC
- Summer 2018 – July & August - Location and Day TBC

## **Upgrading a Qualification**

As a coach, you'll recognise the need to continually maintain and improve your skills to reflect current best practice in coaching polo.

If a coach or instructor wishes to upgrade their qualification they must apply in writing to [coaching@hpa-polo.co.uk](mailto:coaching@hpa-polo.co.uk)

Applications must be accompanied by a written reference from one registered level three or four coach plus a Coaching CV detailing their coaching experience and any other relevant information.

Please note that an upgrade will not normally be considered unless an instructor/coach has been registered with their current qualification for at least two years and has been instructing on a regular basis during that period.

Candidates will be required to attend a practical assessment. For Level One applicants there will be an annual Coaching Upgrade Seminar. Level Two applicants will be assessed by a panel of HPA Accredited Assessors. There will be a charge made by the HPA for the practical assessment.

**CONTACT DETAILS – Please complete in full**

Name:..... Mobile Number .....

Address:.....

.....Postcode:.....

Email Address:.....

**PAYMENT DETAILS**

Registration: £345.00

**TOTAL:** .....

**Please Tick Accordingly:**

Card Payment (see below)  / Cheque Enclosed  (Cheques made payable to 'Hurlingham Polo Association')

Bank transfer (see below)

**(Please use your NAME and COACHING as a reference)**

<b>Bank Details: Barclays Bank plc</b>			
<b>Hurlingham Polo Association</b>			
<b>Acc no. 40683051 Sort code: 20-20-62</b>			
<b>IBAN: GB70 BARC 2020 6240 6830 51</b>			
<b>Payment Details</b>	<b>Name on Card:</b>		
<b>Card Number:</b>			
<b>Expiry Date:</b>		<b>Security Number (last 3 digits on signature strip):</b>	
<b>Post Code:</b>		<b>Telephone (inc code):</b>	

Signature: ..... Date: .....