



Instructors / Trainers Qualifications & Requirements

Any instructor or trainer engaged in training riding club members at a riding club activity must hold a recognised qualification or have suitable experience in accordance with rule, 4, e.

All instructors or trainers must also be familiar with the Associations grading structure.

Qualified Trainers

Recognised qualifications include the following:

- British Horse Society
 - BHS 2 Teach (or Stage II and PTT) qualification (minimum) or higher
- Horse Sport Ireland
 - Level 1 (minimum) or higher
- International Qualifications
 - Refer to www.igeq.org and these must be of a similar standard to the above qualifications.
- Irish Pony Club
 - B+

Experienced Trainers

If a club wishes to engage with an instructor or trainer who does not have any formal qualification, they must have at least 10 years coaching experience from their 18th birthday.

Garda Vetting & Safeguarding

All instructors must be garda vetted and have completed a safeguarding course.

Club Responsibility

It is the clubs responsibility to ensure that any instructor or trainer they engage with, is suitably qualified or holds the necessary experience for the activities they are coaching in. If a trainer does not have either, your club must not engage with them.

If the instructor is not listed on the current Irish Pony Club Instructors register or Horse Sport Ireland's coaching list, the club must validate that the instructor is garda vetted and has completed a HSI safeguarding course.

If you are in doubt regarding an instructor or trainers qualification, please contact National Office.

Insurance

Instructors, who are receiving a fee for their professional services, must provide their own insurance cover.

Alternatively, the instructor may apply to the Association of Irish Riding Clubs for inclusion on the AIRC's Register of Instructors. This will provide the instructor with insurance cover during AIRC activities.

To be eligible for the Register of Instructors, you must have the following:

1. A recognised qualification or relevant experience (as per above)
2. Garda Vetted with HSI
3. HSI Safeguarding Course Completed
4. Up-To-Date First Aid

Instructors will be required to register annually with the Association and a fee of €40 will apply. This fee is non-refundable.

Instructors can apply via an online form at www.airc.ie/instructors. They must also forward the following in order for their application to be processed:

1. A copy of their qualification
2. A copy of their Garda Vetting
3. A copy of their Safeguarding
4. A copy of their First Aid Certificate

Once these have been received, the applicant will be added to our online register.

Instructors will be required to attend a biannual instructor training seminar held by AIRC, HSI, BHS, IPC or FEI Affiliates and must forward a copy of their certificate of attendance to National Office.

Clubs should also note that by using instructors on the AIRC Register of Instructors ensures that they are compliant with AIRC requirements and reduces the administrative burden on clubs when engaging with instructors.

The register of instructors will be viewable at www.airc.ie/instructors and if an instructor is not displaying, their application has not been processed and they are therefore not covered by our policy.

Summary

To help simplify what is required by the Association:

1. If the instructor is NOT on the AIRC register of instructors, your club must verify the following:
 - a. They have a suitable qualification or has the relevant experience
 - b. They are garda vetted (i.e. letter from HSI confirming this)
 - c. A copy of their safeguarding
 - d. A copy of their First Aid cert.
 - e. A copy of their insurance policy (This is usually a one page summary which includes a policy number and an expiration date.)
2. If the instructor IS on the AIRC register of instructors, your club must verify the following:
 - a. Visit www.airc.ie/instructors to ensure the instructor is registered. If the instructor is not on the website, they are not registered.