

Cardiff University Students' Union Polo Club Operating Procedures

Operating Procedures should communicate your Risk Assessment findings to the members of your student group. They should highlight important information about the structure and running of your club / society. The procedures should contain operational details of the club / society structure, specific safety measures drawn from your Risk Assessment, adherence to National Governing Body / sport specific guidance, matters of good practice, etc. All club policies and guidance that you follow must be referenced here.

THIS IS A LIVE DOCUMENT THAT NEEDS REGULARLY REVIEWING AND UPDATING.

It is the responsibility of the committee and activity leaders to ensure this document is updated and sufficiently communicated to members.

Club / Society:	POLO club		
Name of <u>most recent</u> assessor / reviewer:	Tezita Roy-Assen	Date of <u>most recent</u> review:	28/8/26
Committee position of <u>most recent</u> assessor / reviewer:	President	Date of <u>original</u> assessment:	N/A

About us

About Cardiff University Polo Club

Cardiff University Polo Club is a friendly and social club where you can learn, play and enjoy polo throughout the year, whether you're a complete beginner or an experienced player.

We train at **Longdole Polo Club in Gloucestershire**, with opportunities to have lessons up to twice a week. Throughout the year, we play both **grass and arena polo**, with regular friendly chukkas and matches against other university teams, as well as games within the club.

One of the highlights of our year is **University Polo Nationals**, which takes place twice a year and brings together university polo clubs from across the country for competitive tournaments.



But polo isn't all we do! We have a busy social calendar alongside training and competitions. Our **Club Days** at Longdole are a great opportunity to spend the day together, with lunch, lessons, hand-mallet practice, wooden-horse sessions, rules and games before getting out on the polo field.

We also run **Wednesday afternoon socials**, where we get together for themed socials, games and plenty of time to get to know everyone outside of polo.

Whether you're completely new to polo, looking to get back into riding, or already have experience, **everyone is welcome**.



Cardiff University Polo Club

<https://www.cardiffstudents.com/activities/sport/cardiffunipoloclub/>

Instagram: <https://www.instagram.com/cardiffunipolo/>

Facebook: <https://www.facebook.com/share/g/1BXaEw3o5i/?mibextid=wwXlfr>

Tiktok: [cardiffuniversitypolo](#)

Email: polo@cardiff.ac.uk

DM on any social media

FULL MEMBER: £45

SOCIAL MEMBER: £15

ERASMUS MEMBER: £25



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Regular training / activities

- Wooden house sessions
- Stick and ball sessions
- Rules sessions
- Riding sessions
- Instructional chukkas
- Competitive chukkas
- Hand mallet practice

Members are required to wear the appropriate safety equipment when participating in polo activities to ensure their safety and the safety of others. Members will be separated into ability groups to ensure that activities are suitable for their level of experience and to maintain a safe playing environment. Those participating in competitions are expected to have a good understanding of the rules of polo to ensure safe and fair play. The relevant rules and safety procedures will be explained and familiarised to all members upon joining the club.

Fixtures / competitions

We have two main tournaments each year: **Winter Nationals**, which is played in the arena, and **Summer Nationals**, which is played on grass, subject to weather conditions. All members have the opportunity to participate, with competitions divided into different ability categories to ensure everyone can compete at an appropriate level. Winter Nationals teams consist of three players, while Summer Nationals teams consist of four players.

Throughout the year, we also participate in a range of smaller fixtures and friendly matches, including competitions and games against other university polo clubs. These provide additional opportunities for members to gain match experience, develop their skills and represent the club in a competitive environment.

When attending fixtures, members are representing both the Polo Club and the university, and are therefore expected to act as positive ambassadors for both. We do not tolerate discrimination, foul play, unsportsmanlike conduct or violence of any kind. All members are expected to treat teammates, opponents, coaches, grooms and other members of the polo community with respect and professionalism. We also place great importance on the welfare and respectful treatment of the horses, recognising the essential role they play in the sport. We encourage all members to support one another, demonstrate good sportsmanship and contribute to a welcoming and respectful environment both on and off the field.

One-off activities / trips

Payments should be made by the stated deadlines. If a member is unable to meet a payment deadline, they should communicate this with a committee member as soon as possible. Members are also expected to arrive on time for lessons, fixtures, socials and other club



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activities to ensure the smooth running of schedules and to avoid disrupting other members.

Members are expected to provide any relevant information requested by the committee in a timely and accurate manner to assist with club administration, event planning and communication.

Photography and video recording may take place during club activities and events for use in promotional material, including the club's social media. If a member does not wish to be photographed or recorded, they should communicate this to a committee member in advance so that their preferences can be respected and appropriate arrangements can be made.

Members are responsible for arranging their own **travel insurance**, where required, before attending any club trips, tournaments or fixtures. Members are expected to follow the agreed itinerary and comply with all safety information and guidance provided throughout the duration of the trip.

If a member is unsure about any aspect of the trip, including travel arrangements, safety procedures or the itinerary, they should speak to a committee member for advice and guidance. The committee will provide support where possible and direct members to the appropriate information or resources.

Social activity

We have a range of social activities throughout the year, with our main events including Club Days, Wednesday socials and social fixtures with other clubs. All social events are open to both Social and Full Members. Members wishing to bring external guests to a social event should communicate this with a committee member in advance.

There is no obligation for members to attend every social event, and there is never an obligation to consume alcohol. We aim to provide an inclusive social environment that everyone can enjoy, and there will be a number of sober socials throughout the year for members who prefer alcohol-free activities.

All members are expected to treat one another with respect and contribute to an inclusive and welcoming environment within the club. Disorderly conduct, including excessive rowdiness, discrimination, sexual harassment, verbal abuse or physical abuse, is strictly unacceptable. Any such behaviour may result in an investigation and/or suspension from the club, in accordance with relevant university procedures.

Members must also respect each other's personal boundaries and choices. No individual should be pressured or forced to participate in any activity they do not wish to take part in, including social or drinking activities. Everyone should feel comfortable and safe within the club's social spaces, and members are expected to help maintain an environment where everyone can enjoy themselves without pressure or intimidation.

Safety guidelines

The club is strongly committed to encouraging all members to participate in polo and social activities. However, the health, wellbeing and safety of every individual is our paramount concern. Members are expected to have an appropriate understanding of their own ability and limitations and to participate within the boundaries and guidance set by the committee and coaches.



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Normal Training

All members are required to wear the appropriate health and safety equipment during lessons and riding activities. At no point should anyone be mounted on a horse without wearing a helmet. The club has helmets available to borrow for members who do not have their own.

Polo carries a number of inherent risks, and following the appropriate safety procedures significantly reduces the likelihood of injury. Members must listen to and follow all instructions given by coaches and should wear suitable footwear and an approved riding helmet whenever mounted. Body protectors are optional but recommended, particularly for less confident or inexperienced riders.

Failure to follow safety procedures may put the individual, other members, coaches, grooms or horses at risk of injury. Members who are injured should not participate in riding or polo activities until they have sufficiently recovered, in order to prevent further injury. Members must not ride or participate in polo activities while under the influence of alcohol or any other substances, as impaired judgement and coordination can significantly increase the risk of serious injury.

Competitions

When participating in competitions, members are required to use the appropriate approved safety equipment, including an approved tagged helmet, knee pads and suitable eye protection. A list of approved helmets and headwear can be found on the SUPA website.

The club has knee pads available for members to borrow for the duration of competitions. Approved forms of eye protection include suitable sports glasses and helmet grills.

The same safety considerations apply during both training and competitions. However, competitive polo may involve additional risks depending on the level and style of play, including increased speed and the use of ride-offs. Members are expected to understand and follow the rules and instructions provided by coaches and officials to minimise these risks.

Social Activities

During social activities, members are expected to take responsibility for their own behaviour and safety, as well as considering the wellbeing of those around them. Disrespectful, discriminatory or unsafe behaviour will not be tolerated at any club social.

This includes excessive rowdiness, discrimination, sexual harassment, verbal abuse and physical abuse. Excessive drinking is not encouraged, and members are expected to behave responsibly and ensure that their actions do not put themselves or others at risk. Members should follow reasonable guidance provided by committee members, coaches or other designated supervisors.

Where social activities involve food, cooking, fires or other potentially hazardous activities, appropriate precautions must be taken to minimise the risk of injury, illness or harm. All members are expected to act responsibly and contribute to maintaining a safe, respectful and inclusive environment.

Sport specific guidance



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Lessons

For lessons, members should wear suitable clothing that is comfortable and appropriate for riding. Suitable trousers include leggings, jodhpurs, breeches or jeans. Members should also wear a suitable sports top and, depending on the weather, an additional jumper or warm layer.

Appropriate riding footwear is required. This can include riding boots, polo boots or other suitable boots with a small heel. Riding gloves are recommended for comfort, grip and protection.

Members may wear either a standard riding helmet or a polo helmet, provided that it meets the relevant safety requirements. (infrequent members are able to borrow this from the academy) Sports goggles are also an appropriate form of eye protection.

Competitions

For competitions, members are expected to wear **polo whites (white trousers)** and the official club playing top. The club has a limited number of spare playing tops available for members to borrow where necessary.

Members competing must have their own approved helmet, either a riding helmet or polo helmet, which complies with the relevant safety requirements. Knee pads should also be worn during competitive chukkas and can be borrowed from the club where available.

Punctuality

Punctuality is particularly important in polo due to the organisation of lessons, horses, coaches and fixtures. Members are expected to respect agreed timings and arrive promptly for lessons, competitions, fixtures and other club activities. Where a member is unable to attend or expects to be late, they should communicate this with a committee member or coach as soon as possible.

Coaching

Our main coach is **Lorna Howe**, who leads the majority of our training sessions. When Lorna is unavailable, we may arrange substitute coaches to ensure that training can continue as planned.

All our coaches are professional polo players with extensive playing and coaching experience, allowing members to receive high-quality instruction and guidance at an appropriate level.

Lessons have a **minimum of 4 students and a maximum of 8 students per coach**. This allows coaches to provide appropriate individual guidance while maintaining a safe and effective learning environment.

First aid provision

During lessons, there will be at least one committee member present who is trained in first aid. Our main coach, Lorna, is also medically trained and able to provide assistance where required.

A first aid kit will be accessible during all lessons and training activities. In the event of an injury or medical incident, appropriate first aid will be provided and further medical assistance sought where necessary.

During competitions, a designated medical team will be present on site to provide professional medical assistance and respond to any injuries or emergencies that may occur.



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In the event of a SERIOUS accident:

In the event of a serious accident involving missing persons, severe injuries or fatalities, you should:

- 1 Immediately contact relevant Emergency Services on 999
- 2 Do not make any comments to the media
- 3 Contact CUSU with full details

Cardiff University Students' Union Security 02920 781412
(Emergencies only -24 hours)

(Do not use this number for vehicle breakdowns, contact the breakdown service using the details supplied with the vehicle)

You will need to supply the following information:

- Who you are?
- Which Club / Society / Group you are from?
- Where you are and what phone number are you contactable on?
- What has happened?
- Who has been injured?
- How are they injured?
- What is happening now?
- What is the rest of the group doing?
- What emergency services are involved?
- Do you need any practical assistance?

- 4 Arrange for the party to return as appropriate

All accidents should be dealt with appropriately, by ensuring:

- First Aid is administered as appropriate, preferably by a qualified First Aider
- Establish the names of any injured and the extent of their injuries
- Contact the relevant emergency service for assistance if required
- Attempt to ensure that the injured are accompanied to hospital
- Ensure the rest of the group are accounted for



- At the earliest opportunity visit the Athletic Union/ Student Activities Department and complete a “Students Activities Accident Report Form” and check what insurance claim can be made

Behaviour / complaints policies

All members are expected to contribute to a respectful, inclusive and safe environment and to follow the standards of behaviour set by Cardiff University, Cardiff Students' Union and the Polo Club. This includes treating fellow members, coaches, instructors, opponents and other individuals with respect, following reasonable guidance, and raising any safety or wellbeing concerns appropriately. Behaviour such as harassment, discrimination, bullying, physical harm, drunken or disorderly conduct, or any behaviour that brings the University, Students' Union or club into disrepute will not be tolerated and may result in disciplinary action.

Members are encouraged to raise any concerns or complaints with a committee member in the first instance. Where a concern is raised, the committee will investigate the matter fairly and confidentially, considering the facts of the incident rather than hearsay or rumors. Any member involved in a complaint will be informed of the allegations and given the opportunity to understand and respond to the process. Depending on the seriousness and outcome of an investigation, appropriate action may include a warning, restorative measures, temporary suspension, or, in serious or repeated cases, suspension or termination of membership. Serious, repeated, unlawful or complex matters may be referred to the Students' Union or other relevant authorities.

All complaints and investigations will be handled in accordance with the Cardiff Students' Union Activities Code of Conduct. Where a complaint concerns a committee member or there is a conflict of interest, that individual will not be involved in the process; matters involving a significant proportion of the committee will be referred to the Students' Union. Members have the right to appeal certain disciplinary outcomes through the Students' Union within the stated timeframe.

Welfare

Student welfare is an important priority within the Cardiff community and Cardiff University Polo Club. We encourage members to speak up if they have any concerns about their own wellbeing or the wellbeing of another member. Our **Wellbeing Secretary, Cat Derrick**, is available to provide support and a confidential space for members to discuss any concerns. Information shared with the Wellbeing Secretary will be treated confidentially, unless there is a concern that an individual may be at imminent risk of harm to themselves or others, in which case information may need to be shared with an appropriate higher authority to ensure everyone's safety.

Members are also welcome to approach any member of the committee for advice, support or guidance. Committee members will treat any information shared with them respectfully and confidentially, while recognising that there may be circumstances where information must be escalated to ensure the safety and wellbeing of those involved.

Committee contacts:

- **President:** Tezita Roy-Assen
- **Vice President:** Gabriella Smith
- **Treasurer:** Cole Stuart
- **Captain:** Ennis Jarvis
- **Wellbeing Secretary:** Cat Derrick



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- Students' Union Advice Team: advice@cardiff.ac.uk, 029 20 781 410.
- University Student Life Services.
 - Counselling and Wellbeing Service: studentconnect@cardiff.ac.uk, 029 22 518 888.
 - Disclosure Response Team: referral form [here](#).
 - Student Intervention Team: referral form [here](#).

Equipment

The club has a range of equipment available for members to borrow, including **mallets, foot mallets, spare playing tops, knee pads and whips**. Members are strongly encouraged to purchase their own playing top, with club tops intended to be borrowed only where necessary or unavoidable. The other equipment listed in the club inventory can be borrowed freely; however, members who intend to pursue polo long-term are encouraged to gradually purchase their own equipment.

New members are able to borrow helmets through the Polo Academy. However, members are strongly encouraged to purchase their own helmet, particularly if they intend to compete, as competitors are required to have their own approved helmet. This does not have to be a polo-specific helmet; an approved riding helmet that meets **SUPA safety requirements** is also suitable.

All members joining the club are expected to provide their own **riding trousers**, such as leggings, jodhpurs, breeches or jeans, as well as suitable **riding footwear**, such as boots or shoes with a slight heel, riding boots or polo boots. Riding gloves are highly recommended and can be either standard riding gloves or specialised polo gloves. It is the individual's responsibility to ensure their own equipment is insured, and it won't be the responsibility of the club if there is any damage or loss to their belongings.

Members wishing to compete for the club are expected to provide their own **eye protection**, such as approved sports goggles/glasses or a suitable helmet grill.

Insurance

- All paid Athletic Union and club members are insured under the AU Elite Personal Accident Policy with Endsleigh.
- *You can request a copy of this via emailing the AU.*

Finance / refund policy

The membership fees are as follows:

Full member- £45

Social member- £15

Erasmus member- £25

Membership allows individuals to take part in the activities and opportunities offered by Cardiff University Polo Club. **Group lessons cost £50 per hour**, which is a discounted rate agreed between the club and the Polo Academy and is one of the more affordable rates available among university polo clubs.



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Some club events may include food, which is generally charged at a fixed price of **£5 per meal**. Additional costs may apply to optional activities throughout the year, such as bake sales, refreshments or other social events.

The cost of tournaments and competitions varies depending on the event. All costs will be communicated and discussed with members in advance so that everyone is aware of the expected expenses. Competition costs may include **tournament entry fees, accommodation, food, horse hire and players' party tickets**.

SUPA Nationals takes place twice a year and is treated as a weekend trip away, providing members with the opportunity to compete, experience university polo, meet students from other universities and socialise with fellow club members. Members are not required to compete and may attend as **social members**, allowing them to experience and support the event without participating in the tournament.

Refund requests should be discussed with the committee, particularly the **Treasurer and President**, who will consider the circumstances of each request. If a refund is approved, the Treasurer will initiate the relevant refund procedure and inform the Students' Union as required. **Membership refunds are not guaranteed** and will be considered on a case-by-case basis.

Participation statement

- “Members that sign up to this club / society may be participating in activities which involve an element of risk, in an environment where professional and rescue services may not be immediately available. It is their responsibility to ensure that they fully understand the exact nature of each activity that they undertake, the risks that are involved, the skill level required; and the equipment needed for their safe participation. They shall never participate in an activity where they are unsure of the above aspects. By purchasing membership of this club / society they agree that they must act in accordance with this document. All individuals, after joining the Athletic Union / Guild of Societies and this club / society, have the right to participate as a full member in all training sessions relevant to their skill level. Selection is based purely on ability and fitness criteria. If not selected for a team, members may not be entitled to a refund of membership fee. The Athletic Union will uphold the club / society decision if they decide not to refund membership fees in line with their refund policy.”

Review

All safety-related documents must be reviewed each year by incoming committees and activity leaders. This document also needs reviewing in the event of a serious accident / incident or should your Risk Assessment findings change.

Each time this document is reviewed or updated, please complete and sign the below. Within the document, please note any additions with the date it was updated in brackets.

NAME	COMMITTEE POSITION	REVIEW DATE
Tezita Roy-Assen	President	25/8/26



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Activities department contacts for student groups

Athletic Union – AthleticUnion@cardiff.ac.uk

Guild of Societies – Societies@cardiff.ac.uk

Volunteering – Volunteering@cardiff.ac.uk

Enjoy your activity!



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