



Riding for the Disabled Association (NSW)

VOLUNTEER APPLICATION FORM

Volunteer Name: Mr/Mrs/Miss/Ms.....

Address:

..... Postcode State

DOB / / Phone No: (H) (W) (M)

E-Mail.....

Emergency Contact: Name..... Relationship to Vol.....

Address Postcode State:

Phone No: (H) (W) (M)

Have you had any experience with horses? Yes/No (If Yes, Details)

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.....

Have you had any experience with people with disabilities? Yes/No (If Yes, details)

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.....

Do you have you any qualifications or skills that would assist the Centre's committee of management, riding or carriage-driving program? Yes/No (If Yes, details)

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.....
.....

Your preferred area to volunteer (if any): Administration, horse care, riders, sessions, grounds crew, fundraising, promotions?

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.....

Do you have you any medical condition or disabilities that may affect your capacity to participate in any RDA activities? Yes/No. (If Yes, Details)

.....

WWCC Number **Date verified** / / **Expiry Date** / /

Signed (by person who has verified)

Please note:

RDA (NSW) strongly recommends for their safety that all volunteers ensure that they are protected by a current Tetanus Vaccination. Protection against Hepatitis B is also advised.

All volunteers must agree to the Working with Children Check, which is legislation within NSW. You must complete the process as detailed in RDA (NSW) Document ESR-06.

RDA (NSW) VOLUNTEER CODE OF BEHAVIOUR

I have read and agree to abide by the RDA (NSW) VOLUNTEER Code of Behaviour.

RDA (NSW) provides a quality duty of care while implementing all RDA activities – the conduct of all participants must be of a standard that will be a positive influence on riders’ behaviour. This Code of Behaviour shall apply to all members, officials, office bearers, volunteers, riders, parents and carers, participating in or in attendance at all activities conducted under the control of, or when representing a Centre.

Persons subject to this Code shall:-

- a) Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- b) Respect riders’ confidentiality.
- c) Use age appropriate behaviour and language with the riders.
- d) Refrain from using profane, insulting, harassing or otherwise offensive language, hand signals or other gestures.
- e) Understand that coaches/volunteers intentions and riders interpretation of “touching” will be influenced by cultural differences and religious implications.
- f) Avoid unaccompanied and unobserved activities with riders, especially undressing and personal hygiene and avoid any consensual sexual relationships with adult athletes.
- g) Not drink, be affected by, or in possession of alcohol or non-prescription drugs while responsible for implementing any RDA horse programme.
- h) Not engage in any other conduct, either on or in the vicinity of RDA activities, considered prejudicial to the best interests of RDA (NSW) or in contravention of the Constitution of this Association.

You must be a minimum of 12 years of age to volunteer.

If you are between 12 and 17 years of age (inclusive) a parent or Guardian must sign this document.

Date...../...../..... Name of Parent/Guardian..... Signature.....

I provide permission for use of photos/videos for the following:			
Social Media Yes/No	Television Yes/No	Print Media Yes/No	Website Yes/No
Signature		Date	

VISION

The equestrian organisation of choice for people with disabilities in NSW acknowledged as the benchmark in service delivery and standards by its stakeholders.

MISSION STATEMENT

RDA (NSW) is a charity that provides horse-related activities to enrich the lives of people with disabilities.

Objectives of the RDA (NSW) Volunteer Programme are to:

- Seek volunteers who have the enthusiasm and most importantly a commitment to helping people with disabilities enjoy the benefits of horse riding activities.
- Achieve this by working within the guidelines as set down by the Association.
- Make volunteering at RDA (NSW) a rewarding experience.
- Support, train and recognise volunteers in their chosen roles.

VALUES

Person-centred, Inclusive, Enrichment, Enabling, Respectful, Fun, Valued

RDA (NSW) COMMITMENT TO VOLUNTEERS

In order to comply with Federal and State legislation, our Duty of Care and to ensure the volunteers' experience will be a satisfying and rewarding experience RDA (NSW) will:

- State and acknowledge the contribution of volunteers in RDA (NSW) documentation.
- Recognise the achievements of volunteers.
- Provide insurance cover.
- Ensure volunteers are aware of and provide them with a copy of the RDA (NSW) Volunteer Helpers booklet and other documents relating to RDA (NSW) Volunteer Policies.
- Offer volunteers the choice to work in their preferred areas.
- Provide orientation, training and information to promote skill development in all aspects of RDA (NSW).
- Acknowledge the rights of volunteers.
- Provide access to the Code of Behaviour and dispute resolution.
- Provide a safe and healthy volunteering environment.
- Provide appropriate levels of support and management for volunteers.
- Treat all volunteers equally.
- Reimburse volunteers for agreed out of pocket expenses.
- Ensure confidentiality of personal details in accordance with the National Privacy Act 2001.
- Implement Equal Opportunity and Anti-Discrimination legislation.
- Attempt to keep volunteers informed on changes to the organisation.
- Promote the Sunsmart policy.

RDA (NSW) PRIVACY STATEMENT

RDA (NSW) collects and administers a range of personal and health information required for the primary activities of the organisation.

RDA (NSW) is committed to maintaining the privacy and confidentiality of the information that it collects, holds and administers. RDA (NSW) complies with the *Privacy Act 1988 including the 13 Australian Privacy Principles (APPs)* as outlined in the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

We recognise the rights of individuals to have their information administered in ways they would reasonably expect – we protect on the one hand and make accessible to them on the other. These

privacy values are reflected in and supported by our core values and philosophies.

RDA (NSW)'s Australian Privacy Principles Policy is available on the website and in the RDA Administration Manual (RAM) – NSW section