

# Riding for the Disabled Association of Australia Limited Volunteer Registration Form



New Registration OR  Renewal

## 1. VOLUNTEER PERSONAL DETAILS

TITLE: (Mr, Mrs, Ms, Miss, Other) FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MALE  FEMALE  OTHER  DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

DO YOU IDENTIFY AS: ABORIGINAL  TORRES STRAIT ISLANDER

## 2. EMERGENCY CONTACT

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: WORK: \_\_\_\_\_ HOME: \_\_\_\_\_ MOBILE: \_\_\_\_\_

## 3. MEDICAL INFORMATION

**Do you have any existing medical conditions or take medication of which we should be aware for your safety and/or the safety of the Participants?** YES / NO

If yes, please give details: \_\_\_\_\_

**Do you have any special needs of which we should be aware for your safety and/or the safety of the Participants?** YES / NO

If yes, please give details: \_\_\_\_\_

## 4. NEW VOLUNTEER REFEREES

**New volunteers are required to supply details of two referees that will be contacted by RDA.**

The selected referees must:

- Be able to provide information relating to the volunteer's suitability to work with children and/or vulnerable people.
- Have known the volunteer for at least 12 months.
- Not be related to the volunteer.
- Be able to vouch for the volunteer's reputation and character.

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_ Relationship: \_\_\_\_\_

## 5. WORKING WITH CHILDREN/VULNERABLE PEOPLE CHECK/REGISTRATION (OR EQUIVALENT)

Certificate/Registration Number: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

All RDA volunteers are required to hold a current Working with Children/Vulnerable People Check/Registration (or equivalent). If you do not have a current check/registration/clearance, you must obtain it prior to beginning volunteering with RDA. You must keep your check/registration/clearance details up-to-date and include the name of your Member State or RDA Centre.

### 6. PHOTOGRAPHY & VIDEOGRAPHY CONSENT

I acknowledge that I am over 18yrs or am a parent/legal guardian of a volunteer under the age of 18yrs and consent to photographs, videos and other images being taken of me/them during or in any way associated with my/their participation in RDA activities. I acknowledge that the photographs, videos and/or images are owned by RDA. RDA may use the photographs, videos and/or images for promotional, training and/or other purposes. **YES / NO**

### Risk Warning & Acknowledgment

#### Description of Activities<sup>1</sup>:

The Public Liability policy provides cover for the following listed activities. Horse riding and related activities officially sanctioned and under the control of an insured RDA centre including but not limited to:

- Horse riding
- Venue property owner/occupier
- Vaulting, Carriage Driving, Rides
- Displays, Exhibitions, Performances
- Competitions
- Governance, administrative or social activities including social club operating, Food and Beverage Canteen Operators
- Fundraising
- Maintenance of horse riding venues
- Carer of Horses
- Risk Management administration
- Membership services coordination including website and social media management and administration
- Rules and Regulations provider
- Distribution of newsletters and brochures
- Developers and Promoters of horse riding activities for the disabled
- Course education providers
- Coaching, Teaching and Instruction of RDA activities

As a Volunteer I acknowledge, agree, and understand that:

- My duties may include working with and around horses, including horse riding activities.
- Participation in horse riding and horse-related activities can be inherently dangerous.
- Serious accidents can and do happen.
- By my participation in any Activities arranged by RDA, certain risks or dangers may be present which could result in:
  - Physical, bodily, or psychological injury or death.
  - Physical exertion to which I am not accustomed.
  - Failure of equipment
  - There being no or inadequate facilities for treatment or transport to treatment if I am injured.
  - The conditions in which the activities are conducted varying without warning.
  - My causing injury to other persons and/or other persons causing injury to me.
- The Activities are being undertaken for the purposes of recreation, enjoyment, or leisure, and involve a degree of risk of physical harm.
- The Activities may be undertaken with one or more other persons as part of a group and that RDA is not liable for the actions of other participants in the group activity.
- There are risks associated with the Activities and/or recreational services and I undertake any such risk voluntarily and at my own risk.
- Riding activities will be supervised to the level of my abilities however I may exercise my right to decline opportunities to ride without prejudicing my involvement as a volunteer. I may also exercise my right to change my mind in this matter at any time.
- All information relating to RDA Participants is confidential and I cannot disclose such information to anyone other than as required to provide and/or participate in the RDA Activities.

<sup>1</sup> RDA includes its officers, employees, members, agents, contractors, coaches and centre committees and assigns RDA.

<sup>2</sup> Activities includes all activities and services ancillary to or associated with the named Activity, both before and after the Activity, including transportation to and from the location of the Activity whether provided by RDA or not, briefings, inductions, training, and the provision of information in all manuals, safety guidelines and other documentation provided to or made available to the Participant with respect to the Activity, familiarisation with clothing or equipment and methods of operation of equipment and the wearing and removal of any clothing or equipment associated with the Activity. Unless otherwise specified, a reference to an Activity is a reference to a recreational service or a recreational activity as defined in relevant legislation referred to herein.

# Riding for the Disabled Association of Australia Limited

## Volunteer Registration Form



### Volunteer's Warranties

I agree to and warrant that I will:

- abide by all of RDA's rules including but not limited to the child safeguarding rules, policies, standard operating and safe work procedures, the Volunteer Information Package and Code of Conduct, Constitutions and any direction or instruction given to me by RDA during the course of the Activities.
- use and/or wear any equipment given to or required to be worn by me by RDA.
- not engage in any reckless, negligent, or foolish behaviour or any other behaviour that is likely to cause injury to me, any other participant or person.

I declare and warrant that I am medically and physically fit and able to participate in the Activities. I acknowledge that I must, and warrant that I will, disclose any pre-existing medical or other condition, injury or concern that may affect the risk that either I or any other person will suffer injury, loss or damage during the course of the Activities and notify RDA of any injuries, illness or concerns that may arise during the Activity.

I agree that if I suffer any injury or illness, RDA may provide evacuation, first aid, ambulance and/or medical treatment at my expense and that my acceptance of these terms and conditions constitutes my consent to such evacuation, first aid, ambulance and/or medical treatment and agreement to bear any cost thereof.

I warrant that I will not consume any alcohol or mind-altering substance, or medication that may impact my judgement or physical capacity, before or at the time of engaging in the Activities.

**PLEASE NOTE:** RDA strongly recommends all volunteers to be up to date with Tetanus immunisations, COVID-19 vaccination and boosters and immunisation against Hepatitis B is advised. COVID-19 vaccination and boosters may be mandatory in your State or Territory (contact your Centre or State Office for details).

### Waiver/Exclusion of liability

I agree to and unconditionally release, waive, discharge, and forever hold harmless, RDA or any of its employees, agents, directors or officers, from any claims as a result of any personal injury sustained, whether caused by RDA's negligent act or wilful act or omission, breach of contract, breach of statutory duty, error, or otherwise in connection with or arising out of the Activities.

I agree that RDA will not be liable for any claims for personal injury that may be brought against it as a result of or in connection with any act, omission, default, failure or error on the part of RDA, and agree to indemnify and keep indemnified RDA in respect of any such claims.

It is possible for a supplier of recreational services to ask you to agree that the statutory guarantees under the *Australian Consumer Law* (which is schedule 2 to the *Competition and Consumer Act 2010* (Cth)) do not apply to you. If you sign this form, you will be agreeing that your rights (or the rights of a person for whom or on whose behalf you are acquiring the services) to sue RDA in relation to RDA's services or the activities that you undertake because the services or activities provided were not in accordance with the guarantees are excluded, restricted or modified as set out below.

# Riding for the Disabled Association of Australia Limited

## Volunteer Registration Form



By signing this form, you agree that the liability of RDA in relation to the activities (as defined by the *Competition and Consumer Act 2010* (Cth), and the *Australian Consumer Law*) and recreational activities (as defined by the *Civil Liability Acts and legislation relevant to your State or Territory*) for any:

- (a) Deaths;
- (b) Physical or mental injuries (including the aggravation, acceleration or recurrence of such an injury);
- (c) The contraction, aggravation or acceleration of a disease;
- (d) The coming into existence, the aggravation, acceleration or recurrence of any other condition, circumstance, occurrence, activity, form of behaviour, course of conduct or state of affairs in relation to an individual:
  - (i) That is or may be harmful or disadvantageous to you or the community; or
  - (ii) That may result in harm or disadvantage to you or community;

that may be suffered by you (or a person for whom or on whose behalf you are acquiring the services) resulting from the supply of the recreational services or recreational activities is excluded.

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### PRIVACY COLLECTION NOTICE

Riding for the Disabled Association of Australia Limited ABN 99 116 408 587, its Member States and Associate Members, and their respective RDA Centres ("RDAA") collect your personal information for the following purposes:

- to assess your application to register as a participant, coach, volunteer, member and/or director with RDAA;
- to provide you with any required assistance, training and, if applicable, accreditation to perform your role within RDAA;
- to keep you up-to-date about RDAA activities, policies and procedures;
- to provide you with the information or services that you have requested;
- to identify risk and deliver the best support and service for your needs;
- to administer our directors, membership, participants, coaches and volunteers and/or resolve any queries or complaints;
- to report to government, funding bodies and as required by law;
- subject to your express permission, for promotion and marketing; and
- to identify risk and implement appropriate controls to prevent or manage COVID-19 or such other communicable diseases as recommended by the relevant government authorities in RDA Centres and other RDAA workplaces.

This Collection Notice applies to personal and sensitive information, such as health information, information, that RDAA collects via phone, hardcopy and electronic formats throughout the application, registration and accreditation process and during your time with RDAA and/or at any RDA Centre. RDAA takes all reasonable steps to protect personal information held in its possession against loss, unauthorised access, use, modification, disclosure or misuse.

If you do not provide us with the requested information, we may not be able to process or assess your application for registration and/or accreditation, assist you with your specific enquiry or request, or provide our services to you. We may share your personal information with third parties in order to conduct our business and deliver our services, including but not limited to, those contracted to and/or involved in providing, managing or administering our services, health referral organisations, medical and health professions, hospitals, our professional advisors, government departments, regulators, your family members or carers, Enduring Power of Attorney and/or substitute decision-makers and other relevant bodies when required and authorised to do so by law. RDAA may also disclose your personal information to third parties with your consent and/or in emergency situations if it is reasonably necessary.

Our privacy policy (available at <https://www.rda.org.au/privacy-statement/>) includes our contact details, explains more about the types of personal information we usually collect and how we handle your personal information, as well as how you can seek access to and correction of your personal information, how to make a privacy complaint and how we deal with these complaints.

# RIDING FOR THE DISABLED ASSOCIATION OF WESTERN AUSTRALIA CARINE GROUP INC – VOLUNTEER REGISTRATION ADDENDUM V1

Riding for the Disabled Association of Western Australia – Carine Group Inc (ABN 90 911 921 368) (RDA Carine) require the below information from all Volunteers. The addendum is to capture specific information suited to the individual requirements of our centre.

**Are you an Australian Permanent Resident?** YES / NO

**Do you have a current diagnosis or are receiving treatment for a mental health condition; substance addiction or personal issues that may jeopardise the role or safety of volunteers and/or clients?** YES / NO

If yes, please give details:

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## **WA Police Check**

All volunteers, that do not have the NDIS Worker Screening Check, are required to grant permission for RDA Carine to carry out a police check via WA Police.

Please note - by answering no to this question your volunteer application will not be successful.

**Do you consent for RDA Carine to send the application for you to complete a WA Police Check?** YES / NO

## **RDA Carine Volunteer Code of Conduct**

1. Be ethical, fair and honest in all their dealings with other people and RDA.
2. Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations.
3. Always place the safety and welfare of children and vulnerable adults above other considerations.
4. Comply with RDAA's constitution, rules and policies including the Volunteer Policy.
5. Operate within the rules and spirit of the organisation.
6. Comply with all relevant Australian laws (Federal and State) particularly COVID-19; antidiscrimination and child protection laws.
7. Be responsible and accountable for your conduct.
8. Make a commitment to providing quality service.
9. Not to use your involvement with RDA to promote your own beliefs, behaviors and practices where these are inconsistent with those of RDAA, a Member State or Territory or Affiliated Centre.
10. Demonstrate a high degree of individual responsibility when dealing with persons who are under 18 years of age or non-consenting adults with a disability, as your words and actions are an example.
11. Avoid unaccompanied and unobserved activities with persons who are under 18 years of age or vulnerable adults, wherever possible.
12. Refrain from any form of harassment of others.
13. Refrain from any behavior that may bring RDAA, A Member State or Territory or an Affiliated Centre into disrepute.
14. Show concern and caution towards others who may be sick or injured.
15. Be a positive role model.
16. Understand the repercussions if you breach, or are aware of any breaches of this code of conduct.

# RIDING FOR THE DISABLED ASSOCIATION OF WESTERN AUSTRALIA CARINE GROUP INC – VOLUNTEER REGISTRATION ADDENDUM V1



## VOLUNTEER COMPETENCY CRITERIA – V8

To ensure the safety and wellbeing of our volunteers, a minimum competency criterion is required. Our centre deals with large animals and also clients who can display unpredictable behavior, so it is imperative that our volunteers are able to demonstrate the minimum competency criteria:

- Work on their own without constant supervision (applicant volunteers requiring a carer / support worker / are not permitted to volunteer).
- Be able to respond and react swiftly if a horse or client should display erratic behavior.
- Able to read independently without the assistance of any person and understand all of RDA Carine's policy and procedures, induction manuals, training modules and any other documents required.
- Physically capable of performing tasks including lifting heavy equipment such as saddles (10 – 25kg), horse blankets, basketball ring (any previous injuries that may affect these tasks must be disclosed to RDA Carine Management).
- Have a genuine desire to work with people who many have any type of disability including intellectual, mental and/or physical.
- Show initiative in the workplace and are willing and able to follow instructions at all times.
- Are committed and willing to give our clients the best possible experience.
- Confident and comfortable working with horses.
- Acknowledgement that the RDA Carine horses are Equine Therapy horses. They have special training which is delivered by a certified coach only. At no time will you be permitted to ride.
- Assist in all areas of cleaning, including picking up horse manure, sweeping up, cleaning tack, keeping the kitchen clean etc.
- Work in inclement weather conditions, including heat/rain (temperature ranges from 0 degrees to 40+ degrees).
- Work effectively in a team environment.
- Show empathy, patience, respect and dignity to all volunteers, staff and clients.
- Cope with routine changes that will occur due to adapting to weather conditions; client cancellations and other ad-hoc business requirements etc.
- Be prepared to attend any volunteer training sessions.
- Do not have a current mental health condition; substance addiction or personal issues that may jeopardise the role or safety of volunteers, staff, and clients.
- An email address is required for all compliance documentation and RDA Carine communication.
- For further information, [click here](#) to review the Volunteer General Conditions of Service

# Riding for the Disabled Association of Australia Limited Volunteer Registration Form



## Declaration and Signature

I have read carefully and understood this Volunteer Registration Form including the Risk Warning & Acknowledgement, Volunteer's Warranties and Waiver/Exclusion of Liability and RDA Carine's Amendment and sign it freely and voluntarily without inducement of any kind.

I have read and understood the Privacy Collection Notice.(see page 5 of this document)

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness \_\_\_\_\_ Date: \_\_\_\_\_

## For Volunteers under age 18

This is to certify that I, as a parent/guardian with legal responsibility for the Volunteer, acknowledge, understand and accept all of the above and consent to his/her release as provided above. I release and agree to indemnify and hold harmless RDA from any and all liabilities arising from my minor child's involvement or participation in the Activities and/or recreational services, even if arising from the negligence of RDA.

I have read and understood the Privacy Collection Notice.(see page 5 of this document)

Signature of Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Signature of Witness \_\_\_\_\_ Date: \_\_\_\_\_