



## ***Riding for the Disabled Association (NSW)***

### ***Annual Reminder 2019 - Forms and Compliance***

#### *Change of Centre Office Bearers CEN -23*

- *“Change of Centre Office Bearers” forms are to be completed and sent to State Office after your Centre AGM, or at any time other changes need to be advised*
- *It’s necessary to send the forms to the State Office so that amendments can be made to our records, such as the State Directory and the website. Remember if the information in these places is not correct, people will find it difficult to contact you.*
- *The forms can be found in the RAM CEN – 23 for Centres and individuals. Please note that the form requires you to note contact details for the President, Secretary and Treasurer.*

#### *Incoming Office Bearers*

- *All centres must make sure that Incoming Office Bearers to Centres be encouraged to read the Centre Constitution and State Constitution. It is the responsibility of Centres to make sure new office bearers have access to the RAM documents by giving them the members’ area password and, or hard copy RAM that was sent to the centre by State Office.*

*Some RAM forms that may be helpful to incoming office Bearers are:*

- *CEN - 02 Administration guidelines for RDA (NSW) Centres, this outlines the Roles of the Office Bearers the President, Secretary and Treasurer*
- *CEN – 03 outlines the Obligations of Treasurers.*
- *CEN – 04 Meetings, Agendas, Minute guidelines*
- *CEN-05A – financial Compliance Obligations and Guidelines.*

#### *Rider Registration Forms ESR – 02 and ESR 03*

- *The Rider Registration Form ESR-02 should be completed at the time the Rider completes the Participation Consent Form (if a new rider) or before the first riding session of the year for continuing riders.*
- *Rider Registration fee for 2019 is \$86 and \$22 pro rata for 4<sup>th</sup> term.*



- *Rider Registration fee for Associate Riders is \$91 and must be sent to State Office by the associate member with all Associate Rider paperwork completed (RID – 02, ESR – 01A & ESR – 02)*
- *Completed summary forms ESR – 03 and the fees due must be forwarded to State Office monthly. If possible please email ESR – 03 forms as a word document (the Ram form in soft copy can be downloaded from the members' area of our website). This both saves on data entry time in the office, as we can cut & paste the information and reduces the chances of error*

#### Website/Directory Review/RAM

- *To enable us to ensure that details on the website are correct, please undertake a review of your centre/regions details and notify State Office of any changes necessary. Please let us know if something is not right or if you would like to add or delete information.. The people handling these areas are also volunteers and appreciate help in ensuring the information is correct.*
- *Similarly let us know if any of the information in the Directory requires updating. We will always endeavour to place the latest directory in the member' area.*
- *The RDA Directory is only available to those persons involved with the Association. It is not a public document.*
- *All personal e-mail addresses have been removed from the website. The email address you provide either via the CEN -23 forms, or by email will be forwarded to the email address set up for your Centre. This same system is used for communication by email to your centres.*
- *RAM documents are located in the Members' Area*  
*Login in Details:*  
***Username:*** riders  
***Password:*** Abilities  
*These are case sensitive*

#### Regional Representatives.

- *Regional Representatives play a vital role within the association. Their role is essentially to manage and balance the needs required in each region*
- *RR's act as a link between the Directors and the Centres. If centres have any issues they would like resolved and that they could not resolve within their centre they should contact the regional representative allocated to their region in the first instance.*
- *Regional Reps. need to make regular contact with their centres.*



## Grants

*What does SO need to know?*

- *Before sending the grant application to the funding body Centres need to send to SO a copy of the grant application*
- *If not possible, you need to notify SO of pending applications*
- *SO needs this notification to record information on a spreadsheet in case funds are remitted to the RDA (NSW)bank account*
- *It is the Centres responsibility to advice SO of acquittal of funds*
- *If the terms of a grant require that the application for that grant be lodged by an incorporated entity (the Community Building Partnership Grant is one that requires applications to be lodged by companies)*
  - *ensure that the ABN of RDA (NSW) (50 001 823 267) is used;*
  - *the application can be made “on behalf of X Centre”;*
  - *use your Centre’s contact and bank account details;*
  - *when notifying State Office of the grant funds being received, the GST component must also be forwarded to State Office (State Office must account to the ATO for the GST and the authority which is making the grant will notify State Office of its GST liability.*

## Accident/Incident Form RAM Document ESR – 05

- *Copies of ALL Accident/Incident forms are to come to the State Office and a copy to the Centre’s Regional Representative within 48 hours of the accident/incident.*
- *The form is designed to capture information which may be necessary for risk management and to Identify any trends occurring at the Centres.*
- *When completing the forms make sure the “Risk Management Review” section is completed*
- *Centres need to make sure all the sections are completed correctly as this information may be used for insurance purposes.*
- *Please ensure the form is legible. This form is sent to CASP for Risk Management Review. CASP will not accept forms that can’t be read. Unfortunately this often happens.*



### Insurance

- The Certificate of Currency for Public Liability (Broadform Liability) is sent out to each centre in early January by email by State Office. Please notify State Office if you have any members/volunteers over 80 for our Personal Accident Insurance policy, you will need to let State office know their name and D/O/B. Please notify SO of any volunteers over 80 who have been registered in the past but have now ceased being volunteers at your Centre.
- All riders' records must be kept for 7 Years after they have finished riding at an RDA centre, If a rider is under 18 the records must be kept for seven years after the rider turns 18 years of age. After the age of 18 any individual rider can take legal proceedings against the centre and RDANSW.

### Musical Ride Competition Entries .

- Centres will be invited to compete in the Musical Ride Competition 2019. Information for the competition, guidelines for Led and Unled Musical Rides and entry forms will be emailed mid-year. Entry forms must be returned to State Office by the due date usually in early October with their entry fee.
- All Riders that win in their section will receive a lovely rosette. All riders will receive ribbons. Winners of Centre will receive a certificate at the State AGM the following year.
- Winners of each section can enter the RDAUK International Video competition the following year.

### Enrolment for Coaching or Carriage Driving

- Information about how to commence training to become a Coach is contained in the "How to be a Coach" document (found in the members area on our website) and requires the completion of the new Enrolment form to commence training. The enrolment form now has 5 sections. All these sections need to be completed and sent by email to [training@rdansw.org.au](mailto:training@rdansw.org.au).
- To commence training to become a Carriage Driving Whip please complete the form COA-04B from the RAM and submit by email to [training@rdansw.org.au](mailto:training@rdansw.org.au)
- Once the enrolment form is received an invoice will be raised for the registration fee and contact will be made with the Trainee directly.
- Coaching information is available under the 'Coaches' tab on the website with the user name: Admin.Centres, password: admin@rdansw

Further information on Coaching Documents and RTO requirements is sent out by Nicole King by email to the centres and via the Coaches' Update Newsletter.



#### Working With Children's Check Policy ESR – 06

- The RAM form ESR – 06 outlines all the requirements of the working with children's check, DICTATED by the office of Children's Guardian.
- Volunteer information is to be sent by the Centre to the State Office for verification with the Office of Children's Guardian. The Centre is to provide the following to State Office-
  - Surname
  - Date of birth
  - Working with Children Check (or application) number.
- All volunteer information will only be accepted on the official RDA (NSW) spreadsheet for WWCC.
- SO will send the verification report to the Centre which outlines the verification outcome
- Until the volunteer is "cleared" by the OCG the volunteer **must not** be allowed to volunteer in any capacity.
- In 2016 verification and collection of this data by State Office was commenced to comply with the Office of Children's Guardian. To verify your volunteers please send to SO information re your volunteers via the Working With Children RDA (NSW) spreadsheet supplied by SO. You need to complete the spreadsheet with the Surname, D/O/B and WWC Number. Please ensure that when you are sending this information that it is complete and correct.

#### Minutes Treasurer and Audited Financial Reports.

- Centre minutes/treasurer reports are to be sent to your Regional Rep. as well as State Office soon after all Centre Meetings are held.
- Audited Financial Reports must be sent to State Office, all Centres must have a completed Audited Report for the last financial year that was presented at their AGM as per the centre constitution.
- It is a legal obligation of the directors of the association to be aware of the activities of the members they are responsible for. Where possible please send the minutes by email for easy distribution to all Directors.



#### Centre Annual Affiliation Fee

- Annual affiliation fee is a requirement set out in the RDA (NSW) Constitution. All Accredited Centres must pay this fee
- Invoices are sent to the centres by email early in the year the fee will remain at \$110 inclusive of GST per member Centre
- Annual affiliation fee needs to be paid by the centres before the RDA (NSW) AGM so the centres will be eligible to vote as Members of RDA (NSW).

#### Centre Support Scheme Audit Process CEN – 09B & Audit Confirmation Slip CEN – 09C

- All Centres must meet a required standard to maintain their accreditation. The annual checklist is a way of helping Centres maintain their high standards and provides evidence that this has been achieved for RTO and other regulatory bodies
- These reports are an important and a necessary tool in our Administration process
- An Admin Audit is conducted each year and a Full Audit is conducted every 2 years.
- Auditors must send the completed checklist with the Audit Confirmation Slip to SO with a copy to Joan Edwards – Centre audit officer, email address: [centresupport@rdansw.org.au](mailto:centresupport@rdansw.org.au)
- To continue to improve the capability of our Centres and assist in monitoring safety and compliance, each Centre must complete the self-assessment declaration that is sent out to all Centres after the middle of the year. Please make sure your Centre complies by completing this form. In 2018 very few Centres returned this completed form
- This Self-assessment must be completed by the President or Secretary of the Centre and sent to SO with a copy to the centre audit officer email as above.

#### Participant's Consent and Medical Consent and Information Forms ESR – 01A and ESR – 02B

- This form with all sections completed must be submitted to the Centre before commencing riding
- Section 2 Page 6 of 10 - Medical consent and Information form is to be completed by the participant's registered medical practitioner
- The medical consent form must be renewed at least every 3 years, or more often as the condition requires, at the request of the coach, including weight updates.
- The primary purpose of the medical consent and information form is to have a registered Medical Practitioner verify that the participant does not have any condition which may be



*aggravated by equestrian activities. The use of the medical practitioner's stamp or sticker is mandatory.*

- *When completing centre audits assessors have found that not all medical consent forms are renewed every 3 years (or more frequently as may be required in some instances)*
- *If the Medical Consent form is not renewed as may be required, the participant **must not ride** until a newly signed form is submitted as this is part of our risk management and may ultimately have consequences for insurance*

#### Annual Reports from Centres

- *The Centre Template for Annual Reports from Centres is sent out around September each year. This was designed to assist with the writing of a Centre Report for inclusion in the RDA (NSW) Annual Report.*
- *Ideally every Centre should be represented in the Annual Report with a brief summary of its operations for the calendar year as well as via photos*

CALENDAR STATE OFFICE DOCUMENTS	
Document	Send to State Office
Change of Office Bearers	After Centre AGM or change of Office Bearers
Rider Registrations	Monthly
Minutes/Financials	After each Meeting
Audited Financial Report	After each Centre AGM
Website Directory Review	When changes are required
AGM Award Nominations	1 March to Regional Representative
Annual Reports	December of the Previous Year

*It is important that this document is tabled at the first Committee Meeting held after the AGM to ensure the newly elected Executive Committee each receive a copy of this Calendar of State Office documents.*