**Riding for the Disabled (NSW) 2019 Annual Report**

**Template for Centres – *due Wednesday, 18 December 2019***

***Maximum of 500 words (1 Page)***

**Executive Summary - Highlights and Achievements**

* Top 10 highlights and achievements for this season

**Acknowledgements / Recognition**

1. ***Centre developments***
* New developments
* Initiatives
* Grants secured and for what
* Any infrastructure developments or new facilities or additions to a Centre
* Relocation stories (for any Centres that have re-located)
1. ***Riders / Rides***
* Number of riders
* Any (major) goals achieved by riders and the stories associated with achieving those goals
* Any new riders or schools that have participated in programs
* Feel good stories
1. ***Horse stories***
* Number of horses
* Details and unique characteristics of existing horses
* Information on any new horses
* Information on any horses that have been retired this year
* Horse birthday stories
1. ***Coaching***
* Information from coaches and any key achievements that they have experienced this season
* Current coach numbers including trainees and assistants and any achievements by coaches such as professional development opportunities.
1. ***Community Events and Fundraising***
* Community engagement stories
* Any promotional talks with local community groups such as Rotary, Probus and Apex clubs
* Any donation or bequest stories
* Participation in community activities
* Media coverage
1. ***Volunteers***
* Volunteer numbers
* Description of what volunteers get out of their involvement
* Any major achievements by any individual volunteers
1. **Photos**
* High resolution (300dpi or more) they must be at least 1mb in size, but preferably as close as possible to the size that they were produced by the camera.  The photos need to be demonstrating best practices (as CASP need to approve) and sent separately to stateoffice@rdansw.org.au in JPG format with a caption.