



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

### **How to Become a Provisional Centre**

A Provisional Centre is entitled and encouraged to attend the RDA (NSW) AGM or extraordinary meetings, however is not yet entitled to vote.

**1. You will become a Provisional Centre:**

- 1.1 When your Trainee Assistant Coach has met the Coaching and Safety Panel New Centre Training Policy.
- 1.2 When the Steering Committee has verified that all the essential requirements have been met, including progress reports, and submitted the Application for Provisional Centre Membership form below.
- 1.3 After the Board approves your application for Provisional Centre status, you may begin riding programs – noting that the Assistant coach may only conduct programs with a maximum of 3 riders - until the Coach coaching qualification is gained.
- 1.4 Before any riding may commence riders must have completed the Forms ESR-01 and 02 and paid the registration fee. Volunteers must have completed Volunteer Application form VOL-02 and Working with Children Check form ESR-06.
- 1.5 Provisional Centre status may only be held for twelve (12) months during which the Assistant Coach undertakes training and attains the Assistant Coach Qualification.
- 1.6 The Assistant Coach then has a further 12 months to qualify as an RDA Coach.

**2. Failure to adhere to these terms and conditions may see the Centre risk cessation of riding programs and membership of RDA (NSW).**

**3. When a Provisional Centre has a fully qualified RDA (NSW) Coach then the Provisional Centre may apply for and receive full Accredited Member Centre status, which includes voting rights.**

**4. The Board's role is:**

On receipt of an application for Provisional Centre status the Board reviews all information provided and directs the SO to issue a Certificate of Provisional Membership.

**5. Provisional Centre:**

Is required to operate under all the same standards and regulations as an Accredited Centre – with the EXCEPTION that they have a 12 month period to operate riding programs while the Assistant Coach undertakes training to attain the Coach Qualification. During this time the Assistant Coach may supervise a maximum of only 3 riders in a riding program. The Assistant Coach is allowed another 12 months to attain full Coach accreditation.

## **CASP Policy for Coach Trainees for a New Centre**

Applicants need to submit the enrolment form in How to be a Coach.

CASP will approve potential applicants (max 2 per centre) based on industry experience. Once approved, applicants will be issued with access to the Syllabus Modules & Coaching Resources. The following steps must be completed to meet the requirements of a Provisional Centre:

1. Theory work for all Assistant Coach Modules completed and assessed as Satisfactory by an Assessor
2. 2 day course at an approved RDA(NSW) Centre under the guidance of a State Assessor or CASP approved personnel covering the following topics:
  - Role of the Coach
  - Essential Records and their application in RDA(NSW)
    - Participant Consent and Medical Form
    - Incident Forms
    - Rider Registration
    - Working with Children Check
  - Volunteers
    - Induction process
  - Horse Management Safety – The RDA way
    - Leading, tying up, saddling
    - Suitability for horses in RDA programs
  - Emergency & Fire procedures
  - Risk Assessment
  - Daily Housekeeping Checklist
  - Arena management
    - Role of the Coach in the Arena
    - Role of the Volunteers in the arena
  - Lesson Planning
    - Safety factors to be considered in relation to Riders and their medical conditions
    - Appropriate activities for riders
  - Mounting and Dismounting
    - Wheelchair
  - Emergency Dismount
3. Venue Check for the Centre completed and approved by RDA(NSW)
4. \*Attendance at a Trainee Workshop – at the discretion of CASP this may be completed at any stage prior to the approval as an RDA(NSW) Accredited Centre Coach.

Once requirements 1 – 4\* are completed CASP will provide the Centre with written authorisation for the Trainee to continue with the practical components of the training. As part of the practical training the Trainee will be permitted to conduct simulated lessons using volunteers with a minimum and maximum of 3 horses in the arena. During this time horses must be assessed against the Horse Suitability Checklist (HOR-03).

5. Completed Work Experience Declarations for Assistant Coach Module 1 – 6 and a minimum of 10 lesson plans are submitted for assessment by an RDA(NSW) Assessor
6. Practical Assessment request is submitted and conducted by an RDA(NSW) Assessor

On successful completion of the Assistant Coach Syllabus and Practical Assessment and with approval from the RDA(NSW) Board, with the Centre having met all the requirements for a Provisional Centre, the Steering Committee will be approved as a Provisional Centre. The riding program for people with disabilities may commence whilst the Assistant Coach continues training for RDA(NSW) Coach which is to be completed within 12 months.

The RDA(NSW) Coach Theory and Practical assessments must be completed prior to an application for Full Accredited Centre status is made to the RDA(NSW) Board.

## Application for Provisional Centre Membership of RDA (NSW)

Centre \_\_\_\_\_ Date \_\_\_\_\_

Centre operating address \_\_\_\_\_

Centre Postal Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Proposed Operating days \_\_\_\_\_

Please complete the checklists below:

COACHING PARTICULARS	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Comments if necessary
A qualified Coach with current Senior First Aid Certificate. Not essential for a new Centre			
A Trainee Coach that has completed the requirements of the CASP Policy for Coach Trainees for a New Centre.			
Trainee Assistant Coach understands they may only have 3 riders mounted at any one time.			
All riders have paid the Rider Registration fee and have lodged the Participants Consent and Medical forms.			
All volunteers have had training for programs			
All volunteers have verified the WWC check			
Horses have met the RDA(NSW) Horse Suitability requirements.			
VENUE PARTICULARS	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Comments if necessary
Riding and driving area adequately fenced			
Perimeter Fencing - please tick the type <input type="checkbox"/> post and rail <input type="checkbox"/> wire			
Centre-horse yards/paddocks have access to shade and water.			

VENUE PARTICULARS – CONTINUED	Yes ☑	No ☑	Comments if necessary
Safe riding/driving surface - please tick the type <input type="checkbox"/> Indoor arena <input type="checkbox"/> Outdoor sand <input type="checkbox"/> Outdoor grass <input type="checkbox"/> And all free from potholes and rocks			
Gates adequate for safety			
Mounting facilities appropriate and compliant with regulations. Away from vehicle traffic and pedestrians			
Horse tying up area suitable and away from vehicle traffic			
Adequate toilets, including disability access			
Shade area for waiting riders - please tick <input type="checkbox"/> Trees <input type="checkbox"/> Structure			
Appropriate food preparation area with supervised access			
Safe storage of Riders details on site			
Hazardous substances safely stored. Material Safety Data Sheets available			
Signage, Sun Smart, Volunteers Code of Conduct, Emergency Evacuation Plan and Assembly Point			
Access to telephone – please tick <input type="checkbox"/> Landline <input type="checkbox"/> Mobile			
Access to emergency telephone numbers			
First Aid Kit for humans and horses readily available			
Approved helmets available and stored appropriately			
Fire protection – State what type			
Parking away from riding area			
Services available – please tick <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Town Water Supply <input type="checkbox"/> Tank Water			
Lights in arena			
Security/Safety exit lights for indoor arenas			

<b>FINANCIAL</b>	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input checked="" type="checkbox"/>	<b>Comments if necessary</b>
Fundraising and other income streams. Provide a plan outlining what strategies will be developed and implemented to continue funding for the next 12 months			
Provide a budget detailing income and expenditure for the next 12 months			
<b>PLANNING</b>			
Please submit a Business Plan for the next 12 months			

As we believe we now meet basic operating standards and have had our venue inspected by ..... on ....., therefore we would like to apply for accreditation as a RDA (NSW) Provisional Centre.

Signed by Centre/Steering Committee Secretary \_\_\_\_\_ Date: \_\_\_\_\_

Please print name \_\_\_\_\_

Signed by Centre/Steering Committee President \_\_\_\_\_ Date: \_\_\_\_\_

Please print name \_\_\_\_\_

*(ESR, RMS) Refer to various RAM documents*

#### **OFFICE USE ONLY**

Date received by CASP \_\_\_\_\_

Date forwarded to Board for Approval \_\_\_\_\_

Date of Board Approval \_\_\_\_\_

Date Replied \_\_\_\_\_

By \_\_\_\_\_

## RDA (NSW) 6 Monthly Provisional Centre Progress Report

Centre \_\_\_\_\_ Date: \_\_\_\_\_

Centre operating address \_\_\_\_\_

Centre Postal Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Please complete the checklists below:

ADMINISTRATION	Information
Current Committee members and contacts - if any changes	
Client base	
Update of Horses information, if available	
Update of Saddlery information if available	
<b>FINANCIAL</b>	
Provide a Profit and Loss statement for the first 6 months comparing to the original budget submitted with the original application outlining variances in income and expenditure. If there is a shortfall in the forecast profit what action will be taken to address this over the next 6 months including a revised budget	
<b>PLANNING</b>	
Submit a status against each action point outlined in the Centre's Business Plan including an explanation as to why, if objectives have not been achieved and what strategies will be implemented to ensure that the objectives will be achieved within the set timeframes	

<b>COACHING PARTICULARS</b>	<b>Yes ☑</b>	<b>No ☑</b>	<b>Comments if necessary</b>
The Assistant Coach has achieved Full Coach status			
Assistant Coach understands they may only have 3 riders mounted at any one time.			
<b>VENUE PARTICULARS</b>			
Lease details			
Venue inspected/approved by RDA (NSW)			
Riding and driving area adequately fenced			
Perimeter Fencing - please tick the type <input type="checkbox"/> post and rail <input type="checkbox"/> wire			
Centre-horse yards/paddocks have access to shade and water.			
<b>VENUE PARTICULARS – CONTINUED</b>	<b>Yes ☑</b>	<b>No ☑</b>	<b>Comments if necessary</b>
Safe riding/driving surface - please tick the type <input type="checkbox"/> Indoor arena <input type="checkbox"/> Outdoor sand <input type="checkbox"/> Outdoor grass <input type="checkbox"/> And all free from potholes and rocks			
Gates adequate for safety			
Mounting facilities appropriate and compliant with regulations. Away from vehicle traffic and pedestrians			
Horse tying up area suitable and away from vehicle traffic			
Adequate toilets, including disability access			
Shade area for waiting riders - please tick <input type="checkbox"/> Trees <input type="checkbox"/> Structure			
Appropriate food preparation area with supervised access			
Access to telephone – please tick <input type="checkbox"/> Landline <input type="checkbox"/> Mobile			
Parking away from riding area			
Services available – please tick <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Town Water Supply <input type="checkbox"/> Tank Water			

**Areas requiring assistance/comments**

We understand a Provisional Centre status may only be held for 12 months unless a Full Accredited Centre is relegated to Provisional status.

Signed by Provisional Centre Secretary \_\_\_\_\_ Date: \_\_\_\_\_

Please print name \_\_\_\_\_

Signed by Provisional Centre President \_\_\_\_\_ Date: \_\_\_\_\_

Please print name \_\_\_\_\_

**OFFICE USE ONLY**

Date received by CASP \_\_\_\_\_

Date forwarded to Board for Approval \_\_\_\_\_

Date of Board Approval \_\_\_\_\_

Date Replied \_\_\_\_\_

By \_\_\_\_\_