



Riding for the Disabled Association (NSW)

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ACRONYMS		April 2016
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		Revised June 2018
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		Revised April 2016
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		Revised March 2012
		Revised April 2016
		Revised August 2019
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		Revised April 2016
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		Revised June 2011
		Deleted in April 2016
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		Revised April 2016
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		Revised April 2016
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		Revised April 2016
		Revised October 2019
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		Revised April 2016
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		Revised April 2016
		Revised March 2017
		Revised Sept 2017
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		Revised April 2016
Workshop Survey Form	10	April 2007
		Revised April 2016
Guidelines for starting Hippotherapy Sessions	11	August 2002
		Revised April 2016

Document name unknown	12	Deleted prior to 2010 re-print
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	19	October 2007 Revised June 2011 Moved to 4B April 2016
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Annual Rider Registration Procedure	02	September 2005 Revised April 2016 Revised Sept 2017 Revised May 2018
Rider Registration Summary	03	March 2010 Revised April 2016

		Revised October 2016
		Revised April 2018
One off come and try riding procedure for participants	04	February 2007
		Deleted in April 2015
		Reinstated Sept 2017
Incident/Accident Form	05	January 2006
		Revised April 2016
		Revised Sept 2017
		Revised Oct 2017
		Word Doc. June 2019
		Revised August 2019
Working with Children Check	06	October 2010
		Revised Oct 2018
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		Renewed Feb 2020
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		Revised August 2015
		Revised April 2016
Consent form for participants without a disability (Able Bodied Rider)	09	Changed to ESR 1B April 2015
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		Revised April 2016
Horse Lease Agreement	02	October 2007
		Revised April 2016
Horse Suitability Checklist	03	February 2016
		May 2018
Certificate – Horse Adoption	04	November 2001
		Deleted prior to 2010 re-print
Horse and Pony Sponsorship	05	October 2007
		Revised April 2016
Horse/Pony Records	06	October 2007
		Revised April 2016
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RDA (NSW)	NSW	
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		Revised May 2014

Loan Equipment Form	02	May 2000
		Revised April 2016
RDA (NSW) Constitution – <i>on-line only</i>	03	December 2008
		Revised May 2018
RDA (NSW) Rules – <i>on-line only</i>	04	May 2009
		Revised May 2014
		Deleted May 2018
Organisational structure – <i>on-line only</i>	05	October 2007
		December 2017
		Revised June 2019
Policies and Procedures for Directors	06	January 2010
Deleted in April 2015		
Australian Privacy Principles Policy	07	April 2016
Regions of NSW	08	January 2010
		Deleted in April 2015
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		Revised April 2016
		Revised February 2017
		Revised June 2018
		Deleted Nov 2019
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		Revised April 2009
		Deleted in April 2015
<i>Application to become a</i>		
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		Revised June 2011
		Revised April 2016
		Revised October 2016
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		Revised April 2016
		Revised Feb 2019
		Grammatical Changes Aug 2020
		Revised February 2019
Fully Accredited Centre	12C	April 2016
<i>Complaints</i>		
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		Revised August 2015
		Revised August 2017
Handling Policy and Procedure	14	March 2002
		Revised April 2016
		Revised August 2017
NDIS Unsure who to complain to?	14A	November 2017
Criteria for appointment to a RDA (NSW) Committee	15	November 2001

		Revised April 2016
Criteria for RDA (NSW) representation on a National Committee	16	November 2001
		Deleted prior to 2010
Medication / Medical Procedure Policy	17	Deleted prior to 2010 re-print
Expense Statement Claim Form – <i>on-line only</i>	18	April 2009
		Revised April 2016
		Revised October 2016
		Revised August 2017
Change of details	19	January 2002
		Deleted in April 2015
Policy on reimbursement of expenses	20	February 2007
		Revised April 2016
		Revised October 2016
		Revised August 2017
Regional Representative Contact Checklist	21	November 2003
		Deleted in April 2015
Application to join RDA as an Associate Rider	22	January 2010
		Moved to RID-2 April 2015
Change of Centre Office Bearers	23	April 2009
		Revised April 2016
		Revised Nov 2016 and moved to CEN-23
Stamp Duty Exemption notice – <i>on-line only</i>	24	May 2004
		Revised April 2016
		Revised July 2018
RDA (NSW) Associate Riders Fundraising Activity Notification	25	January 2010
		Moved to RID-3 April 2015
The Role of the Regional Representative	26	January 2010
		Deleted April 2015
Image	27	January 2010
		Deleted April 2015
Centre Support Audit Confirmation	28	January 2010
		Moved to CEN-09C April 2015
Application for Provisional Membership in RDA (NSW)	29	July 2010
		Moved to NSW-12B April 2015
Rider/Driver Participation Support Fund	30	Moved to RID-4 April 2015
Social Media Policy	31	April 2016
Responsible Service of Alcohol	32	April 2016
Coaches Training Fund	33	April 2016
		Returned to COA-14 June 2018
Admin Workshop Survey Form	34	April 2016

National Disability Service Standards	35	April 2016
RDA (NSW) Logo: Style Guide	36	July 2016
		Revised February 2017
Regional Representative Induction information	37	February 2017
Protection of rights for people with a disability – <i>on-line only</i>	38	November 2017
Responding to alleged abuse and neglect in disability services – flowchart – appendix 1 – <i>on-line only</i>	39	November 2017
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Initial and early response to abuse or neglect in disability services – appendix 3 – <i>on-line only</i>	39	November 2017
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Member Protection Policy - including all Codes of Behaviour – <i>on-line only</i>	42	July 2018
Third Party Verification Certificate – <i>on-line only</i>	43	June 2018
Whistleblower Policy	44	May 2020 Adopted Revised Oct 2020

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RIDERS	RID	
Participants Rights and Responsibilities - including Code of Behaviour for Riders or Drivers	01	Revised July 2018
Application to join RDA (NSW) as an Associate Rider - including Code of Behaviour for Riders or Drivers	02	Revised July 2018
Associate Riders Fundraising Activity Notification	03	April 2016
Rider/Driver Participation Support Fund	04	April 2016
Rider/Driver Information Handbook including complaints form – <i>on-line only</i>	05	April 2015
		Revised August 2017
		Revised April 2018

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RISK MANAGEMENT AND INSURANCE	RMS	
Risk Management and Safety Policy	01	January 2006
		Revised April 2016
Risk Management and Safety – Guidelines and notes	02	January 2006
		Revised April 2016
Risk Management Procedure	03	January 2006
		Revised April 2016
Risk Management Form	04	January 2006
		Revised April 2016
Sun Smart Policy	05	January 2006
		Moved to ESR-10 April 2015
Safety	06	Created post 2010 re-print

		Revised April 2016
Daily Housekeeping checklist (cross referenced from CEN)	CEN-20	April 2016
Basic Fire Response Training	07	March 2018
Fire responsiveness	08	March 2018
INSURANCE	INS	
Certificates of Currency and Schedules	01	July 2010
		Deleted in April 2015
Insurance - Coverage Q&A	02	Deleted prior to 2010 re-print
Document name unknown	03	Deleted prior to 2010 re-print
Other Centre Insurance	04	October 2007
		Revised April 2016
Group Personal Accident Claim Form – <i>on-line only</i>	05	October 2014
		Revised January 2019 Revised October 2019
Coverage for events away from a Centre	06	February 2006
		Revised April 2016
		Revised Nov 2019
Insurance Program 2019 – <i>on-line only</i>	07	February 2019 Revised October 2019
Procedures for claims – <i>on-line only</i>	08	October 2014
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VOLUNTEERS	VOL	
Volunteers – presentation	01	July 2001
		Deleted prior to 2010 re-print July 2010
Volunteer Application Form - including Code of Behaviour	02	Revised Oct 2019
		Revised July 2018
		Revised August 2017
		Revised Nov 2019
Centre Sign on/off Book	03	November 2001
		Revised April 2016
Honorary Life Membership of a Centre – Guidelines	04	April 2002
		Revised April 2016
Recognition of Volunteers – Awards	05	Deleted prior to 2010 re-print
Volunteer Recognition Certificate	06	October 2007
		Revised April 2016
Volunteer Recognition badges	07	November 2008
		Revised April 2016
Volunteer Policy and Procedures	08	January 2006
		Revised April 2016
Volunteer Code of Practice	09	Replaced by VOL-02 in 2010 re-print

Volunteer Training Record	10	January 2006
		Revised April 2015
Volunteer Information Handbook – <i>on-line only</i>	11	August 2015
		Revised April 2017
		Revised Nov 2017