



Address: PO Box 710 Sydney Markets NSW 2129; **Phone:** 02 8736 1256
Email: stateoffice@rdansw.org.au **Website:** www.rdansw.org.au

20 October 2021

Per email: centres@rdansw.org.au

Centre Secretary
RDA (NSW) Centre

Information required by insurer for 2022 year insurances

The RDA (NSW) insurer, EBM, has requested the information in the attachment to this letter.

Could you please supply the information requested as it applies to your Centre.

It is understood that exact numbers and details will not be known, therefore all that is required is for your Centre to supply the information which you reasonably expect to apply in respect of your Centre for the year commencing 1 January 2022.

Could you please ensure that you submit your results **no later than Friday, 19 November, 2021** to ensure that the information can be amalgamated and submitted to the insurer in time for insurance cover to be provided from the start of the 2022 RDA (NSW) year.

Please advise both State Office and me, via email at stateoffice@rdansw.org.au and joseph.orland@rdansw.org.au respectively if you have any questions in relation to the information requested.

Thank you.

For, and on behalf of, the Board of RDA (NSW),

(Joseph Orland)

*Honorary Director, Company Secretary, Finance Officer
Riding for the Disabled Association (NSW)*

Information required for Insurance purposes – 2022 year

RDA (NSW) Centre



2022 Renewal Information

Please provide the following total numbers:

Riders/Participants:	_____
Non-riding Members:	_____
Day Members/Riders:	_____
Officials:	_____
Directors:	_____
Employees:	_____
Other:	_____

Please provide total number of volunteers and information of duties undertaken.

E.g. side walking, horse handling and care, coaching, canteen, maintenance, event organizing, administration etc.

Please provide a list of planned events for ~~2021~~/2022 or attach a calendar (if available).

Please provide the number of RDANSW coaches/instructors for ~~2021~~/2022.

Paid:	_____	Voluntary:	_____
Employed:	_____	Contracted:	_____

Please provide details in regard to the remuneration paid to the coaches.

Please provide information on the fundraising activities undertaken by the RDANSW and affiliated centres including all planned fundraising events for the ~~2021~~/2022 period.

Eg. Bunnings BBQ's, agistment, canteen, pony rides, hiring of grounds, dinners, fetes, competitions etc.

Are you aware of any claims or circumstances that have not yet been notified to EBM?

Please provide information on the fundraising activities undertaken by the RDANSW and affiliated centres including all planned fundraising events for the ~~2021~~/2022 period.

Eg. Bunnings BBQ's, agistment, canteen, pony rides, hiring of grounds, dinners, fetes, competitions etc.

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Are you aware of any claims or circumstances that have not yet been notified to EBM?

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Please detail any updated risk management procedures undertaken by RDANSW and affiliated centres.

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