



RDA(NSW) Administration and Communication

Presented by RDA(NSW) CASP
2020 Syllabus

Welcome everyone! Thanks for joining us :)

- Please turn your Microphone on Mute
- Type your name and Centre in the Chat box to introduce yourself
- Ask questions in the Chat box through the session or we will have a Q & A section at the end





What will we cover in this session?

- Key Components of the Organisation
- Roles and Responsibilities
- Essential records
- Legislation

Key Components of the Organisation



Key Components of the Organisation



Role of the Committee

- To oversee the running of the Centre
- Making sure the administration and financial requirements are met
- Liaising with Coaching Team regarding needs for smooth operations
- Be familiar with the policies and procedures in the RAM



Committee Structure & Roles

- Constitution informs operation of a Committee -
- Executive Committee include:
 - President
 - Vice President/s
 - Secretary
 - Treasurer

Committee Members:

- Minimum of 3
- May have different titles eg: Risk Management, Fundraising, Volunteer Co-Ordinator, Rider Co-Ordinator etc

Role of the Assistant Coach

- To assist and support the RDA(NSW) Coach with the program
- May conduct sessions with indirect supervision



Responsibilities of an Assistant Coach

- Know and understand the role and structure of RDA(NSW)
- Adhere to the Coaches Code of behaviour
- Undertake obligations and duties of an AC
- Undertake correct risk management and duty of care of riders, horses and volunteers
- Communicate effectively and appropriately with everyone involved in RDA(NSW)

Responsibilities of an Assistant Coach

If you are conducting sessions as an Assistant Coach with indirect supervision from a qualified Coach you are considered to be the person in control for work health and safety matters.

Role of the Coach

- Oversee and be responsible for all participants, horses and volunteers in sessions
- Conduct assessment of participants and determine the appropriate program, horse & mounting methods
- Develop lesson plans
- Supervise & mentor

Trainee Coaches &
Assistant Coaches



Responsibilities of a Coach

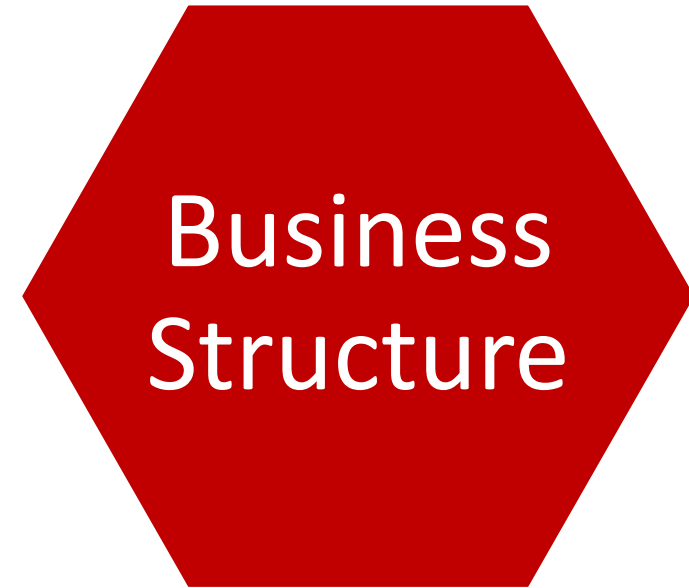
- Hold a current first aid certificate
- Know which forms must be completed and ensure they are done so completely
- Keep accurate and up to date records
- Provide ongoing supervision and support to volunteers, trainee coaches at all times
- Carry out regular safety checks on all equipment or delegate to other suitably qualified persons
- Liaise with Centre Committee in relation to Coaching
- Participate in ongoing Professional Development

Responsibilities of a Coach

When indirectly supervising Assistant Coaches, you must ensure that the environment and activity is appropriate for the Assistant Coach to cope with and ensure you are in a position to act and provide additional support when the need arises.

Key Administration Requirements

- Business Registration – ABN
- Register of Committee and Members of the Centre
- Minutes of Meetings
- Records of Financials
- ACNC Records
 - Australian Charities and Not For Profit Commission
 - legal requirement
- Coach Records incl First Aid
- Participant Registrations



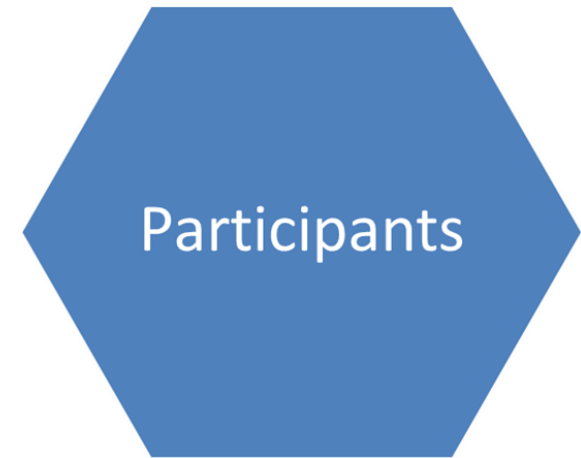
Key Administration Requirements

- Annual General Meeting
- Election of Committee Members
- Meet and document Minutes of Meetings (min 3 per year)
- Financial management and reporting (at least Quarterly)
- Risk Management Register
- Incident Reporting
- Volunteer Registration and WWCC Checks



Key Administration Requirements

- Participant Assessment records
- Lesson Plan and records
- Volunteer Training
- Horse Suitability Assessments
- Incident reporting
- Medical and Consent forms
- Participant attendance records
- Participant progress records
- Participant Registration
- Photo consent



Key Administration Requirements

- Horse ownership / lease agreement
- Training records
- Health records
- Volunteer Registration
- Working with Children Check
- Volunteer Training records



Key Administration Requirements

- Lease / Licence agreement
- Site Risk Assessment
- Daily Housekeeping
- Insurance – building and contents
- Policies and Procedures - Safe work method statements – (SWMS)
- Product / Material Safety Data Sheets available eg: chemicals used onsite



Legislation

Act

Act – endorsed by parliament Eg: Work Health Safety Act 2011



Code of Practice

Regulations to assist organisations to implement behaviours or standards



Safework Guides

Provides interpretive guidelines

Legislation.... Just a few

- Corporations Act 2001
- Workplace Health and Safety Act 2011
- Disability Discrimination Act 1992
- Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)
- Prevention of Cruelty of Animals 1979

Others:

- CoP - Managing Risks when new or inexperienced riders or handlers interact with horses in the workplace
- National Standards for Disability Services



What was covered:

- Key Components of the Organisation
- Roles and Responsibilities
- Essential records
- Legislation



Questions?

Homework:

Research each Administration requirement and determine what Document in the Members area covers the administration requirement.