



Riding for the Disabled Association (NSW)

Annual Reminder 2024- Forms and Compliance

CALENDAR STATE OFFICE DOCUMENTS	
Document	Send to State Office
Change of Office Bearers & ACNC report	After Centre AGM or change of Office Bearers
Rider Registrations	Monthly
Minutes/Financials	After each Meeting
Audited Financial Report	After each Centre AGM
Website Directory Review	When changes are required
AGM Award Nominations	9 February to Regional Representative
Annual Reports	December of the Previous Year

It is important that this document is tabled at the first Committee Meeting held after the AGM to ensure the newly elected Executive Committee each receive a copy of this Calendar of State Office documents.

Change of Centre Office Bearers CEN -23

- “Change of Centre Office Bearers” forms are to be completed and sent to State Office soon after your Centre AGM and at any time that changes are made to the Centre's Office Bearers.
- It's necessary to send the forms to the State Office so that amendments can be made to our records, such as the RDA (NSW) Directory and the website and for reporting to the ACNC. Remember if the information in these places is not correct, people will find it difficult to contact you.
- The forms can be found in the RAM CEN – 23 for Centres and individuals. Please note that the form requires you to note contact details for the President, Secretary and Treasurer.



Incoming Office Bearers

- All centres must make sure that Incoming Office Bearers and other members of the Committee to Centres be encouraged to read the Centre Constitution and State Constitution. It is the responsibility of the Centres to make sure Committee Members have access to the RAM documents by giving them the members' area password and, or hard copy of the RAM that was sent to the centre by State Office.

Some RAM forms that may be helpful to incoming office Bearers are:

- CEN - 02 Administration guidelines for RDA (NSW) Centres, this outlines the Roles of the Office Bearers the President, Secretary and Treasurer.
 - CEN – 03 outlines the Obligations of Treasurers.
 - CEN – 04 Meetings, Agendas, Minute guidelines.
 - CEN-05A – financial Compliance Obligations and Guidelines.
- Details of Centre Office Bearers on the Australian Charities and Not for profit Commission (ACNC) website need to be amended. Centres should ensure that changes to Office Bearers are recorded within 14 days of the Centre's AGM or at any other time that there are changes in the Office Bearers.

Rider Registration Forms ESR – 02 and ESR 03

- The Rider Registration Form ESR-02 should be completed at the time the Rider completes the Participation Consent Form (if a new rider) or before the first riding session of the year for continuing riders.
- Rider Registration fee for 2024 is \$95 pro rata for 4th term only is \$24.
- Rider Registration fee for Associate Riders is \$100 and must be sent to State Office by the associate member with all Associate Rider paperwork completed (RID – 02, ESR – 01A & ESR – 02).
- Completed summary forms ESR – 03 and the fees due must be forwarded to State Office monthly. If possible please email ESR – 03 forms as a word document (the Ram form in soft copy can be downloaded from the members' area of our website). This both saves on data entry time in the office, as we can copy and paste the information and reduces the chances of error

Website/Directory Review/RAM

- To enable us to ensure that details on the website are correct, please undertake a review of your centre/regions details and notify State Office of any changes necessary. Please let us know if something is not right or if you would like to add or delete information.



- Similarly let us know if any of the information in the Directory requires updating. We will always endeavour to place the latest directory in the members' area.
- The RDA Directory is only available to those persons involved with the Association. It is not a public document.
- All personal email addresses have been removed from the website. The email address you provide either via the CEN -23 forms, or by email will be forwarded to the email address set up for your Centre. This same system is used for communication by email to your centres.
- RAM documents are located in the Members' Area of the website.
Login Details:
Username: members
Password: POnies2024 (new password as from 20/5/2024).
These are case sensitive.
The P in POnies is a capital and the O is a zero.
This password is changed after each RDA (NSW) AGM.

Regional Representatives.

- Regional Representatives play a vital role within the association. Their role is essentially to manage and balance the needs required in each region.
- Regional Reps act as a link between the Directors and the Centres. If centres have any issues they would like resolved and that they could not resolve within their centre they should contact the regional representative allocated to their region in the first instance.
- Regional Reps. need to make regular contact with their centres.
- **Vacancies exist in the Metropolitan, North West, Mid North Coast and Central West Regions.** These positions are filled by Interim members at present except for the Metropolitan Region. As per the 2018 RDA(NSW) Constitution, Regional Representative are selected by the Directors from those nominated by Accredited Centres within the relevant region to serve the Company as liaison between the Board of Directors and Accredited Centres. **If your Centre would like to nominate a representative for the above regions contact the State Office for a nomination form.**

Grants

What does SO need to know?

- Before sending the grant application to the funding body, Centres need to send to SO a copy of the grant application



- If it is not possible to send the application prior to lodging the application, you need to notify SO of pending applications.
- SO needs this notification to record information on a spreadsheet in case funds are remitted to the RDA (NSW) bank account.
- It is the Centre's responsibility to advise SO of acquittal of funds.
- If the terms of a grant require that the application for that grant be lodged by an incorporated entity (the Community Building Partnership Grant is one that requires applications to be lodged by companies):
 - ensure that the ABN of RDA (NSW) (50 001 823 267) is used;
 - the application can be made “on behalf of X Centre”;
 - use your Centre’s contact and bank account details;
 - when notifying State Office of the grant funds being received, the GST component must also be forwarded to State Office (State Office must account to the ATO for the GST and the authority which is making the grant will notify State Office of its GST liability).
- RDA (NSW) is a member of “The Funding Centre”. SO receives regular information and updates on Grants. This information is forwarded to the Centres.

Login details for “The Funding Centre” are:

Username: stateoffice@rdansw.org.au

Password: riderability

Accident/Incident Form RAM Document ESR – 05

- Copies of **ALL** Accident/Incident forms are to come to the State Office and a copy to the Centre’s Regional Representative within 48 hours of the accident/incident.
- The form is designed to capture information which may be necessary for risk management and to identify any trends occurring at the Centres.
- When completing the forms make sure the “Risk Management Review” section is completed.
- Centres need to make sure all the sections are completed correctly as this information may be used for insurance purposes.
- Please ensure the form is legible. This form is sent to CASP for Risk Management Review. CASP will not accept forms that can’t be read. Unfortunately this often happens.



Insurance

- The Certificates of Currency for Public Liability (Broadform Liability) for each Centre will be uploaded in the members' area of the website when received by our insurance company.
- With the new program for our accident insurance policy, we don't need to advise our insurer of our over 80 volunteers and riders as they will be automatically covered without notation. Please note if there is looking to be extensive numbers of over 80's requiring cover our insurer would still need to be advised.
- All riders' records must be kept for at least 7 Years after they have finished riding at an RDA centre, if a rider is under 18 the records must be kept for at least seven years after the rider turns 18 years of age or at least 7 years after they have finished riding at an RDA Centre, whichever is the later. After the age of 18 any individual rider can take legal proceedings against the centre and RDA (NSW) and before that age legal proceedings can be taken by a legal representative of the rider.

Musical Ride Competition Entries.

- Centres will be invited to compete in the Musical Ride Competition 2024. Information for the competition, guidelines for Led and Unled Musical Rides and entry forms will be emailed in March. Entry forms must be returned to State Office by the due date in August with their entry fee.
- All Riders that win in their section will receive a lovely rosette. All participants will receive ribbons. Winners of Centre will receive a certificate at the State AGM the following year.

Enrolment for Coaching or Carriage Driving

- Information about how to commence training to become a Coach for Riding or Carriage [Driving programs](#) is contained in the "How to be a Coach" document (found in the members area on our website) and requires the completion of the new Enrolment form to commence training. The enrolment form now has 5 sections. All these sections need to be completed and sent by email to training@rdansw.org.au.
- Once the enrolment form is received an invoice will be raised for the registration fee and contact will be made with the Trainee directly.
- Coaching information is available under the 'Coaches' tab on the website.

Further information on Coaching Documents and RTO requirements is sent out by Nicole King by email to the centres and via the Coaches' Update Newsletter.



Tetanus Vaccination

- It is recommended that Volunteers that have any contact with the horses at the Centres need to have their Tetanus Vaccination updated.

Working With Children's Check Policy ESR – 06

- In 2016 verification and collection of this data by State Office was commenced to comply with the Office of Children's Guardian (OCG).
- The RAM form ESR – 06 outlines all the requirements of the working with children's check, DICTATED by the OCG.
- Each Centre is to register with the Office of Children's' Guardian (OCG) as an **employer of volunteers**. If your Centre has not registered, please do so. OCG has notified SO that Volunteers are to be verified by each Centre. Information required for verification with OCG is:
 - Surname
 - Date of birth
 - Working with Children Check (or application) number.
- SO needs the same information and needs to verify the volunteers for all the volunteers at RDA, as per the OCG requirement. It is important that the same information needed for OCG is sent to SO. SO will no longer send the verification result to the Centres as the Centres do their own verification.
- All volunteer information will only be accepted on the official RDA (NSW) spreadsheet for WWCC. Please ensure that when you are sending this information that it is complete and correct. The spreadsheet will be sent with this reminder.
- Until the volunteer is "cleared" by the OCG the volunteer **must not** be allowed to volunteer in any capacity.

Minutes Treasurer and Audited Financial Reports.

- Centre minutes/treasurer reports (containing at least the Profit and Loss Account and the details of the Centre's bank accounts and other investments) are to be sent to your Regional Rep. as well as State Office soon after all Centre Meetings are held along with the Minutes of that Meeting.
- Audited Financial Reports must be sent to State Office, all Centres must have a completed Audited Report for the last financial year that was presented at their AGM as per the centre constitution. These documents are needed in order for submission to the ACNC.



- It is a legal obligation of the directors of the association to be aware of the activities of the members they are responsible for. Where possible please send the minutes by email for easy distribution to all Directors.

Centre Annual Affiliation Fee

- Annual affiliation fee is a requirement set out in the RDA (NSW) Constitution. All Accredited Centres must pay this fee.
- Invoices are sent to the centres by email early in the year the fee will remain at \$110 inclusive of GST per member Centre.
- Annual affiliation fee needs to be paid by the centres before the RDA (NSW) AGM so the centres will be eligible to vote as Members of RDA (NSW).

Centre Support Scheme Audit Process CEN – 09B & Audit Confirmation Slip CEN – 09C

- All Centres must meet a required standard to maintain their accreditation. The annual checklist is a way of helping Centres maintain their high standards and provides evidence that this has been achieved for RTO and other regulatory bodies.
- These reports are an important and a necessary tool in our Administration process.
- An Admin Audit is conducted each year and a Full Audit is conducted every 2 years.
- Auditors must send the completed checklist with the Audit Confirmation Slip to SO with a copy to the Centre audit officer, email address: centresupport@rdansw.org.au.
- To continue to improve the capability of our Centres and assist in monitoring safety and compliance, each Centre must complete a self-assessment. The link to the Self-Assessment declaration will be sent by CASP.
It is expected that each Centre completes the declaration within 6 weeks of commencing operations for the year.
- This Self-assessment declaration must be completed online by the President or Secretary of the Centre and recorded in the Centre minutes. Completing the form on line at the start of the year is a new initiative and will result in the Centres being well prepared for their audit.

Participant's Consent and Medical Consent and Information Forms ESR – 01A and ESR – 02B

- This form with all sections completed must be submitted to the Centre before commencing riding.
- Section 2 Page 6 of 10 - Medical consent and Information form is to be completed by the participant's registered medical practitioner.



- The medical consent form must be renewed at least every 3 years, or more often as the condition requires, at the request of the coach, including weight updates.
- The primary purpose of the medical consent and information form is to have a registered Medical Practitioner verify that the participant does not have any condition which may be aggravated by equestrian activities. The use of the medical practitioner's stamp or sticker is mandatory.
- When completing centre audits assessors have found that not all medical consent forms are renewed every 3 years (or more frequently as may be required in some instances).
- If the Medical Consent form is not renewed as may be required, the participant **must not ride** until a newly signed form is submitted as this is part of our risk management and may ultimately have consequences for insurance.

Annual Reports from Centres

- The Centre Template for Annual Reports from Centres is sent out around September each year. This was designed to assist with the writing of a Centre Report for inclusion in the RDA (NSW) Annual Report.
- Ideally every Centre should be represented in the Annual Report with a brief summary of its operations for the calendar year as well as photos.

Annual AGM Award Nominations

Annual Award nominations can be found in the RAM

We have 6 awards:

- Pearl Batchelor Volunteer of the Year
- Volunteer Encouragement
- Young Volunteer of the year
- Rider of the Year
- Shush Memorial
- Rider Encouragement Award

Nominations are to be sent to the Regional Representative by 9 February of the previous year to organise judging. The Regional Representatives then send the "Winners of Region" to SO where judging is organised for "winners of State". These awards are presented at the State AGM in May.

The Rider Encouragement Award is judged at Regional Level with no State finalist. Certificates will be sent to these Riders/Drivers from the State Office.



Annual Survey

An Annual Survey was introduced last year. This is a simple, easy to complete survey that will ensure we have important information for grants, insurance, ACNC and more.

We need the survey completed by each and **every Centre** so we have accurate and complete information at SO. The survey will be sent to all Centres in June. Due date for the survey is 1 August.

RDA NSW) Badges

SO has available RDA (NSW) badges for sale. See the RAM document VOL – 07.

Badges available are:

- lapel
- Volunteer
- Years of service
- Centre Life membership

To order Centres may email SO with a request. The badges will be posted to the Centres and an invoice including postage and handling will be sent by email

Orders for the above must be sent to SO before 31 October of each year.

If badges are not in stock it may take up to 6 weeks for the supplier to deliver to SO.