

RDA Volunteer Agreement			
Name		Date of Birth	
Address			
Email		Home Phone	
		Mobile Phone	
Emergency Contact Name		Home Phone	
		Mobile Phone	
Medical conditions & allergies - how they are managed.			
Referee #1 Name		Phone	
		Email	
Referee #2 Name		Phone	
		Email	
RDA Group	Tauranga Riding for Disabled		
The RDA Group is affiliated to New Zealand Riding for the Disabled (NZRDA). NZRDA provides operating standards, certification, learning and support services (referred to as "Services" below) for all RDA Groups in New Zealand.			
The Volunteer is to acknowledge each statement below and indicate agreement (or not) in the checkbox.			
Volunteer Role	I have read and understood the Volunteer Handbook (pre-start extract) and agree to fulfil the roles and responsibilities included in it and those in my job description as attached. I acknowledge that this is not paid employment.	Y <input type="checkbox"/>	N <input type="checkbox"/>
Personal Information	I consent to my personal information being collected by the RDA Group.	<input type="checkbox"/>	<input type="checkbox"/>
	I consent to the RDA Group sharing personal information about me with NZRDA where that is necessary for NZRDA to provide the RDA Group with Services.	<input type="checkbox"/>	<input type="checkbox"/>
	I consent to the RDA Group sharing personal information about me with NZRDA where that is necessary for NZRDA to develop training material for RDA personnel, or to report statistical performance about the riding programme in New Zealand. NZRDA undertakes that no training material or statistical report will identify me.	<input type="checkbox"/>	<input type="checkbox"/>
	I understand that the RDA Group and NZRDA will each ensure that all personal information about me is stored either in locked cabinets or in secure password-protected databases managed by the RDA Group and/or NZRDA.	<input type="checkbox"/>	<input type="checkbox"/>
Learning	I acknowledge my responsibility to participate in training to fulfil the role to the best of my ability.	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	I acknowledge my responsibility to take care of myself and others to ensure no harm and that if I am unsafe around the Riders or horses I will not be able to volunteer at RDA.	<input type="checkbox"/>	<input type="checkbox"/>

Policy & Procedure	I agree to follow all NZRDA policies and procedures and to follow the instructions of the person in charge.	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality	I agree not to discuss Riders' names, diagnosis or behaviour with anyone outside of RDA or in a place where I may be overheard either during or at any time after my involvement with RDA. I also agree not to discuss any other RDA business in the same way.	<input type="checkbox"/>	<input type="checkbox"/>
Suitability	I understand that Riders who come to RDA can be especially vulnerable to harm. I do not know of any reason why I would not be suitable to work as a Volunteer with Riders at RDA.	<input type="checkbox"/>	<input type="checkbox"/>
Performance	I understand the nature of the role I am starting and that if I do not follow the values and procedures of RDA and/or fail to satisfactorily perform my duties, I may be asked to participate in a performance improvement process.	<input type="checkbox"/>	<input type="checkbox"/>
Safety Checking	I consent to undergo Police Vetting to be completed by NZRDA and for the RDA Group to make any other necessary checks into my background to determine my suitability for involvement with RDA. This is in accordance with NZRDA policy.	<input type="checkbox"/>	<input type="checkbox"/>
Publicity	I consent to any photographs and video of me being used for RDA promotions and understand that this may continue using material already produced or released even after I cease working with RDA.	<input type="checkbox"/>	<input type="checkbox"/>
Privacy	I understand that I have the right to ask for a copy of any personal information the RDA Group or NZRDA holds about me, and to ask for it to be corrected if it is wrong. To ask for a copy of information, or to have it corrected, contact the RDA Group or admin@rda.org.nz, or 0800 469732, or PO Box 58110, Whitby Porirua 5245	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising & Marketing	I would like to receive email newsletters from NZRDA.	<input type="checkbox"/>	<input type="checkbox"/>
	I am happy to be contacted as part of any NZRDA direct marketing campaign	<input type="checkbox"/>	<input type="checkbox"/>
Signature		Date	

		Yes	No
Do you have horse experience?		<input type="checkbox"/>	<input type="checkbox"/>
Do you have experience with people with disabilities?		<input type="checkbox"/>	<input type="checkbox"/>
Do you have experience with challenging behaviour?		<input type="checkbox"/>	<input type="checkbox"/>
Current First Aid Cert?		<input type="checkbox"/>	<input type="checkbox"/>
Areas of expertise/skills/interests			
Why do you want to volunteer for our organisation?			
How did you hear about us?			

We ride for 8 weeks of each School Term. During this time, we have a variety of jobs and sessions for you to choose from. Please tick which is of interest.

Horse Leading

Sidewalking

Catching/Grooming

Other

Morning classes

Mon 8.15am – 1.30pm (Therapy classes)

Tues 8.15am – 1.30pm (Therapy classes)

Wed 8.15am – 1.30pm (Therapy classes)

Thurs 8.15am – 1.30pm (Therapy classes)

Fri 8.15am – 1.30pm (Therapy classes)

Afternoon classes

Tues 3.00pm – 4.30pm (Sport & Rec class)

Mon 2.00pm – 4.00pm (Life Skills)

Clean-up Duties only:

Mon 12.30pm – 2.00pm

Tues 12.30pm – 2.00pm

Wed 12.30pm – 2.00pm

Thurs 12.30pm – 2.00pm

Fri 12.30pm – 2.00pm

Other:

Holiday Programme 9.00am – 3.00pm (School Holidays)

Riding School (After School – Tues, Wed or Thurs)

On call

Fundraising Events

Gardening

Behaviour to Support our Values

Safety

- Remember that the safety and welfare of riders is paramount
- Always work in the open with children and vulnerable people
- Ensure that parents and caregivers are available to support riders with personal care needs
- Keep yourself safe around horses, do not be complacent
- Keep a professional distance between you and riders and their whanau
- Follow all H&S processes and procedures

Teamwork

- Set an example you want others to follow
- Support your colleagues to get the job done
- Listen to the opinions of others and be respectful in your replies
- Remember that everyone is entitled to their opinion – even when you don't agree
- Respect the roles that other people do at RDA
- Be prepared to address disagreements with maturity and professionalism

Respect

- Treat everyone equally with respect and dignity
- Take care when manually handling or assisting riders
- Don't make assumptions about the ability of riders – ask
- Use appropriate language at all times – with riders and colleagues
- Remember you are in a position of power – be mindful of the effect of this and never abuse it
- Never humiliate, embarrass or undermine anyone

Quality

- Pass on any concerns to the Duty Coach/Manager
- Be open to feedback on your own performance
- Complete all reporting as soon as possible
- Listen to the requirements of the day from the Duty Coach/Manager
- Understand the key operating policies
- Do the best job that you can do every day

Enjoyment

- Motivate riders to enjoy their sessions
- Always give a positive welcome to riders and whanau
- Give positive feedback and encouragement to riders
- Don't single people out for praise, treat everyone the same
- Share your enjoyment of the horses with riders and whanau
- Celebrate successes – however small

Empathy

- Make sure that you understand the needs of the riders you are working with
- Don't do something for a rider that they can do for themselves
- Encourage riders to participate, but don't force them if they don't want to
- If you feel out of your depth, seek advice from the Duty Coach/Manager
- Remember that you are only *part* of the rider's support – it doesn't all fall on you
- Don't forget that other people at RDA have bad days, support your colleagues with kindness

RDA Volunteer (RDA Group Section)			
Volunteer Job Title		RDA Start Date	
Days to be worked		Hours to be worked	
The RDA Group is to acknowledge each statement below and indicate agreement (or not) in the check box.			
		Y	N
Police Vetting Report	Has the Volunteer been cleared to Volunteer by NZRDA?	<input type="checkbox"/>	<input type="checkbox"/>
Safety Checks	Have any references been checked and identity verified?	<input type="checkbox"/>	<input type="checkbox"/>
System Access	Has a contact record been created in the Stable?	<input type="checkbox"/>	<input type="checkbox"/>
Online Induction Modules	Is the Volunteer able to complete the modules while waiting for safety checking to be completed?	<input type="checkbox"/>	<input type="checkbox"/>
Job Description	Is a copy of the Job Description Attached?	<input type="checkbox"/>	<input type="checkbox"/>
Horse contact	Will the Volunteer have regular contact with horses?	<input type="checkbox"/>	<input type="checkbox"/>
Rider contact	Will the Volunteer have regular contact with Riders?	<input type="checkbox"/>	<input type="checkbox"/>
Committee	Is the Volunteer interested in a committee role?	<input type="checkbox"/>	<input type="checkbox"/>
Site Induction	Has a plan been made for full induction of the Volunteer before starting?	<input type="checkbox"/>	<input type="checkbox"/>
Learning	Has the Volunteer been told about the learning opportunities available through NZRDA?	<input type="checkbox"/>	<input type="checkbox"/>
Qualifications	Does the Volunteer hold any qualifications relevant to RDA?	<input type="checkbox"/>	<input type="checkbox"/>

RDA Group Signature			
Signature		Date	
Name of person		Position Held	

Volunteers must be 14 or over. Safety Checking to be completed for all Volunteers 14 or over in all RDA roles.

Both parties to retain a copy of this agreement