Tauranga District
New Zealand Riding for the Disabled

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 RDA**			
The RDA Group is affiliated to the New Zealand Riding for the Disabled (NZRDA) The NZRDA provides operating standards, Certification, learning support services for 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 ☒	N ☐
Personal Information	I consent to my personal information, being collected by the RDA Group.		☐	☐
	I consent to the RDA Group sharing personal information about me with the NZRDA where that is necessary for the NZRDA to provide the RDA Group with administrative support of the RDA Group.		☐	☐
	I consent to the RDA Group sharing personal information about me with the NZRDA where that is necessary for the NZRDA to develop training material for RDA personnel, or, to report statistical performance about the riding programme in New Zealand. The NZRDA undertakes that no training material or statistical report will identify me.		☐	☐
	The RDA Group and the NZRDA will each ensure that all personal information about me is stored either in locked cabinets or in a secure password-protected database managed by NZRDA.		☐	☐
Learning	I acknowledge my responsibility to participate in training to fulfil the role to the best of my ability.		☐	☐
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.		☐	☐

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.	☐	☐
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.	☐	☐
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.	☐	☐
Safety Checking	I consent to undergo a Police Vetting Report (completed form attached) and for RDA to make any checks necessary into my background to determine suitability under the Vulnerable Children's Act.	☐	☐
COVID-19 Vaccination Status	I confirm I am fully vaccinated with an approved COVID-19 Vaccine (certificate attached).	☐	☐
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.	☐	☐
Privacy	I understand that I have the right to ask for a copy of any personal information the RDA Group or the 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 admin@rda.org.nz, or 0800 469732, or PO Box 58110, Whitby Porirua 5245	☐	☐
Fundraising & Marketing	I would like to receive email newsletters from NZRDA. I am happy to be contacted as part of any NZRDA direct marketing campaign	☐ ☐	☐ ☐

Signature		**Date**	

		Yes	**No**
Do you have horse experience?		☐	☐
Do you have experience with people with disabilities?		☐	☐
Do you have experience with challenging behaviour?		☐	☐
Current First Aid Cert?		☐	☐
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) ☐
Thurs 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 8.00am – 1.30pm (Saturday - Fortnightly) ☐
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 Programme Participation Agreement (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.

Police Vetting Report	Has the form been completed and sent to NZRDA?	Y ☐	N ☐
Safety Checks	Have any references been checked and identity verified?	☐	☐
System Access	Has a contact record been created in the Stable?	☐	☐
Online Induction Modules	Is the Volunteer able to complete the modules while waiting for safety checking to be completed?	☐	☐
Job Description	Is a copy of the Job Description Attached?	☐	☐
Horse contact	Will the Volunteer have regular contact with horses?	☐	☐
Rider contact	Will the Volunteer have regular contact with Riders?	☐	☐
Committee	Is the Volunteer interested in a committee role?	☐	☐
Site Induction	Has a plan been made for full induction of the Volunteer before starting?	☐	☐
Learning	Has the Volunteer been told about the learning opportunities available through NZRDA?	☐	☐
Qualifications	Does the Volunteer hold any qualifications relevant to RDA?	☐	☐

Signatures			
Signature		**Date**	
Name of person at RDA		**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