

RDA Participation Agreement (Rider Section)

Rider Name		Date of Birth	
Address			
Parent/Caregiver/Legal Guardian (if rider is <18)		Home Phone	
		Mobile Phone	
		Email Address	
Primary Contact		Home Phone	
		Mobile Phone	
		Email Address	
Emergency Contact Name		Home Phone	
		Mobile Phone	
School/ Support organisation		Home Phone	
		Mobile Phone	
RDA Group	Tauranga Riding for Disabled		

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 Rider/Parent/Caregiver is to acknowledge each statement below and indicate agreement (or not) in the check box.

The Programme		Y	N
	The rider will ride in the RDA programme. The RDA Group will carefully supervise the programme (including any necessary physical handling of the rider) following NZRDA policies, guidelines and Operational Certificate requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Personal Information	The rider/parent/caregiver consents to the rider's personal information, including their medical and educational information, being collected by the RDA Group. Medical consent is valid for two years and must be renewed after this.	<input type="checkbox"/>	<input type="checkbox"/>
	The rider/parent/caregiver consents to the RDA Group using relevant medical and educational information about the rider which is necessary to establish an individual RDA programme for the rider.	<input type="checkbox"/>	<input type="checkbox"/>
	The rider/parent/caregiver consents to the RDA Group sharing personal information about the rider with NZRDA where that is necessary for NZRDA to provide the RDA Group with administrative support of the riding programme.	<input type="checkbox"/>	<input type="checkbox"/>
	The rider/parent/caregiver consents to the RDA Group sharing personal information about the rider 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. The NZRDA undertakes that no training material or statistical report will identify the individual rider.	<input type="checkbox"/>	<input type="checkbox"/>
	The RDA Group and NZRDA will each ensure that all personal information about the rider is stored either in locked cabinets or in a secure password-protected database managed by NZRDA, known as The Stable. The Group will also ensure that only those who require this information for the purposes of their role at RDA will be able to access this.	<input type="checkbox"/>	<input type="checkbox"/>
Rider Goals & Progress	The RDA Group will regularly monitor and review the rider's programme and goals to ensure the rider is continuing to progress. The rider who has achieved all their goals may graduate from the RDA programme, or they may graduate earlier or later - at the RDA Group's discretion.	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	The health and safety of all people involved in the RDA and NZRDA riding programme is of highest importance.	<input type="checkbox"/>	<input type="checkbox"/>
Privacy	The rider has the right to ask for a copy of any personal information the RDA Group or the NZRDA holds about the rider, 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.	<input type="checkbox"/>	<input type="checkbox"/>

Responsibilities	RDA Group personnel are responsible for the rider during riding programme session times only – in the process of riding. Parents/caregivers are responsible for the rider at the RDA grounds at all other times. This includes completing personal care and hygiene tasks as required.	<input type="checkbox"/>	<input type="checkbox"/>
Publicity	The rider/parent/caregiver agrees that still or moving photographs and films of the rider named above may be used for publicity purposes by the RDA Group or NZRDA - even after the rider no longer rides with the RDA Group. I agree to the rider's name being used in publicity	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Fundraising & Marketing	The rider/parent/caregiver agrees to receive email newsletters from NZRDA. The rider/parent/caregiver agrees to be contacted as part of any NZRDA direct marketing campaign.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Rider/ Parent/ Caregiver Signatures

Signature (Rider/Parent/Caregiver)		Date	
Name (if not rider)		Relationship to Rider	

Please note, this document must be signed by either the Rider or their legal guardian. It cannot be signed by school or support staff on their behalf.

RDA Programme Participation Agreement (RDA Group Section)

The RDA Group is to acknowledge each statement below and indicate agreement (or not) in the check box.

Operating Conditions	The RDA Group has a current Operational Certificate issued by NZRDA. The RDA Group will notify the rider/parent/caregiver if for any reason the Operational Certificate is suspended.	Y <input type="checkbox"/>	N <input type="checkbox"/>
Medical Emergencies	The RDA person in charge will be responsible for obtaining medical assistance for the rider when necessary. In all such cases, the RDA Group will contact the rider's parent or caregiver as soon as possible.	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	The RDA Group and NZRDA place the highest importance on the operation of the riding programme in a safe environment. RDA Group personnel will follow NZRDA guidelines and Operational Certificate requirements to ensure the safety of the rider. RDA personnel may disclose information to the NZ Police or other relevant authorities where that is necessary to prevent or lessen serious and imminent harm to any individual - under the Privacy Act 2020 and the Health Information Privacy Code 1994.	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality	Only RDA Group personnel who need to access rider information relevant to the safety, planning, development and monitoring of the riding programme will have access to personal information. All information collected or stored will be treated in the strictest confidence.	<input type="checkbox"/>	<input type="checkbox"/>
Feedback	Should the rider wish to give any feedback about the programme the RDA Group or NZRDA will treat any compliments, concerns or complaints seriously.	<input type="checkbox"/>	<input type="checkbox"/>
Code of Rights	The RDA Group and NZRDA are committed to upholding the Health & Disability Commission's Code of Rights. Copies of this are available at RDA Groups if requested.	<input type="checkbox"/>	<input type="checkbox"/>

RDA Group Signatures

Signature (RDA person)		Date	
Name of person at RDA		Position Held	

Both parties to retain a copy