

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		
<p>The RDA Group is a Member of New Zealand Riding for the Disabled Association Incorporated (NZRDA) and as such has agreed to be bound by NZRDA standards. NZRDA provides operational standards, certification, learning, administration and support services (referred to as "Services" below) for all RDA Groups in New Zealand.</p>			
<p>The Volunteer acknowledges each statement below by signing this agreement.</p>			
Volunteer Role	<p>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.</p>		
Personal Information and Privacy	<p>I consent to my personal information being collected by the RDA Group.</p> <p>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.</p> <p>I understand that the RDA Group and NZRDA will only use my personal information for providing Services, developing RDA training material and reporting statistical information about RDA locally and in New Zealand unless I give my specific permission for other uses in this agreement. I understand that any such training material and statistical information will not identify me personally.</p> <p>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.</p> <p>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. I can do this by contacting the RDA Group or NZRDA (admin@rda.org.nz, 0800 469732, PO Box 58110, Whitby Porirua 5245).</p>		
Learning	<p>I acknowledge my responsibility to participate in training to fulfil the role to the best of my ability.</p>		
Health & Safety	<p>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.</p> <p>I understand that I must not administer any medication or attend to intimate personal care needs of riders.</p>		
Confidentiality	<p>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 or people in the same way.</p>		

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 performing and the need to follow the policies and procedures of RDA. I will demonstrate behaviours that support the organisation's values (described on the following page). If I fail to do so, I may be asked to participate in a performance improvement process or be discharged.			
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.			
Volunteer to tick Y or N to each of the following			Y	N
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"/>
Newsletter	I would like to receive email newsletters from NZRDA.		<input type="checkbox"/>	<input type="checkbox"/>
Fundraising & Marketing	I may be contacted as part of a NZRDA direct marketing campaign.		<input type="checkbox"/>	<input type="checkbox"/>
Signature of Volunteer		Date		
			Y	N
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?				

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

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)

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 Agreement (RDA Group Section)

Volunteer Job Title		RDA Start Date	
Days to be worked		Hours to be worked	
RDA Group 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 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?	<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		Position Held	