



Riding for the Disabled Association of Australia Limited

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RDA Australia National Volunteer Awards

Information for Nominations

The following guide is for Centres and State Awards Committees for preparing, selecting, and submitting nominations. There are four categories for the National Volunteer Awards. Carefully check the criteria for each award and ensure that the candidates meet the criteria before submitting the forms. **Candidates who do not meet published criteria will not be considered for the award by the RDA Australia Awards Panel.**

Young Volunteer of the Year Award

Criteria:

1. RDA registered volunteers under 18 years of age at 1 January for the year of nomination.
2. Nominees must have between 1 to 5 years of service with RDA at a Centre and/or State level.
3. The young volunteer must have made an outstanding contribution to their RDA Centre. This may include regular attendance, willingness to accept different roles and responsibilities, pride in what they do and an eagerness to learn and apply their knowledge within RDA.
4. The young volunteer must have demonstrated an outstanding customer service. This may include their ability to relate well to riders, coaches and other volunteers.
5. The volunteer must be enthusiastic about RDA and spread the good word among their peers and/or members of the public.

Volunteer Encouragement Award

Criteria:

1. RDA registered volunteers over 18 years of age at 1 January for the year of nomination.
2. Nominees must have between 1 to 5 years of service with RDA at a Centre level.
3. The volunteer must have demonstrated an outstanding contribution to their local RDA Centre. The nomination must include an outline of the nominee's activities, ideas and/or expertise that has made a significant impact on the quality of service offered by RDA at their Centre.

Volunteer Service Excellence Award

Criteria:

1. RDA registered volunteers over 18 years of age at 1 January for the year of nomination.
2. Length of distinguished service will be considered for volunteers over 5 years of service however, higher weightings will be applied by judging panels for nominees with length of service over 10 years.
3. The volunteer must have demonstrated an outstanding contribution to RDA which is above and beyond the expectations of normal duties. The nomination form must include an outline of the nominee's activities, ideas and/or expertise that has made a significant impact on the quality of service offered by RDA at their Centre and/or at a State level.

Michael Field Memorial Award

The Michael Field Memorial Award is the most prestigious national volunteer award offered by RDA Australia and is in honour of Michael Field's dedication to RDA and his vision to link Centres through coordinated State and National Associations. From 1970, Michael devoted his life to the development of RDA and his tenacity, determination, commitment and selflessness created the foundations of today's organisation. Nominees in this category should reflect the same values and commitment towards a harmonious, collaborative organisation. Their contribution should reflect activities at all three levels of the RDA organisation – Centre, State and National levels.



Michael Field Memorial Award Criteria:

1. RDA registered volunteers over 18 years of age at 1 January for the year of nomination.
2. Length of distinguished service of 10 years or more.
3. The volunteer must have demonstrated an outstanding contribution to RDA which is above and beyond the expectations of normal duties and includes contributions at a Centre, State and National level.
4. The volunteer has a demonstrated commitment to RDA as a national organisation, participating in activities, and sharing skills and expertise not only at a local level but also outside of their RDA Centre and State Association. Nationally recognised activities may include participating in delegations to national committees, boards and working parties; involvement in planning/participating in national events, workshops or competitions; training, mentoring and supporting coaches and volunteers both inside their own State and interstate; assistance with development of national policies and procedures; general support of RDA programs across Australia.

Submission of Nominations

Nominations for awards are initially made to the State Awards Committee by any of the following:

- RDA Centre, signed by the Centre President
- RDA State Office, signed by the State President

State Associations shall convene a judging panel (State Awards Committee) who shall be authorised to select one nominee in each category to submit to the RDA Australia Awards Panel. The State Awards Committee should ensure that nominations are submitted before the due date to the RDA Australia Office.

The RDA Awards Panel will consist of (wherever possible) an RDAA Life Member, and RDAA Board Member and an independent third person (sponsor, patron, government officer etc). State Awards Committees should follow either a charter published by the State Board (a published procedure or Board minute) or reflect the national procedure. Each State is eligible to submit one nomination for each award. States may use the national judging pack by request to the RDAA Office or develop their own selection procedures.

The RDA Australia Awards Panel reserves the right to pass over awarding the Michael Field Memorial Award (or any award) if the nominees submitted do not meet the criteria. This is to preserve the prestige of this award.

Letters of Endorsement

The Nomination Form must be accompanied with a Letter of Endorsement from the President of the nominating Centre and/or State Office. If the nomination is made by a family member, it is recommended that a second letter of support is included with the nomination. Please address the criteria carefully in the letter of endorsement, describe special personal qualities and outline the nominee's activities that meet the criteria for the award.

Dates to Remember for 2023

July 31	Invitations Open to States/Centres to nominate volunteers
September 25	Nominations to State Offices close
October 23	Nominations of the State Category Winners to National Office close
November 25	Announcements of Award winners



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NOMINATION FORM - Young Volunteer of the Year Award

Nominee: _____ DOB: _____

RDA Centre: _____ State: _____

Address: _____

Postcode: _____

Phone: (H) _____ (M) _____

Email: _____

Nominated by RDA Centre / State Office: _____

Address: _____

Postcode: _____

Phone: (H) _____ (Fax) _____

Email: _____

How does the Nominee meet the Award Criteria?

1. Is the volunteer under the age of 18 years at 1 January of this year? Y / N

2. How many years has the nominee been involved in RDA? _____

3. How often does the nominee attend? _____

Please identify the different roles in which the nominee has worked as a volunteer:

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Coach | <input type="checkbox"/> Care & Maintenance | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Driving Team | <input type="checkbox"/> Equipment Care | _____ |
| <input type="checkbox"/> Horse Care | <input type="checkbox"/> Side walker | <input type="checkbox"/> Centre administration |
| <input type="checkbox"/> Leader | <input type="checkbox"/> Transport | <input type="checkbox"/> Fundraising |

Does the nominee have responsibility for ensuring that certain jobs are completed? Y / N

Briefly describe their role



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NOMINATION FORM - Young Volunteer of the Year Award

4. How does the nominee relate to others at the RDA Centre, riders, volunteers, coaches?

5. How does the nominee demonstrate their enthusiasm for RDA?

6. Has the nominee been involved in spreading the good word about RDA in their community? Y / N

If yes, please briefly describe what they have done. _____

Name (President of nominating RDA Centre/State Office): _____

Signature: _____ Date: _____

Name (Nominee acceptance – for publicity purposes): _____

Signature: _____ Date: _____

I accept that my photograph and nomination details will be shared on RDA Australia social media sites, websites and publications. Photographs will be requested for Award Winners.

Send to the RDA State Office in your State by the published due date. Include the following:

- ☐ Award Nomination Form, fully signed and completed
- ☐ Letter of Endorsement from Centre/State President (see Information for nominations)



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NOMINATION FORM – Volunteer Encouragement Award

Nominee: _____ DOB: _____

RDA Centre: _____ State: _____

Address: _____

Postcode: _____

Phone: (H) _____ (M) _____

Email: _____

Nominated by RDA Centre / State Office: _____

Address: _____

Postcode: _____

Phone: (H) _____ (Fax) _____

Email: _____

How does the Nominee meet the Award Criteria?

1. Is the volunteer over the age of 18 years at 1 January of this year? Y / N

2. How many years has the nominee been involved in RDA (1-5 years)? _____

3. How often does the nominee attend? _____

Please identify the different roles in which the nominee has worked as a volunteer:

☐ Coach

☐ Driving Team

☐ Horse Care

☐ Leader

☐ Care & Maintenance

☐ Equipment Care

☐ Side Walker

☐ Transport

☐ Other: _____

☐ Centre Administration

☐ Fundraising

Has the nominee served on the Centre Management Committee or State Board? Please describe their role and length of service in each role (if known).



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NOMINATION FORM – Volunteer Service Excellence Award

Nominee: _____ DOB: _____

RDA Centre: _____ State: _____

Address: _____

Postcode: _____

Phone: (H) _____ (M) _____

Email: _____

Nominated by RDA Centre / State Office: _____

Address: _____

Postcode: _____

Phone: (H) _____ (Fax) _____

Email: _____

How does the Nominee meet the Award Criteria?

1. Is the volunteer over the age of 18 years at 1 January of this year? Y / N

2. How many years has the nominee been involved in RDA? _____
(preferably 10 years or more, however 5-10 years service may be considered based on level of contribution)

3. How often does the nominee attend? _____

Please identify the different roles in which the nominee has worked as a volunteer:

- | | | |
|--|---|---|
| <input type="checkbox"/> Coach | <input type="checkbox"/> Driving Team | <input type="checkbox"/> Horse Care |
| <input type="checkbox"/> Leader | <input type="checkbox"/> Care & Maintenance | <input type="checkbox"/> Equipment Care |
| <input type="checkbox"/> Side Walker | <input type="checkbox"/> Transport | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Centre Administration | <input type="checkbox"/> Fundraising | _____ |

Has the nominee served on the Centre Management Committee or State Board? Please describe their role and length of service in each role (f known).



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NOMINATION FORM – Volunteer Service Excellence Award

4. Describe the highlights of the nominee's term of service, any ideas, skills or expertise that has made a significant contribution to RDA that is above and beyond the expectations of normal duties.

At a Centre Level:

At a State Level (other RDA Centres, State Committees, Events, Coaching/Training/Mentoring):

Name (President of nominating RDA Centre/State Office): _____

Signature: _____ Date: _____

Name (Nominee acceptance – for publicity purposes): _____

Signature: _____ Date: _____

I accept that my photograph and nomination details will be shared on RDA Australia social media sites, websites and publications. Photographs will be requested for Award Winners.

Send to the RDA State Office in your State by the published due date. Include the following:

- ☐ Award Nomination Form, fully signed and completed
- ☐ Letter of Endorsement from Centre/State President (see Information for nominations)



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NOMINATION FORM – Michael Field Memorial Award

Nominee: _____ DOB: _____

RDA Centre: _____ State: _____

Address: _____

Postcode: _____

Phone: (H) _____ (M) _____

Email: _____

Nominated by RDA Centre / State Office: _____

Address: _____

Postcode: _____

Phone: (H) _____ (Fax) _____

Email: _____

How does the Nominee meet the Award Criteria?

1. Is the volunteer over the age of 18 years at 1 January of this year? Y / N

2. How many years has the nominee been involved in RDA? _____
(preferably 10 years or more, however 5-10 years service may be considered based on level of contribution)

3. How often does the nominee attend? _____

Please identify the different roles in which the nominee has worked as a volunteer:

☐ Coach

☐ Driving Team

☐ Horse Care

☐ Leader

☐ Care & Maintenance

☐ Equipment Care

☐ Side Walker

☐ Transport

☐ Other: _____

☐ Centre Administration

☐ Fundraising

Has the nominee served on the Centre Management Committee or State Board? Please describe their role and length of service in each role (f known).



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4. Describe the highlights of the nominee's term of service, any ideas, skills or expertise that has made a significant contribution to RDA that is above and beyond the expectations of normal duties.

At a Centre Level:

At a State Level (other RDA Centres, State Committees, Events, Coaching/Training/Mentoring):

At a National Level (National Committees/Working Parties, National Events, Supporting Coaches interest _____)

Attach additional sheets or include information in Letters of Endorsement.

Name (President of nominating RDA Centre/State Office): _____

Signature: _____ Date: _____

Name (Nominee acceptance – for publicity purposes): _____

Signature: _____ Date: _____

I accept that my photograph and nomination details will be shared on RDA Australia social media sites, websites and publications. Photographs will be requested for Award Winners.

Send to the RDA State Office in your State by the published due date. Include the following:

- ☐ Award Nomination Form, fully signed and completed
- ☐ Letter of Endorsement from Centre/State President (see Information for nominations)



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STATE AWARD COMMITTEE NOMINATION FORMS

State Office Use Only

This form is to be completed by the State Awards Committee to submit the names and entry forms of the finalists in each category for the National Volunteer Awards.

State Association: _____

The following finalists are submitted to the National Awards Panel:
(Only one entry per category will be eligible)

Young Volunteer of the Year Award: _____

Volunteer Encouragement Award: _____

Volunteer Service Excellence Award: _____

Michael Field Memorial Award: _____

Committee signatures:

NAME

POSITION

SIGNATURE

NAME

POSITION

SIGNATURE

NAME

POSITION

SIGNATURE

Send to the RDA Australia Office by the published due date. Include the following:

- ☐ Award Nomination Form, fully signed and completed for each Nominee
- ☐ Letter of Endorsement from Centre/State President for each Nominee

RDA Office Use

Date Rec'd: _____