



Riding for the Disabled Association of Australia Limited

Developing ability and enriching lives



Information about RDA Centre Accreditation

RDA is a leader in providing equestrian programs for people with disabilities in Australia. Our commitment is to ensuring that all clients are provided with a safe, challenging and appropriate service. The Centre Accreditation Checklist outlines the required standard of service that all RDA Centres must provide. These standards ensure that Centres;

- meet State and Federal legislative requirements,
- meet all RDA policies and procedures,
- deliver quality programs and services, so that we can
- maintain affordable insurance cover.

This checklist can be used for self-assessment by Centre Management, Coaches, and Volunteers to ensure that all standards are met. Assessors and State Associations will use the checklist to measure standards of service and compliance. Completed checklists will be regularly reviewed and used as an organisational tool to:

- acknowledge progress,
- plan for future development,
- identify areas for improvement, and
- highlight areas of service excellence.

The primary focus is: Compliance with safety, legislative and insurance requirements.

Categories of Standards are:

- Mandatory (M):** required to meet safety standards and legislative requirements.
- Essential (E):** required to meet RDA policies and procedures.
- Advanced (A):** high quality of program delivery (service excellence)

The State Association and/or the Assessor will work with the Centre to assist them to achieve compliance against the standards. Repeated breaches or delayed action may result in a variety of consequences such as suspension of accreditation (please refer to the Guide for Centre Accreditation).

Preparation for the Centre Accreditation

Who can conduct an Accreditation: An RDA National Assessor will be nominated by the State Association. A Centre cannot request a specific Assessor nor can an Assessor assess their own Centre.

Frequency of Accreditation:

- Self-Audit – recommended annually
- Facility Accreditation – for new centres or centres that have moved (before operation at the new site).
- Accreditation Reviews - every 2 years with an RDA National Assessor (as nominated by State Association) unless the risk assessment of the centre changes.

Centres that exceed the required standards and meet all the Advanced (A) standards may be recommended as a Centre of Excellence and move to a 3-year review cycle. (refer to the Guide for Centre Accreditation).

Representation: Accreditation Reviews must occur on a normal day of Centre operation. It is recommended that there is representation from the Centre Committee on the day as well as Coaches and Volunteers.

It is beneficial for the Centre to have all the required paperwork ready for the Assessor and a Centre representative that can answer any questions about operations so that the visit can proceed smoothly without interruptions to normal sessions. Costs of re-visits are expensive.



RDA Centre Accreditation Checklist

CENTRE:	DATE:
LOCATION:	
NAME OF CENTRE REPRESENTATIVE(S) PRESENT:	
ASSESSMENT CONDUCTED BY:	DATE OF LAST REVIEW:

- TYPE OF REVIEW:**
- Scheduled Accreditation Review – complete all sections
 - Review changes to venue or facilities – complete sections 1 and 6
 - New Centre Accreditation – section 2 and some items in section 5 are not required

SECTION 1: Organisation

<i>SUGGESTED PERSONNEL TO ANSWER Q's: Secretary, Treasurer, or Committee member</i>		YES / NO
M	Centre is a registered member of the State Association and/or RDA Australia.	
M	Committee Members have current financial Membership.	
M	Regular minuted committee meetings comply with State Regulations.	
M	Financial records and annual accounts are presented. Incorporated Centres must have evidence of audited accounts.	
M	Assets Register/Inventory is kept and updated regularly.	
M	The Centre Constitution complies with the Associations Incorporation Act (incorporated centres only) or affiliated Centres operate according to State Association Constitution.	
M	Risk Management Policy is in operation with checklists completed every 6 months.	
M	Attendance Register for riders/coaches/volunteers/visitors is in place.	
M	Confidential information is stored securely, accessed by authorised personnel only and destroyed according to privacy legislation.	
E	A written lease agreement for the property where the Centre is located is current and a copy is held at Centre.	
E	Information is provided to members in an accessible and appropriate format: <ul style="list-style-type: none"> - Newsletters - Managing Complaints procedures - Rights and Responsibilities 	
E	All employees have signed contracts and agreements.	

RDA Centre Accreditation Checklist

CENTRE:	DATE:
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SECTION 1: Organisation cont..

A	Committee Member(s) have access to the internet and Centre emails.	
A	Training Kit for volunteers and coaches includes DVD's, manuals and books is available.	
CENTRE COMPLIANT IN THIS SECTION?		YES / NO
COMMENTS:		

SECTION 2 - Clients

<i>SUGGESTED PERSONNEL TO ANSWER Q's: Secretary, Administration Officer, Coaches.</i>		YES/NO
M	Client Registration and Membership Declaration Forms on file for all current clients.	
M	Medical Consent Forms are accurately completed by doctor and reviewed as required.	
M	Equestrian Helmet Exemption form is completed where necessary and reviewed as required.	
M	Helmets are correctly fitted & fit for purpose.	
M	Helmets meet safety standards and are replaced every 5 years from date of manufacture (see RDAA Standards for Helmets).	
E	All Clients are suitably attired for activity (including fitting of boots if supplied).	
E	Communication with Clients is respectful and age appropriate by all volunteers and coaches.	
E	Client assessments and inductions are completed at initial registration.	
E	All Clients have a goal oriented plan which is documented and implemented and progress is recorded.	
A	Waiting lists of potential clients are maintained and updated.	
CENTRE COMPLIANT IN THIS SECTION?		YES / NO
COMMENTS:		

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SECTION 3 - Volunteers

<i>SUGGESTED PERSONNEL TO ANSWER Q's : Volunteer Coordinator, Secretary, Coach</i>		YES/NO
M	Volunteer registration forms completed and a copy is stored at both centre and State level.	
M	Induction and training program are completed and documented.	
M	All volunteers have completed criminal history checks relevant to State Legislation.	
E	Volunteer Information Booklet is accessible to all volunteers.	
E	Volunteers are observed to perform tasks safely and effectively.	
A	A Service Recognition system is in place for volunteers.	
CENTRE COMPLIANT IN THIS SECTION?		YES / NO
COMMENTS:		

SECTION 4 - Horses

<i>SUGGESTED PERSONNEL TO ANSWER Q's: Horse Committee member/coaches.</i>		YES/NO
Record Keeping Standards For Horses		
M	The Australian Horse Industry Council (AHIC) Horse Welfare Policy is available at the Centre and standards are adhered to.	
M	All horses have a Property Identification Code (PIC) recorded at the Centre.	
M	Evidence of ownership (sale, lease, donation, sessional loan) for every horse is on file.	
M	Trial Agreement between owner and RDA Centre signed.	
M	The assessment process of all horses is documented and is suitability reviewed.	
E	Horse Health Records (farrier, vaccinations, worming, vet, and teeth) are on file.	
E	Termination of use for each horse is documented.	
E	Workload records are kept, reviewed and adjusted as necessary.	
A	Evidence of ongoing training is available. Horses are regularly schooled to maintain muscle and improve performance.	

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SECTION 4: Horses cont..

General Standards For Horses		
M	Horses are suitable for the relevant program and activities.	
M	Tack and equipment used in all programs is in good condition, well balanced, well fitted, safe, RDA approved and fit for purpose.	
M	First Aid Kit for horses is fully stocked, accessible, and includes emergency numbers.	
E	Horses are in good condition according to body condition scoring.	
E	Hooves are regularly maintained and in good condition.	
A	Centre has a Horse Management Committee/Officer.	
A	Centre has succession plan for replacing horses and maintaining herd numbers.	
CENTRE COMPLIANT IN THIS SECTION?		YES / NO
COMMENTS:		

SECTION 5 – Coaching

<i>SUGGESTED PERSONNEL TO ANSWER Q's : Volunteer Coordinator, Secretary, Coach</i>		YES/NO
General Coaching Standards		
M	Accident and Incident report forms are on file.	
M	All safety regulations as per RDA Coaching Manuals are strictly adhered to.	
M	Coaches are correctly qualified for the activities they are delivering.	
M	Sufficient volunteers are available to run a safe lesson.	
M	Mounting/Loading techniques are appropriate for clients.	
E	Client numbers are appropriate for the size of the lesson area and to allow for safe supervision.	
E	Written lesson plans and progress reports are completed for each session.	
E	Pre-lesson exercises employed for clients where required.	

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SECTION 5: Coaching cont..

E	Coaches abide by the Coaches Code of Ethics.	
E	Programs and activities are appropriate, progressive and suitably challenging to client needs.	
E	Coaches are suitably attired for their tasks.	
E	Adaptive equipment is fitted and used appropriately (as approved in the Adaptive Equipment Register).	
A	Competition and activities outside of the program are offered to clients.	
A	Clients/carers/therapists are actively involved in goal planning.	

Specific Coaching Standards for the RDA Riding Program		YES/NO
M	Coaches all have a current First Aid qualification.	
M	Horses and riders are appropriately matched.	
E	Riders are in as close to a centred position in the saddle as possible	
E	Stirrups are the correct size for rider's feet.	
E	Saddlery and equipment is appropriate for the needs of the rider.	

Specific Coaching Standard for the RDA Carriage Driving Program		YES/NO
M	A First Aid Officer is in attendance at all times.	
M	Carriage Driving Coach wears an approved safety helmet when in carriage.	
M	Maintenance records are kept for carriages and harness.	
M	Carriage is balanced and in a safe condition appropriate for the specific use.	
M	Wheelchair restraints securely attached.	
M	Weight of the drivers and carriage does not exceed weight of horse.	
M	Horses are accredited by RDA National CD Assessor before use with clients.	
E	Two sets of reins in use for Drivers.	

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SECTION 5: Coaching cont..

Specific Coaching Standards for the RDA Vaulting Program		YES/NO
M	Coaches all have current First Aid qualification.	
M	Clear separation of vaulting horse from barrel/exercise area.	
E	Vaulting Coaches wherever possible are not coaching and lungeing at the same time.	
E	Vaulting Warm Up precedes each vaulting session with stretching and barrel exercises.	
E	Lunger has appropriate qualification and demonstrated ability.	
A	A ratio of 50/50 vaulters (able : disabled vaulters) participating in integrated program.	

Specific Coaching Standards for Hippotherapy		YES/NO
M	A qualified RDA Level 1 Riding Coach (or above) is in attendance.	
M	Therapist must maintain professional registration and professional indemnity insurance. (Copy kept on file at the Centre).	
E	Hippotherapy Horse Handler has appropriate qualification and demonstrated ability.	
E	Hippotherapy team demonstrates appropriate training.	

CENTRE COMPLIANT IN THIS SECTION?	YES / NO
COMMENTS:	

SECTION 6 - Venue

<i>SUGGESTED PERSONNEL TO ANSWER Q's: Committee/Coach</i>		YES/NO
M	Horse Venue Biosecurity plan in place and documented as per State requirements	
M	All facilities are well-maintained, are safe, clean and hygienic.	
M	Clear signage for evacuation procedures and exit points.	
M	Clear signage and access to fire extinguishers and blankets.	
M	Exits are clear and accessible.	

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SECTION 6: Venue cont..

M	Emergency contacts and telephone numbers are prominently displayed.	
M	Horse, vehicular and pedestrian traffic is kept separate.	
M	Safe, enclosed lesson area(s) with a suitable surface.	
M	First Aid Kit for humans is fully stocked, up to date and readily accessible.	
M	Fencing is sufficient, safe and suitable for purpose.	
M	Gates are suitable for emergency access, closed where appropriate	
M	Mounting/loading facilities are appropriate to existing client needs, of a safe construction and well maintained.	
M	Emergency evacuation drills conducted twice a year and emergency wardens appointed	
M	Facilities for people including sheltered seating, toilets, handwashing.	
E	Venue has sun, weather protection for clients and volunteers.	
E	Suitable tying up area appropriately sited.	
A	Disability access toilets and facilities (ramps to buildings, door handles etc)	
A	Additional mounting/loading facilities (e.g. ramps/hoists).	
A	Venue includes clear roadside signage identifying the RDA Centre.	
A	Varied, well sized terrain to assist in independent riding/driving (e.g. round yard, multiple arenas, trail ride, hills etc).	
CENTRE COMPLIANT IN THIS SECTION?		YES / NO
COMMENTS:		

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Overall Compliance:

SECTION	MANDATORY ITEMS	ESSENTIAL ITEMS	ADVANCED ITEMS
ORGANISATION	YES / NO	YES / NO	YES / NO
CLIENTS	YES / NO	YES / NO	YES / NO
VOLUNTEERS	YES / NO	YES / NO	YES / NO
HORSES	YES / NO	YES / NO	YES / NO
COACHING	YES / NO	YES / NO	YES / NO
VENUE	YES / NO	YES / NO	YES / NO
CENTRE RATING (circle one)	Basic Standard	Meets Centre Accreditation Standards	Meets Centre of Excellence Standards

TIMELINES FOR ACTION REQUIRED:

- Where Mandatory Standards are not met, the Centre has a **maximum of 14 days** to implement risk management treatments to effectively manage the hazard.
- Where Essential Standards are not met, the Centre **must remedy within 1 – 3 months**.
- Where all Mandatory and Essential Standards are met the Centre has achieved Accreditation and **will be reviewed in 2 years**.
- Where there are no critical issues but minor corrections are recommended, the Assessor may set a reasonable timeframe for action.
- Where Advanced Standards are consistently met across the majority of Sections, the Centre will be identified as a Centre of Excellence and if no other risk factors occur **will be reviewed in 3 years**.

SUMMARY AND RECOMMENDATIONS *(attach additional sheets if necessary):*

Feedback provided to: _____

The Centre is recommended for the following standard of accreditation:

- | | |
|-----------------------------------------------|-------------------------|
| <input type="checkbox"/> Centre Accreditation | Next Review Date: _____ |
| <input type="checkbox"/> Centre of Excellence | Next Review Date: _____ |

SIGNATURE: _____ **RDA National Assessor**

SEND A COPY TO YOUR STATE/NATIONAL RDA OFFICE