

# Riding for the Disabled Association of Australia Limited

Coaching and Program Delivery

Forms

Version 1 – May 2015

## Standards for RDA Forms

### 1. COLLECTION OF INFORMATION

RDA Australia and its affiliated members abide by the Privacy Principles for the collection of personal and medical information. Personal information is collected for the purpose of billing and contact details, statistical data collection for marketing and reporting to government funding providers. These government agencies may include:

- Australian Sports Commission
- Department of Recreation and Sport (State Govt)
- Department of Disability Services (State and Federal)
- National Disability Insurance Agency (NDIA)
- Department of Health and Community Care

Medical information is collected to ensure that RDA programs are safe and effective for the individual and their medical condition and the appropriate amount of support and adaptive equipment is available.

RDA will only collect the information necessary to deliver the required services.

Information will be stored securely with access by authorised persons only. Personal information will not be shared outside of the RDA organisation without permission from the individual.

### 2. ANNUAL PARTICIPANT REGISTRATION FORM

An annual enrolment process will occur for all participants in RDA programs. RDA Australia recognises that each State Association has slight variations in their reporting requirements to funding bodies and may need to add or vary questions on the Annual Registration Forms. The Annual Registration Form may be adapted to State standards as long as the following information is included as a minimum:

- Form Title, Registration Year
- Centre Name
- Title, First Name, Surname of Participant
- Date of Birth
- Gender
- Address, Suburb, State, Postcode
- Telephone contacts, Email contact
- Billing information (Parent/Carer/Institution)
- Emergency Contact Details, Name, Telephone, Relationship
- Disability Category
- Signature of Participant or Parent/Carer if under the age of 18 years.
- Date

A standard template form will be provided by RDA Australia for use by affiliated members who do not require adaptations to the standard registration form.

### 3. MEDICAL PRACTITIONER CONSENT FORM

A standard RDA Australia Medical Practitioner Consent Form is required for any rider who indicates on their Rider Registration Form that they have a disability. The Medical Practitioner Consent form must be used by all accredited RDA Centres **without alterations**. The purpose of the Medical Practitioner Consent Form is to provide sufficient information for RDA Coaches to provide a safe service delivery. The Medical Practitioner Consent Form must be completed and signed by the client's medical practitioner.

#### Contraindications

The following medical conditions are contraindicated for riding or horse related activities. A client cannot be accepted into the RDA program if the Medical Practitioner Consent form shows one of the following conditions:

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- Atlanto Axial instability
- Haemophilia
- Any condition that causes a higher risk of fractures such as:
  - Osteo Genesis Imperfecta (OGI)
  - Brittle Bones
  - Severe Osteoporosis
  - Or any other pathological fractures
- Uncontrolled Tonic Clonic Seizures
- Unstable spine with high risk of neurological damage or subluxation.

The following medical conditions may have implications for riding and the coach should make careful considerations for planning program activities:

- Conditions where sitting astride a horse may cause pain or hip dislocation
- Conditions where joints may not sustain repetitive movements
- Severe allergies or asthma that may cause anaphylaxis reaction (dust, pollen, animal hair)
- Spinal fusions with internal fixations

The Medical Practitioner Consent Form is to be completed and signed by a medical practitioner.

#### 4. RDA AUSTRALIA CONSENT TO PARTICIPATE FORM

The RDA Australia Consent to Participate Form (formerly known as Appendix 5 or Membership Declaration form) is a compulsory form required for all RDA participants in the RDA program. It includes a standard legal waiver of liability, photo permissions and acknowledgement of, and compliance with RDA Australia policies and procedures. The Consent to Participate Form must be completed and signed by persons over the age of 18 years or a legal guardian **before** commencement of services. As this is a legal document, no alterations can be made to the form.

#### 5. VOLUNTEER REGISTRATION FORM

RDA Australia recognises that each State Association has slight variations in their reporting requirements to funding bodies and may need to add or vary questions on the Volunteer Registration Form. The Volunteer Registration form should include as a minimum, the following information:

- Form Title, Registration Year
- Centre Name
- Title, First Name, Surname of Volunteer
- Date of Birth
- Gender
- Address, Suburb, State, Postcode
- Telephone contacts, Email contact
- Emergency Contact Details, Name, Telephone, Relationship
- Any pre-existing conditions that may affect your ability to participate as a volunteer
- Acknowledgement of Volunteer Code of Conduct and compliance with RDA policies and procedures
- Acknowledgement that horse riding is a dangerous activity and they may decline to ride if requested and they do not wish to do so.
- Signature of Volunteer or Parent/Carer if under the age of 18 years.
- Date

A standard template form will be provided by RDA Australia for use by affiliated members who do not require adaptations to the standard registration form.

#### DELEGATION

Document Version 1

#### AUTHORITY

Ratified at RDAAGM 14 Nov 2015