

**Riding for the Disabled Association of Australia**  
**RDA in the Top End**  
**2021 Volunteer Registration Form**



New Registration    OR     Renewal

Name: (please circle) Mr, Mrs, Miss, Ms \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Email: \_\_\_\_\_

Phone No: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mob: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone No: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Do you have any existing medical conditions or take medication of which we should be aware for your safety?  
YES / NO

If yes, please give details: \_\_\_\_\_

Do you have any special needs of which you would like us to be aware?    YES / NO

If yes, please give details: \_\_\_\_\_

How do you hear about volunteering with RDA? \_\_\_\_\_

New volunteers are required to supply two personal referees that may be contacted by RDA:

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Do you have specific skills or qualifications that might help your RDA Centre?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Working with people with disabilities | <input type="checkbox"/> Social media & marketing | <input type="checkbox"/> Building and Maintenance |
| <input type="checkbox"/> Administration                        | <input type="checkbox"/> Working with horses      | <input type="checkbox"/> Catering                 |
| <input type="checkbox"/> Promotion and fundraising             | <input type="checkbox"/> Finance                  | <input type="checkbox"/> Photography              |
| <input type="checkbox"/> Other _____                           | <input type="checkbox"/> Gardening                |   |

Preferred Days to Help: (please circle)

Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    School Holidays

Preferred Time to Help: (please circle)    Morning    Afternoon

**Working With Children Check**

Do you have a current Working With Children Check?    YES / NO

Certificate Number: \_\_\_\_\_ Date of Issue \_\_\_\_\_

All RDA volunteers are required to hold a current Working With Children (and Vulnerable People) Check and update every 3 years. If you do not have a current WWCC, please discuss with your Centre Volunteer Coordinator (or equivalent).

Contact Permission May we send you RDA newsletters & Volunteer communication by email?    YES / NO

OFFICE USE ONLY:     WWC check form received     WWC check cleared     Data entered  
Date:    Date:    Date:

### Photo Permission

I acknowledge and consent to photographs and other images being taken of me during my participation in RDA activities. I acknowledge that the photographs/images are owned by RDA. RDA may use the photographs/images for promotional or other purposes without my further consent being obtained. **YES / NO**

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**PLEASE NOTE:** RDA strongly recommends all volunteers to be up to date with Tetanus immunisations and immunisation against Hepatitis B is advised.

### Disclaimer:

- I agree to abide by all policies, standard operating procedures, rights and responsibilities outlined in the RDA Volunteer Information Package, to abide by the constitutions and policies of my RDA Centre and RDA Australia.
- As a volunteer I recognise that my duties may include working with and around horses including horse riding activities. Participation in horse riding and horse related activities can be inherently dangerous. Serious accidents can and often do happen which may result in me being injured or even killed. I have voluntarily read and understood this warning and accept and assume the inherent risks of horse related activities. Riding activities will be supervised to the level of my abilities. I may also exercise my rights to decline opportunities to ride without prejudicing my involvement as a volunteer. I may also exercise my right to change my mind in this matter at any time.
- I have read and agree to comply with the RDA Volunteer Code of Conduct.
- As a member of this Centre, I accept that I am also a member of RDA Australia and are bound by their policies and procedures.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**APPLICANTS UNDER THE AGE OF 18 REQUIRE THE PERMISSION OF THEIR PARENT/GUARDIAN TO VOLUNTEER:**

Date \_\_\_\_\_ Signature \_\_\_\_\_

### PRIVACY STATEMENT

Information acquired on this form is solely used to assess a volunteer's suitability to perform the various tasks involved with being a RDA volunteer & being able to contact that volunteer if the need arises. All information is kept secure & confidential and is not disclosed to third parties. The information obtained is not used for any other purpose than stated above. RDA does not sell, rent, lend or give away its volunteer, supporter or client list. RDA actively seeks to ensure that all personal information is protected from misuse, modification, disclosure or unauthorised access. Individuals may request to view any personal information held by RDA. For further information regarding RDAA's Privacy Policy visit [www.rda.org.au](http://www.rda.org.au).

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## RDA Volunteer Code of Conduct

1. Be ethical, fair and honest in all their dealings with other people and RDA.
  2. Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations.
  3. Always place the safety and welfare of children and vulnerable adults above other considerations.
  4. Comply with RDAA's constitution, rules and policies including the Volunteer Policy.
  5. Operate within the rules and spirit of the organisation.
  6. Comply with all relevant Australian laws (Federal and State) particularly antidiscrimination and child protection laws.
  7. Be responsible and accountable for your conduct.
  8. Make a commitment to providing quality service.
  9. Not to use your involvement with RDA to promote your own beliefs, behaviours and practices where these are inconsistent with those of RDAA, a Member State or Territory or Affiliated Centre.
  10. Demonstrate a high degree of individual responsibility when dealing with persons who are under 18 years of age or non consenting adults with a disability, as your words and actions are an example.
  11. Avoid unaccompanied and unobserved activities with persons who are under 18 years of age or vulnerable adults, wherever possible.
  12. Refrain from any form of harassment of others.
  13. Refrain from any behaviour that may bring RDAA, A Member State or Territory or an Affiliated Centre into disrepute.
  14. Show concern and caution towards others who may be sick or injured.
  15. Be a positive role model.
  16. Understand the repercussions if you breach, or are aware of any breaches of this code of conduct.
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