



VOLUNTEER FORM

RDA VICTORIA 2023 VOLUNTEER APPLICATION FORM

RDA Peninsula

(Expires 31 December 2023)

Copy to be retained by centre and original to be sent to State Office

1. PERSONAL DETAILS

Given name: _____ Family name: _____

Please Circle M / F / Other Date of Birth ____/____/____ (Must be 12 years old or above)

Address: _____

City/Suburb: _____ State: _____ Post code: _____

Telephone: _____ Mobile: _____

Email: _____

Would you like to stay up to date by receiving our newsletter? Yes No

2. NOMINATED EMERGENCY CONTACT IN CASE OF ACCIDENT

Name: _____ Relationship _____

Telephone: _____ or Mobile: _____

3. YEARS OF SERVICE: What year did you begin volunteering with RDAV? _____

4. REFERRAL SOURCE: How did you hear about volunteering with RDAV? _____

5. EXPERIENCE AND PREFERENCES (FOR NEW VOLUNTEERS ONLY)

Do you have any experience with horses? Yes No

Details: _____

Do you have any other qualifications or skills that would assist RDAV? If yes, please give details:

Details: _____

Roles you would like to perform: _____

Day(s) of the week you would like to volunteer: _____

6. REFERENCE CHECK (must supply two personal or professional referees who are not family members):

Name: _____ Telephone: _____

Name: _____ Telephone: _____

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7. WORKING WITH CHILDREN (WWC) Check

All volunteers aged 18y and over must have a WWC (including teachers and police officers) before volunteering.

I have received a WWC with the nominated organisation being RDAV.

WWC Check No. _____ Expiry Date: ____/____/____

8. **MEDICAL** This section is to enable the organisation to meet responsibilities under the Occupational Health and Safety Act (2004) and Equal Opportunity Act (2010). Any issues you raise will be further discussed confidentially with you as part of the risk management process.

Are there any circumstances regarding your health or capacity to work that may interfere with your ability to perform volunteer duties? This includes a chronic or acute health condition for which we may need to consider accommodation; first aid; or which limits your functional capacity and puts you at risk in some RDAV related situations.

Yes No

Do you have an existing or pre-existing injury /condition that could be affected by the nature of the volunteering role? This includes injuries / illnesses / conditions for which you are or are not currently receiving treatment.

Yes No

What adjustments do you feel you need to perform the genuine and reasonable requirements of the volunteer role at RDAV (if any)?

Details: _____

PLEASE NOTE: RDAV strongly recommends all volunteers to be up to date with Tetanus immunization and COVID-19 vaccination and boosters while immunisation against Hepatitis B is advised.

10. CONSENT (Please read before signing below)

Confidentiality agreement

I agree to maintain confidentiality at all times, including all clients and volunteers information under the Privacy Act 1988.

General Membership

I wish to apply to become a General Member of RDA Victoria.

Consent To Medical Attention

I authorise the RDAV Centre to administer first aid and call an ambulance on my behalf if required. I agree to bear any cost thereby incurred.

Police check

I agree to a police check if necessary for the particular volunteer role I am undertaking.

Policies and Procedures

I agree to abide by the RDAV & RDAA Rules of Association, all Policies & Procedures and the **Volunteer Code of Practice** (pg. 10 & 11 of the Volunteer Information Booklet).

Training

I have received the Volunteer Information Pack along with a job description.

Reference Check

I agree for the references listed to be contacted by the centre to assess my suitability as a volunteer of RDA.

Media

I consent for the use of my/the applicant's photographs to be used for RDAV purposes.

Yes No

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RDA VICTORIA CHILD SAFE CODE OF CONDUCT

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in RDA Victoria's activities, including coaches, officials, volunteers and parents.

All RDA Victoria staff and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy, this Code of Conduct and other RDA Victoria and RDA Australia Policies
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Complying with our guidelines on physical contact with children
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

RDA Victoria staff and volunteers MUST NOT:

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as phone number, social networking site or email addresses with children
- Have unauthorised contact with children and young people online or by phone.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to RDA Victoria, State Office Staff on (03) 9258 4730 or admin@rdav.asn.au.



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I, _____ being the Applicant / Parent / Guardian / Carer DO HEREBY DECLARE that of my own free will I am applying to volunteer in RDAV activities on behalf of the above named applicant, and that I have read and understood all of the above and hereby consent to the terms indicated.

Signed: _____ Date: ____/____/____

*Applicants under the age of 18 require the **permission of their parent/guardian** to volunteer*

Name: _____ Relationship: _____

Signed: _____ Date: ____/____/____

Please note:

- All personal information collected by RDAV is treated as confidential and is protected by the Privacy Act 1988
- Copies of all Forms, Policy & Procedures are available from your Centre & RDAV Office.
- For more info about RDAV visit our website www.rdav.asn.au or contact us on 03 9258 4730

PRIVACY STATEMENT

Information acquired on this form is used to assess a volunteer's suitability to perform the various tasks involved with being a RDAV 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. RDAV does not sell, rent, lend or give away its volunteer, supporter or client list. RDAV 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 RDAV.

For further information regarding RDAV's Privacy Policy visit www.rdav.asn.au.

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RISK WARNING AND WAIVER OF LIABILITY

The following pages affect your legal rights and obligations. Please read these carefully and only sign if you fully understand their contents. For Participants under 18 years of age, these documents must be completed by a parent or legal guardian

Name of Insurance Provider: RDA Australia ¹ ("RDAA" - for the purposes of this application and declaration means and includes the Riding for the Disabled Association of Victoria Inc. and, where the context so permits, includes Riding for the Disabled Association of Australia Limited (RDAA), their respective Directors, Officers, Members, Servants and Agents.)

Address of Insurance Provider: PO Box 310, Torrensville State: SA Postcode: 3031

Name of Volunteer: _____

Address of Volunteer: _____

State: _____ **Postcode:** _____

1 Provider includes the officers, employees, agents, contractors, franchisees and assigns of the Provider.

Description of Activities ² :

The Liability policy provides cover for the following listed activities: Horse riding and related activities officially sanctioned and under the control of an insured RDA centre including but not limited to: • Horse riding for the disabled sporting association • Venue property owner/occupier • Vaulting, Carriage Driving, Rides • Displays, Exhibitions, Performances • Competitions • Social or administrative activities including social club operating, Food and Beverage Canteen Operators • Fundraising • Maintenance of horse riding venues • Carer of Horses • Risk Management administration • Membership services coordination • Rules and Regulations provider • Distribution of newsletters and brochures • Developers and Promoters of horse riding activities for the disabled • Course education providers • Coaching, Teaching and Instruction of horse riding including Hippotherapy

2 Activities includes all activities and services ancillary to or associated with the named Activity, both before and after the Activity, including transportation to and from the location of the Activity whether provided by the Provider or not, briefings, inductions, training, and the provision of information in all manuals, safety guidelines and other documentation provided to or made available to the Participant with respect to the Activity, familiarisation with clothing or equipment and methods of operation of equipment and the wearing and removal of any clothing or equipment associated with the Activity. Unless otherwise specified, a reference to an Activity is a reference to a recreational service or a recreational activity as defined in relevant legislation referred to herein.

Risk Warning

I am aware that by my participation in any activities arranged by the Provider, certain risks or dangers may occur which could include:

- Physical, bodily or psychological injury or death.
- Physical exertion to which I am not accustomed.
- Failure of equipment or use of inadequate equipment.
- There may be no or inadequate facilities for treatment or transport to treatment if I am injured.
- The conditions in which the activities are conducted may vary without warning.
- I may cause injury to other persons and/or other persons may cause injury to me.
- I may be injured or die due to the negligence, breach of contract or breach of statutory duty or guarantee of the provider.

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I acknowledge that the activities are being undertaken for the purposes of recreation, enjoyment or leisure, and involve a significant degree of risk of physical harm.

I acknowledge that the Activity may be undertaken with one or more other persons as part of a group and that the Provider is not liable for the actions of other participants in the group activity.

By signing below, I acknowledge, agree and understand that the risks associated with the Activities and/or recreational services have been explained to me. I undertake any such risk voluntarily and at my own risk.

Volunteer (Participant's) Warranties

I agree to abide by any of the Provider's rules, and any direction or instruction given to me by the Provider during the course of the Activities. I agree to use and/or wear any equipment given to me by the Provider.

I declare that I am medically and physically fit and able to participate in the Activities. I acknowledge that I must, and agree that I will, disclose any pre-existing medical or other condition, injury or concern that may affect the risk that either I or any other person will suffer injury, loss or damage during the course of the Activities and notify the Provider of any injuries, illness or concerns that may arise during the Activity. I will not engage in any reckless, negligent or foolish behaviour or any other behaviour that is likely to cause injury to me, any other participant or person.

I agree that if I suffer any injury or illness, the Provider may provide evacuation, first aid and/or medical treatment at my expense and that my acceptance of these terms and conditions constitutes my consent to such evacuation, first aid and/or medical treatment.

I declare that I have not consumed any alcohol or mind altering substance, or medication that may impact my judgement or physical capacity, before or at the time of engaging in the Activities.

Exclusion of liability

I agree to and unconditionally release, waive, discharge and forever hold harmless, the Provider or any of its employees, agents, directors or officers, from any claims as a result of any personal injury sustained, whether caused by the Provider's negligent act or wilful act or omission, breach of contract, breach of statutory duty, error, or otherwise in connection with or arising out of the Activities.

I agree that the Provider will not be liable for any claims for personal injury that may be brought against it as a result of or in connection with any act, omission, default, failure or error on the part of the Provider, and agree to indemnify and keep indemnified the Provider in respect of any such claims.

Waiver

It is possible for a supplier of recreational services to ask you to agree that the statutory guarantees under the Australian Consumer Law (which is schedule 2 to the Competition and Consumer Act 2010 (Cth)) do not apply to you. If you sign this form, you will be agreeing that your rights (or the rights of a person for whom or on whose behalf you are acquiring the services) to sue the Provider in relation to the Provider's services or the activities that you undertake because the services or activities provided were not in accordance with the guarantees are excluded, restricted or modified as set out below.

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Warning under the Australian Consumer Law And Fair Trading Act 2012 (Vic)

If you sign this form, you will be agreeing that your rights to sue the supplier under the Australian Consumer Law and Fair Trading Act 2012 are excluded, restricted or modified in the way set out in this form, if you are killed or injured because the services provided were not in accordance with the statutory guarantees outlined below.

Under the Australian Consumer Law (Victoria), several statutory guarantees apply to the supply of certain goods and services. These guarantees mean that the supplier named on this form is required to ensure that the recreational services it supplies to you-

- are rendered with due care and skill; and
- are reasonably fit for any purpose which you, either expressly or by implication, make known to the supplier; and
- might reasonably be expected to achieve any result you have made known to the supplier.

Under section 22 of the Australian Consumer Law and Fair Trading Act 2012, the exclusion of these statutory guarantees is brought to your attention by this form.

NOTE: The change to your rights, as set out in this form, does not apply if your death or injury is due to gross negligence on the supplier's part. **Gross negligence**, in relation to an act or omission, means doing the act or omitting to do an act with reckless disregard, with or without consciousness, for the consequences of the act or omission. See regulation 5 of the Australian Consumer Law and Fair Trading Regulations 2012 and section 22(3)(b) of the Australian Consumer Law and Fair Trading Act 2012.

Agreement to exclude, restrict or modify your rights:

I agree that the liability of the Provider for any personal injury that may result from the supply of the recreational services that may be suffered by me (or a person for whom or on whose behalf I am acquiring the services) is excluded.

Declaration and Signature

I have read carefully and understand this **risk warning and waiver of liability** and sign it freely and voluntarily without inducement of any kind.

Signature of Volunteer: _____ Date: _____

Signature of Witness _____ Date: _____

For Volunteers under age 18

This is to certify that I, as a parent/guardian with legal responsibility for the Volunteer, acknowledge, understand and accept all of the above and consent to his/her release as provided above. I release and agree to indemnify and hold harmless the Provider from any and all liabilities arising from my minor child's involvement or participation in the Activities and/or recreational services, even if arising from the negligence of the Provider.

Signature of Legal Guardian _____ Name (Print): _____ Date: _____

Signature of Witness _____ Date _____