



RIDING FOR THE DISABLED ASSOC SA INC

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Policy 1

SESSION FEE POLICY

<i>Policy Established:</i>	<i>July 2001</i>	<i>Version:</i>	<i>2</i>
<i>Reviewed:</i>	<i>July 2003, Jan 2005, March 2006, April 2009</i>		
		<i>Next Review Date:</i>	<i>March 2011</i>

Introduction

RDA SA is committed to providing cost-effective horse riding and related activities to people with disabilities.

Purpose

This policy describes the operation of Riding and Driving session fees within RDA SA, and also incorporates information relevant to Rider Registration fees.

Authorisation

State Manager
Riding for the Disabled Association SA Inc

Policy

Due to the substantial costs involved in providing an equestrian based service to children and adults with disabilities, a fee is paid by participants to Centres on a "per rider, per session" basis. This fee is determined by each Centre management committee, ratified and minuted at this level.

Each client is also required to pay an annual Rider Registration Fee which includes the cost of the client's insurance for the calendar year. The amount of this fee is determined annually by RDAA (Riding for the Disabled Association of Australia Ltd) and the Board of RDA SA.

Rider Registration and Session Fees must be paid prior to service delivery to the client.

Cross References

- [RDA SA Privacy and Confidentiality, Policy No. 2](#)

Procedure

1. The rider or their parent or carer is informed by the Centre upon registering as a rider of the required rider fee per session.
2. The Session Fee is collected and retained at the Centre where the rider is to participate in the program.
3. The rider or their parent or carer is informed by the Centre upon registering as a rider of the required annual Rider Registration fee.
4. When receiving the Session Fee, the Centre must ensure the Rider Registration, Appendix 5 (waiver) and Medical Consent forms are current and complete.
5. The centre must ensure the Rider Registration fee is paid prior to the rider commencing service delivery.
6. The Centre must ensure the completed, original Rider Registration form and fee are forwarded to State Office
7. The centre must retain a copy of each completed Rider Registration form.
8. A receipt from the Centre is provided to the payer at the time of receiving Session and Rider Registration fees.
9. Rider Registration receipt number is to be noted on the Rider Registration form.
10. Completed medical consent forms remain on file at the Centre – see “*Privacy and Confidentiality Policy*” regarding appropriate filing and access procedures.

Responsibility

RDA SA State Manager
RDA SA Centre Presidents

Acknowledgments

Nil

Authorised:..... Date: 21/4/09
State Manager

*END OF POLICY
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