



RDA SA VOLUNTEER REGISTRATION 2010

THIS IS A **NEW REGISTRATION** **REGISTRATION RENEWAL**

Name: Mr, Mrs, Miss, Ms

RDA Centre:

Address:

Date of Birth:

Postcode:

Phone No: (home) (work) (mobile)

Email: Year started volunteering with RDA SA:

Have any of the above details changed since your last volunteer registration? YES / NO

Do you have an existing medical condition or take medication which could affect your safety? YES / NO

If **YES** please state the condition/medication and attach a Health Care Plan developed in consultation with your medical practitioner so that we can provide appropriate medical assistance if needed:

How did you first learn about volunteering with RDA?

EMERGENCY CONTACTS:

Name: Relationship:

Address: Phone:

DO YOU HAVE ANY SKILLS OR QUALIFICATIONS THAT MIGHT HELP YOUR RDA CENTRE?

- Administration
- Business
- Building & maintenance
- Pasture management
- Promotion & Fundraising
- Working with people with disabilities
- Working with horses
- Finance
- Other

WHEN ARE YOU AVAILABLE TO ATTEND YOUR LOCAL RDA CENTRE:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

NEW VOLUNTEERS ARE REQUIRED TO SUPPLY TWO PERSONAL REFEREES:

1. (Name) (Phone)
2. (Name) (Phone)

In signing this registration form I understand the following:

- I have read and agree to the Volunteer Code of Practice (*see overleaf*)
- I have read and understand the RDA SA Privacy Statement (*see overleaf*)
- As a volunteer I may be asked to participate in horse riding, which can be inherently dangerous. I understand this is an optional activity and as a volunteer I have a right to decline. (*see overleaf*).
- I agree to allow RDA SA to sight my National Police Clearance certificate prior to my acceptance as a volunteer and provide RDA SA with an updated copy every two years thereafter. (*It is State legislation for volunteers to obtain a National Police Clearance prior to working with children and vulnerable adults, including the aged and those with disabilities*)
- I have been provided with the RDA SA policy for resolving grievances and disputes.
- RDA SA urges all volunteers be up to date with tetanus immunisations.
- It is also advisable to be immunised for Hepatitis B.

Signature: Date:

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

Signature: (parent/guardian) Date:

OFFICE USE ONLY:

- Police check form completed (not required for under 18yrs)
- Centre volunteer records updated
- Copy of registration sent/faxed to RDA State Office
- Induction and training program commenced
- Grievance Policy given to volunteer

Please complete & copy both sides

RDA PRIVACY STATEMENT

Information acquired on this form is used solely to assess the applicants' suitability to perform the various tasks involved with being a RDA volunteer, insurance requirements and being able to contact that volunteer if the need arises.

All personal information is kept secure and confidential and is not disclosed to third parties. Statistical information is released to the South Australian government for reporting purposes only. No information is used for any purpose other than stated above. RDA does not sell, rent, lend or give away its volunteer client or membership lists. RDA actively strives to ensure that all personal information is protected from misuse, including unauthorised disclosure, modification or access.

Individuals may request to view any personal information held by RDA.

CODE OF PRACTICE and RIGHTS GOVERNING VOLUNTEERS INVOLVED with RDA

To enhance volunteers' experience and comply with current legislation and duty of care RDA will:

- Acknowledge and respect the contributions of volunteers in RDA documentation and elsewhere as appropriate from time to time ;
- Interview and place volunteers in accordance with anti discrimination and equal opportunity legislation;
- Provide volunteers with orientation and training, including opportunities to develop their skills and experience;
- Provide volunteers with a healthy and safe workplace in accordance with current practice and legislation;
- Provide appropriate insurance coverage for volunteers;
- Define volunteer roles and develop clear job descriptions;
- Provide appropriate levels of support and management for volunteers;
- Make volunteers aware of and provide them with access to the RDAA Volunteer Handbook and all documents relating to RDA volunteer policies;
- Provide volunteers with information on grievance, rights and responsibilities and disciplinary policies and procedures;
- Acknowledge the rights of volunteers;
- Will reimburse some out of pocket expenses incurred by volunteers on behalf of RDA providing prior approval has been given by the relevant RDA committee;
- Provide volunteers with accurate and truthful information about RDA;
- Have volunteers' confidential and personal information dealt with in accordance with the National Privacy Act 2001;
- Acknowledge that the relationship between RDA and volunteers is a reciprocal one;
- Acknowledge that volunteers are of equal status and deserve the same treatment as paid employees, and that RDA can expect the same standards of its volunteers as it expects of its paid employees;
- Ensure that volunteers only work in the area of their choice.

Disclaimer: As a volunteer, I recognise that I may be invited to participate in horse riding activities. I am aware that horse riding can be inherently dangerous. Serious accidents can and often do happen which may result in me being injured or being killed. I have voluntarily read and understood this warning and accept and assume the inherent risks in riding. Riding activities will be supervised to the level of my abilities. I may also exercise my right to decline any 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.

*Signed overleaf
....Initial here*