



Welcome On Board

An Introduction to Being a Volunteer at RDA





RDA Volunteer Agreement

RDA GROUP'S Commitment to Volunteers

RDA values every volunteer and is committed to giving each volunteer the best experience possible.

RDA will:

- Welcome you, as a volunteer and provide appropriate opportunities for you to make a worthwhile contribution to the objectives of RDA
- Provide you with the appropriate training and the right equipment for the task
- Give guidance and support so that you will feel secure and confident in what you are doing
- Treat you and all volunteers equally and fairly
- Provide public liability, personal accident and Trustee indemnity insurance cover as appropriate
- Provide you with a health & safety policy and accident procedure, as appropriate
- Respect you as a volunteer, listen and learn from what you have to say, consistently encouraging two-way communication

In return we ask you to:

- Commit to the necessary training and give us your time
- Be reliable and to let us know in good time if you cannot attend
- Comply with agreed standards
- Be professional and loyal to RDA
- Be fair to those around you
- Talk to your RDA colleagues (volunteers or staff) first if you have a problem
- Take reasonable care of your own health and safety and that of others
- Respect the need for confidentiality whenever you have access to restricted charity information

An overview of RDA

RDA is made up of about 500 individual groups within 61 regions and 18 counties. RDA UK and the National Office team offer support to all of these. RDA UK is the national support network for the organisation and 400 national, regional and county volunteers as well as staff who provide support RDA's member groups.

For over 50 years, RDA has been providing opportunities for therapy, achievement and fun to people with disabilities. In the UK today over 25,600 riders, carriage drivers and vaulters take part at our groups all over the UK, supported by people a dedicated team of around 18,000 volunteers.

Using activities like riding, carriage driving and vaulting we provide therapy, fitness, skills development and enjoyment and providing them opportunity to derive a direct therapeutic benefit and the opportunity to achieve their personal goal.

RDA activities benefit the lives of 25,600 disabled children and adults all over the UK focusing on a "can do" attitude as well as the skill and accomplishments of our riders, drivers and vaulters.

RDA delivers a measureable impact in life enhancing areas such as physical ability, communication, relationship building and confidence. RDA Volunteers and Staffs purpose is to ensure that all participants get an excellent experience with RDA, according to their specific needs.

Board of Trustees

Strategy & direction

RDA is governed by a board of volunteer trustees who make decisions regarding the overall development and direction of RDA UK..

National Lead Volunteers

Technical leadership

National lead volunteers provide direction and guidance on the development of RDA's activities and operations, working in partnership with RDA National Office Staff.

Regional Volunteers

Local leadership

RDA is divided into 18 Regions, each of which has a regional committee formed of regional and county volunteers. Regional committees make decisions regarding the development and direction of RDA at a local level.

National Office

Day to day operation & support

Based at the RDA National Training Centre, a team of staff who are responsible for the day to day running of the charity and providing direct support to RDA UK and it's member group.

Our Values

Our values outline the way in which we work together and the things we believe are important when delivering services to our clients. Our values guide our behaviour and the decisions we make while we are volunteering.

-  RDA is a community of people who believe that it is what you can do that counts and who enable participants and volunteers to achieve their goals.
-  RDA values the input of all people who are involved – participants, volunteers as well as paid staff.
-  RDA ensures that development and achievement is both celebrated and recognised across the organisation.
-  RDA aims to deliver an excellent service and experience for all participants and volunteers.
-  RDA recognises the central part that horses and ponies play in everything we do.

Getting Started

Volunteer Application Form

As a new volunteer, your new group will provide you with a 'Volunteer Application Form' which you need to complete as well as provide two references. All enrolment documents are for RDA purposes only.

Disclosure Check

If your role means you are actively involved in delivering an RDA session then you will be asked to complete an enhanced disclosure check. The groups Safeguarding Officer will be able to help you with this.

England and Wales – DBS Check

Scotland – PVG

Northern Ireland – Access NI

Green Card

Before you start, you will be asked to sign and complete the first page of a RDA Volunteer Basic Training Record Card, which is also known as a Green Card. Your RDA Group will give you some basic training as well as an introduction to the group environment, activities as well as health and safety policies and procedures.



Where Could Volunteering Take You?

There are a large number of volunteering roles within RDA; you may have already decided what you would like to do. However they may be roles you have not considered, let us know the skills you have to offer or the skills you would like to develop.

Some Possible Roles

- | | |
|---|---|
|  Leader/ Sidewalker |  Publicity Officer |
|  Coach / Whip (Carriage Driving) |  Fundraiser |
|  Horse Carer |  Event Organiser |
|  Caterer |  Chairman |
|  Volunteer Coordinator |  Treasurer |
|  Safeguarding Officer |  Secretary |

Training

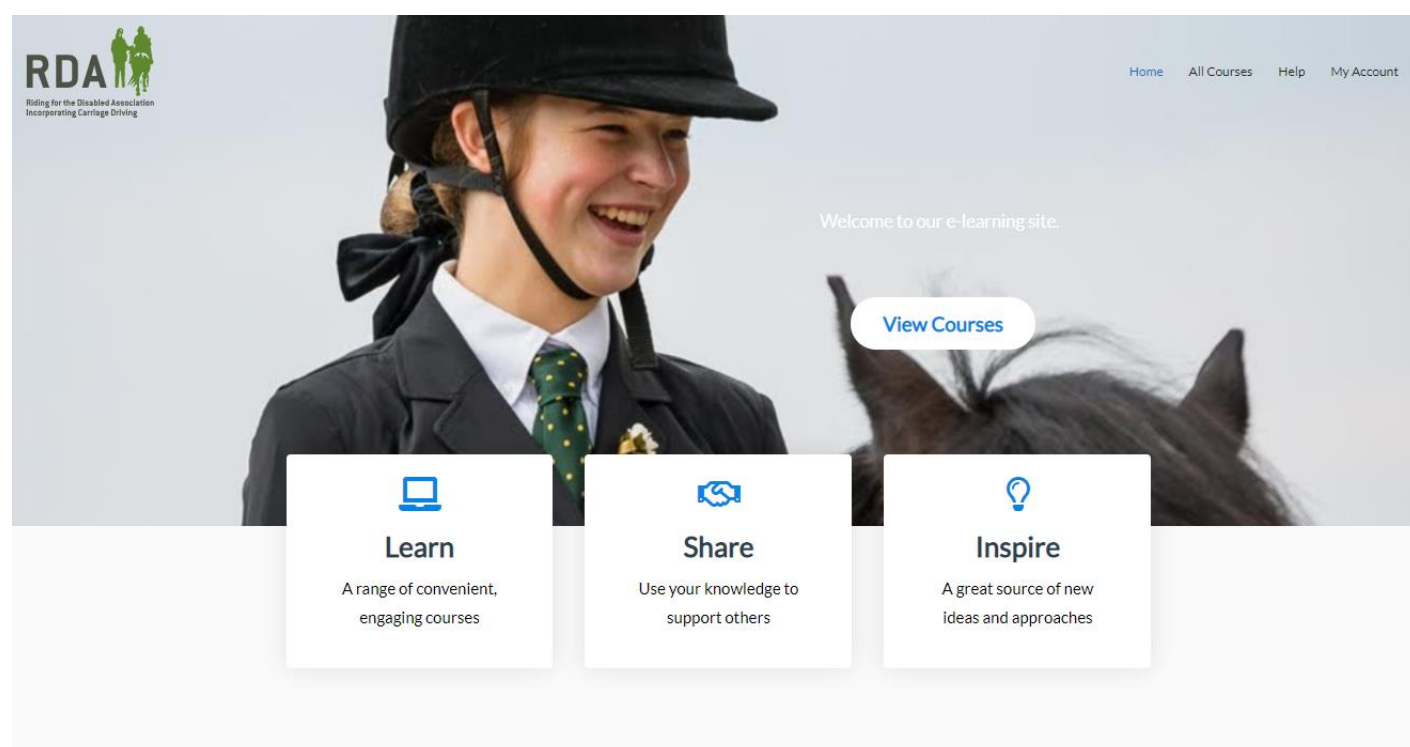
As part of your induction, you will receive basic training from an experienced volunteer in order to complete your Green Card. They will take you through what you need to know in order to carry out your role effectively and safely.

Inside your Green Card is a log of the training you have received relating to different tasks you may carry out as a volunteer.

If you would like to become a coach talk to your group about enrolling on the Coaching Pathway.

There is the opportunity to complete relevant training for your role online by taking part in our e-learning courses.

Visit www.rda-learning.org.uk to sign up and get started.



RDA
Riding for the Disabled Association
Incorporating Carriage Driving

Home All Courses Help My Account

Welcome to our e-learning site.

[View Courses](#)

Learn
A range of convenient, engaging courses

Share
Use your knowledge to support others

Inspire
A great source of new ideas and approaches

Disabilities & Medical Conditions

As a volunteer, you will want to provide the best possible support to RDA participants in helping them to achieve their goals. RDA Groups work across the spectrum of disabilities and age ranges.

Often a good starting point is speak to the participants, their parents or carers about their disability in order to gain important information you may need. In addition during the enrolment process all participants will have completed an enrolment form which provides key information

Any information provided by participants should be treated as confidential and not passed on or discussed with anybody other than those involved in the running of the RDA Group.

Visit www.rda-learning.org.uk for the e-learning course for disability awareness for RDA Volunteers.

More information is available online

Cerebral Palsy – www.scope.org.uk

Down's Syndrome – www.downs-syndrome.org.uk

Autism – www.autism.org.uk

Multiple Sclerosis – www.mssociety.org.uk

Stroke – www.stroke.org.uk

Epilepsy – www.epilepsy.org.uk

Sensory Impairment – www.sense.org.uk

Blindness – www.rnib.org.uk

Hearing Loss – www.actiononhearingloss.org.uk

Arthritis – www.arthritiscare.org.uk

Spina Bifida – www.asbah.org

Spinal Cord Injuries – www.spinal.co.uk

Deafness – www.bda.org.uk



For more information

Website

myrda.org.uk

Contains all the information about the team, safeguarding, policies, procedures as well as upcoming events

rda.org.uk

Promotes RDA to those who are not currently involved and is home to our group finder

County and Regional Officers

County and Regional Officers are there to support and advise groups, they are usually a good first point of call if you have any questions, problems or concerns. You will find the contact details for you Regional and County Officers in your group's RDA Handbook.

Social Media

Instagram: RDANational

Facebook: Riding for the Disabled Association

Twitter: RDANational



National Office Contact:

For general enquiries

T: 01926 492915 E: info@rda.org.uk

For volunteering specific enquiries

T: 01926 492915 E: volunteer@rda.org.uk

