

**Riding for Disabled N.S.W.**  
**RAYMOND TERRACE & LOWER HUNTER CENTRE**  
 (NOTE: This is not a guarantee of a riding or carriage driving placement)  
**BEFORE COMPLETING THIS FORM – Please read information pages 3 – 6.**

**WAITING LIST APPLICATION FORM - Page 1 of 2**

Date : \_\_\_\_\_

Last Name \_\_\_\_\_ Given Name \_\_\_\_\_

Male  Female

Date of Birth \_\_\_\_\_

Address _____ _____	Phone: _____
Postcode _____	Mobile : _____

Email : \_\_\_\_\_

DISABILITY _____ (Brief description)	WEIGHT _____ kg (for allocation of appropriate horse)
MILD / MODERATE / SEVERE (please circle)	LEVEL OF SUPPORT REQ'D : Low / Med. / High (please circle)
Can Applicant - Walk Independently Y / N	Does Applicant - Use a wheelchair? Y / N
- Bear own weight? Y / N	- Communicate Verbally? Y / N
- Walk with assistance Y / N	- Communicate with Sign? Y / N
Has Applicant - Balance Problems? Y / N	
- Allergies? Y / N (details) _____	
- Prostheses? / Braces? / Cranial Shunt? (please circle)	
- Any other Conditions or Comments : _____	

Will applicant be coming ... as an Individual Rider? <input type="checkbox"/> or with School/Group? <input type="checkbox"/>
Incl.Name School/Group : _____ & Contact _____
Preferred day / time _____ / am or pm (neither can be guaranteed)
Preferred Program (tick) Riding <input type="checkbox"/> Hippotherapy <input type="checkbox"/> n/av. Carriage Driving – Stroud only <input type="checkbox"/>
Has applicant previously participated in RDA? Y / N From: _____ to _____
Is applicant wanting to transfer from another RDA Centre? Y / N
Name of RDA Centre : _____ Contact : _____
Please indicate if you approve for personal information to be transferred to RT & LH Centre : Y / N

**IMPORTANT : NDIS INFORMATION MUST BE COMPLETED NEXT PAGE.....**

<b>Note:</b> If you ARE NOT going through NDIS ... Please tick Self-Funded <input type="checkbox"/> and go to SUBMISSION over/next page.
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**NDIS – (NATIONAL DISABILITY INSURANCE SERVICE) ....**

**NDIS?** If funding is through NDIS...  
 Please circle **Y / N** and  
 Please read information Pg.6

Please Tick - \*Self-Managed  \*Plan Managed

**\*NOTE: 1. RDA RT&LH Centre can only accept NDIS clients, from the above managed plans. RT&LH Centre is not registered with NDIS and as such, is unable to access NDIS funding through portal.**

**2. NDIS Plans: should denote “Social & Recreational” to ensure funding for horse activity is covered in NDIS funding.**

To assist RDA Coaches in providing the very best program for our clients – briefly express what your expected short-term and/or long-term goals of achievement in any of the following areas.....

Physical: \_\_\_\_\_

Social: \_\_\_\_\_

Literacy/Numeracy: \_\_\_\_\_

Other: \_\_\_\_\_

Please continue below if required.

**SUBMISSION ....**

Submitted by \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Address (If different from applicant) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

SIGNED : \_\_\_\_\_ Self (if over 18 years) / Parent / Guardian (please circle)

Any other information or extension of information on previous pages – please continue below.....

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return **pages 1 & 2 only** to Raymond Terrace & Lower Hunter Centre by mail or email as below:  
 Mail to : “Waiting List” RDA RT&LH Centre, PO Box 624, RAYMOND TERRACE, 2324  
 Email to: “Waiting List” [rdartandlh@bigpond.com](mailto:rdartandlh@bigpond.com)

**PLEASE RETAIN THE FOLLOWING PAGES 3 – 6;  
FOR YOUR INFORMATION.**

**CONTRAINDICATIONS FOR RIDING or  
CARRIAGE DRIVING WITH RDA(NSW)**

**Please read carefully before completing Application.**

**Conditions for which clients MUST NOT ride :**

- Severe osteoporosis
- Uncontrolled seizures
- Open pressure sores, open wounds
- Unstable spine, including spondylolisthesis of cervical spine
- Atlanto-Axial dislocation (ADC) or significant spondylolisthesis in Down Syndrome
- Advanced multiple sclerosis and muscular dystrophy
- Acute herniated disc
- Excessive weight/obesity

**Conditions for which Horse Riding or Carriage Driving MAY NOT be recommended :**

- Very poor endurance
- Excessive pain resulting from riding or driving
- Excessive structural scoliosis, until permission is given by an orthopaedic Specialist
- Spinal fusion (eg. Harrington – or CD Rods), until permission is given by an orthopaedic specialist.
- Significant allergies to horse hair, dust, grain, grass, hay or hay fever
- Recent surgery until permission is given by surgeon
- Serious heart condition
- Dislocation or dysplasia of hip if excessive pain is caused
- Haemophilia
- Disruptive or unreliable behaviour which is unacceptable to the coaches and other participants in the lesson
- Moderate agitation with severe confusion
- Drug dosage resulting in physical states inappropriate to the riding environment
- Paralysis
- High level of spinal cord paralysis or significant asymmetry of muscles paralysis
- Plaster casts

**RDA(NSW) Raymond Terrace & Lower Hunter Centre (RTLH)** is a volunteer based organisation which has only 2 paid casual positions - live-in Caretaker and a Staff Coach. This Centre receives no on-going funding and all running costs are met by clients (via a subsidized fee structure) and the volunteers themselves, through fund raising efforts. RDA(NSW) RT & LH Centre subsidizes riders' session riding fees, in order to keep fees to a minimum.

**Contraindications For Riding And Driving** - With Duty of Care paramount at RT & LH Centre, there are a number of reasons which make it impossible to accept some people, with a disability, into RDA programs. (See previous Page 3 of this document)

**This Application** is not a guarantee or an indication of a placement in an RDA program.

- Applicants will be contacted by Rider Placement Office, when a vacancy occurs to ascertain appropriate placement.
- Program coach or whip (Carriage Driving) will contact applicant to arrange assessment.
- If a considerable length of time has elapsed since placing the application, please contact the Centre again, as another application may be necessary in order to update information. Please contact Centre...02 4987 1402.

**Before a client is allowed to participate** in any RDA (NSW) RT & LH program, a Registration fee is payable. **All** lessons allocated to a client must be paid in accordance with invoice. A client who does not attend on any day, **must** pay for that missed lesson. Any absences (apart from sudden health reasons) must be advised in advance - a rider who has three **unexplained** absences in a row, or five in any one Term, may have to leave the program. We have many potential riders on the Waiting List (like you) and it is unfair if they are denied entry when a position is not being utilized.

**Note: Please ensure contact with the Centre is on-going, to avoid disappointment.**

## PROGRAMS -

1. **General Riding Programs** operate Monday – Saturday.
  - i. Mondays - 1 operating weekly – between \*\* 9.30am – 12noon (approx.)
  - ii. Tuesdays - 2 operating weekly ....
    - First program – between \*\* 9.30am – 3.00pm (approx.)
    - Second program \*ASH – between \*\* 4.30pm – 6.45pm (approx.)
  - iii. Wednesday- 1 operating weekly – between \*\* 9.30am – 2.00pm (approx.)
  - iv. Thursday - 1 operating weekly (schools only)– between \*\* 9.30am – 1.00pm (approx.)
  - v. Friday - 2\*ASH operating fortnightly – between \*\* 4.00pm – 6.00pm (approx.)
  - vi. Saturday - 1 offering small session numbers, fortnightly. Start/finish times t.b.a.  
(\*ASH = After School Hours programs) (\*\*Start/finish times, as shown, may vary)
2. **Carriage Driving** operates on Tuesday at the Centre's annex at Stroud. Start/finish times t.b.a.
3. **Dressage** operates on Monday evenings. Whilst it is not normal, entry to this program can occur from the Waiting List if the applicant has ridden before or shows exceptional potential.
4. **Hippotherapy** An intensive therapy program, conducted by a physiotherapist, who is an accredited RDA Coach/Hippotherapist, and specially trained volunteers. This program generally operates for 7-8 weeks, during Term 2. At the completion of the program clients, if suitable, are recommended for placement in general riding programs. Contact Centre for more information.

5. **Number of Riders and/or Drivers in RDA programs.** General Riding program rider numbers are determined by the number of volunteers and suitable horses available. Six to Eight being the maximum number of riders in any riding session.  
The maximum number in Carriage Driving, Dressage and Hippotherapy programs, is determined by the RDA Whip, Coach and Hippotherapist, respectively.

## ACCEPTANCE INTO AN RDA(NSW) RT & LH CENTRE PROGRAM -

### 1. As part of RDA's Duty of Care, a prospective client must ...

- i. **Safely** be deemed to be able to receive a benefit from either a riding or carriage driving program, apart from "Contraindications for Riding or Driving" (**please see Pg.2**). With this in mind, an assessment is carried out by the coach or whip of the day, prior to acceptance into any RDA(NSW) RT&LH Centre program.
- ii. **Not exceed the maximum weight limit** of each RDA horse, set-down by the Centre. This weight takes into account the combined weight of the rider (including the deemed 'disability impact weight') as well as the weight of the saddle used.
- iii. **This combined weight is different for each horse** with the max. weight being 85kg. An applicant, who has a combined weight (as stated) falling beyond this limit (85kg), **will not be granted entry** into an RDA program.
- iv. **Anyone whose individual weight is 75kg** or over may not be able to be guaranteed a placement, due to a suitable horse not being available.
- v. **Each Horse** has its own set weight limit.

**NOTE :** Many RDA horses are on Loan and can be requested to be returned by owners without notice.

### 2. **The First Day at RDA** is usually an Orientation day - **actual riding may not take place.**

**The following will be undertaken ...**

- i. **Relevant Forms** are check, and appropriate fees paid.
- ii. **Rider's weight** is confirmed.
- iii. **Helmets & Riding boots** (if required), are fitted and recorded.

**Note :** RDA has a small number of used riding boots available and helmets are supplied.

### 3. **Continued Participation** Riders are re-assessed during or at the beginning of each riding year to ascertain that ...

- i. **The rider is still able to receive a benefit.**
- ii. **The rider's weight remains within the acceptable limit.**
- iii. **A suitable horse is available.**

## PROGRAM COSTS -

### 1. **Fees - Note:** All fees are set at the end of the riding year or before riding resumes the following year.

- **Non-NDIS or Self-Funded**, clients are responsible for payment of all fees associated with riding.
- **Annual Registration**, as well as **Session Fees** can vary from year to year and are set at the end of each year or prior to the 1<sup>st</sup> Term of riding commencing the following year.
- **Annual Registration** is **non-refundable** and must be paid in full, before a rider is able to commence in a program to ensure insurance cover.

**Note: ACTIVE KIDS VOUCHERS (\$100.00) :** RDA(NSW) Raymond Terrace & Lower Hunter Centre is registered with the NSW Government, as a "Active Kids" recipient. There are two vouchers available to clients aged 5 – 17 years. The first voucher can be used to part-pay a rider's Annual Registration. Currently (2020) there is a balance of \$5.00, which is payable by the client. The second voucher can be used to contribute toward riding session fees in Terms 2; 3 or 4. cont. next page....

- **Session Fees.** Paying riding or carriage driving session fees in advance (by the term), reduces costs. Fees for Carriage Driving, ASH (After School Hours) and Dressage programs attract \$2 per week extra and Hippotherapy fees are available on request.
- **Paying Session Fees by the Term.** Taking advantage of weekly session fee reduction, by paying in advance (as outlined above), payment ideally should be made on or before the first riding day. However, a 2 week grace period can be given on request, in writing. If no written request is made or this payment is not made on the third week – the request to pay in advance, by the Term, will be denied and weekly fees must be paid.
- **Sibling riders** are offered a Registration and Session fee reduction, whilst at least one sibling is still at school (K – Yr.12).

## 2. Cancellation of Riding / Carriage Driving Session

- When any session is cancelled by RDA, all program session fees (paid in advance), will be refunded by crediting a rider's Account and will be deducted from the next Term's fees.
- If an entire program is cancelled completely by RDA, any session fees paid in advance will be refunded, either by electronic transfer or cheque.

**Note: Registration fee is non-refundable.**

**NDIS INFORMATION:** RDA claimants typically participate in "Social & Recreational" activities (this should be mentioned on their NDIS Plan and ideally 'horse riding' specifically). An intensity level would be attached to this category, dependent on the level of support an individual requires to participate in an RDA activity. This would need to be approved in the individual's PLAN.

Core Support activities may also be a category from which an individual can claim for RDA services, ensuring it is stressed that support for riding and associated equine related services from RDA (NSW) RT & LH Centre, **will assist in meeting the participant's Plan Goals.**

There are two categories of NDIS plans from which RDA(NSW) RT&LH Centre can accept clients:

- **Self Managed:** RDA invoices the client and they pay full invoice cost.
- **Plan Managed:** RDA will invoice client, then ....
  - i. Client can, if appropriate, pay RDA and be reimbursed from their Plan Manager.
  - ii. Invoice can be sent directly to Plan Manager.
  - iii. Client gives invoice to their Plan Manager for payment to RDA.

There may be an overriding condition on the individual's plan indicating that they can claim for their Registration/Insurance or their riding session fees. They may even, be able to claim for both. However, there may be other factors to take into account, which preclude the rider from claiming anything from NDIS at all.

If you ask, you have a chance of including RDA activities in an individual's plan, but our services may not be covered. RDA will need to be sure, before a rider is accepted into an equine related program, that costs are able to be recovered from NDIA.

*Maree Wright* (President)  
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