

HORSE PREPARATION	
Competency achieved:	Coach sign / Vol sign
<input type="checkbox"/> Uses correct technique for approaching, catching and leading a horse	
<input type="checkbox"/> Uses correct procedure for turning a horse out in a yard or paddock with other horses	
<input type="checkbox"/> Always uses a quick release knot	
<input type="checkbox"/> Identifies when rugging is appropriate	
<input type="checkbox"/> Demonstrates correct grooming and hoof cleaning procedures and can name the basic items in a grooming kit	
<input type="checkbox"/> Demonstrates correct fitting of saddles, saddlecloth, bridle, rugs and head collar	
<input type="checkbox"/> Explain the routine care and cleaning of tack	
<input type="checkbox"/> Can identify common horse feeds and make up a hard feed from a list of ingredients	
<input type="checkbox"/> Can correctly tie a haynet	
COMPLETION DATE: / / Certificate issued: / /	

UPDATE TRAINING (should attend at least once per year)	
Topics Covered:	Date attended:



Volunteer Competency Card

NAME:	
PROGRAM:	Riding
Basic Program Training Completed: (Stage 2)	
<p>STAGE 3 VOLUNTEER TRAINING—RDA is committed to a quality training program for volunteers. All volunteers should participate in a competency assessment within 12 months of commencing with RDA. Volunteers can present this card to RDA Coaches for recognition of current competency in their duties. Refer to the RDA Volunteer Information Booklet for info.</p>	

WORKING WITH PEOPLE WITH DISABILITIES	
Competency achieved:	Coach sign / Vol sign
<input type="checkbox"/> National Police Certificate is up to date	
<input type="checkbox"/> Demonstrates respect for people with disabilities	
<input type="checkbox"/> Demonstrates appropriate communication skills with riders, carers and other volunteers	
<input type="checkbox"/> Works in a team to support riders	
<input type="checkbox"/> Demonstrates correct helmet fitting and adjustment for riders	
<input type="checkbox"/> Demonstrates correct stirrup adjustment (supporting rider legs as appropriate)	
COMPLETION DATE: / / Certificate issued: / /	

LEADING IN A LESSON	
Competency achieved:	Coach sign / Vol sign
<input type="checkbox"/> Can correctly describe the role of the leader	
<input type="checkbox"/> Understands importance of warming horse up before lesson	
<input type="checkbox"/> Demonstrates correct leading procedures, leading at the shoulder, around and under obstacles, with sufficient room for sidewalkers	
<input type="checkbox"/> Can identify signs of horse behaviour becoming unsettled	
<input type="checkbox"/> Follows coaches instructions	
<input type="checkbox"/> Demonstrates safe leading practices, keeping appropriate horse distances, moving between the paces and changing direction in a smooth manner.	
<input type="checkbox"/> Demonstrates correct leading practices into and out of the mounting ramp and block	
<input type="checkbox"/> Demonstrates appropriate control of horse in an emergency dismount	
<input type="checkbox"/> Understands, and where required demonstrates the correct use of the whip as a forward aid when leading.	
<input type="checkbox"/> Treats horses with respect and care at all times	
COMPLETION DATE: / / Certificate issued: / /	

SAFE LIFTING	
Competency achieved:	Coach sign / Vol sign
<input type="checkbox"/> Demonstrates safe lifting principles	
<input type="checkbox"/> Can describe two methods of preventing back pain	
<input type="checkbox"/> Is aware of the location of the First Aid box and knows how to report an accident or incident	
COMPLETION DATE: / / Certificate issued: / /	

SIDE WALKING	
Competency achieved:	Coach sign / Vol sign
<input type="checkbox"/> Can correctly describe role of the side walker	
<input type="checkbox"/> Demonstrates appropriate assistance of low support riders	
<input type="checkbox"/> Demonstrates appropriate assistance of high support riders, using correct hand holds and working in a team of helpers	
<input type="checkbox"/> Can identify signs of rider fatigue and illness	
<input type="checkbox"/> Follows coaches instructions	
<input type="checkbox"/> Can describe how a rider should: <ul style="list-style-type: none"> - hold the reins - ask the horse to stop and go 	
<input type="checkbox"/> Demonstrates correct practices during mounting/dismounting by counterbalancing saddle, clearing feet of stirrups, assisting movement of leg over saddle.	
<input type="checkbox"/> Demonstrates correct assistance in an emergency dismount	
COMPLETION DATE: / / Certificate issued: / /	

MOUNTING & DISMOUNTING (optional)	
Competency achieved:	Coach sign / Vol sign
<input type="checkbox"/> Using a rider with a mild physical or intellectual disability, demonstrate the correct mounting procedure from the block and the ramp.	
<input type="checkbox"/> Using a rider with a mild physical or intellectual disability, demonstrate the correct dismounting procedure to the ground and the ramp.	
<input type="checkbox"/> Participate in a two person lift from a wheelchair	
COMPLETION DATE: / / Certificate issued: / /	