

Riding for the Disabled Association of Australia Limited	
Coaching and Program Delivery	RDA Centre Accreditation
Version 1 – May 2015	

Centre Accreditation Policy

1. INTRODUCTION

RDA is a leader in providing equestrian programs for people with disabilities in Australia. This comes with the responsibility to ensure that clients are provided with a quality program, venue and facilities that are safe, effective and assist clients to progress towards their individual goals. Accreditation of RDA Centres will be conducted according to a set of minimum standards in line with RDA Risk Management policies and procedures.

2. DEFINITIONS

The primary focus of the Centre Accreditation will be to ensure that all RDA Centres comply with safety standards, legislative and insurance requirements. Standards will be classified as:

Mandatory (M): Standards identified as “mandatory” must be met. They relate to safety, insurance and legislative requirements.

Essential (E): Standards identified as “essential” are required to meet RDA policies and procedures.

Advanced (A): Standards identified as “advanced” relate to a high quality of program delivery above the minimum standard of operation.

3. STANDARDS OF ACCREDITATION

All RDA Centres must meet the minimum standard of safe operating procedures in all areas identified as Mandatory and Essential.

Centres meeting the minimum standards will be recognised as an Accredited RDA Centre.

Centres meeting the minimum standards plus all the advanced standards will be recognised as an RDA Centre of Excellence.

4. FREQUENCY OF ACCREDITATION REVIEWS

All RDA Centres must meet Centre Accreditation standards before commencing operations with clients. Once the initial accreditation has been completed, the centre must be reviewed on a regular basis to ensure that standards are being consistently met.

Facility Accreditation – this assessment is required for new centres before commencing operation with clients or for centres that have moved to a new venue.

Self-Audit – it is recommended that Centres complete an annual self-audit. This is optional unless the State Association requires Centres to complete a self-audit.

Accreditation Review – centres that meet the minimum standards are to be reviewed every two years. Centres that exceed the required standard and meet all the advanced standards (Centre of Excellence) demonstrate a lower risk and can be assessed every 3 years.

An Accreditation Review cycle may be changed if the risk assessment of that Centre changes. This may be due to a variety of reasons such as a new venue, a change of coaching staff, an increase in complaints or reports of incidents/accidents.

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5. WHO CAN CONDUCT CENTRE ACCREDITATIONS

All Centre Accreditations are to be conducted by, and signed off by RDA National Assessors. The National Assessor must hold a current qualification in the programs they are assessing (e.g. if assessing a Vaulting Program, the National Assessor must hold a Level 1 Vaulting qualification).

The National Assessor may have another person assist them to sign off the areas they may have specific expertise in (e.g. horse management, administration, finance, OHS).

The National Assessor will be nominated by the State Association (or the National Office for Associate Centres that do not have a State Association). A Centre cannot request a specific Assessor, nor can Assessors review their own RDA Centre. However, the RDA Centre may request to decline an assigned Assessor by contacting their State Association in writing.

Accreditation Reviews must occur on a normal day of Centre operations.

6. CENTRE RESPONSIBILITIES

It is recommended that Centre Committees and Coaches conduct a self-audit using the Accreditation Checklist prior to the review visit. Centre Committees should ensure that the required documentation for the review is available on the day of the visit and that the venue and facilities meet the required standards. Representative from the Centre Committee should be available to answer questions and assist the Assessor as well as Coaches and Volunteers.

7. COMPLIANCE REQUIREMENTS

The RDA State Association and/or RDA National Assessor will work with the Centre to assist them to achieve compliance against the RDA Centre Accreditation Standards. The Assessor may indicate if earlier reviews are recommended.

Removal or suspension of Centre Accreditation may occur if:

- An RDA Centre fails to be in compliance with any one of the Mandatory Standards,
- There are repeated incidents of non-compliance against the Essential Standards or delayed action in implementing recommended requirements,
- An RDA Centre refuses to schedule or participate fully in a review visit, or
- An RDA Centre knowingly provides false information.

8. APPEAL PROCESS

If Centre Accreditation is not achieved and the RDA Centre wishes to appeal, they must send notice in writing to the State Association within 14 days of receipt of the written notification of the decision.

On receipt of the Appeal request, the State Association must follow its grievance and disputes resolution procedures. The RDA Centre may choose to begin the Centre Accreditation process again, in which case a new Assessor may be nominated. This process will be at the cost to the RDA Centre.

If the issue is not resolved to the RDA Centre's satisfaction then the matter may be referred to the Executive Officer of RDA Australia. The National Office review process will examine if the National Assessor and the State Association correctly followed RDA policies and procedures and will only be upheld if there is evidence that policies were not correctly followed. The National Member Protection Policy will determine the process for managing any grievance between the Centre and the State Association.

DELEGATION	AUTHORITY
RDA Program Delivery sub-committees	Provide advice to the RDA Limited Board on RDA procedures and standards.
RDA Limited Board	Ratify RDA procedures
RDA EO's and State Managers	Implement policy

STATUS

Version 1: March 2015 Drafted with assistance from National PD Committees
 Nov 2015 Ratified by vote at RDA AGM