

2a(1)(a) RDA VOLUNTEERS BASIC TRAINING RECORD CARD (GREEN CARD)
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1. RDA requires that all Volunteers in all disciplines must hold an "RDA Volunteers Basic Training Record Card" with sections completed appropriate to the tasks required of them.
2. Anyone helping in an RDA session is regarded as a Volunteer.
3. Groups must issue a card to every new volunteer as soon as they join the Group. The volunteer must complete the front of the card, the associated training and introduction to the Group prior to undertaking any RDA activities.
4. Each Group is individual and volunteer training should be tailored to meet the requirements and environment of the Group.
5. Volunteers must not undertake duties for which they have not been trained and for which their training details have not been logged on their Record Cards. It is not obligatory for volunteers to have to complete all sections on the card, but only to complete those sections relating to the duties / activities they undertake.
6. The cardholder must sign every box for which they have been trained.
7. The Card must be held by the Group with their records/ along with the volunteer's application form, as it may be required by RDA / RDA Insurers in the event of a claim.
8. Appropriate BHS / ABRS /BDS / BEV / NVQ qualifications may be quoted (including dates gained and venue) in the sections 'Dress and Footwear', 'Working with Horses', 'Working in the Stable Environment' and 'Horse Care'. Group officials should verify the non RDA qualification(s) and denote the card accordingly.
9. The boxes, on the card, identified by 'Trainer' can be signed by any of the following: RDAGI, AB Whip, RDAI, RDASI, Regional or County Instructor; or by any holder of the RDA Volunteers Certificate approved for this purpose by one of the foregoing. The trainer's name, signature and qualification must appear on the card in the relevant columns.
10. On completion of all of the sections within a discipline the holder can be awarded the **RDA Volunteers Certificate** for that discipline. The completed card should be sent to the Training or Carriage Driving Secretary at RDA National Office. RDA National Office will record the details and award the RDA Volunteers Certificate.
11. Regional & County Chairman are appointed as administrators and as such may not hold the required equine knowledge or qualifications to work in any Group situation; therefore the Regional Instructor should approve, and note on the Green Card, the Groups where the Chairmen are approved to be involved with the practical activities.
12. Regional Chairmen should hold up to date copies of the Green Cards of Regional & County Officials.
13. 'Green Cards' are available, at no charge, from RDA National Office . Photocopies should not be used.
14. All volunteers for whom a current Volunteers basic Training Record Card. exists must be included in the total number of volunteers / helpers recorded on the annual RDA Census.

March 2005