

## TRUSTEE ANNUAL CHECKLIST

At the first meeting of trustees after a group AGM, the trustees should satisfy themselves that all RDA responsibilities for membership of the Association are in order. This checklist is intended as an *aide memoire* to remind group trustees of these requirements.

Your County or Regional Chair may wish to discuss some of these requirements when they visit your group and should be your key contact for further support should you require assistance in any of these areas.

***Write YES in box to confirm items in order or N if they are not, and make short comment on actions taken to address or support needed by trustees.***

	Y/N	Comment
<b>Safe Environment</b>		
The group has a health and safety policy and can evidence how this is put into practice		
There is a completed risk assessment for the venue, updated at least annually		
All RDA Coaches have completed reviews as per their required review period and have up to date safeguarding training; ensuring sessions are only run by coaches within review date		
Volunteer Basic Training Record Cards (Green Cards) are completed for all volunteers who are active within group sessions (including A4 record cards for parents and carers)		
Incident reporting procedures can be demonstrated – with incident / accident book readily available.		
There is access to first aid equipment and appropriate volunteers / staff trained in first aid		
<b>Safeguarding</b>		
The group has a safeguarding policy which is in line with RDA UK's requirements		
There is a designated safeguarding officer for the group		
There are safe recruitment processes including volunteer application forms, the collection of two references and disclosure checks at the appropriate level for those who require them.		
The group has robust responding and reporting procedures for indicators or allegations of abuse or poor practice		
Safeguarding Officers and coaches have attended a recognised face to face safeguarding workshop with refresher training taken every three years (refresher training may be alternated online and face to face)		
<b>Data Protection</b>		
The group has a GDPR Policy and Privacy Statement available to all interested parties		
All participant and volunteer forms are completed and retained in line with RDA retention policy		
<b>Equine Welfare</b>		
The group has an equine welfare policy which is in line with RDA UK's requirements		

<b>Governance</b>		
Trustees have all seen and are aware of the group constitution which is in line with RDA UK requirements.		
There is a defined membership and clear record of the groups' current members		
An AGM is held to which members are invited and where trustees are elected and retired as per the group constitution, and where accounts are presented to members		
<b>Trustees</b>		
The group is governed by a group of trustees (min 3 to max 11) who meet regularly with decision making recorded in minutes		
The roles of Chair, Secretary and Treasurer are occupied		
Trustees have all completed volunteer application forms, provided references and signed Trustee Acceptance and Conflict of Interest Forms.		
Conflicts of interest are recognised and are managed effectively		
<b>Financial Management</b>		
The group has a bank account with at least two signatories		
Annual accounts are prepared and are reviewed independently where required		
<b>Employment Practices</b> ( <i>For groups who employ or contract staff</i> )		
Where staff are employed the group can demonstrate their employment practices including: contracts for staff, payroll, pensions arrangements, holiday entitlement, an employee handbook and that all staff have line management.		
Where staff are employed the group has an agreed method for obtaining professional advice on HR		
Where a group is contracting staff who are self-employed there is a service agreement in place and invoices are produced.		

Completed by:

RDA Group			
Name:		Position in Group <i>(should be Trustee)</i>	
Signature:		Date:	

**This checklist should be copied and returned with the confirmation of Trustees and Group Roles to National Office. The original should be retained on group files.**