

RSAC



Participants Handbook



Welcome to RSAC

RSAC is a club for people with disability who want to make friends, be active and have fun. RSAC is a not for profit organisation, so any money we make goes into running more activities. This handbook tells you important information about RSAC.

What do we do?

We run activities for people with disability. Lots of our activities run every week in school terms. Some are one off activities, like camps or trips away:

- Sports, like basketball, bowling, swimming, tennis and more
- Dancing, drumming and choir, or doing arts and crafts
- Going out to fun places with friends (social club), discos and outings
- Going away to new places and learning new skills.
- See the RSAC current fliers for all activities.

How can you join us?

Talk to the office so we can find out what you like doing. You can call us on (02) 9790 5001 or visit us at 11 Greenfield Pd Bankstown. Call us to let us know you are coming. We will give you some papers to sign. Then you can start doing new activities.

You choose what you want to do

We want you to choose the activities you think you'll enjoy. You can try different activities to help you find out what is best for you. Tell us if you have questions. Or you can talk to your parents or carers and they can get information for you, and help you decide what activities suit you.

Meeting your support needs

When you fill in the membership form let us know how to support you. Most RSAC activities can include all abilities. Some activities require you to be able to do things independently. If you are interested in one of these activities, we will talk to you about this before you book.

If you sometimes need a break when things get too much, or you need to know in advance if something is changing let us know. Most people will find our activities work well for them, because we know how to give clear instructions and plenty of time to practice new skills. But some people need one to one support to join in. If we think you need one to one support we will talk to you and your carers and work out how to organise this. If you have a Behavioural Support Plan or other relevant

assessment, it is essential that it is provided when you join and that new or updated plans are provided whenever available.

Any changes to conditions, must be advised immediately to ensure that we are continuing to meet current participant needs.

Withdrawal of Services

If a participant needs additional support to participate in an RSAC activity we will work with the decision maker to identify and implement a strategy to meet their needs. RSAC will not withdraw services unless no solution can be found to meet the participant's support needs, and will never withdraw supports solely because of a dignity of risk choice made by participants. In the unlikely event of us withdrawing services we will support the participant to find services from another provider.

Things we need to know

We need to know about you, including how to contact you, who helps you make decisions, about your disability and your health, and what support you may need, and how you will pay for activities. We ask you this information on our Membership Form. If things like where you live or your health needs change, please let us know. Make sure you keep us up to date about your allergies, medications, and how to support you. This includes letting us know if you have been sick, in hospital or have had an injury.

If you choose to join an RSAC Overnight Trip we will ask you to fill in a Travellers Form. We will need extra information about your health, routines and needs and emergency contacts.

Your information and privacy

We only ask for information that we need to provide services to you. You can ask us for details about information we hold about you, and why we need it. We will ask you to sign a consent form, so we know you understand about this.

RSAC keeps your information secure. We only use it for the reasons you have agreed to in your privacy agreement.

Using an interpreter

If you need to use an interpreter to find out what we do or make plans, we can arrange one for you.

How to pay

Most RSAC members use their NDIS plan to pay for activities. To use your NDIS plan we need to send you a Service Agreement, Support Plan and Schedule of Supports. The Service Agreement says how we will work together. The Support Plan covers goals for your activities and how we will support you. The Schedule of Supports says what activities you want to do. We need you to sign and return these, or send us an email to say you agree. This is very important if you want to use your NDIS money for activities.

We will ask you how you use your NDIS money. If you are NDIS registered we will arrange with the NDIS for payment. If you are Plan Managed we will need your Plan Manager details so we can send them an invoice. If you are Self-Managed we will send you an invoice so you can claim from the NDIS.

You can also pay cash for regular activities. You need to pay cash on the day of the activity.

It is important for us to get paid so we can keep providing activities.

Managing Participants Money

You may need to bring money to RSAC activities such as social group, camps and events. You are free to spend your money as you wish. RSAC workers may help you to budget so you have enough money throughout the activity. If we are responsible for managing your money, we will account for what is spent.

In an emergency

We want to keep you safe. If you are sick or hurt we may need to get emergency help like an ambulance. On our Membership Form we ask permission to do this as you may not be able to do this if you are sick or injured. You can tell us on the form who you want us to contact in an emergency.

Emergencies and natural disasters

We will contact you promptly if we have to cancel or change our activities because of an unexpected event or natural disaster e.g. if a building is affected by storm damage, or bushfires affect roads. We will follow government health advice and emergency services directions. You can see our Emergency and Disaster Management Plan by contact the RSAC office. We welcome your feedback.

Cancelling or changing what you do

You can stop coming to our regular activities, or change your activities at any time. Let us know if you want to do something different so we can update your Schedule of Supports.

Some of our activities like overnight trips, special events and zoom activities have cancellation fees. You can find this information on your Service Agreement.

Getting ready for NDIS plan reviews

We can give you a progress report and a quote of total RSAC booking costs if you need it for your NDIS review. Please tell us at least two weeks before your review meeting so we can get you the report in time.

Feedback and complaints

We want to know if you are not happy with our activities. Please talk to your coach, tutor or program manager, or contact the office. You can also let us know what you like, and how we can do things better. Sometimes we will send out surveys to all our members to find out what they think.

Here you will find important information about your rights and responsibilities at RSAC. We want RSAC to be a safe place for everyone.

Your Rights and Responsibilities

Recreation, Sports and Aquatics Club (RSAC) wants to make sure that everyone enjoys their participation in RSAC activities in a safe and friendly manner.

To help make this happen, RSAC has a set of rules. These are:

Be a Good Sport

Treat all participants as you would like them to treat you.

- Co-operate with team-mates, coaches and other participants
- Control your temper
- Have respect for other people, no matter what their ability, gender or where they come from
- Do not say anything bad about other people or swear at them.

You Must Feel Safe

- When participating in any RSAC activity or event, training or sport
- When travelling to and from activities
- When you are with other participants, your coach, manager or helpers or RSAC staff.

No One Should

- Say anything bad to you or to anyone else
- Make fun of you, your ability, gender or where you come from
- Look at or touch you or anyone else in ways you/they don't like
- Say anything sexual to you that you don't like
- Pick on you or be unfair to you or anyone else.

If Someone Is Not Following These Rules

Then tell someone about it. Tell:

- A parent or adult that you trust, or
- An RSAC coach, manager, volunteer or staff member, or


















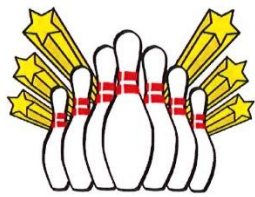










- RSAC Executive Officer Jenny Bombardieri ph. 9790 5001 email: rsaclub@bigpond.net.au
- RSAC President Vanessa Fone email: vanessafone.rsaclub@gmail.com
- People With Disability Australia (advocacy service) ph. 1800 656 463
- NDIS Quality & Safeguards Commission by calling 1800 035 544, or email contactcentre@ndiscommission.gov.au

Everyone has the RIGHT to enjoy their participation and be SAFE

RSAC Programs and Activities Picturegram

<p>SWIMMING</p> 	 <p>SWIMMING</p>	<p>SWIMMING</p> 	   
 <p>TENNIS</p>	 <p>TENNIS</p>	 <p>TENNIS</p>	   
 <p>BASKETBALL</p>	 <p>BASKETBALL</p>	<p>BASKETBALL</p> 	   
<p>SOCCER/ FOOTBALL</p>	 <p>SOCCER/FOOTBALL</p>	<p>SOCCER/FOOTBALL</p> 	   
 <p>Cricket</p>	 <p>CRICKET</p>		   

RSAC Programs and Activities Picturegram

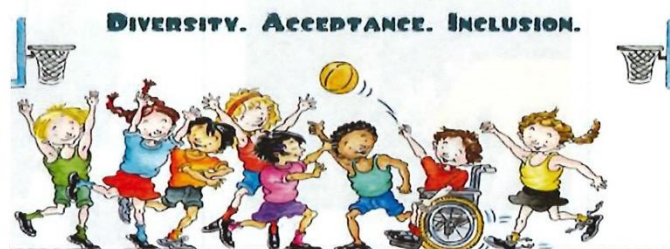
MOTOR SKILLS DEVELOPMENT			   
INDOOR SOCCER 			   
DANCE CLASSES	 <small>shutterstock · 223290454</small>		   
TENPIN BOWLING			   
BOCCE 			   

RSAC Programs and Activities Picturegram

<p>DRAMA/ ACTING CLASSES</p>			   
<p>COOKING CLASSES</p>			   
		<p>DISCOS</p>	   
<p>FITNESS CLASSES</p>			   
<p>PERSONAL TRAINING</p>			   

RSAC Programs and Activities Picturegram

<p>OUTINGS & SOCIAL CLUB</p> 	<p>MAKE NEW FRIENDS</p> 	   
<p>HOLIDAYS & CAMPS</p> 		    
<p>MUSIC</p>		    
<p>YOUR SUGGESTIONS:</p>		   



RSAC Office & Clubrooms:

11 Greenfield Parade BANKSTOWN

Postal address:

PO Box 120 BANKSTOWN 1885

Phone: (02) 9790 5001

Email: RSAClub@bigpond.net.au

ABN: 59726089873

CFN: 11028

NDIS Provider Number: 4050 002718



Website: www.disabledsportsac.org.au

Follow us on Facebook: <http://facebook.com/Recreation-Sports-and-Aquatics-Club>

SUPPORT RSAC: Fundraise or donate to RSAC 24 hours a day through our Charity Cause Page: <https://www.gofundraise.com.au/beneficiary/RSAC>