



Confidential

New Participant Assessment

Date: _____

Completed by _____

Participant Name: _____

Plan start and finish date: _____

Date of birth & current age: _____

Direct contact phone number: _____

Proposed Day/time/frequency of Sessions: _____

Start date for sessions: _____

Guardian name _____

Guardian phone _____

Guardian Email _____

Support/transport worker name _____

Support/transport worker phone _____

Support/transport worker Email _____

NDIS Plan Managed or Self Managed: _____

Company/plan manager name _____

Company/plan manager phone _____

Company/plan manager email _____

Do you have approved funding for Innovative Community Participation activities? _____

How will we bill for these sessions (direct to client or to plan manager manager)



Agreed booking terms, notice periods for cancellations, how to book:

1. Bookings are scheduled to reoccur weekly or fortnightly (or otherwise agreed) and are considered confirmed unless otherwise notified. The time and day are agreed upon before the service agreement is drawn up and signed.
2. Changes to this agreement without fees charged can be made at any time with reasonable notice in writing to Renee at info@hawkesburyvalleyequestrian.com
3. Any changes that affect your plan structure such as changes to plan manager or budget restrictions must be notified as soon as they take effect so we can bill correctly and invoices can be paid on time.
4. If short notice cancellations are made (after 3.00pm the day before the booking) bookings are 90% payable.
5. Wet weather may prevent us from proceeding with a booking. Short notice cancellations may be made by HVEC staff and we will contact you as soon as possible.
6. Up to date contact information must be supplied.
7. A waiver of liability must be completed by the participant or their legal guardian prior to commencement of session one.
8. If Plan management details are not available for session billing, all accounts will be made payable directly to the participant or their guardian.
9. Horse riding is a dangerous activity. Hawkesbury Valley Equestrian Centre recommends individual rider's insurance which is available to purchase from insurers such as Affinity Insurance, ESI and Gow Gates.
10. Suitable attire must be worn. Long pants and covered shoes (ideally a pair of boots with a smooth sole and small heel). If you are riding regularly, we also recommend purchasing your own helmet.
11. In some instances, support workers accompanying participants may be required to assist the participant and HVEC staff during sessions. Support workers will be required to sign a waiver of liability before assisting and also wear covered shoes.
12. If health conditions or disabilities may impact a participant's ability to safely ride or interact with horses, please speak to your doctor prior to commencement of sessions and supply a doctors' certificate with registration forms. We are happy to work with each individual however we understand there may be limitations in some instances.

Please sign: _____

Name: _____

Date: _____



Participant information

Is there anything you can tell us about yourself that may assist us to understand your needs and help you in the best way possible?

Do you have any health conditions or injuries that may affect your ability to horse ride or participate in horse related activities? If yes, please give relevant details:

Participant's current lifestyle and future goals:

Who do you live with/which area are you living in? _____

What do you enjoy doing or what are your hobbies? _____

Do you attend school or and training institutions? _____

Why have you chosen to participate in horse riding and associated activities? _____



GOALS

What are your goals? (ATTACH NDIS PLAN GOALS PAGE IF YOU LIKE)

1.

2.

3.