

# Hand, Hoof, and Heart: New Volunteer Packet

Thank you for your interest in becoming a volunteer. Our volunteers are an essential part of our program, and we couldn't offer our services without them. Your commitment is vital to the program's success, and we greatly appreciate each role our volunteers take on! Below you will find our volunteer guidelines and expectations.

## **1. MUST BE AT LEAST 14 OR OLDER**

We will make exceptions for younger volunteers only if they are currently participating in our lesson program, have volunteered with our camps as a C.I.T. or pony staff, OR if they are involved in another lesson program in the area.

## **2. VOLUNTEER COMMITMENT OF ONCE PER WEEK**

We require our volunteers to commit to our program by coming out to assist at least once per week. There is no limit to how many times volunteers are allowed to assist each week. If you are unable to join us at the farm at any time, send us a quick email to let us know when to expect you back!

## **3. BE PUNCTUAL AND RESPONSIBLE \* CONTACT US IF YOU ANTICIPATE LATENESS/ABSENCE\***

We appreciate your time and work; our lessons are dependent on YOU! Please be on time and ready to work. Arriving between 5 and 10 minutes early is recommended. Ensure you have called or emailed us with as much notice as possible to let us know you will be late or absent.

## **4. BE UNDERSTANDING, PROFESSIONAL AND HELPFUL**

We all work together to keep each other safe and alert! You may encounter a variety of situations, so please be understanding. Other students may be around while therapeutic lessons are starting, so volunteers are encouraged to promote all of our safety rules to anyone they see not following our safety protocols in or around the barn.

## **5. BE APPROPRIATE**

Please treat everybody with kindness and respect. Do not give out personal contact information or social media accounts to clients. Be aware of who is listening and watching. Do not resort to physical contact with clients unless you are directed by the program director or your lesson instructor.

## **6. ASK FOR HELP WHEN IN DOUBT – Don't be afraid to be heard.**

There is NEVER an unimportant question about working with horses and our riders. Volunteers are encouraged to converse, laugh, and engage with everyone involved. Our lessons also serve as times for socialization with our riders. We will never ask our volunteers to do something they are uncomfortable with or do not have experience with, especially when it comes to the handling of the horses.

## **7. RESPECT THE PRIVACY OF ALL CLIENTS**

Volunteers will only be allowed to take photos with permission from the program director, the rider, and the rider's parents. Please do not share any personal contact information with clients, including social media and phone numbers.

## What to wear and what to bring:

- Closed-toed shoes (including tennis shoes, hiking boots, etc.), long pants, shorts, t-shirts, appropriate tank tops.
  - Please wear clothing that provides appropriate coverage.
- Water, hat, sunglasses, outdoor accessories.
- Please leave all personal belongings in your vehicle or the feed room.

## Volunteer Routine:

- Arrive between 5 and 10 minutes early to lessons.
- Leave your phone in your car OR turn your phone on silent.
  - Phones are not allowed to be out or used when working with our clients.  
Please note that ringing phones are a distraction and inappropriate during lessons.
- Sign in to the volunteer log
- Check with your instructor for horse assignments.
- Greet your rider and get started!

## Volunteer Roles

As a volunteer, you are a big part of the rider's journey towards independence. You will assist and support the rider as needed, as well as motivate your rider to work through tasks involving the horse. There are a few different roles that our volunteers play during our lessons, which we have described below.

- **Leader:** responsible for walking the horse on a lead rope while in the arena. Must be observant of horse's reaction to outside stimulation and response to rider's aids. The goal of each rider is focused on independence. Some riders may need more help from the leader than others. Leaders must be able to multi-task and listen to multiple avenues of instruction at one time.
- **Side-walker:** responsible for walking alongside the rider and horse while the rider is mounted. A side-walker assists in keeping the rider on task and making sure the rider is listening to the direction of the instructor. A side-walker will actively participate during the arena activities and will offer physical support for unbalanced riders when directed by the instructor.
- **Spotter:** responsible for providing an extra set of eyes on an independent rider while in the arena.

All three volunteer roles will assist the rider during the unmounted portion of the lesson before and after the ride. Students may need assistance retrieving equipment from the tack room, grooming, and tacking.

## Volunteer Information

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name of Parents or Guardians (if minor): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have any physical limitations? If so, please specify: \_\_\_\_\_

\_\_\_\_\_

Do you have any horse experience? If so, please specify: \_\_\_\_\_

\_\_\_\_\_

Do you have any experience working with people with disabilities? \_\_\_\_\_

\_\_\_\_\_

Program Director: Erin Chimberoff

Cell: (404) 983 5355

Email: [Handhoofheart@gmail.com](mailto:Handhoofheart@gmail.com)

Facility: 3363 Wheeler Drive Acworth, GA 30102



## HHH Equine Inc/ Hand, Hoof and Heart Release and Hold Harmless

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**WARNING:** Under Georgia Law an equine activity sponsor or equine professional is not liable for the injury to or death of a participant in equine activities resulting from the inherent risk of equine activities, pursuant to Chapter 12 of Title 4 of the Official Code of Georgia Annotated.

**Name of Participant:** \_\_\_\_\_ **Name of parent/guardian (if applicable):** \_\_\_\_\_

In consideration for the privilege of riding/and or working with horses and farm animals at HHH Equine Inc/Hand, Hoof and Heart (stable), I, \_\_\_\_\_ acknowledge that I have read the above "WARNING" and the statements on this Release and Hold Harmless Agreement, and hereby indemnify and hold harmless, Proctor Creek Farm, LLC, and it's employees from any liability arising from accident injury, theft, or damages to myself, my representatives, helpers, all equipment and property, and animals under my jurisdiction. I agree to abide by all barn rules.

I understand the potential danger that I could incur in mounting, riding, walking, boarding, feeding horses, including, but not limited to, any interactions with other horses at the stable. Understanding those risks I hereby release HHH Equine Inc/Hand, Hoof and Heart, its officers, directors, shareholders, employees, and anyone else directly or indirectly connected with HHH Equine Inc/Hand, Hoof and Heart from any liability whatsoever in the event of injury or damage of any nature (or perhaps even death) to me or anyone else caused by or incidental to my electing to mount and ride, handle and horse owned or operated by HHH Equine Inc/Hand, Hoof and Heart or any horse at the stable.

I further voluntarily agree and warrant to Release and Hold Harmless all equine professional from any liability whatsoever, including, but not limited to, any incident caused by or related to said equine professional's negligence, relating to injuries known, unknown, or otherwise not herein disclosed; including but not limited to, injuries, death or property damage from; riding; mounting; dismounting; walking; grooming; feeding; use of barn, paddocks, or arenas, in any capacity; falling off horse whether horse is bucking, flipping, rearing, spooked; or my failure to understand any equine professional's directions relating to my riding or otherwise use and control, or lack thereof, of my horse or the horse I have been assigned to.

GRANT OF PERMISSION I/we the undersigned, (participant above named for, if minor, parent/guardians) hereby grant permission and authority to HHH Equine Inc/Hand, Hoof and Heart, and authorized employees to act for us in executing verbal instructions if unable to contact us, to act for us in dealing with physicians, available ambulance companies and hospitals, to obtain prompt medical attention for the participant named in the event of any perceived medical emergency.

I hereby covenant and agree to release HHH Equine Inc/Hand, Hoof and Heart, it's officers, agents, and employees, and owners of any property or horse concerned, and hold harmless from liability for any injury or damage which the rider may sustain while at HHH Equine Inc/Hand, Hoof and Heart. Or participating in any activity sponsored by HHH Equine Inc/Hand, Hoof and Heart and from any liability connected with obtaining prompt medical attention for the rider named above. The terms of this release form shall be constructed as the entire agreement and may not be altered, amended, or modified except in writing and signed by both parties.

IF UNDER 18, THE PARENT OR LEGAL GUARDIAN MUST READ AND SIGN

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

\*\*\*\*NOTICE: Wearing an ASTM/SEI approved hard hat (helmet) is required for all riders.