

Hand, Hoof and Heart: New Volunteer Packet

Thank you for your interest in becoming a volunteer. Our volunteers are an extremely important part of our program and we wouldn't be able to offer our services without their help. Below you will find our volunteer guidelines and expectations. Your commitment is vital to the success of the program and we greatly appreciate each role our volunteers take on at the farm!

Volunteer Requirements

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

4. BE UNDERSTANDING, PROFESSIONAL AND HELPFUL

- You may encounter a variety of situations so please be understanding. There may be other lesson students around while therapeutic lessons are getting started, 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. We all work together to keep each other safe and alert!

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. If you goof off, a client may think that is appropriate for them to do so, as well.

- Do not resort to physical contact with clients unless you have been directed to do so by the program director or your lesson instructor. Otherwise, please keep your hands to yourself NO MATTER WHAT.

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

- There is NEVER an unimportant question when it comes to working with horses and our riders.
- Our lessons also serve as times for socialization with our riders. Volunteers are encouraged to converse, laugh and engage with everyone involved.
- We will never ask our volunteers to do something they are uncomfortable with or do not have experience with especially when it comes to handling of the horses.
 - Please do not attempt to retrieve a lesson horse if you have not been given prior permission from the instructor.
- This is not the right volunteer opportunity for you if you plan to stand on the sidelines and not interact.

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.

What to Bring and Wear

- Sturdy, comfortable CLOSED TOED shoes for safety and protection.
 - There are times where we will be working in puddles and mud.
- Any valuables need to be left in your car or at home, we are not responsible for lost or stolen items.
- Please wear clothes that are appropriate and you don't mind getting dirty. (i.e. jeans/long pants, tshirt/tank top, long shorts)

Volunteer Routine

- Arrive between 5 and 10 minutes early to lessons.
- Leave your phone in your car, purse, 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.
- Check with your instructor for horse assignment.
- Greet your rider and get started!

Volunteer Duties

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.

- Volunteers will assist the rider during their entire time at the barn, which begins the moment the rider arrives to the farm. Greeting your rider is the first step!
- You will be responsible for helping the rider get themselves ready for their lesson. That includes helping to fit a helmet, assisting with changing into riding boots, tying hair back, putting away personal belongings etc.
- The rider will need to be assisted while gathering equipment for their horses. Most of our equipment is labeled and we want to make sure we are always prompting our riders to help themselves, not just doing it for them.
- Set your rider up for success! If your rider stumbles upon something they don't quite understand, ask questions they know the answer to in order to boost their confidence.
 - Try to find connections between something they know really well or something that happens in their life regularly outside of the barn.
- Volunteers will help to keep the rider on task while grooming, tacking up, riding and un-tacking. Some riders may only need a verbal reminder, while others might need a physical prompt in order to focus on a task.
 - Example: Rider A needs to be given a choice of two brushes in order to feel the difference between the soft brush and hard brush. Rider B receives a verbal prompt of "the opposite of hard is..." .
- In the arena, volunteers will take on different roles. These roles include "leaders", "side-walkers" or "spotters".
 - Leader: responsible for walking the horse on a lead rope. The leader will be attached to the horse at all times unless told to un-attach by the instructor. If the leader is asked to do an "active hold" on the horse, that volunteer will be in charge of the direction, action (stop, walk, steering) and speed of the horse. During an active hold, the rider may be holding the reins, but may not be able to fully control the horse. A "passive lead" will have slack in the lead line. The rider will now be in charge of the direction of the horse, but the leader may need to provide extra support when needed.
 - Side-walker: responsible for walking along side the rider and horse while

the rider is mounted. A side-walker is responsible for keeping the rider on task and making sure the rider is listening to 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, but not required to be right next to horse and rider. A spotter will provide assistance only when necessary which may only be verbal reminders to the rider during the lesson about body position or further explanation of an exercise.

Date: _____

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?

Contact Information

Program Director: Erin Chimberoff

Cell: (404) 983 5355

Email: Handhoofheart@gmail.com

Facility: 3830 Nowlin Road Kennesaw, GA 30144



PROCTOR CREEK FARM, LLC RELEASE AND HOLD HARMLESS AGREEMENT

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: _____ AGE _____ Email: _____
(Riders/Students Name) (if student)

ADDRESS: _____ CITY/STATE: _____ ZIP: _____

PHONE: _____ Emergency Contact: _____ Phone: _____

In consideration for the privilege of riding/and or working with horses and farm animals at Proctor Creek Farm, LLC (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 Proctor Creek Farm, LLC, its officers, directors, shareholders, employees, and anyone else directly or indirectly connected with Proctor Creek Farm, LLC 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 Proctor Creek Farm, LLC 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, (student/rider above named for, if minor, parent/guardians) hereby grant permission and authority to Proctor Creek Farm, LLC, 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 Proctor Creek Farm, LLC, 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 Proctor Creek Farm, LLC. Or participating in any activity sponsored by Proctor Creek Farm, LLC, 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.

The terms of this release shall be governed by the laws of the state of Georgia.

I agree to abide by all barn rules

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

DATE: _____ SIGNED: _____
Participant/Parent/Legal Guardian(if minor under 18)

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

RULES, REGULATIONS AND POLICIES

These guidelines are to help maintain a safe and pleasant atmosphere for you and your horse, and are subject to being updated periodically:

1. Lesson fees are to be paid the day of the lesson or in a package of 4 lessons. \$25.00 fee for returned checks.
2. Lessons must be cancelled at least 12 hours in advance.
3. **ASTM/SEI Hard hats with a safety harness (chin strap), regardless of rider's age, must be worn at all times while mounted. NO EXCEPTIONS!!**
4. No riding in flat, heel-less shoes. No riding without a bridle on the horse.
5. SMOKING IS PROHIBITED inside Proctor Creek Farm's buildings, offices and barns at all times.
6. **NO DOGS on premises unless leashed, crated or otherwise confined.**
7. Pick up wash rack / grooming area before you leave it (**DO NOT leave your mess until after you ride**). Muck buckets are provided for clean-up purposes. No halters to be left on the ground or hanging on crossties.
8. Children 12 years of age and under must be accompanied by a responsible adult supervisor (18 or over) at all times. The responsible adult does not include Proctor Creek Farm staff. This is for their safety as well as for others.
9. Minors (under the age of 18) must not be on Proctor Creek Farm property after dark without an adult.
10. Anyone who is loud, disruptive or disorderly will be asked to leave the premises immediately.
11. NO ALCOHOLIC BEVERAGES ON PREMISES AT ANY TIME
12. Do not ride in barns.
13. If someone is waiting to use the wash rack, please limit your time.
14. DO NOT borrow other people's equipment without specific permission from the owner.
15. All riders and guest must sign an Equine Activity Release and Hold Harmless Agreement



Release of Liability 2020

Name of Rider and/or Volunteer: _____

Hand, Hoof and Heart LLC (HHH) its officers, members, employees, instructors, and agents (including other riders) will not be responsible for any damages to person, animal or property at HHH facility or its grounds or at any HHH activities at other locations. Nor will HHH be responsible for any property lost, damaged or destroyed.

The undersigned rider and/or volunteer or parent/guardian hereby releases HHH, its officers, members, employees, instructors and agents from ANY and ALL liability and claims of any nature whatsoever including taking any action to control, restrain, or confine the undersigned, for the safety or protection of the undersigned or others and any damages whatsoever (including costs, expenses and attorney's fees) that might result from damages, injuries or losses to their person or property during, or in connection with, or arising out of any volunteer activities, rider work, class, lesson, demonstration, show, clinic, event, function or any activity whatsoever, whether or not such damages, injuries or losses result directly or indirectly from the negligent act or omission or of any intentional or willful act or tort of such released parties or of any invitee of any released party.

WARNING: UNDER GEORGIA LAW, ANY EQUINE ACTIVITY SPONSOR OR EQUINE ACTIVITY PROFESSIONAL IS NOT LIABLE FOR AN INJURY TO OR THE DEATH OF A PARTICIPANT IN EQUINE OR ANIMAL ACTIVITIES RESULTING FROM THE INHERENT RISKS

**OF EQUINE ACTIVITIES, PURSUANT TO CHAPTER 12 OF TITLE 4 OF
THE OFFICAL CODE OF GEORGIA ANNOTATED.**

I have read and understand the Georgia Equine Liability Law. I agree that my use of the premises, and any animals, facilities or equipment is at my OWN risk. I further agree to indemnify and hold harmless HHH, its respective officers, any and all property owners, employees, volunteers and tenants harmless from any and all suits, actions, costs, claims and liabilities of any kind arriving out of my use of the facility, premises, or participation in an equine activity, any animal activities at the facility or at another location with facility animals, any horse, dog, pony, cat, or animal on the property, living at visiting or boarding at the facility or of such use or participation by my guest, whether or not such claims result directly or indirectly from negligent act or omissions of the indemnified parties or otherwise. As a consideration for my visiting the facility or any HHH LLC activities at other locations, I assume any risk of damage to property, animal, injury or death to myself, or anyone visiting the facility with me. I understand there are certain risks inherent with handling animals and I accept those risks. I also acknowledge that horseback riding, and any involvement with horses, is a high-risk activity. I am participating at my own risk. I have read this agreement and fully understand its content.

AGREED:_____Date:_____

**Signature of adult rider and/or volunteer, or parent/guardian of minor rider
and/or volunteer**