

SUMMIT CENTRE THERAPEUTIC PROGRAM

VOLUNTEER HANDBOOK

Thank you for joining our team!

**VISIT WWW.SUMMITCENTRE4TR.COM
FOR MORE ABOUT THIS PROGRAM**



2143 Choptank Road, Middletown, DE 19709

302.690.7235

Summit Centre for Therapeutic Riding

Volunteer Package

Thank you for your interest in volunteering at Summit!

Volunteering in a therapeutic riding program is very rewarding but will also involve a strong commitment. This commitment requires your attendance at the dates/times agreed upon. Remember, lessons are dependent on you and if you do not show up, that means the rider will not be able to ride!

This packet was designed to give you all of the information you need to understand the commitment and policies associated with volunteering....so let's get started!

1. Summit Information

Location: 2143 Choptank Road, Middletown, DE 19709

Phone: 302-690-7235 (Karen's Cell Number)

Website: www.summitcentre4tr.com

Facebook Page: Summit Centre for Therapeutic Riding

2. General Volunteer Rules

- a. Volunteers **MUST** follow the posted **BARN RULES** at all times and enforce those rules with anyone at our facility.
- b. There will be **no profanity** or **bullying**.
- c. No cell phone usage during a lesson.
- d. There will be **NO SMOKING** in or around the barn nor will there be any drugs or alcohol on the premise.
- e. Volunteers must be 16 years or older when working with horses. Some volunteer positions can be performed by a younger volunteer if accompanied by an adult. Those volunteer positions are noted.
- f. The volunteer must be able to pass a background check.
- g. Please let the volunteer coordinator know your length of commitment. If you cannot commit to a regular short-term schedule, ask to be placed on the emergency alert to receive texts/emails when we are in a bind!
- h. All Volunteers must **sign-in** and **sign-out**. The sign in log will be located in the tack room. It is very important for us to maintain volunteer hours since the grants we apply for want to know volunteer hours needed to run the program.

3. Facility

- a. The facility total is 12 Acres with 4 fields and a paddock.
- b. All fencing is Ramm Flex Fencing.
- c. We have a dressage ring and the use of another outdoor ring, an indoor ring and round pen.
- d. We have a 6-stall and 3-stall barn for our horses.
- e. We will have another small riding ring with a handicap ramp sometime in 2021.

4. Equine Partners

- a. All horses used for Summit live outside but have an assigned stall for layup or bad weather use.
- b. All horses receive regular vet/farrier and dental care.
- c. All turn out fields include water, electric, hay holder and run in shed.
- d. All horses are blanketed in winter as needed.
- e. Our horses are much loved!

5. Volunteer Positions-Each of these positions are described in the following sections.

- a. **Side Walker or Head Walker**
- b. **Marketing** (Social Media/Events/Fundraising)
- c. **Stable Management**
- d. **Office Services**
- e. **Volunteer Coordination**
- f. **Equine Management**

6. Side Walker Duties

- a. Side Walkers must be 16 years or older.
- b. Respect and follow ALL BARN RULES.
- c. Arrive **10-15 minutes before** start of your lesson.
- d. Side Walkers must be able to walk up to 45 minutes per lesson and be able to jog at a slow pace for up to 15 minutes.
- e. Must be able to lift up to 40 lbs. and help mount the rider.
- f. Side Walkers must follow instructor directions at all times.
- g. Assist instructor, other volunteers or students with grooming and tacking up.

- h. Walk next to mounted student, ensuring balance and straightness using the hold technique given by instructor. These techniques are demonstrated on the video and will be reviewed in orientation.
- i. Provide assistance to instructor by participating in the exercises/games as directed and letting the instructor know of any problems. We here at Summit really believe in the TEAM approach and the instructor wants to hear all feedback.
- j. The Side Walker's focus is solely the rider and their safety and balance.
- k. Appropriate attire for Side Walkers include; boots (not sneakers), pants or shorts (not too short) and shirts that do not include bad language. Clothes should not be too loose as this could be dangerous.
- l. NO jewelry as riders could reach out and grab.
- m. Please tie hair back or wear a baseball cap as riders could reach out and grab hair.

7. Head Walker Duties

- a. Head Walkers must be 16 years or older and have horse experience.
- b. Respect and follow ALL BARN RULES.
- c. Arrive **10-15 minutes before** start of your lesson.
- d. Lead horse around as directed by the instructor using the correct leading techniques as indicated in the volunteer video.
- e. Head Walkers must be able to walk up to 45 minutes per lesson and be able to jog at a slow pace for up to 15 minutes.
- f. Head Walkers must follow instructor directions at all times.
- g. Assist instructor, other volunteers or students with grooming and tacking up.
- h. Provide assistance to instructor by participating in the exercises/games as directed and letting the instructor know of any problems. We here at Summit really believe in the TEAM approach and the instructor wants to hear all feedback.
- i. The Head Walker focus is solely the horse.
- j. Appropriate attire for a Head Walkers include; boots (not sneakers), pants or shorts (not too short) and shirts that do not include bad language. Clothes should not be too loose as this could be dangerous.
- k. NO jewelry as riders could reach out and grab.
- l. Please tie hair back or wear a baseball cap as riders could reach out and grab hair.

8. Cancellations

- a. If you cannot make a lesson, please **text 302-690-7235** as soon as you know so we can find a replacement. PLEASE do not wait till the last minute, as these lessons depend on you and if we are short volunteers, the participant will not be able to ride.

- b. Lesson cancellations will always be announced via text message as soon as we can. Make sure Karen has your phone number. If in doubt, call.
 - c. We do send out SOS emails/texts when we are in need of any volunteers for a lesson, so please respond if you can help us out!
9. All arena rules will be followed during lessons and all individuals will be treated with respect.
10. **Emergency Situations**-information (farm address, phone numbers) are located in barn. Review emergency steps with instructor periodically.
11. **Confidential Information**
- a. Due to the **HIPPA** (Health Insurance Portability and Accountability Act) **regulatory laws**, you may NOT discuss any medical issues of any riders with anyone outside our center.
 - b. **NO picture taking** unless it is approved first by the instructor and the subjects have signed a photo release form.
 - c. **All** concerns should be directed to Karen and not others.
12. **Dismissal of Volunteers**
- a. Volunteers can be dismissed from the program at any time by the Executive Director.
 - b. Dismissals will be made for non-compliance of rules, policies, procedures or instructions.
 - c. First time lesser offences may result in a warning.
 - d. Second offences or non-compliance to more serious offences will result in dismissal.

13. **Other Volunteer Positions**

Position	Description
Marketing-Social Media	This position takes pictures, and keeps our Facebook page, Instagram and Website updated. Might even include press releases and creating other marketing materials.
Marketing-Events	This position will help with fundraisers, center events and barn decorations.
Volunteer Coordinator	This position will help with recruiting and managing the volunteer scheduling for lessons.
Stable Management	This position helps with any stable tasks, like cleaning, mending or updating the barn/grounds/fields.
Equine Management	This position will help with the horses. Scheduling, holding for vet/farrier/dental, feeding, blanketing and exercising/training our horses if you have prior horse experience.

14. **How do I Start?**

- a. Read this Handbook and watch the volunteer video on our website.
- b. Complete the volunteer forms at the end of this book and the release forms on your first day. Contact our center for establishing a start date and dropping off paperwork.

Summit Centre Volunteer Form

This form includes an information form, a liability release, photo release, confidentiality Agreement)

Name: _____ Date of

Birth: _____

Address: _____

Phone Number: _____

Email: _____

Preferred method of communication: email text

Availability (select all that apply):

- Weekdays Saturday Sunday
 Morning Afternoon Evenings
 Flexible

Volunteer Positions Desired (select all that apply)

- Head Walker Side Walker Marketing
 Stable Management Office Services Volunteer Coordinator
 Equine Management

YES	NO	Do you have experience with horses? If yes, please describe:

YES	NO	Have you volunteered before as a Head/Side Walker? If yes, please describe:
YES	NO	Do you have any physical limitations that needs to be considered when volunteering? If yes, please describe:
YES	NO	Can you walk/stand for 45 minutes and do a short jog?

Emergency Contact Information

Parent/Legal Guardian Contact Information of Minor (under the age of 18):

Emergency Contacts:

Name	Relation	Phone
1.		
2.		
3.		

Insurance _____

Please list any allergies to medications or any health issues we should know about.

PHOTO RELEASE:

I DO

I DO NOT

Consent to and authorize the use and reproduction by TRAC of any and all photographs and any other audio/visual materials taken of you/the minor volunteer for promotional material, educational activities, and exhibitions of for any other use for the benefit of the program.

Signature of Volunteer

Date

Confidentiality Agreement

I understand that all information (written and verbal) about participants at Summit Centre is confidential and will not be shared with anyone without the expressed written consent of the participant and their parent/guardian in the case of a minor.

Signature of Volunteer

Date