

Reece Center Volunteer Information

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Telephone: (Home) _____ (Work) _____ (Pager/Cell) _____

Company Name: _____ Occupation: _____

Does your company participate in any kind of "Gift Giving" program? _____

If yes, please explain: _____

E-Mail: _____ Birthdate: _____ Height: _____ **

**(Height is used when scheduling Volunteers as Sidewalkers for our Riders)

Allergies/Medications we should be aware of: _____

Parent/Guardian Name and Address (if prospective volunteer is under the age of 19)***

(Please see the attached Policy on Volunteer Age limit)

How did you hear about the Reece Center? _____

When are you available to work at the Reece Center (please specify times, such as from 8:00 a.m. until noon, or 10:00 a.m. until 2:00 p.m.)?

Saturday: _____

Weekdays: Morning _____ Afternoon _____

Special Events (Horse Shows, Rodeos, etc.) _____

Do you have any special skills (such as carpentry, video or photography, printing, fundraising, grant writing, etc.) that could be used to further enhance our program? _____

Briefly describe your experience in working with horses: _____

With what horse management skills do you feel most comfortable (i.e. catching, haltering, leading, grooming, tacking, bathing, etc.)? _____

Would you be interested in further instruction? Yes No. If yes, what days and times would you be able to attend additional training sessions: _____

**Reece Center for Handicapped Horsemanship
Volunteer Liability Release Agreement**

Volunteer: _____ Phone: _____

Address: _____

Parent/Guardian's Full Name _____ Phone: _____

I/We, the volunteer or parents/guardian of the above named volunteer, who is applying for participation in the Reece Center for Handicapped Horsemanship program, hereby give consent and approval to participate in any and all activities of the program. I/we assume all risk and hazard incidental to the conduct of the activities as well as transportation to and from the activities.

I/We do further release, absolve, indemnify and hold harmless the Reece Center for Handicapped Horsemanship, its officers, employees, representatives, successors and assigns, for all manner of claims, demands and damages of every kind and nature whatsoever on account of any personal injuries, physical or mental condition, known or unknown, as a result of, or in any way growing out of participation in the Reece Center for Handicapped Horsemanship program.

The undersigned do (does) hereby authorize and give permission to the Reece Center for Handicapped Horsemanship and its Staff, individual or together, to act on behalf of the undersigned in requesting and authorizing the provision of emergency medical services as deemed necessary in their discretion to the volunteer.

The undersigned guarantees payment of all customary fees and charges in connection with the rendering of such emergency medical services.

This release/authorization shall be effective during the period beginning on (date) _____ and continuing through the period that the volunteer is involved with the Reece Center for Handicapped Horsemanship program, and is not revocable during such period.

Signature of Volunteer over age 19: _____

Date: _____

*****If the volunteer is not of legal age (19), this form must be signed by both parents/legal guardians. If only one parent/legal guardian signs, please give reason in the space provided below.

Mother: _____ Date: _____

Father: _____ Date: _____

Guardian: _____ Date: _____

Guardian: _____ Date: _____

Reason for only one signing: _____

Reece Center for Handicapped Horsemanship Authorization for Emergency Medical Treatment

In the event emergency medical aid/treatment is required due to illness or injury during the process of receiving services or while being on the property of the agency, I authorize the Reece Center for Handicapped Horsemanship to:

1. Secure and retain medical treatment and transportation if needed.
2. Release volunteer records upon request to the authorized individual or agency involved in the medical emergency treatment.

Volunteer's Name: _____ Phone: _____

Address: _____

In the event I cannot be reached, contact: _____ Phone: _____
or contact: _____ Phone: _____

Physician's Name: _____ Phone: _____

Preferred Medical Facility: _____ Phone: _____

Health Insurance Company: _____ Policy #: _____

CONSENT PLAN

This authorization included x-ray, surgery, hospitalization, medication, and any treatment procedures deemed "life saving" by the physician. This provision will only be invoked if the person listed below is unable to be reached.

Consent Signature: _____ Date: _____

Relationship to volunteer (self, parent, guardian): _____

Print Name: _____ Phone: _____

Address: _____

NON-CONSENT PLAN

I do not give my consent for emergency treatment/aid in the case of illness or injury during the process of receiving services or while being on the property of the agency. In the event emergency treatment/aid is required, I wish the following procedures to take place:

Non-Consent Signature: _____ Date: _____

Relationship to volunteer (self, parent, guardian): _____

Print Name: _____ Phone: _____

Address: _____

**Reece Center for Handicapped Horsemanship
Volunteer Photo Release Form**

For valuable consideration given and which is hereby acknowledged, the undersigned hereby grant(s) to the **Reece Center for Handicapped Horsemanship** permission to take or have taken, still and moving photographs and films, including television pictures of _____ and consent(s) and authorizes the **Reece Center for Handicapped Horsemanship**, its advertising agencies, news media, and any other persons interested in the **Reece Center for Handicapped Horsemanship** and its work to use and reproduce photographs, films, and pictures to circulate and publicize the same by all means including without limited the generality of the foregoing newspapers, television media, brochures, pamphlets, instructional materials, books, and clinical material.

With regard to the foregoing no inducements or promises have been made to us/me to secure our/my signature(s) to this release other than the intention of the **Reece Center for Handicapped Horsemanship** to use such photographs, films, or pictures for the primary purpose of promoting and aiding the **Reece Center for Handicapped Horsemanship** and its work.

Dated this _____ day of _____, 20 _____

Consent Signature: _____ Date: _____
Relationship to volunteer (self, parent, guardian): _____
Print Name: _____ Phone: _____
Address: _____

Consent Signature: _____ Date: _____
Relationship to volunteer (self, parent, guardian): _____
Print Name: _____ Phone: _____
Address: _____

Georgia Law with regard to Equine Activities

WARNING! Under Georgia Law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Chapter 12 of Title 4 of the official code of Georgia annotated.

I, the undersigned, have read and understand the above statement.

Volunteer signature: _____
Parent/guardian signature (if applicable): _____
Witness signature: _____ Date: _____

**Reece Center for Handicapped Horsemanship
Volunteer Information Checklist:**

- 1. Reece Center Volunteer Application has been completed. _____
- 2. Barn tour has been conducted. _____
- 3. "Hands on" training has been conducted. _____
- 4. Emergency procedures have been reviewed. _____
- 5. Safety rules and regulations have been received. _____

I hereby acknowledge that I have completed and understand all paperwork that was given to me, that I have been given a complete barn tour, that I have been given complete hands on training by the Volunteer Training Coordinator or by another Reece Center staff member, and that I have reviewed and have been given copies of Reece Center emergency procedures and safety rules and regulations.

Volunteer signature: _____ Date: _____

Staff signature: _____ Date: _____

Staff title: _____

Reece Center Confidentiality Policy

All personnel associated with the **Reece Center for Handicapped Horsemanship**, including but not limited to staff, independent contractors, temporary employees, volunteers, board members, shall preserve the right of confidentiality for all individuals in its program and shall keep confidential all medical, social, referral, personal, and financial information regarding a person and his/her family. Failure to respect and observe this policy may result in dismissal from this program.

I, the undersigned, have read and understand the above policy.

Volunteer signature: _____

Parent/guardian signature (if applicable): _____

Witness signature: _____ Date: _____

An Introduction to the Reece Center for Handicapped Horsemanship

Thank you for your interest in the Reece Center for Handicapped Horsemanship, a non-profit organization providing low cost therapeutic- recreational horseback riding for disabled children in the Atlanta area.

We depend completely upon the support of our volunteers and hope that your interest in our program will be transformed into a commitment to our program. We deeply appreciate the investment of time and effort required in serving as a volunteer with our program and hope that your commitment will be more than compensated for by all of the rewards received from and given by the Reece Center family - riders, parents, and other volunteers like yourself.

The Reece Center was founded in 1983 on the Reece family farm in Clayton County. It moved to its present location in 2003. The center currently supports sixteen horses and approximately thirty students and forty volunteers. It is an member of the North American Riding for the Handicapped Association (NARHA).

The Reece Center currently offers four one-hour classes on Saturdays. Instruction is offered through three ten-week semesters, beginning the week after Labor Day and running through mid-June, with time-off coordinated with local school systems' scheduled holidays and breaks. With an all volunteer staff, this is the optimum program that can be managed at this time. The program is facilitated by an all volunteer staff comprised of a President/Executive Director/Facilities Manager, a Rider Coordinator, a House/Kitchen Manager, a Volunteer Schedule Coordinator, a Volunteer Training Coordinator, a Equine Coordinator, a Public Relations Coordinator, and NARHA Certified Riding Instructors.

Without the help of volunteers such as yourself, we would not be able to do what we do. Volunteers help take care of the horses, the equipment and facilities, and also assist in the riding classes by performing as "leaders" - whose primary responsibility is the behavior of the horse - and as "sidewalkers" - whose primary responsibility is the safety of the rider.

We would like for each volunteer to make a commitment of at least two hours every other week. Of course, if you can arrange for longer hours or for every Saturday, we would be very happy to accommodate you. **SINCE OUR CLASS SCHEDULE IS ARRANGED SEVERAL DAYS IN ADVANCE, PLEASE CALL IF YOU FIND THAT YOU CANNOT COME OUT WHEN SCHEDULED.** You may call the Volunteer Coordinator, or respond by email to Cherub2mom@aol.com during the week; on Saturdays, please call the Reece Center at 404 314 5450 or 404 281 8096.

Once again, we thank you for your interest in our program and look forward to working with you should you choose to become a member of the Reece Center family.

Sincerely,
Wade Wheeler, CEO

Reece Center for Handicapped Horsemanship

Volunteer Guidelines, Safety Rules, and Procedures

General Guidelines, Safety Rules, and Procedures:

1. Riders park between the signs at side of the ring. Volunteers park to the right of the signs.
2. **NO SMOKING.** Not only is smoking a safety hazard for our facility, but many of our riders (and volunteers) are adversely affected by cigarette/cigar/pipe smoke.
3. **If you are sick, notify the Volunteer Coordinator as soon as possible and DO NOT COME TO THE CENTER! Some of our riders are very susceptible to illness.**
4. **Wear sensible clothing.** Wearing sturdy, close-toed shoes is especially important when working with and around horses. Sandals are not appropriate and can contribute to accidental injuries.
5. Please do not wear wide-brim hats; on windy days they can be especially hazardous. Baseball caps are acceptable.
6. Please do not wear earrings which dangle. Some of our riders cannot resist reaching out and grabbing at such attractive accessories. Long necklaces should be hidden under your shirt when working with our students.
7. **Practice good horsemanship when working with the horses.**
 - a. Do not run or play in the barn. Do not eat or drink in the barn.
 - b. Try to maintain a distance of several yards when walking behind a horse.
 - c. Move quietly and carefully around the horses; do not make sudden arm movements or wave things (for example, jackets, saddle blankets, etc.).
 - d. Speak softly; do not make sudden loud noises while around the horses.
 - e. Speak to the horses before approaching, entering the stalls, etc.; always let the horses know where you are.
 - f. Always use a halter and lead rope to tie your horse. I
 - g. Never wrap or tie anything attached to your horse around your body in any way. When you are leading a horse, the lead line should never be looped or wrapped around your hand; it should be folded in such a way that allows you to hold the line IN your hand.
 - h. **Keep alert at all times when around horses. Practice CIA (constant intelligent awareness) and watch for riders and other volunteers when leading or grooming a horse in the barn area.**
 - i. **Treat our horses gently and with respect.** Cinch or girth slowly and in small increments. Make sure the tack fits, is adjusted properly, and is safe to use. Report any problems with tack and/or equipment to the Volunteer Coordinator or other appropriate staff members so that it can be repaired or replaced.
 - j. Horses will be bridled by the Volunteer Coordinator or someone appointed by the Volunteer Coordinator.
 - k. **Leave the disciplining of horses to appropriate staff.**
 - l. Unusual or problem behaviors should be recorded in our “Horse Log” notebook, which is kept in the in the feed room. Note the date and time and describe the behavior in as much detail as possible. See the Volunteer Coordinator or other appropriate staff member to record the incident.
 - m. **Report any injuries of horses or students to appropriate staff members immediately and assist them in filing an incident report.**

Reece Center for Handicapped Horsemanship

Volunteer Guidelines, Safety Rules, and Procedures

Guidelines, Safety Rules, and Procedures for “Leaders”:

1. If the assignment board lists you as a “leader,” your first responsibility is to prepare your assigned horse for class. “Sidewalkers” assigned to your rider should assist you.
2. **Practice good horsemanship when working with your horse.** If you are uncertain that you remember the “Reece Center” way to perform a certain task (haltering, leading, tying, grooming, tacking, etc.), please ask an appropriate staff member for clarification.
3. When your horse is ready, recheck the girth and gently tighten if necessary.
4. After lining up, recheck the girth and tighten if necessary. Your sidewalkers may assist.
5. Your responsibilities in the mounting process will be covered in a separate section.
6. Once your rider is mounted and is working in the ring, your primary responsibility is the horse. If the rider needs help, let the sidewalker address the problem while walking on the rail or, if asked by the sidewalker, lead the horse into the center of the ring and request further assistance. If your rider is a more advanced rider and you have no sidewalker, lead the horse into the center of the ring and request assistance.
7. Hold the lead line loosely with the right hand 6 to 8 inches from the halter and the left hand holding the rest of the lead line folded. **DO NOT LOOP OR WRAP THE LEAD LINE AROUND YOUR HAND AT ANY TIME!**
8. Walk at the horse’s neck so you can watch his head, his expression, and his manners. Do not walk in front or drag your horse along.
9. **WHEN THE HORSE IS STOPPED FOR ANY REASON, STEP TO THE FRONT AND FACE THE HORSE. THIS IS A REECE CENTER SAFETY RULE.**
10. Let the riders do as much as they can even if it takes longer. Many of our riders need more time to process information. However, safety is always our first concern and you may need to take control of the horse in order to prevent an accident or avoid a potentially dangerous situation.
11. Always be aware of other horses in the ring. If you are too close to the horse in front of you, you may let the Leader of the horse in front of you know that you are going to pass by having your rider say or by your saying loudly and clearly, “**Passing on the right**” or “**Passing on the left.**” The instructor may ask that your rider circle or slow the horse instead of passing.

Mounting Guidelines, Safety Rules and Procedures:

1. **Mounting is the most dangerous part of our program. Be especially alert when in or around the ramp.**
2. When directed to do so by mounting staff, lead your horse into the mounting ramp while keeping both hands on the lead line. **DO NOT HOLD THE HORSE BY THE BRIDLE!** Turn and face the horse. A Reece Center staff member will stand behind you and assist as needed.
3. When directed to do so by mounting staff, back out of the ramp slowly and allow the horse to follow you. When you reach the end of the ramp, turn around and lead your horse and rider into the ring, keeping an eye on your horse at all times.
4. After entering the ring, walk the horse on the rail until the instructor calls your rider into the center of the ring to adjust stirrups, etc. **Be especially alert when approaching the OPEN gate!** Watch for other riders entering the ring.

Reece Center for Handicapped Horsemanship

Volunteer Guidelines, Safety Rules, and Procedures

Guidelines, Safety Rules, and Procedures for “Sidewalkers”:

1. If the assignment board lists you as a “sidewalker,” your first responsibility is the safety and comfort of your assigned rider. (It is advisable for you to slip several tissues into your pocket just in case your rider has a runny nose.)
2. If you are able to do so, assist your “leader” with getting the horse ready for class. If you are not comfortable working directly with the horse, your assistance in getting the tack, warming the bit, etc. is invaluable.
3. When your horse is ready, accompany your horse and leader out of the barn and line up as instructed by appropriate staff. You should stand next to your horse after lining up.
4. Assist the leader in making a final check of tack and equipment and in gently tightening the girth if necessary.
5. Your responsibilities in the mounting process will be covered in a separate section.
6. Once your rider is mounted and is working in the ring, your primary responsibility is your rider. If the rider needs help and you can provide the needed assistance in an appropriate manner while the horse is moving, do so. If you need for the leader to stop the horse, ask the leader to lead the horse into the center of the ring so that you can address the problem without interrupting the progress of other riders also working on the rail. If you need additional assistance, ask the instructor for help.
7. Give the rider only as much support as is needed and in an appropriate manner. Sometimes the rider will need more assistance from you at the beginning of the class, but less as the rider begins to relax and work. If you are not familiar with the rider, ask the instructor for more direction.
8. Regardless of what kind of assistance you are asked to provide, **PLEASE DO NOT LEAN ON THE HORSE OR REST YOUR HAND ON THE HORSE.** This tends to annoy and distract the horse.
9. If the rider tries to talk to you, direct his/her attention to the instructor. If the problem persists, ask the leader to take the horse into the center of the ring and ask the instructor for help.
10. Make corrections physically instead of verbally if your rider appears to have difficulty understanding what he/she has been asked to do. For example, instead of repeatedly telling the rider to turn the horse with the left hand, put your hand on the rider’s left hand and physically move the hand as needed to gently turn the horse. On occasion the instructor may ask you to work on a particular problem with the rider while the lesson is progressing.
11. If you have an ongoing behavior problem with the rider, ask the leader to go to the center of the ring so that the instructor can help correct the problem.

Mounting Guidelines, Safety Rules and Procedures:

1. **Mounting is the most dangerous part of our program. Be especially alert when in or around the ramp.**
2. When the leader is directed to walk the horse into the mounting ramp, you should walk AROUND the ramp and stand in front of the ramp until the horse is led out. **PLEASE DO NOT WALK ONTO THE MOUNTING RAMP IN ORDER TO GO FROM ONE SIDE TO THE OTHER!**
3. Sidewalkers take over responsibility for the rider at the end of the mounting ramp and should support the rider securely as directed by the mounting staff.
4. After entering the ring, provide any needed support as you walk with your rider until the instructor calls your rider into the center of the ring to adjust stirrups, etc. **Be especially alert when approaching the OPEN gate!** Watch for other rider entering the ring.

Reece Center Staff Telephone Listing

Carol Cortino, Volunteer Coordinator

Home: 770 922 7640

Pager: 770 929 7640

Email: Carol4820@aol.com

Rick Martinez, Barn Manager

Cell: 404 295 1665

Email: Happyhorseworks@yahoo.com

Denise Wheeler, Assistant Director/Instructor

Home: 678 423 1734

Cell: 404 314 5450

Email: Cherub2mom@aol.com

Heather Hipp, Web Master/Instructor

Cell: 770 262 6180

Email: reece.center@att.net

Wade Wheeler, Executive Director/Program Director

Home: 678 423 1734

Cell: 404 281 8096

Email: wadehwheeler281@gmail.com

Reece Center Office: 678 423 1734

The Reece Center for Handicapped Horsemanship

8280 Wilkerson Mill Road

Palmetto, Georgia

www.reececenter.org

Introduction to Disabilities

Our philosophy at the Reece Center is to focus upon our students' abilities rather than their disabilities. However, we recognize that an informed volunteer is a more capable volunteer. To this end we are providing you with an information sheet about some of the typical disabilities manifested by our riders, who may have a combination of cognitive, physical, and emotional disabilities. The most important request we make of you as we share this general information with you is that you never forget that our students are above all else people just like you and me - worthy of being shown the utmost respect and treated with the utmost dignity!

Cognitive Disabilities:

Autism: The autistic rider tends to have little or no speech and a short attention span; may engage in repetitive and/or meaningless movements; may be abusive towards self and others; is resistant to change; is socially withdrawn. Volunteers interactions with the student need to be positive and reaffirming, with lots of praise for correct actions.

Developmental Disabilities: The developmentally disabled rider is unable to communicate at normal age level and has a short attention span; many have poor muscle tone, coordination and balance; most do not comprehend abstract concepts and need to be shown rather than told what to do - demonstration and repetition are keys to learning. Volunteers should interact in age-appropriate ways while giving positive reinforcement.

Learning Disabilities: The learning disabled rider perceives the world differently and is unable to receive and process information in the usual manner; may exhibit hyperactive and/or inappropriate behavior and has a low tolerance to frustration; needs simple instructions and demonstrations to facilitate learning. Volunteers need to be patient and allow time for processing to take place.

Physical Disabilities:

Arthritis - Osteoporosis: The rider with osteoporosis will have a loss of bone density resulting in bone fragility that may be concentrated in one area of the body. Joints may be painful and stiff; fractures are a major concern in all activities. Volunteers need to be especially careful to treat this rider with extreme care and gentleness. This rider will always have two sidewalkers who will be aware of this rider's condition. Extreme care must be taken in executing an emergency dismount with this rider. To avoid hip dislocation, both legs must be moved together as a unit.

Blindness: The blind rider may have partial or total blindness and may have balance problems as well as difficulties with body awareness and movement; needs very specific directions in order to achieve maximum degree of independence. Volunteers should always inform the rider before making physical contact.

Cerebral Palsy: The rider with cerebral palsy will tend to have spastic movements along with speech, hearing, and other sensory problems; poor balance and difficulty with controlled movements can affect stability; needs time to relax and needs time to process and act upon instruction. Volunteers should be patient, should provide adequate and appropriate support, and should avoid abrupt or sudden movements, changes in direction, etc. This rider tends to have tight muscles and care should be taken in emergency situations to avoid additional injuries. Avoid actions which stretch muscles and joints.

Physical Disabilities (cont.):

Seizure Disorders: The rider with seizure disorders may exhibit loss of consciousness and may convulse, even when on medication. This rider will always have two sidewalkers who are aware of this condition. If the rider has a seizure while riding, the horse is halted in place by the leader, who notifies the instructor about the situation, and the two sidewalkers provide physical support to the rider. If the rider exhibits strong convulsions, one of the sidewalkers will emergency dismount the rider. Once the rider is dismounted, the leader will remove the horse from proximity to the rider. The instructor will make appropriate decisions regarding the remainder of the class and the necessity of initiating standard emergency procedures.

Spina Bifida: The rider with spina bifida will have a fragile spinal column and should be treated with care; many will have a shunt to prevent hydrocephalus, which requires careful fitting of helmet; may have long or short leg braces; may be in a wheelchair or on crutches; may have limited skin sensation below the waist and are therefore susceptible to pressure sores and/or friction injuries. This rider will usually have one or two sidewalkers, depending on the severity of the condition and the planned instructional activity. Volunteers should be ready at all times to execute an emergency dismount as this rider cannot be allowed to fall.

Spinal Curvature: The rider with a spinal curvature (scoliosis, kyphosis, or lordosis) may have difficulty assuming a correct posture on horseback; avoid backward and forward bending; stirrup length may need to be uneven. Volunteers need to be alert to the rider's appearing to lean to one side or the other; the saddle may need to be readjusted from time to time.

Emotional Disorders:

Emotional Impairment: The rider with an emotional impairment has difficulty with expressing emotions and feelings in appropriate and socially accepted manners; responses and reactions may be extreme. Volunteers must set firm limits and encourage high levels of performance. Work closely with instructor to maximize task performance and minimize opportunities for manipulation and defiance.