



## Volunteer Expectations

*All Volunteers and Parents/Guardians: please read through the following guidelines and expectations for volunteers and junior coaches and sign and date*

### 1. Proper Attire:

- ❖ Students will need to have long pants for riding in (non-slippery material such as jeans, tights, ect.) as well as a boot or shoe with a 1/2 inch heel (for safety reasons, so rider's feet do not slip through the stirrup). It is recommended that students purchase a properly fitted equestrian riding helmet or we do have helmets available for students to borrow for the classes.
- ❖ No open toed shoes or flats permitted in the barn. No slippers, uggs or other inappropriate footwear. No tank tops or midriff shirts that show the belly button.
- ❖ Have rubber boots and extra socks available if the pens are wet. Have appropriate jackets, ski-pants, mitts and toques available for the weather.
- ❖ All staff, students and guests will wear protective headgear while riding and handling horses, even if on personal time

### 2. Attitude & Leadership

- ❖ Bring a positive attitude and empathy to work towards both horses and students
- ❖ Always be following our barn rules. Safety always comes first.
- ❖ Don't be afraid to ask for help from other coaches, volunteers and staff if you are ever unsure about anything. Gwen's number is 2048035940 if you ever have any questions or concerns
- ❖ Volunteers are not at the barn to socialize, they are there to learn and help as necessary
- ❖ Staff are not permitted to develop personal relationships with students or volunteers. They are there for guidance and leadership. Please do not communicate or socialize with staff other than for barn related business, and let Gwen know if a staff member attempts to communicate with you about non-lesson related business or outside of your volunteer time
- ❖ Helping may mean cleaning, sweeping and other jobs as tasked. Taking care of horses is about learning about all aspects of barn management
- ❖ Extra jobs may include: cleaning arena and stalls, sweeping barn and boardwalk, helping with chores, keeping tack-room clean, first aid for horses (under supervision)
- ❖ Horses need to be fed their grain before going back to pens. Horses with blankets and fly gear need to be re-dressed
- ❖ There is absolutely no personal cell phone use while you are volunteering
- ❖ Animal abuse of any kind will not be tolerated at Sagehill Stables. There is to be no hitting, kicking or yelling at horses while on Sagehill Stables property.

- ❖ **Is it never OK to talk poorly about clients, staff or horses.** Watch your language and how you talk about horses that are misbehaving or that are not as skilled as others.
- ❖ All students are welcome to volunteer and help out. Volunteers are expected to make others feel welcome and provide assistance, help and guidance when asked. **Bullying of any kind will not be tolerated & those who engage in this type of behavior will no longer be allowed to volunteer or work at Sagehill Stables.**

### **3. Basic Safety Protocols**

- ❖ Volunteers must be familiar with the barn rules
- ❖ Catch pen gates should be closed and latched properly by staff and students at all times
- ❖ Helmets should be on all students during tack-up and catching in pens, and for sure at the wash rack
- ❖ No kneeling or sitting on floor at anytime, no hands on floor.
- ❖ If you need to sit or take a break, please go to the office area. All volunteers are welcome to take breaks, but not during the middle of a birthday party or when assisting students tack-up or catch horses - please time your breaks accordingly

### **4. Additional professionalism rules for Volunteers:**

- ❖ Volunteers are not to enter the arena during a lesson and have personal conversations, sit on the mounting block or a chair, or discuss non-immediate/concerning business. If you are not needed in the arena to help with a specific task, you are to keep yourself busy in the barn. Ask someone what needs to be done. Watching lessons is to be done on your own time.
- ❖ Volunteers and junior coaches must be respectable and presentable when working. Your attitude and professionalism reflect on the stable. If the stable or coaches find you are not able to keep professional conduct while on your volunteers shifts your shifts will be reassigned
- ❖ Volunteers are not permitted to bring guests to their shifts

Volunteer Name: \_\_\_\_\_

Volunteer Sign: \_\_\_\_\_

Parent/Guardian Sign: \_\_\_\_\_

Dated: \_\_\_\_\_