



2515 Moores Mill Road • Rougemont, North Carolina 27572

p: 919.316.0747 e: brad@brightstarstables.org w: brightstarstables.org

Welcome to Bright Star Stables. Below you will find the new Volunteer Packet.

This packet contains several sections that need to be completed and signed for each new volunteer.

- Volunteer Information sheet/questionnaire
- Volunteer Handbook acknowledgement
- Liability Release form
- Photo Release statement

Should you have any questions, please feel free to reach out to us. We look forward to having you become part of our family.



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VOLUNTEER INFORMATION SHEET *(please print)*

Name _____

Birthdate * _____ (for accreditation)

Address _____

City _____ State _____ Zip _____

Phone # (H) _____ (W) _____ (Cell) _____

E-Mail Address _____

**Please note that BRIGHT STAR STABLES will not accept applicants into our volunteer program who have been arrested for, or convicted of crimes against persons and/or animals. You may be subject to a background check as part of this application process.

CONFIDENTIALITY AGREEMENT

Bright Star Stables recognizes the right of participants and their families to have privacy over any information that may be personal or sensitive. In order to respect that right, we require all volunteers and staff to sign a non-disclosure agreement. Any persons violating these policies will be subject to penalties ranging from reprimand to alteration of responsibilities to termination and legal action. Information considered to be confidential includes all medical, familial, social, referral, personal & financial concerns regarding a participant and/or his/her family. Such information is considered confidential regardless of how it is obtained, whether directly from the participant or family, BRIGHT STAR STABLES staff, volunteers or others in association with BRIGHT STAR STABLES, or inadvertently from other sources, such as but not limited to a chart, computer screen or overheard conversation. Consent to disclose information to outside individuals or agencies, including photographs and videotapes, should be obtained in writing from the proper legal representative. Adults age 18 and over with development disabilities are presumed to be competent to give consent unless they have specifically been found incompetent in a court of law. In such a case, a substitute decision-maker would be assigned, and any consent must be obtained from that person.

I have read and understand the confidentiality policy as described and agree to observe its principles.

Signature _____ Date _____
Volunteer, Parent or Guardian (Parent or Guardian Signature if Volunteer under 18)

Print Name _____



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VOLUNTEER QUESTIONNAIRE *(please print)*

How did you hear about BRIGHT STAR STABLES?

- Newspaper Volunteer Agency Company publication/website Bulletin
 Board School Volunteer Fair Friend PATH BRIGHT
STAR STABLES website Driving by Other: _____

Do you have horse experience? (circle one) Little / None/ Some/ Considerable

Briefly describe experience:

Are you comfortable working around horses? (circle one) Yes or No

What is your availability? (check all that apply)

- Weekday mornings Weekday afternoons Weekday evenings Saturday mornings
 Saturday afternoons

Do you have training or experience working with people with disabilities? (circle) Yes or No

Briefly describe experience:

Are you able to walk for 45 minutes and jog short distances? (circle) Yes or No

If no, please explain:

Given a chance to switch sides or change positions, are you able to hold your arm above shoulder height and support a rider's weight? (circle one) Yes or No

If no, please explain:

Do you have any health issues or physical limitations that we should be aware of? Yes or No

If yes, please explain:

Please provide a minimum of one reason you are interested in volunteering for BRIGHT STAR STABLES:



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Please list the names of any programs or agencies for which you have volunteered in the last 5 years and briefly describe your duties:

Have you ever been arrested for, or convicted of, a crime against a person or animal?
Yes or No

Have you ever been listed on a registry for child abuse?
Yes or No

Please indicate other interests or skills: (check all that apply)

- Special events: Special Olympics Grant Writing Marketing/PR
- General Office/Mailings Board participation Schooling Horses
- Newsletter Research Prospects "Mane" House Parties Horse care
- Website/Web Design Computers/IT Other: _____

Please list THREE people, not related to you, who can provide a personal or professional reference:

NAME and PHONE NUMBER

- 1.
- 2.
- 3.

Applicant Signature: _____ Date: _____
(Parent or Guardian signature if volunteer is under 18 years of age)



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Dear Bright Star Volunteer,

Please read over the attached Volunteer Handbook. After you have read and understand the requirements, please sign this sheet.

Please sign here if you are a parent with a minor volunteer

I, _____, have received and read the Bright Star Stables Volunteer Handbook and have clearly explained them to my minor, _____. I agree to uphold the rules and I will be responsible for assuring my minor upholds the rules as well.

Parent Signature

Date

Please sign here if you are an adult volunteer:

I, _____, have received, read, understand, and agree to uphold the requirements/rules outline in the Bright Star Stables Volunteer Handbook.

Adult Volunteer Signature

Date



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Bright Star Stables Volunteer Handbook

I. GENERAL INFORMATION

We like to see these teams work harmoniously and smoothly for the benefit of the participant. If you feel uncomfortable for any reason with your team, please discuss this with your instructor. We can almost always find a satisfactory solution!

There may be many opportunities to talk socially with your participant and you are encouraged to do so. However, please do not disrupt the lesson. Many students have trouble concentrating so please take care not to interrupt the direct line of focus between rider and instructor.

There may be times when your participant cannot focus on anyone far away and you might have to relay information from the instructor. Team members need to communicate with each other. Let your team know if you need to halt, change direction, cut across the arena or proceed to the center of the arena.

We like to **promote and foster independence in our participants. We try to not do anything for them that they can do for themselves, on or off the horse.** Our families and students appreciate this policy. If students need help, then by all means help them, but also give them a chance to do as much as they can themselves! This will take judgment on your part as well as sensitivity regarding each participant's particular needs. We are not saying to compromise safety, but when it is practical, give each student the opportunity to grow, learn and move toward the greatest level of independence they can achieve as individuals.

Here are some general requests of all volunteers:

- Each time you arrive; please make sure to sign in.
- We are aware that most volunteers do want to assist with lessons, and we will do our best to allow this opportunity – we ask you to please be flexible and understanding that our daily schedule does not always go as planned and may have rider cancellations as well as other work we need help completing around the farm that you may be asked to assist with.
- You will need to check the schedule on the white board for the rider/horse schedule of the day. Please follow the directions of the instructor while in a lesson.
- Always ask if you are unsure of anything or do not feel comfortable completing a task.
- Before you leave, please record your total amount of hours volunteered.



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II. **BENEFITS OF THERAPEUTIC HORSEMANSHIP**

The equine programs at Bright Star Stables are uniquely designed to meet the educational, behavioral, social and physical goals of people with disabilities.

Physical Disabilities - The horse's unique, three-dimensional movement replicates the movement that the human body experiences while walking. Therefore, sitting on a horse helps to strengthen and stimulate core muscles, which often improves walking ability.

Psychosocial Disorders – Horses provide motivation and encouragement to riders. The relationship that develops between participant and horse nurtures the development of skills such as responsibility, increased self-esteem, honesty and respect.

III. **PROGRAMS**

RIDING LESSONS

Each lesson incorporates the educational, physical, social and recreational goals of the individual student. The 45-minute lesson includes mounting, warm-up time, an exercise, an activity or pattern, skill development, skill review, a closing activity and dismounting. Group lessons have 2-5 students per class.

Lessons may include some unmounted time devoted to expanding horsemanship skills. Students may groom, saddle, feed, bathe or perform other appropriate activities that develop horsemanship skills.

PERFORMANCE EVENTS

Each year, Bright Star Stables students are invited to participate in an offsite horse show. Eligible and interested riders are notified in advance of dates, locations and level of ability required for each show offered. There are modest participant fees associated with each show.

IV. **BECOMING A VOLUNTEER**

- All volunteers are required to attend a volunteer training or be trained on the job in certain situations.
- Volunteer must be at least 14 years old to volunteer.
- Volunteers must fill out and sign all paperwork, if under 18 needs to be signed by a parent/guardian. Paper work must be reviewed and updated annually.
- Volunteers must have proof of current health insurance.



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We will match your skills and interests to our program's needs. Every job is essential and helps ensure that we provide high quality, safe, and therapeutic services to our riders.

Here are some general requests of all volunteers:

- Each time you arrive; please make sure to sign in.
- We are aware that most volunteers do want to assist with lessons, and we will do our best to allow this opportunity – we ask you to please be flexible and understanding that our daily schedule does not always go as planned and may have rider cancellations as well as other work we need help completing around the farm that you may be asked to assist with.
- You will need to check the schedule on the white board for the rider/horse schedule of the day. Please follow the directions of the instructor while in a lesson.
- Always ask if you are unsure of anything or do not feel comfortable completing a task.
- Before you leave, please record your total amount of hours volunteered.

A wide variety of opportunities exist for volunteers. Many of these opportunities are described below in the section under task/jobs

V. CLOTHING AND APPAREL GUIDELINES

For your safety and the safety of riders and families, please follow these clothing and equipment guidelines:

- Wear comfortable shoes that protect your feet and ankles.
- No sandals, open-toed shoes, crocs, or soft shoes are permitted in the barn area or arena.
- No clothing with offensive or suggestive messages advertising alcohol or drug use.
- Avoid dangling earrings or other jewelry. Medical tags, necklaces and scarves should be worn under shirts/jackets during activities around horses. Wear sunglasses only if necessary

Please keep in mind Bright Star Stables is a professional organization and may often have unannounced visits or media opportunities. Please dress comfortably yet sensibly.



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VI. ATTENDANCE POLICY AND CANCELLATIONS

WE COUNT ON YOU!!!! Without volunteers we cannot allow the students to ride!
Please arrive 15 minutes prior to your scheduled volunteer time.

Please let us know if you cannot make your scheduled time or have any **schedule changes call or text 919-316-0747**. Make sure you leave your full name. We know emergencies happen; please try your best to notify us ahead of time to allow us to find a substitute when necessary.

VII. WEATHER POLICY

We will make every attempt possible to hold lessons. However, we will communicate via text and email when the weather forces us to cancel lessons. Please ensure that we have your most current contact details.

VIII. FOOD AND WATER

Water is available; please bring a labeled water bottle with you in warm weather. Please do not rely on BRIGHT STAR STABLES to provide refreshments, we will try at times to have snacks available but cannot guarantee it. **Do not eat in front of the horses or riders.**

IX. TASK/JOBS

In lessons, you will be assigned to work with a team consisting of the horse, rider, leader, and sidewalkers (as needed). Below describes some basic job responsibilities and actions that you may be asked to undertake.

Horse Leader

The leader is responsible for maintaining control of the horse, but also needs to stay tuned in to the rest of the TEAM. Pay attention to safety at all times.

Position:

- Walk on the left hand side of the horse's head- between the horse's head & shoulder unless otherwise asked.
- Lay the loose end of the lead rope across the palm of your hand
- Hold the rope lightly with your right hand about 5-10 inches from snap-
leave slack in the rope.
- Allow the horse to move head freely up and down as they walk- **DO NOT HANG ON THE LEAD ROPE.** This rhythmical movement starts at the



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head and moves all the way down the horse's spine- this movement is what makes horseback riding therapeutic. If the leader interferes with the horse's head the body stiffens up and there is no benefit from the horse's movement. Also, if you continuously constrict the movement of the horse's head they may become increasingly annoyed.

- Keep your attention focused ahead of you
- Do not attempt to drag the horse, don't look him right in the eye – look forward in the direction of your movement.
- Use your voice “walk-on” or “whoa” instead of pulling on the lead rope
- During times a horse must stand still, remain relaxed and in front of them. Avoid clamping down on their head, this will cause tension and they may react by backing away from you.
- If there is ever a problem with the horse you are working with, please bring it to our attention.

Side-Walkers

The responsibility of the side-walker is to help ensure safety of the rider throughout the lesson. You may be asked to provide physical support, as well as assist them in completing tasks when they need assistance.

The side-walker will:

- Walk right beside the rider's lower leg, close enough to provide stability when needed.
- Never leave your position next to the rider. If you need to stop for any reason the whole team stops with you. Inform the instructor if you cannot continue your role of sidewalker for any reason.
- Reinforce what the instructor says and make sure the rider hears and understands what the instructor is asking.
- You may need to encourage, calm, reassure or divert the rider's attention to the instructor, be helpful but do not interfere.
- **DO NOT LEAN ON THE HORSE OR PONY OR POKE HIM WITH YOUR ELBOW.**
- Walk or run in position to provide physical support as necessary
- Be constantly alert to the possible need of instantaneous help
- Remind instructor if you need to change sides in case your arms get tired
- Keep your eyes on the rider and in the direction you are going.



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- DO NOT interfere with the horse by petting, poking, leaning or bumping. Allow the leader to do the job of moving the horse forward.
- When a rider requires only one side-walker, walk on the right unless otherwise directed. This puts a volunteer on either side of the horse for security.

Combined Leader/Side-Walker

If your rider has good balance and has reached a certain level of riding competence, they may be assigned only one volunteer, a leader. Your responsibilities now include both the horse and rider. As the rider approaches independence on the horse, your job is to be reinforcement and a security resource.

Thigh-Hold

This is the most common support for riders who need stabilizing support, the side-walkers may be asked to use a thigh-hold.

With the arm that is nearest the rider, reach up and grip the front edge or flap of the saddle in a spot that will put your lower arm across the rider's thigh, apply light pressure to provide stability but not enough pressure to cause discomfort.

Some riders who do not need the thigh-hold during the walk may need it at the trot. The instructor will let you know when to use it.

If your rider is tactilely defensive, you should say, "I am going to put my arm on your leg." The instructor will let you know if this is called for.

If your rider has difficulty steering or halting the horse with the reins, put your hand over the riders hand to work the reins yourself. This allows the rider to learn by being a part of the process.

X. Mounting and Dismounting

All mounting and dismounting is completed by the instructor, volunteer assistance will be called upon when necessary. As a leader, you will need to be aware of how to lead a horse into the ramp and to the block. Side-walkers are often needed to stand on the off side of the mount to help the rider bring the leg over the saddle or simply be an additional safety as they mount. During a dismount, leaders must stabilize the horse while the side-walkers may be needed to help position the rider for a safe dismount. As always, follow the directions given by the instructor.



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XI. EMERGENCY DISMOUNTS

If the rider you are working with requires an emergency dismount, get the attention of the instructor and proceed with dismounting quickly and as safely as possible.

XII. FALLS OFF THE HORSE

Although we do everything we can to prevent a fall, they do sometimes happen. If this should happen, the horse-leader immediately moves the horse away from the fallen rider. This will prevent the horse from accidentally stepping on the rider. The side-walker opposite the falling rider moves quickly away, allowing the horse an escape. The side-walker on the side of the fall may be able to assist the rider to the ground, however we realize that this is not possible at all times, please do not do anything that may cause additional injury to the rider or to yourself. The instructor will attend to the fallen rider.

When a problem arises, all other horses should halt where they are. Facing the other horses toward the accident will help them stay calm. Volunteers wait for instructions from the instructor.

XIII. BARN CONDUCT AND SAFETY RULES

- No touching or feeding the horses without a staff member present.
- No children allowed in stable area without an adult present.
- Do not enter or open a stall unless asked or accompanied by a staff member.
- Ask before giving any type of treat or food to the horses.
- Do not approach the horses while they are eating.
- Absolutely NO SMOKING in or around the barn/arena grounds.
- No running in barn or parking lot.
- All riders must wear a ASTM-SEI helmet when riding Bright Star Stables horses.
- Close-toed shoes must be worn when working with the horses (NO sandal or clogs). No bare, feet inside the barn at any time.
- Riders must wear a boot or hard soled shoe with a heel
- Please do not climb on the hay bales or sawdust piles.
- Please leave pets at home, therapy animals are allowed with prior permission.

XIV. EVACUATION PROCEDURE

In the event of an emergency, look for the nearest exit sign (all buildings have signs at each exit). Exit the building and go to the arena to wait for further instructions from the staff/instructor in charge.

All exit doors are marked in red and the location of fire extinguishers are marked in green



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XV. CODE OF CONDUCT

Thoughtful conduct and self-control factor into the safety and enjoyment of all participants. All persons at Bright Star Stables will be expected to adhere to the following rules and policies of Bright Star Stables. We reserve the right to ask any individual to discontinue their service to the program or to dismiss any individual from our program who is not following rules and policies. Examples are listed below (but not limited to):

- Respect all property
- Disruption of a class
- Unacceptable or unsafe behavior
- Inappropriate sexual comments or sexual misconduct in any form.
- Inappropriate relationship or contact with a rider, volunteer, staff member or guest.
- Showing any form of disrespect to instructors, riders, or other volunteers or animals
- Carrying out unsafe actions that put an individual at risk
- Use of alcohol, smoking of any kind or any illegal substances on BRIGHT STAR STABLES property
- Failure to adhere to program policies
- Inattentiveness to tasks is unacceptable.
- Swearing or inappropriate language
- Rough-housing and inattentive socializing
- Excessive absenteeism or tardiness
- Breach of confidentiality

XVI. NON-DISCRIMINATION POLICY

Bright Star Stables accepts volunteers regardless of race, color, nationality or ethnic origin and economic status.

XVII. VISITORS

Visitors are always welcome during business hours in the observation area of the facility. Children must be supervised at all times. If visitors would like more information about Bright Star Stables or a tour of the entire facility, please arrange this with an Instructor in advance. You are responsible for your guests. *Visitors are not permitted in the barn area unless escorted by a Bright Star Stables volunteer or staff member. All persons entering the barn area must wear closed-toe shoes and follow the barn rules.*



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XVIII. EQUINE LIABILITY LAW

WARNING: UNDER CHAPTER 99E OF THE NORTH CAROLINA GENERAL STATUTES, AN EQUINE ACTIVITY SPONSOR OR EQUINE PROFESSIONAL IS NOT LIABLE FOR AN INJURY TO OR THE DEATH OF A PARTICIPANT IN EQUINE ACTIVITIES RESULTING EXCLUSIVELY FROM THE INHERENT RISKS OF EQUINE ACTIVITIES



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PLEASE READ THIS FORM CAREFULLY.

IT CONTAINS IMPORTANT LIABILITY RELEASES AND EMERGENCY MEDICAL AUTHORIZATION.

Volunteer's Name: _____ D.O.B. _____

Parent/Guardian: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail: _____

Emergency Medical Authorization

In the event emergency medical aid or treatment is required due to illness or injury while participating in program functions or on The Glazer's / Bright Star Stables property, I authorize The Glazer's / Bright Star Stables to (i) secure and retain medical treatment and transportation if needed and (ii) release student records upon request to the authorized individual or agency involved in the medical emergency treatment. This provision will be invoked only if the person listed below cannot immediately be reached.

Emergency Contact: _____ Telephone: _____

Physician's Name: _____ Telephone: _____

Preferred Medical Facility: _____

Health Insurance Co. _____ Policy No. _____

Allergies: _____ Seizures: _____

Medications: _____

Non-Consent Option: If parent/guardian does not consent to the above emergency procedures, and wishes alternate action taken, please state so here: _____

NON-CONSENT SIGNATURE ONLY: _____



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RELEASE, WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT

- 1. Assumption of Risk.** I hereby assume full responsibility for, and risk of, any death or bodily injury to myself or others and damage to or destruction of my property or the property of others, caused by my engaging in any equine activity either on the premises of The Glazer's / Bright Star Stables or elsewhere while working with a The Glazer's / Bright Star Stables equine professional.
- 2. Release, Waiver of Liability, and Discharge of Claims.** I hereby release, waive, and discharge any and all claims that I may now or in the future have for damages against The Glazer's / Bright Star Stables their employees, volunteers, heirs, successors, assigns, and personal representatives from arising directly or indirectly from my death, the death of any other person, bodily injury to me or others, or damage to my property or that of others, attributable to my engaging in equine activities, or my presence on The Glazer's / Bright Star Stables premises.
- 3. Indemnification.** I agree to completely indemnify and hold harmless The Glazer's / Bright Star Stables from and against any and all claims, demands, causes of action, suits, actions, losses, liabilities, costs and/or expenses, including attorney's fees, which are occasioned by, or otherwise attributable to, matters for which I have assumed the risk and for which I am responsible in accordance with this Agreement and for any actions brought by my guests or invitees.
- 4. Conditions of Nature.** I understand that The Glazer's / Bright Star Stables is **NOT** responsible for total or partial acts, occurrences, or elements of nature that can scare a horse, cause it to fall, or react in some other unsafe way. Some examples are: thunder, lightening, rain, wind, sound, sudden movement, unfamiliar objects, humans, wild and/or domestic animals, insects and/or reptiles which may walk, run, or fly near, or bite or sting a horse or person, irregular footing on out-of-door groomed or wild land which is subject to constant change in condition according to weather, temperature, and natural and man-made changes in landscape.
- 5. Conditions of Premises.** In consideration of being permitted to enter for any purposes any restricted area (herein defined as including, but not limited to, arenas, stables, walkways, pens, corrals, fields, training areas, equipment rooms, horse bathing stall, office, classrooms, and any other areas appurtenant to any area where any activity relating to an equine activity shall take place), or being permitted to participate in any way in any equine activity, I acknowledge, agree, and represent that I have, or will immediately on entering any of such restricted areas, and will continuously thereafter inspect such restricted areas and all portions of restricted area or areas, and my participation, if any, in an equine activity constitutes an acknowledgment that I find and accept the area as being safe and reasonably suited for the purposes of its use, and I further agree and warrant that if, at any time, I am in or about restricted areas and I feel



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anything to be unsafe, I will immediately advise my instructor and will immediately leave the restricted area.

6. **Equipment and Tack.** I understand that in consideration of being permitted to use the equipment and/or tack of The Glazer's / Bright Star Stables, I acknowledge, agree, and represent that I have, or will immediately prior to using such equipment or tack, and will continuously thereafter inspect such equipment and tack, and do further warrant that my use of such equipment and tack constitutes an acknowledgment that I find and accept such equipment and tack as being safe and reasonably suited for the purposes of its use, and I further agree and warrant that if, at any time, I feel any equipment and tack are unsafe, I will immediately advise my instructor and will immediately cease using such equipment and tack.
7. **Protective Headgear.** I understand that The Glazer's / Bright Star Stables require me to wear ASTM/SEI-certified helmet at all times while riding. I understand and acknowledge that the risk of head injuries and death are significantly reduced by wearing appropriate headgear. I hereby release, waive, and discharge The Glazer's / Bright Star Stables from and against any and all claims that I may not or in the future have for damages resulting from my failure to wear headgear while riding either on Bright Star Stables' premises or at an offsite facility.
8. **Jurisdiction and Venue.** This Agreement is made and is to be construed under the laws of the State of North Carolina. Venue for any matter or dispute with respect to this Agreement shall be in a court of competent jurisdiction in Durham County, North Carolina.
9. **Severability.** If any court determines that any provision of this Agreement is invalid or unenforceable, any invalidity or unenforceability will affect only that provision and will not make any other provision of this Agreement invalid or unenforceable. Instead, the court shall modify, amend, or limit the provision to the extent necessary to render it valid and enforceable.
10. **Binding.** This Agreement shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, personal representatives, guardians, successors, and assigns.

Executed this _____ day of _____, 20_____.

PARTICIPANT

Signature



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Printed Name

MINOR:

The undersigned declares that the undersigned is the parent or legal guardian of the minor named below. The undersigned has read the foregoing RELEASE, WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT and in consideration of The Glazer's / Bright Star Stables allowing the below named minor onto its premises and/or allowing such minor to participate in equine activities, hereby agrees that all of the terms and conditions contained herein shall apply to such minor and shall be binding upon the undersigned and the minor.

If under 18, signature of both parents (if applicable) or guardian is required.

Printed Participant Name

Parent/Guardian=s Signature

Printed Parent/Guardian=s Name

Parent/Guardian=s Signature

Printed Parent/Guardian=s Name

Photo Release

I hereby grant The Glazer's / Bright Star Stables the irrevocable and unrestricted right to use and publish photographs of me and/or my minor child(ren) at any time I/we are participating in Equine Activities at The Glazer's / Bright Star Stables for editorial trade, advertising, and any other purpose and in any manner and medium; and to alter the same without restriction. I hereby release the photographer and their legal representatives and assigns from all claims and liability relating to said photographs.

CONSENT SIGNATURE: _____