

MISSION STATEMENT

The goal of Dreams Go On, Inc. is to provide each volunteer with the training they will need to assist our program in continuing the quality of service our riders have come to expect. Continual, updated training sessions will be provided to give volunteers the opportunity to be aware of current techniques. Working together to provide a safe therapeutic horseback riding experience to all riders is the goal, while working together as a team. The volunteer also serves as a good-will ambassador in the community to increase the awareness of Dreams Go On, Inc. while keeping the confidentiality of the riders. Volunteers are essential to the program we provide!

TRAINING

Volunteers must be at least 16 years of age. Dreams Go On reserves the right to conduct background checks on all volunteers.

A completion of volunteer orientation is mandatory for all volunteers. A large orientation is held annually in March, before that start of the riding season. Volunteers, old and new, are urged to attend orientation on this day. Any person volunteering with Dreams Go On must participate in an orientation/training session.

Volunteer Jobs

Side-Walking: The role of a side-walker is to provide stability and safety for the rider while encouraging their attentive participation. Side-walkers will provide varying degrees of physical and mental support. Some riders will need hands-on support while others simply need spot support. In all situations the side-walker must be fully aware of the rider, the horse, and

Horse Leading: The role of a horse leader is to lead the horse through a lesson. Again, the role of the leader will vary for each rider. Some riders need a leader to maneuver the horse completely. Other riders may only need the horse leader to be a guide. In all situations the horse leader must be fully aware of the horse and the environment they are in. The rider is not the concern of the horse leader. In the event of an emergency the side-walkers attend to the rider, while the leader must stay with the horse.

Horse Prep: Before each lesson the horses require attention. Trained volunteers are needed to catch horses from the pasture, groom, warm-up, and tack-up the horses before a lesson.

Office Work: Some volunteers are needed for general office work. These volunteers would assist our Program Manager with such tasks as research, mailings, photo copying, etc.

whole year we need volunteers to clean the barn, do minor repairs, clean tack, help out with unloading loads of hay and sawdust, and keeping everything organized.

Fundraising Events: For the volunteer who don't know their way around the barn but still want to help, we always need help with planning, organizing, and carrying out various fundraising events. This is a great way to get involved with our cause, if you prefer to stay out of the barn!

Volunteer Sign-In

Upon entering the barn all volunteers sign in. The sign in book is located in the back of the barn on the information table. Please mark your attendance and hours of participation for each day.

Volunteer Cancellations

In the event that you are unable to be at the barn for your scheduled time, please

the day of can be sent by e-mail (leiagearthart@yahoo.com) or text.

Volunteers are a critical part of the success of our program, and without adequate volunteer support our riders will not be able to participate in all lessons.

Lesson Cancelations

Lesson cancelations will be posted on our webpage. In addition volunteers will be notified by e-mail or phone call.

Barn Rules

The following rules apply to everyone who visits, participates, volunteers or works at Dreams Go On Therapeutic Riding Program. Please read these and become familiar with them. Pass this information on to anyone who may come with you to the barn.

- ✓ All children (riders and non-riders) must be supervised at all times.
- ✓ Always walk, running is not

member.

- ✓ No one may ride a horse unless supervised by a staff member. Everyone who rides must have a current and complete packet on
- ✓ No one is permitted at the stable without prior approval and/or staff supervision.
- ✓ All riders must wear helmets and long pants when riding.
- ✓ Riders and volunteers must wear safe footwear. Boots are recommended, but sturdy, close toe shoes are also permitted.
- ✓ Please keep talking and noise to a minimum. A calm environment is best for teaching and learning.
- ✓ Help keep the barn and area looking good by placing your trash and recyclables in their designated areas.
- ✓ No smoking in any areas.
- ✓ Report all accidents, injuries or hazardous conditions to a staff member as soon as possible.
- ✓ Cell phones must be turned down

- horse leader is permitted.
- ✓ Do not bring dogs to the barn, even if they are left in the car. They may spook the horses.
 - ✓ Do not enter stalls or paddocks without staff permission.

Emergency Procedures

Dreams Go On's number one concern is safety. All volunteers are responsible for knowing and following all safety rules and emergency procedures. All volunteers should promote and provide a safe environment for our riders, horses, and fellow volunteers.

Medical Emergencies

Dreams Go On staff must be notified of any injury or medical emergency. The staff is responsible for managing the emergency including evaluating the scene, determining if additional medical assistance is required, and providing first aid if required. An incident report must

Calling for Emergency Medical Assistance

In the event of an emergency, volunteers may be asked to call for emergency medical assistance. Emergency call information and facility diagram are posted on the bulletin board in the barn as well as by the class schedule in the arena. All staff have cell phones onsite. The nearest landline is at the property owner's home, above the pastures.

Location of First Aid Kits

A first-aid kit is located in the tack room on the first shelf of the cabinet.

Fire Policy

In the event of a fire all lessons will stop. Riders will dismount and exit the barn with their horses. All volunteers, staff, parents, and riders will meet in the outdoor area.

individuals will begin evacuating horses when all participants are out of the barn. Lead horses through the nearest door, beginning with the horses closest to the fire, and take them to the closest pasture.

Severe Thunderstorm Policy

In the event of a thunderstorm or loss of electricity, all lessons shall stop. Riders will dismount and return horses to their stalls. All riders outside on property will dismount and return horses to their stalls. If the horses are outside, leave them in the pasture. A Senior Staff Member is responsible for all directions in the barn.

Trail Ride Policy

When going on a trail ride instructors must take a first aid kit, a reliable source of communication, and an extra halter and lead. In an emergency the instructor must stay with the rider until help arrives.

Loose Horse

head off their horses. Side-walkers should apply “arm over thigh” support, and advance in further direction from instructor. If directed, all riders will dismount and return to a safe area away from the loose horse. If a horse is loose in the barn, all participants should be brought to a safe area, remove any horses from cross ties, close open doors, and attempt to herd a loose horse into an empty stall.

Spooked Horse

If a horse becomes frightened the side-walkers should apply “arm over thigh” support to the rider. The horse leader should attempt to halt the horse and head it out. The side-walkers must stay with the horse and rider, following instructors directions.

Emergency Dismount

The instructor performs rider mounts and dismounts. However, there are times when an emergency dismount will be performed. The side-walker that is be

the stirrups, place your arms around the riders waist, and gently guide rider off and safely away from the horse. The horse leaders will lead the horse a safe distance away from riders and side-walkers. Await further direction from the instructor.

Fallen Rider

Should a rider fall from a horse all activity will stop. The instructor is responsible for managing the incident including applying any first aid needed. Designated volunteers may be asked to assist by retrieving a first aid kit, calling for emergency medical assistance, and locating the rider's emergency medical form (located in the rider file drawer in the tack room). In the event of a fallen rider, the horse leader will move the rider's horse away from the rider, then halt and head off the horse. All other horse leaders are to halt their horses and head them off. Side-walkers of the fallen rider remain with the rider until directed otherwise. Do not move a fallen rider, encourage them to lay

Other Policies

Confidentiality

The confidentiality of our riders is crucial. All volunteers will sign a confidentiality agreement. Any information obtained while volunteering, about a student's medical or personal history, shall not be disclosed to anyone other than Dream On Staff Members. Volunteers must obtain staff permission before taking pictures or videos.

Physical Considerations

Some volunteer roles such as leading, side-walking, and assisting in the barn can be physically demanding at times. It is important that you inform the Dream On staff if you have a condition that will prevent you from performing a volunteer duty for the necessary amount of time.

expected to conduct themselves in a cooperative and appropriate manner at all times. Examples of inappropriate behavior would include any form of harassment, aggressive or abusive behavior to self, or others, including horses.

If you are subject to any type of inappropriate behavior, please do not approach the individual. Notify staff immediately. Individuals exhibiting inappropriate behavior will be requested to leave immediately and if determined, additional assistance may be called for (911).

Inappropriate behavior may result in dismissal from the program. Please notify staff immediately of any concerns regarding the behavior of program horses such as biting, kicking, etc

Commitment and Availability

Adequate support is critical in serving our participants and equine friends. Therefore, Dreams Go On requests that volunteers be

Please notify Dreams Go On as soon as possible if you are not able to make your scheduled time and please make every attempt to volunteer another day to make up for your absence.

If at any time, you are unclear regarding your volunteer role or responsibilities, please direct questions to the Program Manager, an instructor, staff member or Senior Volunteer. During lessons, the instructor is responsible for each rider, horse and volunteer. All directions from the instructor should be followed including the assignment of riders, horses and volunteers, mounts/dismounts and lesson structure. To ensure everyone's safety it is important to adhere to the instructor's decisions. If you have additional comments, concerns or questions, you may complete a Volunteer Comments Form located at the information desk. Dreams Go On also provides program information through email updates and postings on the volunteer bulletin board.

**Risk Of Equine
Activities Pursuant To Pennsylvania Law.”**

The Dreams Go On Character Pledge

I understand the important role of a volunteer in the Dreams Go On Program. The volunteers, staff, riders, and horses work in tandem to create this therapeutic environment. As an active member of the team I will be patient, I will be compassionate, and I will be professional.

Sign Here

Date

Witness (Staff Member)

Date

**PROCEDURES, and BARN RUN
HANDBOOK**

Dreams Go On



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