

Heavenly Gaits Therapeutic Riding Center, Inc.

2059 Ninevah Road Knox, PA 16232

(814) 221-1690

www.heavenlygaitstrc.weebly.com



Volunteer / Staff Rules

1. All volunteers and staff members must wear...

- Hard-soled shoes or boots with a small heel while riding and while in the arena, pasture, or stall area. Tennis shoes are permitted, but boots are preferred. You will not be allowed in the arena, stall, or pasture area with open-toed shoes.
- A helmet and long pants while riding.

Volunteers and staff are asked to refrain from wearing dangling jewelry or clothes that are excessively baggy.

2. Let the director know in advance when you will be able to volunteer. If you are unable to attend your scheduled hours, call ASAP.

3. You will be contacted if lessons are cancelled. You may inquire about the status of lessons at (814) 221-1690.

4. Sign in/out when entering and exiting the barn.

5. Fill out the volunteer log every time that you do volunteer work. If you do not fill out the log, you will not receive credit for your time.

6. When you come in, check the bulletin boards and dry-erase boards for important notices or instructions.

7. Know the location of emergency exits, first aid kits, defibrillators, fire extinguishers, and telephones/emergency numbers.

8. Prior to working with a horse, check the horse's information sheet (located on the stall) to determine if the horse has any issues with tying, leading, etc.

9. Always tie horses with quick-release knots (unless cross-tying). If you do not know how to tie, please ask!

10. Use grooming equipment and bridles only on the horses they are assigned to.

11. After grooming, bathing, or clipping a horse, fill out the horse's Grooming Log located in the tack room.

12. After riding or lunging a horse, fill out the horse's Activity Log, located in the tack room.

13. Let the director know if any tack is broken or damaged.

14. Let the director know if a horse is unsound or injured.

15. Put all equipment away properly. If you do not know where something goes, ask!

16. Each horse is to be put in his or her assigned stall only!

17. During a lesson, always listen to the instructor and follow his or her instructions to the best of your ability.

18. Clean any messes that you make! Remove manure from the arena after each lesson.

19. Before leaving for the night, clean all stalls, sweep aisles, and if horses are in, make sure they have a full bucket of water.

20. Do not feed anything to the horses unless approved by the director.

21. There is NO SMOKING in the facility or on the grounds.

22. There is always something to be done in a stable. If you are in need of something to do, please ask.

Without volunteers like you, our program could not exist!

I have read and understand the Volunteer/Staff Rules.

Date _____

Signature (parent/guardian signature if under 18)