

Riverwood Therapeutic Riding Center
Volunteer/Staff Orientation Checklist
For Therapeutic Riding and Hippotherapy

Volunteer/Staff Name _____ Start Date _____

This two page checklist is to be completed and signed by the end of your orientation period.

All Volunteers and Staff

Riverwood Mission

_____ Role of the volunteer/staff

Tour of Riverwood Farm

- _____ Tack room and equipment storage, first aid equipment, fire extinguisher location, restroom, telephone, emergency numbers, riding ring, mounting areas, waiting area, parking area, off-limits areas for students.
- _____ Information availabilities: disability folders, website and email
- _____ Introduction to Personnel

Risk Management Plan

- _____ Fire Procedure
- _____ Inclement weather procedure
- _____ Proper response to falls, emergency dismounts, and other incidents
- _____ Seizures
- _____ Safety issues while handling horses
- _____ Horse health concerns

Riverwood Policies

- _____ Dress code
- _____ Attendance policies
- _____ Scheduling/sign in sheets
- _____ Client confidentiality

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Volunteer/Staff Name _____

Leader

- ___ Meets age requirements according to policy
- ___ No underlying health restriction and can walk approximately 45 minutes

Discuss/Demonstrate the following:

- ___ Haltering
- ___ When to cross tie or hold in hand
- ___ How to tie in stall
- ___ Leading (Halt/change of direction/proper mounting/dismounting procedure)
- ___ Discuss proper response to falls, emergency dismounts
- ___ Discuss safety issues when handling horses, including trails/safe distance/response to a horse in distress
- ___ Discuss horse health concerns
- ___ Discuss equine body language and signs of stress in horses

Advanced Leader

- ___ Tacking
- ___ Untacking and putting away tack
- ___ Cooling out

Sidewalker

- ___ Meets age requirements according to policy
- ___ No underlying health restriction and can walk approximately 45 minutes

Discuss/Demonstrate the following:

- ___ Discuss broad categories of disabilities and safety related to those disabilities
- ___ Discuss/demonstrate proper response to falls/seizures/behavior problems
- ___ Demonstrate sidewalking techniques including mounting/dismounting
- ___ Discuss/demonstrate positioning techniques

Barn Rules and Safety

I have been informed of and understand each of the above policies, skills and requirements. I agree to follow them to the best of my abilities. I have been made aware of the posted barn rules and agree that I understand and will follow each of them. If I cannot carry out any of the above, I will inform a Riverwood staff member.

Volunteer/Staff Signature _____ Date _____

Parent/Guardian (If volunteer/staff is a minor) _____

Orientation Leader _____