

Lily Creek Farms  
Therapeutic Riding Center  
R208 County Road 16  
Napoleon, OH 43545  
(419) 785-6763

## **VOLUNTEER REGISTRATION APPLICATION**

### **VOLUNTEER INFORMATION**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ County \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Home

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone

\_\_\_\_\_ Ext \_\_\_\_\_ OK to call at work? \_\_\_\_\_ Email

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

May we add you to our Facebook Volunteer private group? \_\_\_\_\_

### ***OTHER INFORMATION***

How did you hear about Lily Creek Farms TRC? \_\_\_\_\_

Briefly explain your experience with people with disabilities: \_\_\_\_\_

Briefly explain your experience with horses: \_\_\_\_\_

Have you ever been convicted of a criminal offense? ***(We do require Background Checks, the link to purchase one will be emailed to you.)*** If yes, please explain:

Indicate the reason you are seeking a volunteer position (circle all that apply):

Personal fulfillment School requirement Future Employment

**Most volunteers help 1-3 hours per week. At the end of your training, you will be asked to commit to a time (at least once per week). When are you available?**

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## VOLUNTEER OPPORTUNITIES – SELECT ALL AREAS OF INTEREST

\_\_\_\_\_ Riding Lesson Volunteer - Horse handlers lead the horse and side walkers assist the student with physical or verbal assistance during the lesson. Work with instructors and students in non-mounted activities where students learn horse care (parts of horse anatomy, grooming, stall cleaning, etc.) and do arts and crafts.

\_\_\_\_\_ Barn Buddy – Horse buddies are responsible for feeding, grooming, and all care of the horses. This position is extremely vital to the success of our programs.

\_\_\_\_\_ Maintenance - Help keep the facility running smoothly and looking good by helping with cleaning, weeding, mowing, light carpentry, and fix-it type jobs.

\_\_\_\_\_ Office Assistance - Make copies, assemble mailings, file, and assist with other specific projects as needed.

\_\_\_\_\_ Special Event Volunteer – help to organize and do specific event related projects.

***\*\*\*Lily Creek Farms TRC has at least three major fundraisers each year. Volunteers are needed to plan and organize prior to the event and for the day of the event. We also have multiple smaller fundraisers each year. We do ask that you volunteer for at least two of our major fundraisers and one smaller fundraiser per year.\*\*\****

## GENERAL HEALTH AND CONSENT

Please list any health conditions, issues, or medications taken: \_\_\_\_\_

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Please note any allergies (bees, asthma, medications, latex) and if they are LIFE THREATENING. \_\_\_\_\_

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## **AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT**

The Undersigned hereby grants to a staff member of Lily Creek Farms Therapeutic Riding Center (TRC) the authority to make health care decisions with respect to the volunteer if the undersigned is unavailable to make such decisions. The term “health care” and “health care decisions” as used in this form shall have the meanings set forth in the Ohio revised Code Sections 1337.11 through 1377.11.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian  
(if under 18 years old) \_\_\_\_\_ Date \_\_\_\_\_

## **Emergency Contact**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Day \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

## **LILY CREEK FARMS RULES AND CODE OF CONDUCT**

### ***FACILITY AND VOLUNTEER RULES***

- All volunteers and staff are to conduct themselves in a way that best represents LCF and our mission • No smoking or use of tobacco products on the property; this includes e-cigarettes and vapes • No alcohol or drugs shall be on the property for any reason
- PETS ARE NOT PERMITTED; service dogs are welcome but must remain on a leash at all times • Volunteers must complete training prior to entering the barn without a staff member present • Any volunteer under the age of 16 must be accompanied by their parent or guardian unless otherwise approved by LCF Executive Director
- Do not come to the barn outside of your scheduled time. For insurance purposes, there cannot be visitors at the facility when LCF staff members are not present. Additionally, lessons, meetings, orientations, trainings, and tours happen at all hours of the day and staff will schedule volunteers around these events.
- No guests allowed; please get permission from a staff member before bringing anyone with you to the farm • Always adhere to a 10 MPH speed limit while on the property
- Volunteers must log all visits into Salesforce; if iPad or computer do not work, message a staff member • Interacting with cats on the property is at your own risk

### ***DRESS CODE***

- Dress for the weather
- Clothing must be properly fitting; No loose clothing, overly tight, or revealing clothing is permitted • All designs on apparel must be appropriate for children and align with LCF image
- Closed toe shoes must be worn at all times; boots (not steel-toe) are preferred, tennis shoes are acceptable • Shorts are allowed but must be mid-thigh or longer; soffe, bike, or spandex shorts are not permitted • Avoid jewelry such as dangling earrings or sparkling/shiny items when volunteering around horses

### ***BARN RULES***

- All phones must be on silent or vibrate when in the barn, especially during lessons
- Aisles must remain clear at all times; all wheelbarrows, tools, etc. need to be kept out of the walking path • Avoid sudden or distracting movements and loud noises when around the horses
- Do not feed the horses anything other than what is on their feeding chart. Some of our horses are on a special diet, feeding anything outside of their normal food could be detrimental to their health. Approved treats are only allowed with staff permission so that food intake can be monitored.
- Do not allow horses to lick your hands as this encourages biting
- Never sit, kneel, or lay on the ground near a horse
- Only approved horse leaders will be allowed to enter and remove horses from stall, arena, or pasture

### ***LESSON/EVENT RULES***

- Do not bring snacks to share with clients. Be aware that some of our riders may have medical conditions such as allergies, diabetes, etc. which make certain foods off limits or incompatible with their medication. Check with staff or the family before bringing "goodies."
- The instructor is responsible for all aspects of the lesson from the time the first horse is taken out of the stall until the last horse is put away. Please listen and follow all directions given by the lesson instructor.

***LCF Volunteer & Guest dismissal policy:*** Lily Creek Farms reserves the right to dismiss a guest or volunteer from the facility

and the program if their behavior is putting themselves, a student, staff, other volunteer, or horse's mental or physical health in jeopardy. The LCF instructor in charge at the time will review the behavior with the individual and determine the level of intervention necessary. The level of intervention could include verbal or written warning, or immediate dismissal from the LCF facility and program. Alcoholic consumption by a volunteer prior to a session is not allowed. A volunteer smelling of alcohol will not be permitted to assist in that day's session. Physical, emotional, mental, or sexual abuse by a person at the LCF facility will not be tolerated and will result in immediate dismissal.

## RELEASE AND HOLD HARMLESS AGREEMENT

The Undersigned acknowledged that Lily Creek Farms Therapeutic Riding Center (TRC) has fully explained to me the risk involved with horseback riding, horse-related activities and/or working around horses. These risks include but are not limited to bodily injury, permanent disability, physical harm to rider, horse, and spectator, and even death. I further understand that the horse is a prey animal and regardless of its calm nature and training, the horse will revert to its natural instinct to fight or flee when frightened. These actions may include but are not limited to changing speed or direction at will, shifting its weight, bucking, rearing, kicking, biting, or running from danger.

I further understand that Lily Creek Farms TRC and its representatives are not responsible for acts, occurrences, or elements of nature which include but are not limited to thunder, lightning, rain, snow, wind, and irregular footing which is subject to constant change in condition according to the weather, temperature, usage, and natural and man-made changes in landscape.

Therefore, in consideration of the privilege of riding and/or working with and around horses and all other animals owned or leased by Lily Creek Farms TRC located at R208 County Road 16 Napoleon, Ohio, the Undersigned does hereby agree to hold harmless and indemnify Lily Creek Farms TRC, its employees, volunteers, board, students, and any and all real property owners and further release them from any liability or responsibility for accident, damage, injury, or illness to the Undersigned, or to any horse owned by the Undersigned, or to any family member or spectator accompanying the Undersigned on the premises.

I further agree that Lily Creek Farms TRC will make an employee/volunteer manual available to me if requested. I have also read and reviewed a copy of the Equine Liability Law which states:

Equine (Horse) Activity Sponsor, Equine and/or Property Owner Is Not Liable For Any Damages Suffered During An Equine Activity On These Premises. A Horse Is A Large Animal And May Be Unpredictable and Dangerous At Times. Extreme Caution Should be Taken in Their Presence. Participants Assume the Inherent Risk of Equine Activities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian  
(if under 18 years old) \_\_\_\_\_ Date \_\_\_\_\_

### **PLEASE READ BEFORE SIGNING:**

I UNDERSTAND:

- and have signed the attached Release and Hold Harmless Agreement;
- and grant Lily Creek Farms TRC permission to use my likeness, voice and/or words in television, radio, film, social media or in any form to promote activities of Lily Creek Farms TRC;
- that current Tetanus and Hepatitis B vaccinations are recommended when working around horses and students; • **that, in order to volunteer at Lily Creek Farms TRC, I am committing to a minimum of one hour per week, or will participate in substituting when needed, and will give a minimum of two weeks' notice when I am no longer able to volunteer.**

I affirm that I have read the above and that the information I have given is true and complete. I understand that if at any time the information provided is found to be knowingly falsified or inappropriate, I will no longer be allowed to p at Lily Creek Farms TRC.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian  
(if under 18 years old) \_\_\_\_\_ Date \_\_\_\_\_