

Riverwood Therapeutic Riding Center
Volunteer/Staff Orientation Checklist
For Equine Assisted Activities

Volunteer/Staff Name _____ Start Date _____

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: e-news, 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

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
- _____ Discuss/demonstrate emergency dismount

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 Signature _____