

HorsePlay Hippotherapy & Therapeutic Riding, Inc.

Volunteer Guidelines

Our goal is to provide a safe and beneficial experience for our riders, volunteers, horses, and staff. With this in mind, we ask your cooperation in adhering to the following guidelines.

General Policies

1. Volunteers must complete the appropriate paperwork, including emergency information and signed release forms, prior to beginning work as a volunteer.
2. All volunteers must attend an orientation and training session prior to starting volunteer work.
3. Volunteers must receive training specific to their assigned duties before working directly with horses or students.
4. Volunteers working with students or horses must not have been charged with or convicted of a crime committed upon children or animals.
5. The suggested minimum age for working directly with clients or horses is 14 years old. Unless prior approval has been arranged, volunteers less than 14 years old must have a parent or guardian with them on site.
6. Regular attendance by the volunteer is an essential part of a successful program.
7. Volunteers should commit themselves to a specified time period. Unless other arrangements have been made, volunteers must attend their assigned time(s) each week.
8. Volunteers are responsible for notifying the instructor of an absence or change in availability as far in advance as possible.
9. Volunteers will be assigned responsibilities.
10. Volunteers are to maintain confidentiality regarding client information as outlined in the program's Confidentiality Policy.
11. Volunteers should dress appropriately, including jeans or long pants, closed shoes or boots (preferably hard soled with heels – no loafers, flats or sandals).
12. Any disorderly conduct or behavior deemed dangerous will result in a warning to a volunteer. If the behavior continues, the volunteer may be asked to leave and/or be dismissed from the program.
13. Use of nonprescription drugs or chemicals including alcohol which adversely affect the performance of a volunteer will be cause for immediate dismissal from the program
14. Smoking is not allowed on the property.

Confidentiality Policy

1. Riders and their families have a right to privacy that gives them control over the dissemination of their medical or other sensitive information.
2. HHTR shall preserve the right of confidentiality for all individuals in its program. No information shall be shared with individuals outside of the program on a rider's medical information, disability, financial status, or other sensitive factors involved.
3. All program volunteers and staff of are bound by this policy to protect the rights of the individuals served by the program.
4. Individuals involved with the program shall keep confidential all medical, social, referral, personal, and financial information regarding a person and his/her family.
5. HHTR will agree to disclose information to outside agencies or individuals only with the specific written consent of the rider or parent/guardian.

6. Individuals who breach confidentiality will be removed from the program.
7. All individuals accepting responsibilities with the program are required to sign the Confidentiality Agreement located on the volunteer application.