



Dear Prospective Riding Club Member:

Thank you for your interest in Redmond Parks and Recreation Department Farrel-McWhirter Farm Volunteer Riding Club Program. Enclosed is information about the program and the training offered. This information packet will provide you with all the information you need to get started.

A Riding Club Volunteer Member must be responsible and reliable and should enjoy lots of public contact and working with animals. Volunteers should be at least 12 years old. Membership cost is \$15.00 for the first year and \$15.00 for each subsequent year. Members will receive a Riding Club tee shirt each year with dues payment. Farrel-McWhirter Riding Club has three specific sections: Program Volunteer Assistant, Riding Club meetings, and activities and training program.

Riding Club Volunteer Assistant Program: Riding Club members are volunteers who assist with an equestrian educational program for children 4 – 16 years old at Farrel-McWhirter Park. Members are a vital part of the program. They are always under supervision and direction of a trained staff person. Volunteers may work with two children and a riding during the classes. The instructor gives the main class instruction and then breaks children into pairs to work with the volunteer and pony. Volunteers are responsible for handling the ponies, assisting with grooming, tacking the pony before and after the class and provide students with assistance with their lesson.

Riding Club Meetings & Activities: Meetings are the second Thursday of the month at the Old Redmond Schoolhouse Community Center from 6:30 to 8:00 PM. **Attendance is important!** Meetings are designed to provide members with information on upcoming events, training, and projects. Farrel-McWhirter Riding Club has a President, Vice President, Secretary, Treasurer, and various committees for things such as fundraising, historian, welcome, and advertising. Each December new officials and committees are elected. Meetings are also essential for planning fundraisers, fieldtrips, and parties. We have a lot of fun too!

Riding Club Training Program: Eligibility for complimentary riding lessons requires a minimum of volunteer hours worked in a month. Members' skills will be assessed so that an appropriate training program can be implemented. Since information is presented at each class, which is not contained in any written material, regular attendance is expected. Sign ups for training rides will be offered at the Riding Club meetings or at the recreation program office. Earned training ride times are determined by the availability and health of the ponies, skill level of the member, and the amount of volunteer hours accomplished.

If you are interested in applying for the Riding Club program, please fill out the attached application and return it with your \$15.00 membership dues as soon as possible – spaces fill quickly. If you have any questions, please call me.

Sincerely,

Pamela McMahan
Farm Coordinator
Parks and Recreation Department
City of Redmond
425-556-2309



Redmond Parks and Recreation Department Farrel-McWhirter Park Riding Club

Our Mission Statement:

To provide a healthy, safe and fun environment for our Riding Club participants to learn skills that enable them to progress to horse/pony ownership or future horsemanship endeavors and to develop in youth the characteristics of responsibility, leadership, and self-confidence. Our Riding Club also provides a happy and positive atmosphere for the patrons of City of Redmond Farrel-McWhirter Park.

Riding Club Incentives:

- **Discounted or FREE admission to selected Redmond Parks and Recreation Department equestrian learning events and programs, such as horse information seminars**
- **Eligible for monthly prize drawings, number of entries in drawing may depend on the number of hours worked**
- **Field trips, parties, sleepovers, & games**
- **Certificates for outstanding performance**
- **Letter Rosettes, ribbons and formal certificates for each level attained**
- **Letter of Recommendation for employment and college**
- **Verification of community service worked for schools**
- **T-shirt**
- **Workbooks and binders**

Introduction to Farrel-McWhirter Riding Club Levels of Achievement

The following levels of achievement are guidelines for Farrel-McWhirter Riding Club members to accomplish throughout their time with the Redmond Parks and Recreation Department. These levels were developed in increments of 100 hours as a park program volunteer. This time provides the participant enough “hands-on” time with the ponies, practicing their skills in order to achieve the next level of achievement. These volunteer hours are supplemented with meetings, training, riding and/or other written resources. This is intended to be an all-inclusive educational experience that promotes safe, knowledgeable horsemanship. The program builds a solid foundation for future horse endeavors. Level testing is held two times per year per level, primarily in the spring and fall.

LEVEL ONE * - 100 HOURS OF VOLUNTEERING

Basic Knowledge:

- Safety rules around horses and why.
- Basic grooming tools and routine and reasons for grooming.
- How to safely catch, halter, lead and tie the pony.
- How to saddle and bridle, English and Western riding techniques.
- How to adjust stirrups, English and Western.
- Basic parts of saddle and bridle, English and Western.
- Basic parts of the horse.
- Public relations- can give thorough and program complimentary instruction to participants as well as demonstrates good public relations with parents and park visitors.
- Knows specific verbal commands for the FM ponies and acceptable discipline methods for minor behavior problems.

Stable Management Practices:

- Basic feeding routines and feed types.
- Basic Equine first-aid.
- Water needs of horses- when and when not to.
- Care after riding.
- How to turn out a horse.
- Tack room neatness and cleanliness.
- How to clean tack, dismantle pieces and put back together.
- Barn safety rules.

Riding and Handling Skills:

- Mount and dismount correctly, English and Western.
- Sit with correct body position at the halt and walk using correct
- Heels down when mounted.
- Halt correctly.
- Hands low and quiet at the walk and halt.

LEVEL TWO ** - 200 HOURS OF VOLUNTEERING

Basic Knowledge:

- All parts of saddles, English and Western interior and external, and their function.
- All parts of bridle, English and Western and their function.
- List 5 other types of bits, besides a snaffle and curb and their function or purpose.
- All parts of the horse- external.
- Basic parts of horse- internal
- List 5 styles of riding and basic principles and differences.

Stable Management Practices:

- Stall cleaning and bedding options.
- Equine nutrition and water needs.
- Pasture management, safety and fencing.

Riding and handling skills:

- Turn pony at walk using correct hand and leg aids, English and Western.
- Demonstrates correct body position up and down hills and when horse is urinating.
- Can demonstrate half-seat at walk with heels down.
- Can control a seated trot with no reins and minimal bouncing.
- Can ride at a walk, the entire circumference of arena on the rail.
- Can ride a consistent straight line across the arena.

LEVEL THREE * - 300 HOURS OF VOLUNTEERING**

Basic Knowledge:

- Equine colors.
- Markings, facial and body.
- Basic Equine conformation.
- Basic breed and characteristics of each.
- Know how to weigh and measure a horse.

Stable Management Practices:

- Stable vices- causes and corrections.
- Horse hooves- external and internal structure.
- Shoeing principles- understanding and observation.
- Ailments of the feet, legs and treatments.

Riding and Handling Skills:

- Correct hand/mouth contact at a walk and a trot.
- Can demonstrate appropriate rein collection and lengthening at each pace.
- Ride figure 8 at seated trot, 20m on each side.
- Can back straight 5 feet.
- Can transition smoothly from walk to jog to trot and jog to walk.
- Can recognize signs of tiring.

LEVEL FOUR ** - 400 HOURS OF VOLUNTEERING**

Basic Knowledge:

- Knows the basic psychology and behavior of horses.
- Basic fundamentals of equine conditioning.
- Can lunge horses and can describe the reasons and benefits for horse and rider.
- Introduction to harnesses and driving.
- Can describe behavior problems and remedies along with possible causes.

Stable Management Practices:

- Basic health and veterinary care knowledge, including identifying typical diseases to vaccinate for in the NW.
- Can recognize "Red Alert" symptoms and situations.
- Can identify toxic plants and weeds found in the NW.
- Can identify parasite and fly problems and describe methods of control.
- Can show clip appropriately, including bridle paths, ears, muzzle, throat latch and fetlocks.
- Knows the basic equine digestive system.
- Knows about horse teeth and dental care.

Riding and handling skills:

- Can post a trot (English) with correct diagonals.
- Can trot through a designated course without interruption around barrels, over poles etc.
- Can ground-drive a pony.

LEVEL FIVE *** - 500 HOURS OF VOLUNTEERING**

Basic Knowledge:

- Can identify conformation faults and effects.
- Can describe "communication" between horse and rider and benefits.
- Rides centered and demonstrates resistance free handling and riding.
- Submits report on purchasing plan- What your ideal horse would be and what things are important to examine prior to purchasing.

Stable Management Practices:

- Can identify and describe 5 major common diseases and prevention.
- Can correctly wrap legs and stable blanket ponies.
- Submit a health plan/calendar for the next year, for either a pony or horse including vaccinations, hoof care, dental care, worming, and conditioning for intended uses and estimated costs for the year.

Riding and handling skills:

- Can walk and post a trot in both directions on the rail without stirrups.
- Can canter on a lunge line, under control with a good seat and proper hand contact.
- Can drive pony under cart and stop and turn correctly.
- Can demonstrate showmanship "in hand" skills with correctly groomed pony.
- Can ride over trails course with obstacles- back through rails, over cavallettis, bridges etc.

**Redmond Parks and Recreation Department
 FARREL-McWHIRTER PARK
 RIDING CLUB APPLICATION**

<i>OFFICE USE ONLY</i>	
Date Filled	_____
Amount Pd	_____
Orientation	

Date _____

Name		Birth Date		Age	
Address		City		Zip	
Phone (day)		(eve)		eMail	

EMERGENCY INFORMATION:

Contact Person		Phone	
Doctor's Name		Phone	

1. VOLUNTEER EXPERIENCE:

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2. SPECIAL TRAINING AND/OR EXPERIENCE: Please check:

Working w/Animals	<input type="checkbox"/>	Pony/Horse Instruction	<input type="checkbox"/>	Animal Grooming	<input type="checkbox"/>	Maintenance	<input type="checkbox"/>
Outdoor Program Leadership	<input type="checkbox"/>	Program Development	<input type="checkbox"/>	Public Relations	<input type="checkbox"/>	Public Speaking	<input type="checkbox"/>

3. OTHER INTERESTS AND SKILLS:

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4. Please complete statement:

I am interested in volunteering for the Redmond Parks and Recreation Department Riding Programs because:

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5. What would you like to gain from Riding Club?

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6.	A.	Have you ever taught or worked with children? adults?	
	B.	In what capacity	

C.	If not, do you think that you would enjoy educating children and adults?	
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7. How do you feel about talking to groups of people? Have you had public speaking?

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8. How did you hear about Farrel-McWhirter Park Riding Club?

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9. When are you available to work? (Dates, days of week, times)

A.	
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B.	Do you have any physical limitations?		If so, what?	
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10. Please return this form to:

Redmond Parks and Recreation Department
 Farrel-McWhirter Riding Club MS: FMPK
 PO Box 97010
 Redmond WA 98073-9710

OR

Bring it with you to the next Riding Club Meeting
 Held the 2nd Thursday of each month at
 Old Redmond Schoolhouse Community Center-16600 NE 80th St. Redmond
 6:30pm – 8:00pm

RIDING CLUB VOLUNTEER AGREEMENT

I, _____ agree to provide the following volunteer services to the Redmond Parks and Recreation Department:

WORK SITE Farrel-McWhirter Park, Redmond WA 98053

DAYS & HOURS OF SERVICE: Complete Schedule Request Form

POSITION Riding Club Volunteer

PROJECT/DUTIES: Assist the Equestrian Program Instructor with the safe instruction of Equestrian classes for children ages 4-12 years. Duties include: getting ponies ready for programs, grooming, helping with the set-up of classes and putting away equipment and animals after programs; stable and trail clean-up. Will be responsible for helping children groom and ride and will assure that students are doing their tasks correctly and safely. May be required to demonstrate techniques before students under instructor supervision. Will report to the instructor any unsafe equipment, misconduct by the children or Equestrian-related problems

I agree to perform these duties to the best of my ability and to represent the City of Redmond in a courteous and professional manner. I will attend any volunteer orientation or training session required by the Parks Department or site supervisor. I will notify the site supervisor when I am unable to work any of my assigned programs or if I need to cancel my volunteer agreement.

Volunteers must:

1. Complete all forms and return by requested date.
2. Be willing to participate fully without being overly supervised (impacting participants experience).
3. Volunteers must like children and want to participate as a volunteer.
4. We depend on our volunteers. Once assigned to your program dates, we expect you to be there or notify the Parks Department prior if you are unable to come on your assigned day.
5. Volunteers must dress appropriately -- pants and clothing for indoor/outdoor. Dress for the weather each day. Covered shoes are required.

Agreed to by:

Program Supervisor

Date _____

Volunteer

Date _____

MEDICAL INFORMATION AND AUTHORIZATION

Riding Club Agreement Attachment

Member Name		Birth Date		Age	
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Parent/Guardian _____

(signature needed for minors)

Address		City		Zip	
Phone (Hm)		Work Mother		Work Father	

Alternate Emergency contacts:

1.	Name		Phone		Relationship	
2.	Name		Phone		Relationship	

Doctor/Hospital		Phone	
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Special Information: Medications, allergies, physical limitations (bee stings, foods)



**PARTICIPANTS ARE REQUESTED TO SIGN THE FOLLOWING RELEASE.
PARENTS OR GUARDIANS MUST SIGN FOR MINORS.**

Should an emergency occur, for which I cannot be contacted, I/we will allow my/our child to be treated by a hospital, physician or certified medical personnel in the event of injury, accident or illness. I/We further agree to assume all risks and hazards incidental to such participation, including transportation to and from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless City of Redmond Parks and Recreation Department, park supervisors, instructors, volunteers and authorized persons transporting myself or my/our child for any claim arising out of any injury to myself or my/our child.

Signature _____ Date _____

Comments: