



Dear Prospective Riding Club Member:

Thank you for your interest in the Farrel-McWhirter Riding Club Program. Enclosed is information about the program, required medical release form, and the application form. Enrollment is ongoing, and this information packet will provide you with everything you need to get started.

Along with the hands-on equine experiences, Volunteers are encouraged to participate in monthly meetings, Riding Club field trips, special instructor lead activities, and have the opportunity to earn riding lessons. Volunteers are required to attend initial and ongoing training sessions, held monthly.

A Riding Club Volunteer must be responsible and reliable, and interested in gaining knowledge and experience with the equine and various farm animals at Farrel-McWhirter Park. A love of horses is also a must! Volunteers are responsible for helping with all levels of equine care. From picking pastures and cleaning water troughs, to grooming and tacking up for classes, Volunteers get many opportunities for hands-on horse time.

Interaction with the public is also a key element to this position. This is a valuable way to gain skills in customer service, and Riding Club Volunteer conduct must reflect the City of Redmond's high standards at all times. Volunteers are always under the supervision and guidance of a Riding Instructor or staff member. Volunteers are also always paired or grouped, and volunteering is an excellent way to gain experience working as part of a team.

Every hour worked at Farrel-McWhirter Park as a Riding Club Volunteer goes towards earning lessons with the highly qualified Riding Instructors. These lessons range in experience levels, and are tailored to fit beginner walk/trot to more advanced walk/trot/canter groups. Volunteers also have the opportunity to qualify for special bonus activities like the "Watershed Trail Ride" and "Golden Horse Shoe" event.

If you are interested in applying for the Riding Club program, please fill out the enclosed application and return it with your \$20.00 membership dues payment, made out to the City of Redmond. If you have any questions, please feel free to contact me directly.

Sincerely,

Darcey Rayner-Shepard

Farm Coordinator

425-556-2309

dlayner-shepard@redmond.gov

Redmond Parks & Recreation Department Farrel-McWhirter Riding Club

Mission Statement:

To provide a safe and fun environment for Riding Club Volunteers to learn the skills necessary to enable them to meet their equestrian goals, while helping each participant to develop the qualities of responsibility, leadership and self-confidence through positive, equestrian themed activities.

Activity Details:

Riding Club Volunteer Assistant Program: Riding Club Members assist with the equestrian educational programs for both children and adults, and are a vital part of the Farrel-McWhirter Riding School. They are always under the supervision and direction of a trained staff person. Volunteers will be paired or grouped, and will never be alone in the park or pony yard while helping with general farm maintenance and programs.

During class time, Volunteers will be helping with class prep and clean up, as well as assisting with actual equestrian classes. This will include grooming and tacking up the ponies, handling ponies, directing participants and the cleaning of equipment and pony yard.

Riding Club Meetings & Activities: Meetings are the second Thursday of the month at the Old Redmond Schoolhouse Community Center (16600 NE 80th Street, Redmond) from 6:30 to 8pm. **Attendance is important!** Meetings are designed to provide members with information on all things equine, upcoming events, and training opportunities. Riding Instructor staff and special guests will present monthly educational materials.

Riding Club Training Program: Eligibility for training rides requires a minimum of volunteer hours worked in a month. Sign ups for training rides and shifts are set up online. 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. Lessons are offered at the walk/trot and walk/trot/canter levels. Members are responsible to sign up for appropriate lesson levels.

Training sessions and earned lessons will be based on the Volunteer's skill and ability levels. All Members begin at the novice level, regardless of prior experience. This is so they can better understand how programs run, learn the important safety rules, become familiar with the various ponies, and have their skills evaluated by the Riding Instructors. All new Volunteers are required to "shadow" a more experienced Member.

Farrel-McWhirter Park Riding Club Application

Name _____ Birthdate _____ Age _____
Address _____ City/Zip _____
Phone (day) _____ (eve) _____ Email _____

EMERGENCY INFORMATION:

Parent/Guardian: _____ Phone _____

Parent/Guardian: _____ Phone _____

1. VOLUNTEER EXPERIENCE:

2. SPECIAL TRAINING AND/OR EXPERIENCE (please check all that apply):

Working with Animals _____ Pony/Horse Experience _____ Animal Grooming _____ Maintenance _____
Outdoor Program Leadership _____ Program Development _____ Public Relations _____ Pub. Speaking _____

3. OTHER INTERESTS AND SKILLS: _____

4. Please complete statement: *I am interested in volunteering for the Redmond Parks & Recreation Department Equestrian Programs because:* _____

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

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? _____

7. How do you feel about talking to groups of people? Have you had public speaking? _____

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

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

B. Do you have any physical limitations? _____ If so, what? _____

9. Please return this form to:

City of Redmond
Parks & 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 Street, Redmond)
6:30pm – 8pm

Farrel-McWhirter 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, Washington

DAYS AND HOURS OF SERVICE: Complete Schedule Request Form On-Line

POSITION: Riding Club Volunteer

PROJECT/DUTIES: Assist the Riding Instructor(s) with the safe instruction of equestrian classes for children 2.5-12 years old. Duties include: getting ponies ready for programs, grooming, helping with the set-up of classes and putting away equipment and animals after programs, as well as pasture/stable and trail clean-up. Will be responsible for helping children groom and ride and will assure that students are doing their tasks safely and correctly. May be required to demonstrate techniques for program participants under Riding Instructor supervision. Will report to the Riding Instructor any unsafe equipment, misconduct by the children or pony-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 Farm Coordinator. I will notify the Farm Coordinator 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 prior to volunteering.
2. Be willing to participate fully without being overly supervised (impacting participant's experience).
3. Volunteers must like children and want to participate as a volunteer.
4. We depend on YOU! Once assigned to your program dates, we expect you to be there or notify the Farm Coordinator at (425) 556-2309 if you are unable to come on your assigned day.
5. Volunteers must dress appropriately. Dress code is as follows: long pants, long or short sleeved shirts (no tank tops) and closed-toed foot wear (boots with a heel preferable). Dress for the weather; programs run rain or shine.

Agreed to by:

Program Supervisor

Date

Volunteer

Date



Redmond Parks and Recreation Department
Medical Information and Authorization
Please fill out and bring to first volunteer shift.

(Please print)

Program Name _____ **Program Date(s)** _____

Participant's Name _____

Home Phone _____ Birth Date _____ Age _____

Email Address _____

Address _____ City/Zip _____

Parent/Guardian _____ Work Phone _____

Address _____ City/Zip _____

Emergency Contact:

Name _____ Phone _____ Relationship _____

Doctor/Hospital _____ Phone _____

Special Information: Medication, allergies (bee sting, foods, etc.), limitations, surgery, heart, etc.

Waiver of Liability: 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 other 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 waiver, 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, except injury caused by or resulting from the sole negligence or concurrent negligence of the City or its agents. ***I also authorize the use of photographs and/or videotapes of my child/children/ward, or myself as part of the City of Redmond promotions.***

If you do not want your photos or videos published, please contact the Recreation Office at 425-556-2300 x3.

Signature(s) _____ Date _____