

Volunteer Information Form and Health History

General Information

PLEASE PRINT

Name: _____ Date: _____

Street: _____ City: _____ State: _____ Zip: _____

Age: (if under 18 MUST be over 14) _____

Phone (Home): _____ (Work/Cell): _____

Email: _____

Parent/Legal Guardian/Caregiver Name: _____

Address: _____

Employer/School: _____

Address: _____

How did you learn about the B.O.K. Ranch program? _____

Health History

Please describe your current health status, particularly regarding the physical/emotional demands of working in an equine-assisted program. Include fitness, cardiac, respiratory, bone or joint function, recent hospitalizations, surgeries or lifestyle changes. Also include allergies and prescription and non-prescription medications you are currently taking.

Check all that apply:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Pregnant | <input type="checkbox"/> Visually impaired | <input type="checkbox"/> Difficulty walking | <input type="checkbox"/> Difficulty understanding speech |
| <input type="checkbox"/> Back injuries/problems | <input type="checkbox"/> Lack of stamina | <input type="checkbox"/> Loss of balance | <input type="checkbox"/> Respiratory problems |
| <input type="checkbox"/> Heart disease | <input type="checkbox"/> Lack of coordination | <input type="checkbox"/> Dizziness | <input type="checkbox"/> Currently or previously enrolled in Special Education Program |
| <input type="checkbox"/> Hearing difficulties | <input type="checkbox"/> Weakness | <input type="checkbox"/> High anxiety, phobias | <input type="checkbox"/> Other _____ |

Check areas in which you are interested:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Barn Assistant
<i>Assist with horse care and barn management duties. No previous horse experience necessary.</i> | <input type="checkbox"/> Horse Leader
<i>Help ensure the rider's safety by being responsible for leading a horse in lessons while being aware of horse's behavior and surroundings. Previous horse experience preferred or as assessed by instructor.</i> | <input type="checkbox"/> Side Walker
<i>Help ensure rider's safety by supporting riders (physically and/or by coaching) in lessons – Experience working with children with and without special need preferred or as assessed by instructor.</i> | <input type="checkbox"/> Junior Volunteer
<i>Volunteers under the age of 14 can participate as Barn Assistants only and must be accompanied by a parent or guardian at all times who also undergo all safety training.</i> |
|---|---|---|--|

Must attend an orientation and training – minimum 8-week commitment required.

Do you have horse experience? No Yes, my experience includes: _____

I understand that the information provided above is accurate to the best of my knowledge. I know of no reason why I should not participate in the B.O.K. Ranch volunteer program.

Signature: _____ Date: _____

(Sign in person on your 1st visit: Volunteer or parent/caregiver if volunteer under 18)

Photo Release

I **DO** consent to and authorize the use and reproduction by B.O.K. Ranch of any and all photographs and any other audio/visual materials taken of me for promotional material, education activities, exhibitions, and social media or for any other use for the benefit of the program.

I **DO NOT** consent to and authorize the use and reproduction by B.O.K. Ranch of any and all photographs and any other audio/visual materials taken of me for promotional material, education activities, exhibitions, and social media or for any other use for the benefit of the program.

Signed _____ Date: _____

(Sign in person on your 1st visit: Volunteer or parent/caregiver if volunteer under 18)

Confidentiality Agreement

I understand that all information (written and verbal) about participants at B.O.K. Ranch is confidential and will not be shared with anyone without the expressed written consent of the participant and his/her parent/guardian in the case of a minor.

Signature: _____ Date: _____

(Sign in person on your 1st visit: Volunteer or parent/caregiver if volunteer under 18)

Volunteer Dismissal Policy

Volunteers are essential to the quality and safety of the B.O.K. Ranch program. They are given many important duties and are expected to conduct themselves in a mature and responsible manner. Volunteers may be dismissed from the program for any of the following reasons:

1. Volunteer is physically unable to perform their duties. Volunteers are expected to report any conditions that may affect their ability to perform their duties safely. In this instance, every effort is made to find a more suitable volunteer position within the program.
2. Inappropriate behavior or actions that compromise the safety of a student, volunteer, horse, or staff member.
3. Purposeful disregard for directions or instructions given by a supervisor.
4. Poor attendance record. Vacation days are expected, but please communicate clearly with the Volunteer Coordinator and your assigned Instructor.
5. Acting outside of volunteer duties and responsibilities without permission from a supervisor.
6. Any breach of the confidentiality policy.

B.O.K. Ranch Release of Liability

Please read in entirety and sign ALL lines that apply including
BOK and Horse Park at Woodside Liability waivers.

I, the undersigned, _____, do forever release, acquit, discharge and hold harmless B.O.K. Ranch, its agents, employees, representatives, successors, and assigns, for all manner of claims, demands, and damages of every kind and nature, where to which the undersigned or said minor may now, or in the future, have against B.O.K. Ranch, its agents, employees, representatives, successors, or assigns on account of personal injuries, physical or mental condition, known or unknown, to the person of said minor and the treatment thereof, as a result of, or in any way growing out of the acts of B.O.K. Ranch, its agents, employees, representatives, successors, or assigns including but not limited to negligence or gross negligence, in executing the services above described and/or incidental thereto.

Signed _____ Date: _____
(Sign in person on your 1st visit: Volunteer or parent/caregiver if volunteer under 18)

Signed _____ Date: _____
(Sign in person on your 1st visit: Volunteer or parent/caregiver if volunteer under 18)

Please Print Name of Volunteer: _____ Date: _____
(If under 18)

Horse Park at Woodside General Agreement & Release of Liability

I, _____ *(Must be a Parent or Guardian if person named above is under the age of 18)*, hereby acknowledge that I have requested permission to participate in equestrian or other activities on the premises of **The Horse Park at Woodside**. I have read and agree to abide by the Horse Park Facility Use Rules. I am aware that combined training and eventing, jumping, trail riding, conditioning, polo and all other forms of equestrian activities, including the teaching, training or coaching thereof can be hazardous. I am voluntarily participating in equestrian or other activities with the knowledge of the danger involved and hereby agree to accept any and all risks of injury or death.

In consideration for being permitted to use the facilities at the *Horse Park at Woodside*, I hereby agree that I, my heirs, my distributees, guardians, legal representatives and assignees will not make a claim against, sue, attach the property of, or prosecute the *Horse Park at Woodside*, its landlord, directors, officers, members, employees or assignees, for any claim I now have or may hereafter have for death, injury or property damage resulting from my use of the facilities at the *Horse Park at Woodside*, whether caused by my acts of omission or negligence or any else's. In addition, it is understood that any and all insurance that I have shall be primary. To the fullest extent permitted by law, **I shall defend, indemnify & hold harmless** the *Horse Park at Woodside*, its landlord, directors, officers, agents and employees for and against any and all claims, damages, losses, expenses and liabilities of every kind, including but not limited to attorney's fees, in any way arising out of or in connection with my activities under this Agreement. This indemnify shall apply regardless of any active and/or passive negligent act or omission of the *Horse Park at Woodside*, its landlord, directors, officers, agents and employees.

I have carefully read this agreement and release and fully understand its contents. I am aware that this is a Release of Liability, a waiver of legal rights and contracts between me and The Horse Park at Woodside. I sign this agreement and liability at my own free will. I further acknowledge that there are no warranties either express or implied, concerning the facilities, events or activities at The Horse Park at Woodside.

Signature: _____
(Sign in person on your 1st visit: Must be signed by a Parent or Guardian if Participant is under the age of 18)

Please Print Name: _____

Emergency Contact Name: _____ Emergency Contact Phone: _____

Authorization for Emergency Medical Treatment

Name: _____ Date of Birth: _____ Phone: _____

Street Address: _____

City/State/Zip: _____

Physician's Name: _____ Phone: _____

Preferred Medical Facility: _____ Phone: _____

Preferred Medical Facility Street Address: _____

Preferred Medical Facility City/State/Zip: _____

Health Insurance Company: _____ Policy #: _____

In the event of an emergency, contact:

Name: _____ Relationship: _____

Phone: (home/work) _____ Cell phone: _____

Name: _____ Relationship: _____

Phone: (home/work) _____ Cell phone: _____

Name: _____ Relationship: _____

Phone: (home/work) _____ Cell phone: _____

In the event that emergency medical aid/treatment is required during lessons, I authorize B.O.K. Ranch to:

1. Secure and retain medical treatment and transportation if needed.
2. Release injured person's records upon request to the authorized individual or agency involved in the emergency medical treatment.

Consent Plan:

This authorization includes x-ray, surgery, hospitalization, medication and any treatment procedure deemed "lifesaving" by the physician. This provision will only be invoked if the person(s) listed above is unable to be reached in a timely manner.

Consent Signature: _____ Date: _____

(Sign in person on your 1st visit: Volunteer or Conservator if over 18 -- Parent or Legal Guardian if under 18)

Speed Limit/Parking/Parking Pass Agreement

Initial

- _____ I understand and agree to drive **10 miles per hour OR LESS** once I enter the Horse Park at Woodside.
- _____ I understand and agree that any person, mounted on a horse or handling a horse(s) from the ground, automatically has the right of way.
- _____ I understand and agree that I shall **slow to 3 miles an hour while passing any horse(s) on the Horse Park roads**, and I will come to a complete stop and wait if a horse or rider appears to be in distress or losing control.
- _____ B.O.K. Riders, volunteers, and visitors shall park in the designated parking area at the end of the road.
- _____ Riders who are non-ambulatory, or considered fragile ambulators, and have DMV handicapped plates and/or placards, may park in the handicap spaces close to the barn.
- _____ I understand and agree that if I am parking close to the barn in a designated handicap parking space that I will drive **UNDER 2 miles an hour through the gate** at Three Bay Farms (the barn located next to B.O.K. Ranch).
- _____ I agree to display a yellow B.O.K. Ranch parking pass in my car when entering the Horse Park at Woodside. I also understand that failure to have a parking pass during show season or during a Horse Park event, may lead to parking fees at the front gate, and no access to the B.O.K. Ranch parking area.
- _____ I understand that there are cameras located throughout the Horse Park and speeders may be asked to leave the premises and may not be allowed to return.
- _____ I understand that horses, by nature are flight animals and are easily frightened by speeding cars and loud car stereos. Horses' natural reactive nature may cause danger for their handler/rider.
- _____ I understand that it is very expensive to maintain the Horse Park roads, and that excessive speed increases the deterioration of the roads.
- _____ I understand that if I exceed the speed limit on Horse Park property, I waive my right to confidentiality, and my name will be reported to the Horse Park's main office.
- _____ I understand and agree that a volunteer may be dismissed from the B.O.K. Ranch program for unwritten traffic, speeding, parking, and/or other noted or unnoted interactions with other staff, visitors, and equestrians at the Horse Park at Woodside.
- _____ I understand and agree that a violation of any of the above mentioned, in full or in part, by any visiting family member, caregiver, friend or associate of any kind may result in a volunteers expulsion from the B.O.K. Ranch program and the Horse Park at large.
- I understand that by reading and signing this agreement, I take responsibility for any person associated with my lessons and/or volunteer work (i.e. spouses, caregivers, parents, visitors, carpools, minivans/transporters, etc.).

Signature: _____ Date: _____
(Sign in person on your 1st visit: Volunteer or parent/caregiver if volunteer under 18)

Schedule

BOK Ranch is open 7 days a week and approximately 320 days per year. We need volunteers who can commit to work with our instructors, staff and students during scheduled lesson times and before and after lessons as needed. We also hold Half-Day Summer Camps and Special Events during the year. Your support may be required during these events and or programs. You will be given the opportunity to sign up separately for upcoming events/programs.

Please review the schedule below and check the days and times you can commit to working as a volunteer at BOK Ranch. If you are available multiple days and times, please indicate your preferences. If you would like to be included on the substitute/on-call list, please check the days and times you are available. Thank you.

Name	Email	Phone # (best # to call)

Weekly	On Call	Morning - SUMMER CAMP ONLY	Day of the Week
		8:00 am – 1:00 pm	Monday
		8:00 am – 1:00 pm	Tuesday
		8:00 am – 1:00 pm	Wednesday
		8:00 am – 1:00 pm	Thursday
		8:00 am – 1:00 pm	Friday

Afternoon - REGULAR LESSONS

		2:30 pm – 5:30 pm	Monday
		2:30 pm – 5:30 pm	Tuesday
		2:30 pm – 5:30 pm	Wednesday
		2:30 pm – 5:30 pm	Thursday
		2:30 pm – 5:30 pm	Friday

Weekends - REGULAR LESSONS

		8:30 am – 1:00 pm	Saturday
		8:30 am – 1:00 pm	Sunday