

To: Lovelane Volunteers
From: Lisa Williams, Volunteer Coordinator
Re: Volunteering, Forms & Scheduling

Thanks for your interest in volunteering at Lovelane! There are many different ways to help out – with lessons, in the barn, in the office and at events!

- In the lessons either as a sidewalker or a leader, (weekly basis or a fill in)
- Mucking stalls, cleaning tack or other barn chores
- In the office helping with mailings or other tasks
- At special events

We will do our best to match your skill set to our needs.

Our lesson program is year-round and is organized by semester:

- Fall is September 1 through January 31
- Spring is February 1 through June 30
- Summer is July 1 through August 31

We try to schedule in advance of the start of each semester. Of course there always seem to be last minute changes, and a constant need for new volunteers. A volunteer manual is available from Lisa's desk in the office.

Enclosed you will find:

- A Schedule Availability Form for Each Semester
- A Volunteer Skill Form
- A Volunteer Capabilities Form
- A Barn Release Forms (sign pager 2 & 3)
- A Volunteer Emergency Contact Information Form
- A Volunteer Photo Release Form
- A Cori Request Form (State requested if you are 17 years old or older)*

* All volunteers will be asked to complete a CORI form in the office. As state law mandates, we will need to take a copy of your driver's license as well. If you do not have a driver's license, we will need a copy of your social security care AND your birth certificate. Please bring your drivers license, or SSC/Birth certificate with you on your first visit to Lovelane so that a CORI can be processed! Thanks for coordinating with us on these state requirements.

Please return all forms to Lovelane and we will contact you to schedule a time to visit. If you have any questions, please call Lisa at the Lovelane office, 781/259-1177, extension 26.

Thanks for volunteering with Lovelane!

Volunteer Skills Form

Date: _____

Last Name: _____ **First Name:** _____

Phone #: _____ **E-mail:** _____

I am willing to assist in the following areas: (please check all that apply)

Do you have any special talents, skills, technical/professional experience that you would be willing to share with Lovelane? Please list:

Committee Involvement:

<input type="checkbox"/> I would like to be considered for the Board of Directors <input type="checkbox"/> I would like to be on a sub committee	<input type="checkbox"/> Fundraising <input type="checkbox"/> Volunteer <input type="checkbox"/> Parent <input type="checkbox"/> PR/advertising
	<input type="checkbox"/> Finance <input type="checkbox"/> Program <input type="checkbox"/> Event

Lesson Volunteer:

- Grooming, tacking and leading a horse (must have horse experience)
- Sidewalking a rider

Horse Care Volunteer:

- Stall and paddock cleaning
- Tack cleaning
- Other barn chores (sweeping, watering, etc.)

Administration Volunteer:

- Computer tasks (data entry, excel, word, research, etc.)
- General office (mailings, filing, calls, etc.)

Fundraising/Development Volunteer:

- Writing/editing
- Website design
- Graphic Design
- Marketing/public relations
- Photography/videography

Event Volunteer:

- Event Planning
- Event preparation/cleanup
- Bake/cook
- Work the day of an event (check-in, sign-up, food or t-shirt sales, etc.)

Business Skills:

- Finance
- Human Resources
- Facilities Management

Other:

- Landscaping/gardening
- Repairs/carpentry

**Thank you for volunteering.
We will keep your information on file and contact you on an as needed basis.**

Volunteer Capabilities Questionnaire

We are asking the following set of questions because we take the safety of the kids we serve, our staff and our volunteers very seriously, and because we would like to match your skills to our needs. Answering 'No' to any of these questions does NOT necessarily disqualify you from volunteering in some capacity at Lovelane. Your answers will be kept confidential.

1. Some volunteer positions require that you be able to lift 30 pounds as needed. Can you meet this requirement?
 Yes No
2. As a side walker/horse leader you will be required to walk and run on uneven terrain for periods of time, up to 4 hours total in each shift. Can you meet this requirement?
 Yes No
3. As a side walker you will be required to lift your arms up and out to the side for short periods of time. Can you meet this requirement?
 Yes No
4. Are you able to understand and execute directions given by an instructor during the session?
 Yes No
5. Do you have any condition or take any medication that impairs your ability to concentrate for up to 4 hours?
 Yes No
6. Do you have any condition or take any medication that can affect your physical coordination/stability?
 Yes No
7. Do you have any condition or take any medication that can cause you to unexpectedly lose consciousness?
 Yes No

Name _____

Date _____

Lovelane Special Needs Horseback Riding Program, Inc.

RELEASE AND INDEMNIFICATION

This release and indemnification is made by and between the undersigned participant (the "Participant" including but not limited to students, compensated and non-compensated employees), the undersigned Participant's parents (the "Participant's Parents") and any and all persons and parties now or hereafter having any interest in the charitable organization known as Lovelane Special Needs Horseback Riding Program, Inc., a Massachusetts corporation, together with any and all employees, agents and servants of Lovelane Special Needs Horseback Riding Program, Inc.; any and all sponsors, judges, volunteers, interns, coordinators, officials, benefactors and any other individual or entity having any connection with or relation to Lovelane Special Needs Horseback Riding Program, Inc. (collectively, "Lovelane"). Lovelane provides horseback riding lessons, outdoor activities and volunteer opportunities related to horsemanship and the care and upkeep of horses, other animals and farms to individuals, including but not limited to children with physical, emotional and mental challenges (the "Program"). Lovelane owns, leases, and/or utilizes stable, pasture, indoor and outdoor arenas and related spaces at the properties known as and located at 40 Baker Bridge Road in Lincoln Massachusetts, 9 Cambridge Turnpike in Lincoln Massachusetts and 21 Plain Road in Weston Massachusetts (collectively, the "Farm"; the owners, from time to time, of the properties comprising the Farm are referred to herein collectively as the "Landlord"). Lovelane owns, leases, cares for and/or maintains certain horses used or to be used in connection with the Program (the "Horses"). As used herein, the word "horse" shall include horses and ponies of every kind. The Participant wishes to participate in the Program and ride and work with the Horses at the Farm and/or at such other places as Lovelane conducts its activities, including but not limited to horse shows, clinics, fairs, expositions, schooling sessions and the like conducted away from the Farm. The Participant and the Participant's Parents desire that the Participant have the opportunity to participate in the Program and ride and work with the Horses at the Farm and/or at such other locations as Lovelane conducts its activities. Lovelane will not permit the Participant to participate in the Program or work with or ride the Horses without the execution of this release and indemnification which is of material significance to Lovelane The Participant and the Participant's Parents hereby acknowledge and agree that the activities contemplated hereby are "equine activities," that Lovelane and the Landlord are each an "equine professional" and/or an "equine activity sponsor," and the Participant is a "participant" all as defined by Massachusetts General Laws Chapter 128, Section 2D.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Participant and Participant's Parents agree as follows:

1. **Inherent Risks.** The Participant and Participant's Parents acknowledge and understand that horses and activities related to horses are inherently dangerous and that there are dangers and risks which are an integral part of equine activities. Despite these inherent risks, the Participant has chosen, and Participant's Parents have chosen to allow the Participant, to ride and/or work with and around the Horses (the "Activities").

2. **Participant's Representations.** The Participant and the Participant's Parents have been provided with medical and informational intake forms by Lovelane. The Participant and the Participant's Parents hereby certify that the information contained therein is true and accurate in all respects. Participant and Participant's Parents hereby acknowledge that Lovelane will and may rely on the information disclosed thereby without further inquiry or investigation. If, at any time, the medical, physical, emotional or mental condition of the Participant shall change in any material respect or if any of the information required to be disclosed by such forms shall change in any respect, Participant and Participant's Parents shall immediately notify Lovelane in writing. In no event shall Lovelane be responsible for inquiring into the condition of the Participant's physical, medical, emotional or mental condition or any change in such condition. The Participant represents, warrants, covenants and agrees that he or she will not ride or otherwise use any horse, whether owned by Lovelane, the Participant or another, in any activity or for any purpose if the Participant is unable to safely manage, control and ride such Horse. If, at any time, the Participant or Participant's Parents believe that the Participant is unable to safely manage the Horse, he or she shall immediately dismount the Horse and notify Lovelane.

3. **Equipment.** The Participant and Participant's Parents acknowledge and understand that the equipment used in connection with the Activities, including but not limited to saddles, bridles, bits, brushes, pitchforks, shovels, brushes, combs and hoof picks are each given to wear and tear. The Participant and Participant's Parents agree to use the utmost care at all times while at the Property and to inspect all equipment carefully for evidence of defects or breakage. In the event that the Participant or Participant's Parents locate any defects or breakage in any equipment owned or utilized by Lovelane, he or she shall immediately notify Lovelane. In no event shall Lovelane be held liable for any injury to or death of the Participant caused by any defect in any equipment, whether or not such equipment is owned, utilized and/or provided by Lovelane.

4. **Helmets.** The Participant and Participant's Parents hereby acknowledge that they have been warned of the dangers involved in failing to wear protective headgear and that Lovelane **REQUIRES** that all individuals who are able to do so wear ASTM-SEI approved protective headgear, with chin strap securely fastened, at all times while working with or riding any Horse on the Property. Certain children may not be able to wear an ASTM-SEI approved helmet due to physical limitations. In such cases, pursuant to the guidelines of the North American Riding for the Handicapped Association, Inc., the child may wear an alternative helmet. The Participant and the Participant's Parents acknowledge that there are additional risks posed by riding a horse without a helmet approved for horseback riding and specifically agree to indemnify, defend with counsel acceptable to Lovelane and hold Lovelane harmless for any injury or damage resulting, directly or indirectly, from the failure of Participant to wear an approved helmet.

5. **Release.** The Participant and Participant's Parents agree that they shall not hold Lovelane or Landlord liable for any injury to or the death of the Participant or Participant's Parents resulting from or related to his or her involvement in equine activities and/or the Activities. The Participant and Participant's Parents hereby remise, release and forever discharge Lovelane and Landlord for him or herself and his or her heirs,

executors and administrators, of and from all manner of actions, cause or causes of actions, suits, reckonings, controversies, damages, claims and demands, in law or at equity, that he or she now has or hereafter can or may have or which his or her heirs, executors or administrators hereafter can, shall or may have by reason of any injury to or death of the Participant or the Participant's Parents caused by or in any manner related to equine activities and/or the Activities.

6. **Indemnification.** The Participant and Participant's Parents further indemnify, agree to defend with counsel acceptable to Lovelane and hold Lovelane and Landlord harmless for any injury or damage caused, directly or indirectly, by the Participant or Participant's Parents to any person or the property of any person (including, without limitation, damage to Lovelane, Lovelane's property, the Property and/or any of the Horses), which injury or damage is caused, directly or indirectly, in whole or in part, by the Participant or Participant's Parents. The Participant's Parents hereby acknowledge and agree if the Participant does not have sufficient funds to fully indemnify Lovelane an Landlord, they shall be personally and jointly and severally liable to Lovelane for any such injury or damage.

7. **Consent to Emergency Medical Care.** In the case of any injury or apparent injury to the Participant while at the Property and/or riding the Horses, the Participant and Participant's Parents hereby authorize Lovelane and any agent or employee of Lovelane, to seek medical care and attention for the Participant, including but not limited to arranging for an ambulance to take the Participant to any medical care facility, transporting the Participant to any medical care facility and consenting to treatment, medication and/or surgery for the Participant. The Participant and Participant's Parents acknowledge that they shall be solely responsible for the payment of any medical costs and expenses incurred on behalf of the Participant and hereby indemnify and agree to hold harmless Lovelane for any costs incurred by Lovelane on behalf of the Participant.

8. **Parental Consent and Waiver of Consortium Claims.** The Participant's Parents hereby warrant and represent that they are the parents and lawful guardians of the Participant. The Participant's Parents, by their execution hereof, hereby agree and assent to the terms of this Agreement and execute this contract on behalf of their minor child, the Participant, intending it to be legally binding and fully enforceable against the Participant and themselves. The Participant's Parents, by the execution hereof, further remise, release and forever discharge for themselves and their heirs, executors and administrators, Lovelane and Landlord of and from all manner of actions, cause or causes of actions, suits, reckonings, controversies, damages, claims and demands, in law or at equity, that they now have or hereafter can or may have or which their heirs, executors or administrators hereafter can, shall or may have by reason of any injury to or the death of the Participant, including but not limited to actions for loss of consortium.

9. **Massachusetts Contract.** This Agreement is a Massachusetts contract and shall be interpreted and construed in accordance with the laws of The Commonwealth of Massachusetts, without regard to conflicts of laws principles.

The Participant and Participant's Parents hereby state under the pains and penalties of perjury that they have read this Release and Indemnification in complete detail, that they understand the consequences of executing this Release and Indemnification and that they execute this Release and Indemnification as an instrument under seal, as of the _____ day of _____, 20___. This Release and Indemnification shall be binding upon the Participant and Participant's Parents each and every time the Participant rides or works with the Horses, without the need for re-execution, unless and until revoked in writing by the Participant and the Participant's Parents.

IF OVER 18:

Participant Signature: _____ Print Name: _____

IF UNDER 18:

Participant's Parents Signatures: _____ Print Name: _____
_____ Print Name: _____

WARNING

UNDER MASSACHUSETTS LAW, AN EQUINE PROFESSIONAL IS NOT LIABLE FOR AN INJURY TO, OR THE DEATH OF, A PARTICIPANT IN EQUINE ACTIVITIES RESULTING FROM THE INHERENT RISKS OF EQUINE ACTIVITIES, PURSUANT TO SECTION 2D OF CHAPTER 128 OF THE GENERAL LAWS.

TRAIL RIDING RELEASE

In addition to riding lessons conducted within the indoor and outdoor arenas, and horsemanship lessons taught at various locations, Lovelane periodically takes students for mounted trail rides on the properties located near the Property (the "Trails"). The Trails are not maintained by Lovelane and Lovelane does not have control over their condition. Lovelane has not undertaken to inspect the Trails for hazards which may exist on the Trails. In addition, the Horses may behave differently when being ridden on the Trails, such as being more prone to tripping or spooking. The Participant's Parents may elect to allow the Participant to ride on the Trails or may withhold such consent. The granting or withholding of consent will not otherwise affect the Participant's participation in the program and is completely voluntary. If the Participant's Parents elect to permit the Participant to ride on the trails, the Participant and the Participant's Parents specifically agree to hold Lovelane and Landlord harmless from any injury or death arising from the conditions of the Trails.

We do or do not authorize Lovelane to take the Participant horseback riding on the Trails.

IF OVER 18:

Participant Signature: _____ *Print Name:* _____

IF UNDER 18:

Participant's Parents Signatures: _____ *Print Name:* _____
_____ *Print Name:* _____

Date: _____

Volunteer Emergency Contact Information

Date: _____

Volunteer Name: _____

In the event of an emergency, we will contact:

Name: _____

Relationship to volunteer: _____

Daytime Phone: _____

Cell Phone: _____

Evening Phone: _____

RELEASE FOR USE OF PHOTOS AND LIKENESS

I hereby knowingly and voluntarily consent to the use and publication, without prior notice or compensation, of my name, likeness, voice, and/or participation, whether or not edited, retouched, or otherwise modified, by Lovelane Special Needs Horseback Riding Program, Inc. ("Lovelane"), its employees, officers, directors, agents, and any other person or entity acting on Lovelane's behalf, for any and all purposes including, but not limited to, educational, promotional, advertising, informational, fundraising and commercial purposes, through any medium or format, including, but not limited to, photograph, videotape, audiotape, film, television, radio, internet, digital, printed material or presentation, at any time from this date forward. I further waive any claims against Lovelane, its employees, officers, directors, agents, and any other person or entity acting on Lovelane's behalf, based upon or related to the use or publication of my name, likeness, voice, and/or participation.

I have read and understood the terms of this release and hereby acknowledge that I am providing this release knowingly and voluntarily. I further acknowledge that I have been given sufficient consideration for this release. I understand that I may only revoke this release by giving written notice to the individual listed below.

Signature

Parent/Guardian Signature (if under 18)

Printed Name

Parent/Guardian Printed Name (if under 18)

Date: _____

Date: _____

To revoke this release, please send written notice to:

Lisa Williams
40 Baker Bridge Road
Lincoln, MA 01773

LSNHR
172H
FE1026

CHAPER 6, § 172H CORI REQUEST FORM

Lovelane Special Needs Horseback Riding Program is requesting all the available criminal offender record information (CORI) on the following individual from the Criminal History Systems Board pursuant to Chapter 6, § 172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding volunteers prior to accepting any person as a volunteer.

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE)

PLACE OF BIRTH

DATE OF BIRTH

_____-_____-_____
SOCIAL SECURITY NUMBER
(Requested but not required)

MOTHER'S MAIDEN NAME

FORMER ADDRESSES: _____

SEX: _____ **HEIGHT:** ___ ft. ___ in. **WEIGHT:** _____ **EYE COLOR:** _____

STATE DRIVER'S LICENSE NUMBER: _____

*****THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:** _____

REQUESTED BY: _____

SIGNATURE OF CORI AUTHORIZED EMPLOYEE