

Helpers Program Agreement



Partridge Horse Hill (PHH) has designed a helpers program so that volunteers can help at the farm in exchange for time with horses and PHH services.

1. **Tracking Hours:** Helpers will record their hours of helping in the tracking sheets. Helpers will honestly record hours to the best of their ability (to the nearest half hour) including the date, time, and tasks of their helper hours. Helpers will initial any tasks they do on the white board. Helpers will only track hours from available helper tasks (i.e. a helper can't decide on their own what needs to be done, and if a helper chooses to help with someone/something else it is not tracked on their sheet). Tracking help is based on the honour system, but if there are discrepancies in completed work or tracked time then PHH reserves the right to investigate tracked hours and if deemed appropriate revoke earned hours. Helpers are welcome to spend non-demanding time with horses for grazing, grooming, or just 'hanging out' with horses – but this time is not tracked.
2. **Breaks and Meals:** Helpers can take as many or as long of breaks as they like, but cannot track hours for meals/breaks. Every helper can help at their own pace (so you can take 4 hours to do daily chores if you want to because you like a lot of chatting/breaks/slower pace, but the total time for the tracked hours of doing daily chores should be for your actual help, at a reasonable pace, which for daily chores should be around 1-2 hours). It is important you help within your limits and notify the designated person in charge of any safety/health concerns right away.
3. **Redeeming Hours:** Helper hours can be redeemed subject to availability at a rate of 3 hours = 1 group lesson or trail ride, 5 hours = 1 private lesson, 7 hours = 1 month board (but cost of hay, grain, etc still to be paid by helper). Hours cannot be redeemed to pay for hay, feed or other expenses related to board, or third party services like vet, farrier, etc. Hours can be redeemed to help pay for participation in other PHH services (contact Lindsey Partridge – some limits may apply). To redeem hours the helper needs to schedule a lesson or service with PHH, and notify before the lesson/service that you intend to use helper hours to pay for the service. You can bank as many hours as you like. You cannot use hours you have not yet collected. Any unused hours cannot be redeemed for payment/money, or transferred to another person or another person's board or service.
4. **Family and Friends:** Family and/or friends can work together to complete helper tasks and track their hours on individual tracking sheets or together on one sheet. It is important to track your hours honestly (i.e. if you are tracking hours for more than one person then all people tracking hours need to be actively helping). If you choose to track your hours with another person on the same sheet, you consent to any person on that tracking sheet using the helper hours.
5. **Helper Profile:** You will complete a helper profile and keep it up to date. If you want to upgrade your skills for tasks, you get free training from PHH staff/other helpers to learn how to complete tasks but learning is not counted as helper hours. When you want to be assessed for new tasks, arrange to learn new tasks, or move from 'with assistance' to 'by yourself' inform Lindsey Partridge.

6. **Available Tasks:** Helpers can ask to be assigned a regular day/schedule to do the daily farm tasks. Additional tasks are available as work needs arise. If you would like to do extra tasks, notify the designated person in charge of your availability and based on your abilities and work available you may be able to do extra tasks. Occasionally a list of available tasks will be left on the white board and you can complete tasks that suit your availability and skills.
7. **Available Tasks, Daily Chores:** include feeding the horses hay, filling the water troughs, filling hay nets in the stalls, mucking stalls, putting minerals/salt out in the paddocks, feeding daily grain/medications to specified horses (there may be none), making sure the electric fence is working (and doing minor fixes if needed), ensuring safety/health of the horses (includes fixing blankets or fly masks if needed, cleaning any cuts/scrapes up if needed, stalling a horse if it appears lame or significantly injured) and doing a general sweep/tidy up of the barn. Generally doing the daily chores should take 1-2 hours but sometimes there may be large sections of fence needing repair, etc that will make it longer. Occasionally you may be asked to complete other tasks while at the farm (such as putting on or taking off horse blankets). Daily chores can be done at any time throughout the day, but preferably between 2-9pm. If you want to do daily chores outside of these hours, let the designated person in charge know.
8. **Scheduling:** Scheduling is based on availability. You may be asked to do daily chores or help in times of greater need. You can choose to accept or decline the request. You will not be penalized for declining requests. It is your responsibility to let us know what works for you. PHH will confirm a schedule with you.
9. **Supervision:** Helpers younger than 18 years of age require parent/guardian consent to help. There is not always supervision at the farm, and if a parent/guardian wishes their child to only help when supervision is provided initial here _____ (a parent can supervise their own child). If you consent to your child completing tasks considered within their scope without supervision but with a designated person in charge on the property initial here _____. If you consent to your child completing tasks without supervision/staff on the property (i.e. doing daily chores when James/Lindsey are away) initial here _____.
10. **Liability:** PHH cannot assume any responsibility or liability when a child/adult comes to the farm. It is the parent or guardian's responsibility to decide under which circumstances and at what times they allow their child to be at the farm. PHH has the right to ask a child to be picked up or an adult to leave the farm under circumstances where it is deemed by PHH to be in the best interests of the child, adult, or farm. You are responsible for your own safety, and come to PHH of your own free will and at your own risk. A liability waiver needs to be completed for each person helping at the farm or participating in PHH services.
11. **Canceling a day to help:** it is very important that if you are canceling a scheduled day to help that you notify the designated person in charge as soon as possible, and continue trying to reach the designated person in charge until you get a confirmation that they know you have canceled. If you are canceling doing daily chores on the day you are supposed to help, allow 15 minutes for the designated person in charge to respond, and then contact other approved helpers to cover your chores. **In the event you do not have time/ability (for any reason)**

to do the full daily chores then you can do the minimum daily chores of making sure the horses have hay, water, and a quick check to ensure the horses are safe/healthy (and leave horses in a manner where they will be safe/healthy) – if you are doing the minimum chores you need to let the designated person in charge know as soon as possible. Minimum chores can typically be done in 30 minutes and friends/family can help you do the chores.

- 12. **Gate Codes and Lock Combinations:** Helpers who are approved to perform tasks with no supervision will be given the gate codes/lock combinations they need to be able to do their tasks. Keep these codes/combinations private and be careful to not share them with others. If a code/combination is accidentally shared for any reason, you need to inform Lindsey or James Partridge immediately.
- 13. **Code of Conduct:** As a helper of PHH, you represent the farm. All helpers will be friendly and professional to all people and animals on the farm. Helpers will dress appropriately including proper footwear, and avoiding clothing that could be considered inappropriate (i.e. tube tops or belly tops) or discriminatory (i.e. clothing with offensive language or slang). Helpers will help uphold the safety of the farm by following farm rules and guidelines and helping others at the farm do the same. Any suspicious behaviour, misconduct, injuries, accidents, or person(s) acting against the farm rules will be reported to the designated person in charge immediately and in emergency call 911. If a helper is deemed unsafe, unfit, or inappropriate to take part in farm activities or participate in PHH services by PHH, PHH reserves the right to end this agreement and revoke any earned hours.
- 14. **Emergencies and Incidents:** In the event that an incident happens at the farm (i.e. you hurt yourself, someone else hurts themselves or a horse while you are at the farm, etc) you will complete an incident report form as soon as possible and notify Lindsey Partridge or designated person in charge right away. In the event of an emergency, you will notify the designated person in charge right away, and if you cannot reach the designated person in charge right away then proceed by calling 911 or the veterinarian (whichever is applicable). Before calling a vet, you will check the binder for ‘when to call the vet,’ and the horse’s information sheet.
- 15. **Communication:** Email communication is considered a valid form of written communication, and conversations taken place via email will be upheld.
- 16. **Privacy:** PHH is allowed to publish the helper’s photo, name, and/or video for promotional, advertising, blogging, or other means at/for/from PHH.
- 17. **Designated Person in Charge:** is always Lindsey Partridge unless you are informed by Lindsey Partridge that for a period of time it is someone different.
- 18. **Signatures:** By signing this agreement you agree to these terms. Changes to this agreement may be made by Lindsey Partridge and notified in writing.

Helper: _____

Lindsey Partridge

Guardian: _____

Date: _____

Date: _____

Signature

Signature (of guardian and helper if applicable)

Helper Profile

This form is to be kept in the Partridge Horse Hill binder and is available for other helpers and staff to see in the event they need to contact you to ask if you can cover their chores, ask for additional help, etc.



Helper Name: _____

DOB and Age (if under 18): _____

Phone: _____ **Cell:** _____

Email: _____

Home City: _____

If you are under 18, your parent/guardian has consented to which of the following:

- Only helping if there is direct supervision from any person age 16+
- Helping when there is no supervision but a staff person in charge on the property
- Helping with no supervision/staff on the property

Tasks that you have been assessed by Lindsey Partridge as able to safely complete:

Task	With assistance	By yourself
Feeding hay, filling water, mucking stalls, sweeping barn		
Going into the paddocks to take out salt, paddock clean up, etc		
Moving horses in and out of the paddocks		
Changing blankets on horses		
Fixing minor repairs on the electric fence		
Tacking up horses/helping care for horses		
Assessing when to call a vet and give minor first aid to horses		
Help other students prepare for a lesson		
Complete an incident form		
Assisting with training		

Do you have past First Aid or CPR Training? YES / NO

If yes, when were you last certified? _____

If your training is current, when does it expire? _____

Completed Date: _____

Signed by Helper: _____

Signed by Lindsey Partridge: _____