

Welcome!

We are delighted that you have chosen to join us here at Master's Touch Recreational Riding. We look forward to serving you and your family for many years to come. MTRR is a faith-based, board-supervised, nonprofit 501c3 corporation. Master's Touch specializes in working with individuals with developmental, physical, or cognitive delays and autism spectrum disorder, while also providing traditional riding lessons for all ages and skill levels. Although the primary focus of the program is the student's success, the facility creates a relaxing, rejuvenating environment for families and caregivers as well.

Founder & Program Director

Makayla Parr is the Founder and Program Director of Master's Touch Recreational Riding. Raised here in Social Circle, GA, Makayla developed her love for animals and the outdoors at a young age. As a middle-school student, she began to study the value of hippotherapy and foster a dream of using her beloved animals to enrich the lives of others. In her sixteen years of experience as an equestrian, Makayla participated in multiple disciplines such as hunt seat, working cow, reining, cutting, mounted drill team, driving, and vaulting. She holds regional, state, and national titles in many of them. Makayla began her teaching career as a high school student while competing at a national level with 4-H, IEA, Mounted Drill, and the NRHA. She went on to win a NCAA scholarship for the University of South Carolina Equestrian Team. While there, Makayla served all four years as the team prayer leader and continued to nurture her dream for a therapeutic riding career through equestrian work with Curing Kids Cancer, volunteering at a hippotherapy therapy barn, and working as an assistant coach for the Georgia Equestrian Special Olympics. She was awarded as a MVP, recognized consistently on the SEC Honor Roll, and was appointed to the 2017 SEC Community Service Team. In May of 2017, she returned home to achieve her lifelong dream of opening a therapeutic riding facility. With the generous help of family, close friends, and numerous volunteers, her dreams have become her reality.

Program Goals and Vision

On December 3, 2017, MTRR opened officially as a Recreational Riding Facility. Recreational Riding differs from traditional riding in that it focuses on developing more than basic riding technique. With equine-assisted activities directed toward improving motor, verbal, and communication skills, sensory integration, socialization, coordination, and emotional control, the horse is used as a catalyst to bring about the best in the rider. In addition to Recreational Riding, the program has grown to include Small Spurs (for ages under 5), Silver Spurs (for the young at heart), traditional riding for all ages, and Recreational Driving, with each new program continuing to follow the recreational riding model. Riding (or driving) is many more things than simply riding or driving. We learn about relationships - to care and empathize with another one of God's creatures. We learn to communicate verbally and non-verbally. We balance and breathe and learn to be brave. We fail and try again to succeed. And with God's help, we will succeed. Thank you for taking this journey with us. We hope you enjoy the ride.

Blessings,

Holly Belcher
Board Chairman



Volunteer Covenant

In order to ensure coordinated care, staff and volunteers are provided with information about abilities/disabilities of participants.

Participant's Name _____ **Preferred Name** _____
Date of Birth _____ **Age** ____ **Male or Female** (circle one)
Street _____ **City** _____ **State** ____ **Zip** ____
Phone _____ (home/cell) **Phone** _____ (home/cell)
Email address _____
School Name _____ **Grade** _____
Occupation _____

For volunteers under 18 years of age please complete the following:

Name of parent or guardian that you live with: _____
Phone: _____
Place of employment/school: _____
Reference (non-relative) _____
Reason for Volunteering: Personal Fulfillment: ____ School Requirement: ____ Court Ordered ____
Other _____

Emergency Medical Treatment

Physician's Name _____ **Phone** _____
Health Insurance Company _____ **Policy #** _____
Preferred Medical Facility _____
Allergies/Allergies to medication _____
Current medications _____
In the event of an emergency contact: Name _____
Cell phone _____ **Relationship** _____

Consent to Emergency Medical Treatment

In the event emergency medical aid/treatment is required due to illness or injury during the process of receiving services or while being on the property of Master's Touch Recreational Riding, I authorize Master's Touch Recreational Riding to: 1. Secure and retain medical treatment and transportation if needed. 2. Release records upon request to the authorized individual or agency involved in the medical emergency treatment. This authorization includes x-rays, surgery, hospitalization, medication, and any treatment procedure deemed "life-saving" by the physician. This provision will only be invoked if the person(s) above is unable to be reached.

SIGNATURE _____ **DATE** _____

Adult Participant SIGNATURE _____

DATE _____ Parent/Guardian if participant is under 18 years of age Relationship
to participant if participant is under 18 years of age _____

How did you hear of our program? _____

Please Complete:

Are you current CPR & First Aid Trained? _____ Issue Date: _____

Drivers license # _____ State _____

Have you ever been convicted of a criminal offense? Yes _____ No _____

If yes, please explain _____

Upon request, you may be asked to submit an application for a criminal background check. The above information may be verified, and I give permission to make inquiry of others concerning my suitability to act as a volunteer at Master's Touch.

Signature of Volunteer _____ Date: _____

Signature of Parent/Guardian if volunteer is under 18 years of age (If volunteer is under 18 years of age, both signatures are required. _____ Date: _____

General Volunteer Information

1. Please tell us of your experience with:

Horses: _____

Leading Horses and/or

Sidewalking: _____

2. People With

Disabilities: _____

3. Working with

Children: _____

4. Your Volunteer Interests:

Lesson Program Volunteer

_____ Side Walking

_____ Horse Leading (must have horse experience)

_____ Cleaning tack

_____ Coordinator (grooms & tacks horses for lessons)

Equine Program Volunteer

_____ Horse Care, Feeding, Cleaning Paddocks etc.

_____ Horse Grooming

_____ Horse Exercising/training

Facility/Farm Volunteer

_____ General Maintenance & Repairs

_____ Carpentry

_____ Equipment Repair

Office Volunteer

_____ Data Entry

_____ Reception

_____ General Office Support

_____ Mailings

Summer Camp Volunteer

- _____Assisting with arts/crafts
- _____Assisting with Horse Care and Morning Barn Chores
- _____Assisting with Horse Handling and Riding Portion
- _____Assisting with Nature and Wildlife Related Activities
- _____Assisting with Team Bonding Activities and Games

Special Events & Fundraisers Volunteer

- _____Serve on Special Events Planning Committees
- _____Assisting with Prep Work Days for Major Events
- _____Assistance Day of an Event

Special Skills Volunteers

Do you have skills, technical/professional experience that would be beneficial to Master's Touch?

If so, please check those that apply:

___Photography___Painting___Sign Language___Cooking/Baking___Public Relations/Outreach
___Construction___Fundraising Experience___Grant Writing___Computer___Graphic Design___
Embroidery/Screen Printing, ect. ___Other:_____

Lesson volunteers either lead the horse or walk beside the horse to assist a rider for up to one hour per lesson in all kinds of weather. Do you have any physical limitations that would make this difficult for you? _____

Do you have any other experience volunteering?

If you are under the age of 12, please provide two personal references, other than relatives.

Name: _____ Phone: _____

Relationship: _____ How long have you known this person? _____

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Relationship: _____ How long have you known this person? _____

CONFIDENTIALITY POLICY/STATEMENT

1. Riders and their families, staff members, and volunteers have a right to privacy that gives them control over the dissemination of their medical or other sensitive information. The therapeutic program shall preserve the right of confidentiality for all individuals in its program.
2. The staff shall keep confidential all medical, social, referral, personal and financial information regarding a person and his/her family. Any person who accidentally obtains such information must not disclose it to anyone without proper authorization.
3. Anyone who works or volunteers for, or provides services to, the therapeutic program is bound by the confidentiality policy, including but not limited to: full- and part-time staff, independent contractors, temporary employees, volunteers, and board members.
4. A person must be over the age of 18 to give consent for disclosure of medical or sensitive information. For anyone under the age of 18, only parent(s), legal guardian or other legal representatives may give consent for disclosure. Adults with developmental disabilities are presumed legally competent to give or deny disclosure unless they have been adjudicated incompetent to make this type of health care decision. If a substitute decision maker has been appointed, written consent must be obtained from that individual.
5. Disclosure of private or sensitive information will not be given out without a person's consent based on a perceived need to protect staff or anyone else from possible exposure through casual contact. EVERYONE should commonly practice infection control procedures with all riders and volunteers under the assumption that anyone could have HIV, hepatitis, or other blood-borne diseases. Casual contact poses NO RISK of transmission of diseases such as HIV.
6. Information will be disclosed to outside agencies or individuals only with the specific written consent of the rider or client (or volunteers due to a medical emergency).
7. Breach of this confidentiality policy may result in reprimand, loss of certain job/volunteer responsibilities, or termination of services/employment, to be determined by the Program Director and/or Board of Directors based on the severity of the breach. Other grounds for dismissal of volunteers or staff include, but are not limited to:
 - 1) the use of drugs, alcohol or tobacco products on the grounds,
 - 2) verbal or physical abuse or sexual harassment or other inappropriate behavior toward participants or other volunteers or staff members,
 - 3) mistreatment of the horses or other animals at Master's Touch,
 - 4) the expression of vulgar language, "off-color" jokes, or disrespectful language,
 - 5) frequent missed "work" times, without prior explanation,
 - 6) abuse of phone and/or computer privileges,

7) smoking or vaping on the premises,

8) persistent failure to follow the rules or directions of the instructors or persistent disruption of riding lessons.

I have read, I understand, and I will follow the guidelines of the confidentiality policy, barn rules and policies and volunteer/staff conduct at Master's Touch, (Parents/legal guardians must sign for children under 18 or wards of the court. Both parents/guardians must sign below if there is joint or shared custody.)

Date _____ Signature _____

Print Name _____ Date _____

Signature _____

Print Name _____

MTRR Guidelines

(for the help and understanding of what we expect from our volunteers)

Dress Code

- Appropriate attire is essential for the comfort & safety of the volunteer. Jeans are preferred but shorts are acceptable on warm days if they are below fingertip length.
- Boots are necessary for working with the farm animals unless given special permission by the supervisor to wear tennis shoes instead. This is to protect your feet in the event you get stepped on.
- Please refrain from wearing revealing clothing, clothing with inappropriate messages, blood, gore, skulls, and any other violent references.
- Please bring jackets, sweaters, gloves, etc. in the event of colder temperatures. Remember, none of our barn areas are heated.
- In order to provide a professional appearance, please refrain from wearing thin spaghetti strap tank tops, or any tank top or shirt that shows bra straps. If you have a Master's Touch shirt already, please wear it for any events or lessons you are assisting with.

MTRR Etiquette

- The covered area in front of the classroom, picnic tables, tractor playground, lawn, garden, and hiking trails (when not being used by horses) are available for your enjoyment while you are taking breaks. Please ask one of our staff members before you go on any trails or in the mini barn

for the safety of our animals and clients. Please do not go behind any closed doors or closed gates without permission. If a family is waiting on a volunteer to finish working, they can play on the tractor playground and mud kitchen; however, you **MUST** clean up any mess made before you leave. If any families leave behind a mess, we will either ask you to not use those spaces anymore, or charge a fee for those amenities. Please be mindful and courteous when using these spaces.

- Parents, guardians, and guests are expected to help us maintain a quiet atmosphere, especially around the horses and students. Yelling of any kind will not be tolerated on the farm.
- Our first priority is to our riders, so please be quiet and considerate of sessions in progress
- Only the instructor, volunteers, and participants directly involved in sessions are allowed in the arena, sensory trail, and tacking areas at all times, unless directed otherwise by the instructor.
- If you are arriving early, please let us know ahead of time so we can have other jobs for you to do, otherwise please wait in your car until your supervisor arrives and is ready for you.
- Please do not run through the barn or around any animals as it can spook them.
- A supervisor should **ALWAYS** be on the property with a volunteer.
- Please contact our office or your supervisor to set up a volunteer time.
- Never show up to the barn without an appointment as we may not have a staff member on site, and we need time to prepare.
- If you are assisting with riding of any kind, and need to talk to the supervisor about medical or physical problems which may have a safety implication for the current session, please do so before the mounting phase begins.

Supervision Requirements

- All participants under the age of 18 must be accompanied by a parent or adult unless otherwise approved by the Executive Director. An adult must remain on the premises that will be responsible for any dependent's needs and/or emergencies and must accompany participants unless approved by the supervisor.
- Children under the age of 18 are not permitted to enter the miniature animal enclosure without an adult unless advised by the supervisor.
- All participants must follow the rules and guidelines posted at the miniature animal enclosure. Failure to do so will result in dismissal of the enclosure.
- If a guardian is approved to leave the premises during the session, the guardian must arrive back before the session ends.

- Participants are responsible for any guests accompanying them and any guests that would like to walk around or see the farm must fill out a waiver prior to doing so.

Horses

- Please do not feed any of the horses unless authorized by the instructor. Our horse's diets are supervised solely by our Equine Director.
- If you are bringing any type of treat for our horses such as carrots, apples, etc. you may let the supervisor know and the supervisor will assist in giving the treat.

Pets

- While we strive to provide a safe environment for the whole family, pets are not permitted on the premises. Exceptions are made for certified companions or working therapy support animals. Therapy animals are not allowed at any time to enter or approach the MT miniature animal enclosure.

Smoking or Vaping

- NO smoking or vaping is permitted on the property by participants, volunteers or guests at any time. Even vaping or smoking in the car at the parking lot with a window cracked is enough to spook a horse that a child might be riding.

Social Media

- Please ask your instructor for permission before posting pictures/videos taken of our animals or staff on personal social media accounts.

Parking

- Please park in the designated areas
- Help us maintain the safety of everyone involved by using a 10 MPH courtesy standard when entering and exiting the property. We could have horses and/or participants moving from one area to another. Your cooperation is appreciated.
- When entering the driveway and parking lot, please treat this as a quiet zone. Sessions are in progress and loud noises or unexpected movements have the tendency to spook even the best horses.

Volunteer Responsibilities

- While we do our best to assign volunteers to their ideal position, when it comes to working events and camps, volunteers should always prepare to be FLEXIBLE.

- Oftentimes, volunteers that stand out to us are the first ones we offer job positions to, so if you eventually would like to be on the MT staff, see volunteering as an excellent training opportunity.
- Upon arrival and departure, volunteers should check in and check out with the supervisor.
- Please arrive on time or prior to the designated time slot assigned.
- Please allow at least 24-hour notice in the case of a non-emergency if you are unable to make your assigned time slot in order for the volunteer manager to replace the help needed.
- Be respectful and kind to others
- Foul language and jokes are not acceptable
- Remember that MT volunteers represent our business and ministry as a whole. You never know when a child is watching your behavior so volunteers should set a good example at all times.