

# **NEW KINGDOM TRAILRIDERS VOLUNTEER HANDBOOK**



**18929 81ST STREET  
SHERRARD, IL 61281**

**2023**

## Office Contact Info

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Sherrard, IL 61281  
Email address: [info@nktriders.org](mailto:info@nktriders.org)  
Website: [www.nktriders.org](http://www.nktriders.org)

## CONTACTS

**Kelly Kreiter Penning** – Executive Director (309) 737-8372 [Kelly@nktriders.org](mailto:Kelly@nktriders.org)  
**Louise Ballanger** – Equine Manager/Instructor (563) 570-3146 [louise@nktriders.org](mailto:louise@nktriders.org)  
**Monika Sauer** – Program Director/Instructor (636) 328-5060 [monika@nktriders.org](mailto:monika@nktriders.org)  
**Sharon Vershaw** – Instructor (563) 529-6756 [svershaw25@gmail.com](mailto:svershaw25@gmail.com)

## Board of Directors

[boardofdirectors@nktriders.org](mailto:boardofdirectors@nktriders.org)

Matthew De Bisschop – Board President  
Aaron Dyer – Board Vice President  
Dave Emerick – Treasurer  
Victoria Blackmer – Secretary  
Katey Bignall – Member  
Shari Baker – Member

Allen Holdsworth – Member  
Cheryl Wright – Member  
Denise Church – Member  
Jennifer White – Member  
Susan Shaffer – Member  
Tim Fanella – Member

## 2023 CALENDAR

### Lesson Sessions

Session 1 Feb. 27 – Apr. 7  
Session 2 Apr. 17 – May 26  
Session 3 June 5 – July 14  
Session 4 July 24 – Sept. 1  
Session 5 Sept. 11 – Oct. 20  
Session 6 Oct. 30 – Dec. 8

### No Lessons/Office Closed

Jan. 2 – New Years Day  
May 29 – Memorial Day  
July 4 – Independence Day  
Sept. 4 – Labor Day  
Nov. 23 – Thanksgiving Day  
Dec. 25 – Christmas Day

# Welcome

*Welcome to New Kingdom Trailriders! We are thrilled that you have chosen to spend your valuable free time with us and we look forward to working with you in the coming months. Providing therapeutic equine activities to our participants truly “takes a village” and your contribution makes NKT possible. Throughout your time with us, we hope you enjoy assisting in lessons and working with the students and horses. We hope you can become further involved with us by participating in additional volunteer opportunities and attending our educational workshops.*

*Please use this handbook along with any additional materials as a reference – both for our contact information and to guide you through the ins and outs of NKT. You are also encouraged to contact Kelly with any questions.*

*We look forward to working with you and thank you for your generous service!*

*Sincerely,*

*New Kingdom Trailriders Staff*

Kelly Kreiter Penning – Executive Director

Louise Ballanger – Equine Manager – Instructor (Wednesday & Friday)

Monika Sauer – Program Director – Instructor (Tuesday & Thursday)

Sharon Vershaw – Instructor (Monday)

Board of Directors

## **Mission:**

To empower individuals of all ages and abilities to reach their full potential through equine assisted activities.

**ACCEPT. ENCOURAGE. EMPOWER.**

## **Vision:**

New Kingdom Trailriders strives to become the leading standard uniting people with horses through acceptance and encouragement to achieve emotional and physical wellness

# Volunteer Information

## Qualifications

- Must be 14 years old to work with horse and rider in the arena.
- Must be dependable and have a reliable means of transportation.
- Must enjoy working with people with disabilities.
- Must be in reasonably good health and able to walk for 45 minutes.
- Must attend a Volunteer Training session and, if applicable, a horse skills evaluation/Horse Leader Training Session
- Must fill out and sign all volunteer paperwork.

## Volunteer Opportunities/Jobs

- Lesson Greeter
- Side Walker
- Horse Leader
- Horse Handler
- Administrative Volunteer
- Grounds/Facility Volunteer
- Board Member
- Committee Member

## Volunteer Job Descriptions

**Lesson Greeter** – Has learned lesson routines and procedures. Greets riders and families. Helps fit helmets. Hands out and explains any paperwork given to the rider/care giver. Makes sure everyone stays in a safe area and signs in. Meets with staff or instructor before lessons to establish any needs for the lesson.

**Side Walker** – Walks with mounted students during lesson times.

**Horse Leader** – Leads the horse during riding lessons.

**Horse Handler** - Prepares horses before lessons and untacks horses after lessons.

**Administrative, Grounds/Facility Volunteers, Board Member and Committee Member** – Contact Kelly for additional information on these volunteer opportunities

# Volunteer Job Training Requirements

## **Lesson Greeter** *(1 day a week for first two weeks of riding session)*

- Requirements:
  - Helmet fit training
  - Meet with staff to learn layout of the barn
    - Bathroom
    - Parking
    - Payment Box
    - Sign-in Sheet

## **Side Walker** *(1 day a week for six-week riding session)*

- Requirements:
  - Complete Preliminary Volunteer/Emergency Training
  - Work with a side-walking mentor for at least two weeks during lessons

## **Horse Handler/Horse Leader:** *(1 day a week for six-week riding session)*

- Requirements:
  - Complete Preliminary Volunteer /Emergency Training
  - Undergo skills assessment
  - Attend Horse Leader Training Program

## **Administrative Volunteer** *(as needed/as available)*

- Requirements:
  - Familiar with all aspects of NKT's program
  - Willingness to help with any/all administrative tasks

## **Grounds/Facility Volunteer** *(as needed/as available)*

- Requirements:
  - Familiar with all aspects of NKT's program
  - Willingness to help maintain NKT property and facility

## **Board Member** *(monthly meetings)*

- Requirements:
  - Complete and submit an application *(applicant must be voted in by existing Board of Directors)*
  - Attend monthly meetings
  - Assist in maintaining the integrity of New Kingdom Trailriders, ensuring its mission is being met.

## **Committee Member** *(monthly meetings)*

- Requirements:
  - Plan, organize, and facilitate NKT events and fundraisers

## Continuing Education and Job Advancement Opportunities

Advancing our volunteers' education is very important to us! Please use these opportunities to expand your volunteer leadership options and knowledge! Have an idea for a workshop? Let us know!

**Quarterly Workshops** – Offered on a broad range of topics relating to horse care, therapeutic riding, disability education, and volunteer job expansion.

**Clinics** – Intense two-day seminars working on horse care and/or horsemanship training skills

*As these opportunities come available, they will be posted on NKT's website, Facebook Page and/or an email sent out.*

## Dress Code

Please wear barn and family appropriate clothing – pants, appropriate length shorts, sturdy, comfortable shoes (preferably boots), minimal jewelry, etc. For safety reason, we recommend that you not wear loose, flowing clothing or jewelry, or slick jogging-type pants. SANDALS, BALLET FLATS, FLIP FLOPS, OR OPEN TOED SHOES ARE NOT PERMITTED.

You are encouraged to wear NKT apparel.

## Lesson Structure and Commitment

The riding season is divided into six, six-week sessions. A break week is scheduled between each session. Volunteers sign up to begin lessons or return on a session-by-session basis. When deciding to volunteer, we ask for a minimum of a six-week (one session) commitment. Lessons require adequate volunteer attendance – we cannot operate without you!

## Lesson Arrival and Departure Times

Stated below is the preferred arrival times of each type of volunteer. As a general rule, please plan to arrive at the appropriate start time before the lesson and prepare to leave no earlier than 15 minutes after your last scheduled lesson has ended.

- **Greeter** – 15 minutes before first lesson is scheduled to begin
- **Horse Handler** – 1 hour before the first lesson is scheduled to begin
- **Side Walker** – 15 minutes before the lesson you plan to participate in
- **Horse Leader** – half an hour before the lesson you plan to participate in

## **Volunteer Cancellations and Absences**

If you know you will be absent during a session for which you are volunteering, please let Louise know at least 24 hours ahead of time both verbally and on white board next to the tack room. If you should have an emergency, please call the barn as soon as possible. 309-764-4220.

## **Lesson Cancellation Policy**

If riding lessons are cancelled, a modified lesson will be offered in its place. If weather conditions are too threatening to be on site, a replacement lesson will be offered at the same day and time during the break week.

- **Modified Lessons will occur if:**
  - Heat Index is 93° or above
  - Temperature is 20° or below
  - Lack of volunteers or instructors
  
- **Modified Lessons consist of:**
  - Ground Work / Obstacles
  - Horse Care and Safety
  - Classroom Lessons

**PLEASE WATCH OUR FACEBOOK PAGE AND NKT WEBSITE [WWW.NKTRIDERS.ORG](http://WWW.NKTRIDERS.ORG)  
FOR LESSON CANCELLATIONS.**

## **Confidentiality Policy**

Riders have the right to consent to the release of their information. Therefore, all personal and sensitive information must be kept within the barn. It is inappropriate to reveal names and identifying facts about students outside of NKT. Please speak with the instructor regarding question about how to best help your student – do not approach the student's family for personal information. See additional information about confidentiality in the "Confidentiality Agreement".

## Working with People with Disabilities – People First Language

People with disabilities are – first and foremost – people who have individual abilities, interests and needs. They are moms, dads, sons, daughters, sisters, brothers, friends, neighbors, coworkers, students and teachers. People First Language emphasizes the person not the disability. It describes what a person *has*, not who a person *is*.

Examples of People First Language	
<b>Say:</b> People with disabilities. He has an intellectual disability. She has autism (or an autism diagnosis) He has a diagnosis of Down syndrome She has a learning disability (diagnosis) He has a physical disability (diagnosis) She's of short stature / she's a little person He has a mental health diagnosis She uses a wheelchair / mobility chair. He receives special ed. services. She has a developmental delay. Kids without disabilities. Communicates with her eyes/device/etc. Congenital disability Accessible parking, bathroom, etc. She needs... or she uses...	<b>Instead of:</b> The handicapped or disabled. He's mentally retarded. She's autistic. He's Down's. She's learning disabled. He's a quadriplegic/crippled. She's a dwarf/midget. He's emotionally disturbed/mentally ill. She's confined/wheelchair bound. He's in special ed. She's developmentally delayed. Normal or healthy kids. Is non-verbal. Birth defect Handicapped parking, bathroom, etc. She has problems/special needs.

*“Volunteers are the only human beings on the face of the earth who reflect this nation’s compassion, unselfish caring, patience, and just plain loving one another.”*

~Erma Bombeck



## Barn Rules

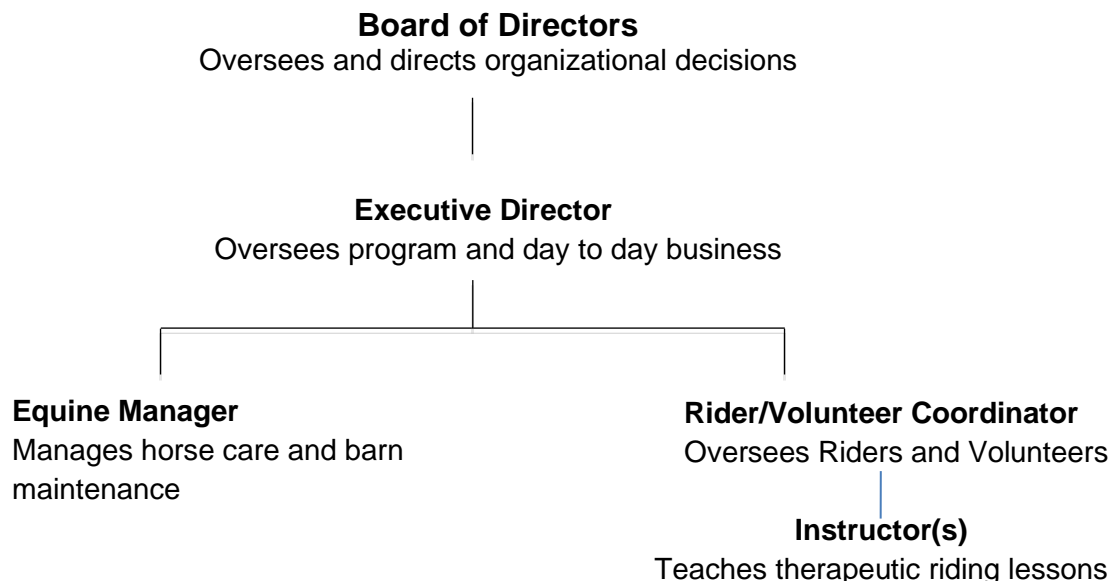
- Children must be supervised by an adult at all times.
- ASTM/SEI rated helmets are required by all riders while mounted, and by students during ground lessons – **NO EXCEPTIONS**. You may bring your own properly fitting ASTM/SEI rated helmet or use one of ours.
- No yelling/screaming/rock throwing/obscene behavior, language, or gestures.
- No standing on gates or fences.
- No running.
- Drive slowly on farm property.
- Reserve the parking areas closest to the doors for our riders.
- **No pets!** Please do not bring your pets to our facility. There are no exceptions to this rule due to safety concerns. Service animals are permitted.
- Horse stalls are off limits to students unless allowed and supervised by an instructor or volunteer.
- Get permission before feeding our horses treats as we monitor their diets closely. Please do not hand feed horses; you may place approved treats in a feed pan.
- Pick up after yourself.
- Return all tack and equipment to its proper place. Put it back where it goes, not where you found it.
- If you open a gate, close it.
- Gates and doors must be closed during lessons. Be sure to call out when you open the arena gate and shut it.
- **ALCOHOL, DRUGS, AND SMOKING ARE PROHIBITED ON SITE!**

## Communications

Communication is key and encouraged by NKT staff and Board of Directors. You are welcome to text message, email, Facebook message, call, as well as have an in-person conversation to communicate with NKT staff.

## Organizational Chart

Please use to guide for communications and grievances



## **New Kingdom Trailriders Protecting Ourselves and Others**

New Kingdom Trailriders has developed the following COVID-19 Pandemic Procedures and Precautions for our program and activities based on best practices and procedures outlined by various respected sources, and in alignment with provisions set for by the Governor of Illinois, the Centers of Disease Control (CDC) and the Rock Island County Health Department.

Please note, New Kingdom Trailriders (NKT) has put in place preventative measures to reduce the spread of COVID-19; however, New Kingdom Trailriders cannot guarantee that you, the volunteer, visitor, parent, legally responsible adult, or rider will not become infected with COVID-19. Further, participating in lessons and/or program activities could increase the risk of contracting COVID-19.

Outlined below are procedures and precautions set in place by New Kingdom Trailriders to help reduce the risk of contracting COVID-19 by program participants, staff and visitors. Choosing to participate in program activities, you agree that you are aware of the procedures/precautions set in place and accept full responsibility for any risk of contracting COVID-19.

### **Housekeeping – Cleaning, Disinfecting and Decontamination**

- All public areas will be thoroughly cleaned and disinfected daily. This includes door knobs and handles. Public Bathroom, Viewing Areas, Alley Way, Gates, and Volunteer Hub. Disinfectant will be located in bathrooms to allow user to wipe down toilet handle and faucet handles.
- Tack, equipment, stall fronts, and gates will be cleaned between lessons and again at the end of the day. Saddles, Reins, Helmets and toys will be disinfected between each lesson. New Kingdom Trailriders ENCOURAGES each rider to purchase their own helmet to help avoid contamination. RIDERS/PARENTS/CAREGIVERS/RESPONSIBLE ADULTS are responsible for putting helmets on and taking them off.

### **Self-Assessment**

- EVERYONE (includes: staff, volunteers, riders, and visitors) before entering the barn and participating in activities MUST ANSWER NO to the following questions:
  - Fever (100+) or chills. Cough. Shortness of breath or difficulty breathing. Fatigue. Muscle or body aches. Headache. New loss of taste or smell. Sore throat. Congestion or runny nose (more than normal). Nausea or vomiting. Diarrhea
- If answering YES to ANY of the previous questions an individual MUST:
  - Self-quarantine for recommended amount of time.

**NOTE:** It is advised that each participant take into consideration their own personal risks of contracting COVID-19 and determine if returning to program activities at New Kingdom Trailriders is what is in their best interest at this time. Although every measure will be taken to lessen the risk of contracting COVID-19 while at New Kingdom Trailriders, there is no guarantee.

**Donations of products used for cleaning,  
disinfecting and decontamination are  
currently being accepted.**

**THANK YOU!**