



‘Be part of the team that spreads the Magic of Riding’

Where will I find useful information and updates on the helper’s scheme?

www.magicofriding.co.uk

Email: magicofriding@live.com

Downloadable leaflets and resources: www.tinyurl.com/thrshelpers

Facebook: www.facebook.com/magicofriding

Twitter: www.twitter.com/magicofriding

YouTube (for useful training videos) www.youtube.com/magicofriding

Of course, if in doubt – ask!

Everyone at the stables is there to help make sure you get everything you can out of volunteering at THRS.

Executive Summary – what it’s all about in a nutshell:

- THRS is a business that relies upon the support of its helpers and volunteers
- In return for people’s help, we invest a significant amount of time and effort into training our volunteers. The rule of thumb is the more you put into it, the more you’ll get out of it!
- Helpers can be children, young people and adults. Everyone will have access to experienced instructors and other volunteers to help progress in their learning.
- Every helper also has to complete 1 stable management test per year (at cost to the helper) as a formal record of your knowledge and safety around horses. Training sessions are held, but the cost of attending these sessions can be greatly reduced by working through the ABRS test cards we make available during the weekend and holidays.
- We will also organise specific helper “development slots” during the school holidays – these will give helpers a chance to learn new skills and ways of working with horses that isn’t always possible to cover during normal weekend duties.
- We really value feedback, and seek it at every opportunity from our helpers.

So what is Team Truemans all about?

As a business, we obviously rely on support from our helpers to help make the Riding School a welcoming place for all its customers. However, we want our helpers to be so much more than just someone who turns up “to do a bit of leading, ride, maybe some grooming, and then go home”. We have a vision to help all our helpers become fantastic horsemen or women, and achieve their goals, no matter how small or extravagant.

When you become a helper at Truemans Heath Riding School, you’ll have access to other experienced helpers and of course our instructors. We’re all a friendly bunch, so do ask if you’re ever unsure about something or want to learn something specific!



Who can be a helper?

Adults are just as welcome as children and young people, and over the years we have seen our helper network grow from 5 helpers to over 35! You do need to be taking part in Riding School lessons, or stable management sessions (held in the summer holidays) to make sure you're covered by our insurance. For children, we're happy to accept them as helpers once they've moved onto our 45 minute lessons, and a parental consent form is signed.

ABRS Exams

In return for the training and investment we put into you as a helper, **we expect that every helper takes one ABRS stable management test per year** (usually the cost of a group lesson) as a formal record of their knowledge.

Not only do these tests help give you a sound basis for horse ownership (and are a nationally recognised qualification), but if you work towards your levels every week – you should hardly need to attend any test training sessions at all, greatly reducing the cost to your parents (or yourselves), and making best use of your time at the stables. **You will find the ABRS tests available to work through in their own plastic wallet by the helper's board**, or you can download your own copy from www.tinyurl.com/thrshelpers. Our instructors will always be on hand between lessons to help guide you on what is needed to know - even if they're busy at that moment in time, they should always be able to find a point in their day when they can help support you

Development Time Slots

We recognise that at weekends (which is often when our helpers are available to volunteer, but we are always grateful for anybody that can join us in the week as well), there often isn't the time to train our helper's in additional skills like long-lining, lunging, lorry-loading, spook-busting etc...all skills that will be important if you ever want to own your own horse one day. Because of this, we will always book in at least one hour of every week in the school holidays where we dedicate time to training our helpers up in something different. For older helpers as well, we also open up our Wednesday evening events (summer only) where you can join our adult classes (search as learning basic horse massage or Veterinary talks) at a reduced rate. Make sure you check out the office displays or sign up to our mailing list (or if on Facebook we also advertise via our events page) to be kept updated.

Normal Jobs List

As well as working through your ABRS challenge cards and joining us for special development training, read below to see what jobs need completing on a daily basis (instructors will always be on hand to guide you on what needs completing next if you're unsure).

- Groom and pick out feet of every horse (use the lesson sheet to mark when complete) – check for any cuts and sores – update horse challenge cards if daily checks/medication will be needed.
- Make sure all horses have adequate water
- Tack up horses ready for the lesson
- Pick up droppings from the horses boxes, stalls, down the track and in the paddock. Empty wheelbarrows once full.
- At lunchtime, scrub (if necessary) and refill water buckets. Put up and take down haynets as necessary. Check horses' girths are loose for resting and that those who can have bridles off, do.
- Untack, feed and turnout horses as appropriate – sponge down or brush with a rubber curry comb those with sweat/saddle marks
- Clean the bits at the end of every day. Basic oil of saddles and bridles weekly (bridle/saddle oiling will be split between Saturday and Sunday each week), and clean brushes.
- Sweep the yard and make sure boxes have wet taken out of them and replaced with new shavings as needed.
- Have fun!

Are there any yard rules I need to be aware of?

Of course! But they just help to maintain a professional standard that our customers expect, whilst of course allowing us to safely to all the fun stuff with these horses!

- As a helper you are expected to do your fair share of the work; if you are asked to do a job do not ask someone else to do it for you, if you are not sure what to do then seek help.

- Please store your belongings at the back of the haybarn and not in the office as it looks very untidy.
- Try to keep away from the desk at lesson times so it is free for customers to book in, pay, make enquiries, etc.
- Everyone is expected to take their turn leading or going out on lessons
- If you have a problem with something or someone, report it to an adult who will know what to do.
- Please don't ask for extra privileges like doing leading file. If you are required you will be asked.
- Always be on the look out for hazards around the yard, e.g. tools, head collars and grooming equipment left lying around should be picked up and put away.
- Always help someone who is having difficulty, remember you were new once.
- If you are doing something wrong and someone corrects you, please don't get upset because they are trying to help you. If you don't like the way you've been told do let another adult know. We all just want to make sure the horses are looked after properly and everybody needs to learn how to do this.
- Remember this is a friendly, professional yard so be polite at all times and smile.
- Be sensible and use your common sense, you are working around large animals that need respect and quick thinking
- But most of all ENJOY your time here with these fantastic horses!

The End...

But of course with horses it's never really the end is it? Because the learning just never stops...if you've decided that helping is for you, and you've discussed it with a staff member, then just fill in the two pages in the next section (Contact Details and Consent Form) and return to the stables. You'll then be well on your way to horsey-excellence!

Do get in touch if you have any questions 😊

Contact Details – please complete the following two pages to be considered as a THRS helper.

**All information is stored in accordance with the Data Protection Act 1997*

Name (of helper):

Lesson and day you ride on:

Email address:

Last Completed Stable Management Test (if applicable):

Parent's Name (if under 16):

Parent's Email Address (if under 16):

Home Address:

Contact Telephone Number(s):

Is there any important information we should know about (relevant medical information/allergies etc...)?

Consent Form

Read, sign and acknowledge the statements below to become a THRS helper

By signing below I acknowledge...

- ...that I wish to become a helper at Truemans Heath Riding School
- ...that I understand I will be assigned a mentor and team leader who will be there to guide me in learning new skills and knowledge
- ...that all horses can be unpredictable; that there is a risk in working with horses and accidents can occur. I acknowledge that I am prepared to take on board all advice from staff in order to keep myself as safe as possible.
- ...that Truemans Heath Riding School is a business, and understand that as a helper I act as a representative of that business especially when around customers.
- ...that as part of my commitment to becoming a helper at Truemans Heath Riding School, I will undergo one ABRS Stable Management Test per year (at cost to myself); this may involve attendance of training sessions prior to the test (also at cost to myself). I understand this is important as a formal record of my continual learning, and to also to keep improving my knowledge and safety around horses.
- ...that the helper scheme at Truemans Heath Riding School is there to see me progress towards becoming a competent helper and horseperson. I understand by showing motivation, enthusiasm and a willingness to learn, I will be rewarded through opportunities to gain important skills working with horses.

Signed (Helper)

Name:

Date:

IF UNDER 16 – PARENTAL CONSENT:

By signing below I agree to my child becoming a helper at Truemans Heath Riding School. I acknowledge that I have read the helpers booklet, and am fully informed of the commitment my child is entering into. I understand the risks involved, and that my child will need to pass one ABRS Stable Management Test per year at cost to myself.

Signed (Parent)

Name:

Date: