

## Central Alberta Special Equestrians (CASE)



### *Volunteer Application Package*

Thank you for your consideration to become a volunteer with CASE. The dedication and commitment of volunteers allows our organization to offer valuable services to riders with special needs. Volunteering at CASE is a very rewarding experience, and we look forward to having you become a part of our team!

This Volunteer Application Package has several documents for your information, including:

- 1) Volunteer Orientation Information**
- 2) 2009-2010 Schedule of Rides**
- 3) Volunteer Registration and Release \***
- 4) Volunteer Application Form \***
- 5) Request for a Criminal Record Check \*\***

\* Please complete the Volunteer Registration and Release, as well as the Volunteer Application Form and e-mail, fax, or mail to:

Arlene Rust – Program Coordinator  
[case@cirsonline.ca](mailto:case@cirsonline.ca)  
 (403)346-4636 ext 120 – phone  
 (403)340-8193 – fax

Mailing Address:  
 Central Alberta Special Equestrians  
 Box 974  
 Red Deer, AB T4N 5H3

Office Address:  
 CiRS Community Village  
 4728 Ross St. Office #260

\*\* Please have the Request for a Criminal Record Check completed at your local RCMP detachment. Return the completed form to the Volunteer Coordinator.

***Thank you for spending your time with  
 the Central Alberta Special Equestrians!***

## Central Alberta Special Equestrians (CASE)



### *Volunteer Orientation Information*

CASE Volunteer Orientations are a great way for you to learn more about our organization before you begin volunteering. At Volunteer Orientations, you will have a chance to:

- meet the CASE team – including staff and horses,
- learn the benefits of therapeutic riding,
- simulate the activities in a CASE lesson,
- establish safety and emergency procedures,
- ask questions and meet other volunteers, and
- have fun learning about CASE.

Volunteer Orientations are held prior to the start of each session, as per the dates on the attached Schedule of Rides (see page 3).

#### **Directions to the CASE Arena:**

From Red Deer:

- 1) From 30 Avenue and Hwy 11 intersection
- 2) Drive east on Highway #11
- 3) Drive 10 km to RR #262 – Turn Right(South) Watch for sign on the left side of Hwy 11
- 4) Take first Left at Paved Treed Driveway (immediately off Hwy 11)

Once you begin volunteering, we ask that you commit to a certain session for the full time. **We count on you to be at the arena as scheduled – if you cannot make a session, please contact the Program Coordinator as soon as possible at (403)346-4636 ext 120. We rely on a full complement of volunteers to keep our riding sessions safe for everyone!**

Please wear warm, layered clothing and appropriate walking shoes (no sandals) for lessons.

***For further details, please contact Arlene Rust – Program Coordinator– at (403)346-4636 ext 120 or by e-mail at [case@cirsonline.ca](mailto:case@cirsonline.ca).***

Thank you for considering CASE – we look forward to seeing you at the arena!



**Central Alberta Special Equestrians**  
**Box 974, Red Deer, Alberta**  
**Canada, T4N 5H3**  
**Riding Schedule Sept. 2009 - June 2010**

Session One (1) Volunteer & Disability Orientation Saturday, Sept 12, 2009, 1:30–4:30 (for volunteers)

Mondays	5, 6, 7 pm	Sept. 21 – Nov. 9
Tuesday	5, 6, 7 pm	Sept. 22 – Nov. 10
Wednesday	12:30, 1:30, 2:30 pm	Sept. 23 – Nov. 11
Thursday (Progressive Class)	5, 6, 7 pm	Sept. 24 – Nov. 12

**ANNUAL GENERAL MEETING – Oct 1, 2009, 7pm All members urged to attend**  
**Nov. 16 – 20 No ride week**

Session Two (2) Volunteer Orientation Mon. Nov. 16, 2009 6:00pm (for volunteers)

Mondays	5, 6, 7 pm	Nov. 23 - Jan. 25
Tuesday	5, 6, 7 pm	Nov. 24 – Jan. 26
Wednesday	12:30, 1:30, 2:30 pm	Nov. 25 - Jan. 27
Thursday (Progressive Class)	5, 6, 7 pm	Nov. 26 – Jan. 28

**Christmas break Dec. 21 – Jan. 1 No ride weeks**

Session Three (3) Volunteer & Disability Orientation Saturday January 30, 1:30–4:30pm (for volunteers)

Mondays	5, 6, 7 pm	Feb. 1 – Mar. 29
Tuesday	5, 6, 7 pm	Feb. 2 – Mar. 30
Wednesday	1:00, 2:00, 3:00 pm	Feb. 3 – Mar. 31
Thursday (Progressive Class)	6, 7 pm	Feb. 4 – April 1

**Family Day Feb. 15 – 19 No ride week**

**Easter break April 5 - 9 No ride week**

Session Four (4) Volunteer Orientation Monday, April 12, 2009 6:30pm (for volunteers)

Mondays	5, 6, 7 pm	April 19 – June 14
Tuesday	5, 6, 7 pm	April 20 - June 15
Wednesday	1:00, 2:00, 3:00 pm	April 21 – June 16
Thursday (Progressive Class)	6, 7 pm	April 22 – June 17

**Victoria Day May 17 – 21 No ride week**

**Annual General Meeting: October 1, 2009, 7pm**

**Year-end Horse Show for riders, parents, volunteers & guests – June 19, 2010**

**Open Barn is August 21, 2010 1 – 4 pm.**

***Central Alberta Special Equestrians***  
***Box 974, Red Deer, Alberta***  
***Canada, T4N 5H3***  
***Ph. 403-302-0707***

Web Site: [www.hoofbeats.org](http://www.hoofbeats.org)  
 Email: [coordinator@hoofbeats.org](mailto:coordinator@hoofbeats.org)



## **REQUEST FOR A CRIMINAL RECORD CHECK**

Central Alberta Special Equestrians is a non-profit organization that provides Therapeutic Horseback Riding Lessons for persons with disabilities, living in Red Deer and surrounding area. As a dedicated service provider for a highly vulnerable population we require submission of an R.C.M.P. Criminal Record Check from all C.A.S.E. volunteers. We respectfully request your assistance in providing us with this information for:

\_\_\_\_\_ (Please Print Full Name)

\_\_\_\_\_ (Address)

The above named person has submitted a Central Alberta Special Equestrians volunteer Application Form for our consideration at: \_\_\_\_\_(city), on this \_\_\_\_\_(day) \_\_\_\_\_(month) \_\_\_\_\_(year)

Sincerely,

*Arlene Rust*

Central Alberta Special Equestrians  
 Volunteer Coordinator/General Assistant

# Central Alberta Special Equestrians (CASE)



## Volunteer Registration and Release Form

Volunteer Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: (Home) \_\_\_\_\_ Work/Cell: \_\_\_\_\_  
 Parent / Guardian: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: (Home) \_\_\_\_\_ Work/Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Criminal record check done (year) \_\_\_\_\_ Child Welfare check done (year) \_\_\_\_\_

Are you volunteering with a specific rider? **YES/ NO** Rider name: \_\_\_\_\_  
 Have you volunteered with CASE previously? **YES/ NO** If Yes, when? \_\_\_\_\_  
 Brief explanation of your experience/training with horses: \_\_\_\_\_  
 And with people with special needs: \_\_\_\_\_

### **Liability Release:**

\_\_\_\_\_ (*volunteer name*) would like to participate, as a volunteer, (& occasional rider) in the Central Alberta Special Equestrian's riding program. I acknowledge the risks and the potential for risks of horseback riding. However, I feel that the possible benefits to myself, my son, my daughter, or my ward are greater than the risk assumed. I, hereby declare this liability release, to be legally binding for myself, my heirs, executors or administrators, waive and release forever all claims against Central Alberta Special Equestrians, its Board of Directors, Instructors, Volunteers, Employees and Facility, for any and all injuries and or losses I, my son, my daughter, or my ward may sustain while participating in the riding program.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

### **Photo Release:**

I \_\_\_\_\_ (*volunteer name*) hereby consent to and authorize the use and reproduction by Central Alberta Special Equestrians of any and all photographs and any other audio visual materials taken of me, my son, my daughter, or my ward for promotional printed material or for any other use for the benefit of the program.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

### **Confidentiality Clause:**

I understand that all personal information regarding riders is not to be shared with those who are not involved with the Central Alberta Special Equestrians organization.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

\*Previous Volunteer Release is in effect as long as the Volunteer participates with CASE\*

