

# Guidelines For Student-Assistants at Cricket Hill

## What is a Student-Assistant?

A Student-Assistant (S-A) is a child or adult who is accepted, as a volunteer, to help the staff in the barn with routine stable and horse-care tasks. They receive no remuneration. They choose to do this to learn about horse care and daily barn routine, and to have a chance to learn and practice practical skills. Working as an S-A reinforces and augments *GoldStar* learning.

S-A's must be mature, sensible and experienced enough to carry out simple routine tasks without direct supervision, because it is not practical for S-A's to be closely supervised at all times by a member of staff. However, in case of emergency, a staff member is always on the premises. Ongoing direction and guidance will, of course, be given.

## How to Volunteer as a S-A

Ask to meet with a Senior Trainer at Cricket Hill, tell them why you want to be an S-A and the times you can work. They will discuss the position with you and your parents or guardians, assess whether you meet the criteria below, and help you complete a Safety Workbook. Then, a decision will be made as to whether you are suited to becoming an S-A. Safety equipment and clothing must be supplied by the S-A.

**Potential Student-Assistants check off all the criteria below to ensure they are experienced and mature enough to safely assist at the barn.**

## Tasks and Skills

S-A's must be able to perform safely without direct supervision:

For a dependable horse:

- Enter and exit a stall
- Put on and fit a halter
- Lead horse around the barn and use cross ties
- Complete thorough basic grooming including picking out feet
- Notice and report problems with the horses' feet and/or shoes
- Recognize and report wounds, swellings and obvious signs of injury or ill health
- Identify the correct tack for each horse
- Tack up a horse using basic equipment
- Take down a horse and put it away in a comfy condition
- Put on and adjust a sheet or blanket

Around the barn:

- ❑ Sweep grooming bays, doorways and wash-stalls efficiently
- ❑ Tidy grooming bays, tack-rooms and wash stalls
- ❑ Clean bridles and saddles to an acceptable standard
- ❑ Scrub water buckets and feed tubs and replace them as required
- ❑ Pick droppings from the arena
- ❑ Cobweb the stalls and other areas
- ❑ Fold blankets and tidy the stall doors

### **Personal Responsibilities**

S-A's must be mature enough to:

- ❑ Put on safe, appropriate clothing for every task they do
- ❑ Wear clothing appropriate to the weather
- ❑ Drink and eat sensibly to maintain hydration and energy
- ❑ Use products such as sun-screen when appropriate
- ❑ Ask a staff member for advice if not completely sure what to do
- ❑ Report any problems, accidents or breakages immediately
- ❑ Follow simple instructions carefully and fully
- ❑ Stay focused and keep working until the task in hand is completed
- ❑ Be reliable and trustworthy
- ❑ Maintain a positive, cheerful attitude
- ❑ Be friendly, polite and helpful to staff, other students and clients
- ❑ Record hours worked and complete log book at the end of each session

**As S-A's gain experience, they may safely take on more demanding responsibilities, relevant to their skills and age, with less supervision. A senior member of staff will always assess their competence first.**

### **Further Responsibilities**

Experienced S-A's may be asked to:

- Catch a horse in the field
- Lead a horse to or from the paddocks
- Lead two horses at a time
- Handle stronger horses or horses with specific issues
- Treat simple wounds and give basic medications
- Assist other clients to tack and take down horses
- Lunge a horse
- Trim horses with scissors
- Trim horses using small electric clippers
- Pull manes
- Braid manes
- Bathe horses
- Clean sheathes