

Happy Hiccups Equestrian LLC

Working Student Agreement

Working Student Info

Name: _____ Date: _____

Address: _____

Phone #: _____ Email: _____

DOB: _____ Is student of driving age? Yes / No

Parent/Guardian Info (Applicable to Working Student Minors Only)

Parent/Guardian Name: _____

Parent/Guardian Phone #: _____

Parent/Guardian Email: _____

As a parent/guardian to a working student who is still a minor, I acknowledge that I am responsible for maintaining accurate and timely communication between the working student and Coach Maddie in regards to scheduling, absences, sickness/injury, corrections or discussions on working student's actions and responsibilities, and any notice of withdrawal from the working student program.

Parent/Guardian Signature: _____

In accordance with SafeSport guidelines, I acknowledge that working students who are minors must be supervised by a parent/guardian if in digital contact (text/email/social media) with Coach Maddie and are not to send private/unsupervised messaging. Group messaging between Coach Maddie, working student(s), and parents/guardians is acceptable. I also acknowledge that an adult must be present at the barn at all times that a minor is present (that adult can be Coach Maddie).

Parent/Guardian Signature: _____

As a parent/guardian to a working student who is still a minor, I acknowledge that the working student will be required to attend 2 chore shifts per week in order to maintain their placement in the working student program and to be eligible for attendance in a once-weekly working student riding lesson. I also acknowledge that signing up for chore shifts is a serious responsibility equal to that of attending school or going to work, and therefore a chore shift is only to be missed/cancelled by the level of illness, injury, emergency, or importance that one would miss school or work for. Chore shift cancellations due to illness, injury, or emergency should be given as soon as possible (with the understanding that these things do not always allow for much advance notice). Chore shift cancellations due to known upcoming important events (religious holiday, doctor's visit, vacation, etc.) must be given at least one week in advance, or else the working student will face a Penalty (extra chore shift added into the following week, or \$25 penalty fee, or removal from the working student program) as determined by Coach Maddie and the parent/guardian.

Parent/Guardian Signature: _____

Student is responsible for own transportation

I am responsible for student's transportation

Overview

The Working Student Program is for students who wish to exchange barn chore shifts for extra riding lessons and opportunities at Happy Hiccups Equestrian LLC. At minimum, working students must attend **two barn chore shifts each week** in exchange for weekly attendance in a Working Student Riding Lesson. Basic chores include cleaning stalls, filling hay bags, cleaning and refilling water buckets, sweeping/blowing out the aisleway, poo-picking dry lots/paddocks as needed, and other small miscellaneous tasks as instructed by Coach Maddie. Chore shifts that involve cleaning stalls should be split between two or more working students, or between a working student and Coach Maddie. Shifts that involve feeding and turn-in/turn-out can be done by one or more working students. Chore shifts do not take a set amount of time; you stay and work until the job is done correctly. Instructions on how to complete chore shifts will always be located in the Feed Room (on the counter, or hanging directly above the counter).

Each chore shift a student attends is worth one credit (equal to \$25). The credits a student attains from working chore shifts **cannot** be applied to the student's original paid permanent riding lesson spot. Working students are permitted to sign up for extra chore shifts to collect extra credits to apply towards other activities/events (extra lessons, practice rides, upcoming summer camp sessions, or miscellaneous opportunities offered by Coach Maddie). Any credits earned by a working student can be held and used at any time in the future as long as that student is still signed up in the permanent lesson schedule (credits expire if the student leaves the permanent lesson program). Credits **cannot** be exchanged for a cash payout of any kind.

Being a working student is a big responsibility as it helps keep the farm running, the barn clean, and the horses well cared for. Working students are expected to attend their scheduled barn shifts rain or shine. Due to the huge help that working students are in keeping the barn operating smoothly, working students have the benefit of being offered to sign up first (before any non-working students) for any events or opportunities that Coach Maddie offers to the barn as a whole, including trail rides, clinics, off-property riding opportunities, and horse shows.

Working Student Responsibilities

- Attending at least two "permanent" chore shifts per week and completing the assigned workload.
- Communicating with Coach Maddie any issues in performing or completing barn chores, such as lack of supplies (shavings, grain, medications, etc.), any inability to manage the handling or care of the animals (horse won't come inside from turn-out, horse got loose and refuses to be caught, horse is down in the stall and cannot get up, etc.), any damage, breakage, or missing equipment (such as broken fence boards, missing pitchforks, torn horse blankets, etc.), or any injuries that occur to any working student during a chore shift.
 - **Non-emergency issues** can be communicated to Coach Maddie via text message, or by a legible note left on the Feed Room counter in an obvious easy-to-see place.
 - **Emergency issues with human safety/wellness or horse safety/wellness** should result in an immediate phone call (as many as needed!) directly to Coach Maddie and/or finding Coach Maddie in-person (if on the property) to assess the issue immediately.
- Communicating any chore shifts cancellations in a timely matter directly to Coach Maddie:
 - Giving notice of cancellations for known upcoming events/serious conflicts (religious holidays, doctor's appointments, vacation, etc.) at least one week in advance.
 - Giving notice of cancellations due to illness, injury, emergency, or importance as soon as possible (with the understanding that these things do not always allow for much advance notice).
- To be kind, courteous, and respectful to other working students, parents, lesson students, and/or visitors in the barn during chore shift attendance or at any events/extra opportunities. As a working student, your behavior reflects the working student program and the barn as a whole. You are

expected to uphold fairness and kindness, display a good work ethic, be compassionate to the animals in your care, and step in to help where you see help is needed.

- Communicating to Coach Maddie any unkindness or bullying you see being displayed or spoken by any working student directed at any other student/person present at the barn or barn events, including that which is displayed or sent digitally (text messages, IM, etc.). This barn and program is meant to be a safe space for everyone, and anyone who disrupts that will have a face-to-face discussion with Coach Maddie that may result in the student responsible being dismissed from the working student program and/or from the barn as a whole.

Safety Rules & Guidelines

- Stalls may only be cleaned when there is **not** a horse present in them. If horses are inside (such as due to inclement weather) during a time when a stall needs to be cleaned, the horse should be placed in the crossties in the aisleway until the stall is finished (with the exception of LittleRose who should be held in the aisleway by another person, or can be tied to the wall of her stall (**ONLY** in the event that another person is not present and the stall must be cleaned)).
- The hay basket in the hay loft should only be lowered down into the aisleway if there are no horses currently crosstied in the main aisleway (horses crosstied in the back aisleway outside are fine).
- When lowering the hay basket into the aisleway, the person lowering it should call out a loud "Heads Up!" to alert others that a large, heavy object is coming down from above.
- When using the water/hoses in the wash rack, do not allow the heater(s) to get wet. Heaters can be temporarily removed from the wash rack if needed.
- Do not use the big leaf blower to blow out any aisleways if there is a student grooming/handling a horse in the aisleways or stalls. Please wait until the horse is put away/has left the barn before using the blower, or you may sweep the aisleways with a broom instead.
- Please exercise great caution and awareness whenever crossing the man-made bridge leading to the big manure container to dump wheelbarrows/muck tubs so that you do not fall. If the bridge feels especially shaky/unsteady, alert Coach Maddie and do not cross the bridge until it has been assessed.
- When retrieving shavings from the shavings pit in the Lower Dry Lot, remember to close and lock the gate so that horses are not able to freely enter the shavings pit. Mind your head when in the shavings pit, as it is below the man-made bridge.
- Paddock gates where horses are turned-out should be locked twice (usually once with a drop-latch and once with a chain). Any chains on the gates are meant to be wrapped around a solid wooden post that is embedded in the ground. Chains that are only wrapped around a solitary wooden board are not safe/secure as horses can bash their way out.
- Do **not** turn horses out into a paddock/field that has any broken fence boards or any kind of large/sharp debris present. Alert Coach Maddie immediately and seek guidance on where the horse(s) should be placed instead.
- When turning horses out and/or placing horses in their stalls, horse should be turned to face the gate/door through which you entered and should not be released from their halters unless you (the human) are closer to the exit than the horse is.
- If multiple people are turning out multiple horses in the same paddock at the same time, horses should be released in order starting with whoever is furthest from the gate so that humans do not get trapped and/or trampled. Humans should always be closer to the exit than any loose horse(s) are.
- If a horse accidentally gets loose on the property, please loudly call out "Loose Horse!" so that others are aware and can make safe decisions (and maybe help catch said loose horse). If a loose horse manages to leave the property/gets out on the road, call Coach Maddie **immediately!**
- Horses should always be led one at a time, one horse per person, with two hands on the lead rope and walking on the correct (left) side. Working students must be specifically cleared by Coach Maddie before being permitted to lead two or more horses at the same time.

Consent and Agreement:

As a working student, I acknowledge that I will be required to attend 2 chore shifts per week in order to maintain my placement in the working student program and to be eligible for attendance in a once-weekly working student riding lesson. I also acknowledge that signing up for chore shifts is a serious responsibility equal to that of attending school or going to work, and therefore a chore shift is only to be missed/cancelled by the level of illness, injury, emergency, or importance that one would miss school or work for. Chore shift cancellations due to illness, injury, or emergency should be given as soon as possible (with the understanding that these things do not always allow for much advance notice). Chore shift cancellations due to known upcoming important events (religious holiday, doctor’s visit, vacation, etc.) must be given at least one week in advance, or else I will face a Penalty (extra chore shift added into the following week, or \$25 penalty fee, or removal from the working student program) as determined by Coach Maddie.

I have read and understand this Happy Hiccups Equestrian LLC Working Student Agreement, and by signing this document I consent and agree to all of the afore-mentioned terms, policies, procedures, and rules. I understand that these policies are firm and agree to abide by their rulings without contest. I understand that following and knowing this policy is my personal responsibility, and that if I need to reference it again it is always available on the Happy Hiccups Equestrian LLC website or as a paper copy upon request. I have also read and signed the release/liability waiver and Welcome Packet for Happy Hiccups Equestrian LLC.

Signature of Working Student:

Date:

Signature of parent/guardian (if applicable):

Date:

Permanent Chore Shifts/Working Student Lesson:

(This section is ONLY to be filled in directly by Coach Maddie, for record-keeping)

My first weekly Chore Shift is _____ doing AM Feeding / Barn Chores / PM Feeding.
(Day of week) (circle one or more)

My second weekly Chore Shift is _____ doing AM Feeding / Barn Chores / PM Feeding.
(Day of week) (circle one or more)

My Working Student Lesson Spot is _____ from _____ to _____.
(Day of week) (Start time) (End Time)