



# Welcome to KTRA!

## Volunteer Application Package

**\*\* PLEASE KEEP THESE FIRST TWO PAGES AT HOME FOR YOUR REFERENCE \*\***

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### **Brief Introduction to KTRA:**

Kamloops Therapeutic Riding Association is a non-profit organization that was incorporated in 1988. Since that time KTRA has been fortunate to have had the help of hundreds of volunteers who assist individuals with disabilities, so they may enjoy the many benefits of therapeutic horseback riding.

**Without volunteers, we could not provide our service.**

**Thank you for your generous gift of time!**

### **Volunteer Training:**

New and returning volunteers must participate in a mandatory orientation session before they are placed into an active schedule. There will be several orientations prior to each session to ensure that instructors, volunteers, riders, and guardians are confident that everyone has the same information.

### **Volunteer Registration Instructions:**

- Please fully complete and return the Volunteer Application to the KTRA office. Or email completed application to [asudds@ktra.ca](mailto:asudds@ktra.ca)
- If Applicant is a Minor, ensure Parent or Guardian has read and signed the volunteer application.
- If Applicant is of the age of Majority, you are required to complete a ‘Police Information Check with Vulnerable Sector’ from your local RCMP Detachment Office. See the “Police Information Checks” page of this application for more information.
- Once your PIC has been completed, please email or deliver it with the rest of the application package to KTRA office. You will receive a phone call or e-mail from the Volunteer Coordinator to set up an appointment to review your application.



## **POLICE INFORMATION CHECKS (PIC):**

### **PROCEDURE**

- PIC must be completed by anyone volunteering who is 18 years or older
- If Applicant is a Minor, but coming with a person over the age of majority to volunteer together, the adult is required to complete a PIC.

### **Option 1: in person, free of charge, takes about 5-7 business days for completion**

- Easiest way is to print out the KTRA PIC COVER LETTER (last page of this application package), add date and your name and bring it to your local RCMP office as they have all their applications printed out already. For Kamloops, there are three locations where you can complete your PIC. RCMP at 560 Battle St. North Shore Community Policing at 915 7<sup>th</sup> St. T'kemlups Rural at 599 Powwow Trail.
- At the RCMP office, you will be asked to fill out a PIC application and present your identification such as Driver's License, B.C. I.D. etc.
- When your PIC has been completed, you will be contacted by the RCMP office to retrieve it in person. Please mail or deliver the completed PIC form to KTRA so the Volunteer Coordinator can contact you for scheduling your orientation and volunteering opportunities.

### **Option 2: online, \$25, takes 1 business day for completion**

- Another option is to complete your PIC online through [mybackcheck.com](http://mybackcheck.com) for \$25.00.

**KTRA accepts PIC result you already have if it is less than 6 months old and includes Vulnerable Sector.**



**VOLUNTEER CONTACT INFORMATION:**

Full Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Primary Ph. #: \_\_\_\_\_ Alternate Ph. #: \_\_\_\_\_

**Getting To Know You:**

How did you hear about KTRA?

\_\_\_\_\_

Have you been involved in assisting the disabled community before?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Please describe your equestrian experience:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Is there anything you would like us to know? Or consider when placing you in a volunteer position?? Ie. Unable to trot beside a horse with a rider down the long side of the arena.**

\_\_\_\_\_

\_\_\_\_\_



**KTRA AREAS OF INTEREST:**

*\*All training is provided for each volunteer task below so even if you don't know how to do it but are interested in learning, please check the box\**

Please indicate which categories you are interested in volunteering in:

- Catching, grooming, tacking-up and un-tacking horses for lessons. – *2 hour once a week minimum commitment for an entire 6-12 week session.*
- Leading in lessons. (Suitable for people who have prior horse experience. Must be a minimum of 16 years of age) – *2 hour once a week minimum commitment for an entire 6-12 week session.*
- Side Walker in lessons. (great for people who are new to horses, most of the focus is on the rider) – *2 hour once a week minimum commitment for an entire 6-12 week session.*
- Paddock cleaning and general barnyard maintenance.

**AVAILABILITY:**

Please fill in the times you are available (start to finish) each week:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

*\*We are currently only open Mondays-Thursdays from approx. 9am-6pm\**

Are you sometimes available on a short notice basis? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Additional comments**

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**HEALTH & EMERGENCY INFORMATION**

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Do you have any medical conditions, allergies or medications that we should be aware of?

(Describe):

\_\_\_\_\_

**Consent for Emergency Medical Treatment –Please check one:**

**I DO NOT** give permission to Kamloops Therapeutic Riding Association to secure medical treatment as deemed necessary by medical staff in case of emergency illness or injury.

Instead, I wish the following procedures to take place:

\_\_\_\_\_

\_\_\_\_\_

**I DO** give permission to Kamloops Therapeutic Riding Association to secure medical treatment as deemed necessary by medical staff in case of emergency illness or injury.

Volunteer/ Parent/ Guardian Signature

\_\_\_\_\_

Date: \_\_\_\_\_

Physician: \_\_\_\_\_ Ph. # ( \_\_\_\_\_ ) \_\_\_\_\_

Care Card# \_\_\_\_\_

**If you are under 16, please have a parent or guardian sign below. Meaning that they are supporting your decision to volunteer at KTRA.**

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## VOLUNTEER STANDARDS OF CONFIDENTIALITY

I, \_\_\_\_\_ recognize that my role as a volunteer with Kamloops Therapeutic Riding Association will entitle me to certain information about riders which should be treated as confidential. All information given to me by a parent/instructor/rider in relation to a rider will be discussed only with the personnel of Kamloops Therapeutic Riding Association.

At no time will I discuss any information about riders with other parents or any other individuals. I recognize that all material and papers pertaining to the rider's care are legal documents, and that all information contained therein is confidential.

Volunteer Name (print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name - for volunteers under the age of majority

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## PHOTO & SOCIAL MEDIA RELEASE

**I consent** to photographs taken of me during my participation in Summer Camp and to publication and use of the photographs by Kamloops Therapeutic Riding Association ("KTRA") for promotional, fundraising, advertising and marketing purposes including but not limited to print and social media use.

Volunteer Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name - for volunteers under the age of majority

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**No, I do not consent.**



## KTRA PIC Cover Letter

RCMP Kamloops Detachment  
560 Battle Street  
915 7<sup>th</sup> Street  
599 Powwow Trail

Date: \_\_\_\_\_

### **Attention: Client Support Services Supervisor**

This letter will introduce \_\_\_\_\_ who will be working as a volunteer with our organization. This volunteer will be working with the vulnerable sector and in this regard will require a Police Information Check with Vulnerable Sector Screening as outlined below:

- Criminal convictions (summary and indictable) from CPIC and/or local databases.
- Outstanding judicial orders, such as charges and warrants, judicial orders, Peace Bonds,
- Probation Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency.
- Absolute discharges, for a period of one year from the date the applicant was found guilty, and conditional discharges, for a period of three years from the date the applicant was found guilty.
- Charges recommended and/or processed by other means such as Diversion or Alternative Measures.
- Dispositions listed in the CPIC Identification Databank or CRII under non-convictions including, but not limited to, withdrawn, dismissed, and cases of not criminally responsible by reason of mental disorder.
- Any additional information recorded in police databases documenting the applicant to have been suspect in an offence (whether or not charged), subject to provincial retention periods specific to the offence type.
- Information from police databases documenting that the applicant has previously exhibited violent, harmful or threatening behavior related to a mental health incident.
- As authorized for release by the minister of Public Safety, all pardoned criminal convictions, including non sex offences, identified as a result of a VS query.

We understand that applicants themselves must collect their results once completed, therefore we appreciate your contacting them when the results are available for retrieval.

Yours truly,

Ashley Sudds, Executive Director  
**Kamloops Therapeutic Riding Association**