

FMF Working Students Guide

The logo for Full Moon Farm is a white circle containing the words "FULL", "MOON", and "FARM" stacked vertically in a bold, blue, sans-serif font. The circle is positioned on the right side of the page, overlapping the main title area.

**FULL
MOON
FARM**

Updated: June 7, 2023

Eligibility

- Riders aged 12+
 - Adults, too!
 - Ridden at FMF 3+ months
 - Able to groom, tack, & lead horses independently
 - Friendly, outgoing, & responsible

 - Prepare:
 - fullmoonfarm.com → Get Involved → Working Students → [“Working Students Guide”](#)
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Getting Started

Ask Ms. Karen or Ms. Christine or email us at ridewithfmf2@gmail.com

WSt Coordinator: Audra Burns

Do three 3-4 hour training shifts: shadow, assist, & learn

Get scheduled for regular shifts or be added to the sub list

Dos...

Arrive on-time

Be outgoing & proactive

Follow instructions

Take responsibility & speak up

Lead by example (leading horses; good attitude)

Be sure (turnout; tack; blankets)

Get coverage for missed shifts

Check in and speak up

...& Don'ts

Make assumptions (turnout; age ≠ knowledge)

Slack off / Snack / Be on your phone

Say “there’s nothing to do”

Be shy

Do everything for the riders

Expect Ms. Audra to find coverage for you

Mix up halters/leads/blankets/etc.

Skip horses’ treatments

Start of Shift

Check: Lesson Board, WSt Chores Board, Stall Changes Board, & In/Unused Lists

Pay attention to:

- Pre-assigned stall numbers & post-lesson location
 - Add notes: Do you need to do Treatments? Can the rider do the Treatments?
- Changes: muzzles, chains, tack, stalls, fields, turnout buddies
- Are any horses in their fields?
- Do you have any new riders?
 - Be extra-friendly & read the room
 - Release form! Attire!

Before & After

- Before riders arrive:
 - If you have a lot of riders at once: Pull tack ahead of time!
 - Make sure the tack rooms are in working, clean order.
 - Tack room is always a mess 😞 and therefore can always be cleaned!

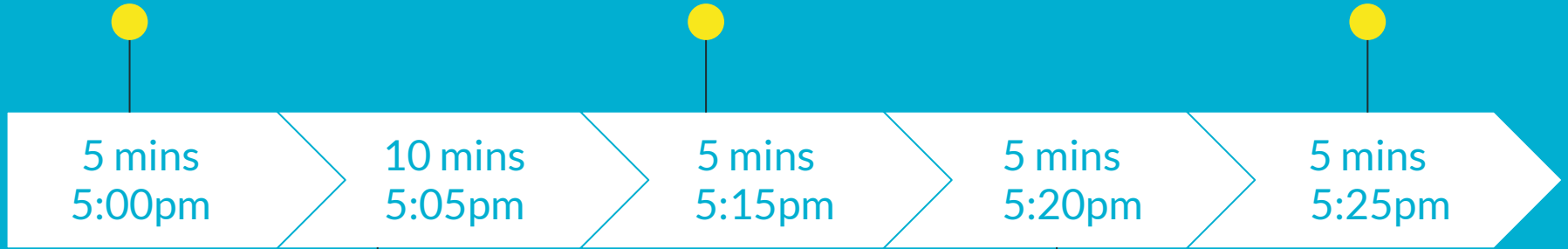
- After riders leave / Before you sign out:
 - Dump trash, muck tubs
 - Tidy up the tack room, sweep aisleways
 - Teach riders how to do things properly– so you don't need to be their maid! 😊
 - Tack must be put away properly: browbands facing out, saddle pads sorted, bounce-/half-pads stacked, etc.
 - Crops picked up, sponge buckets dumped

Example: 5:30 group lesson

Pull tack
& horse

Saddle

Walk to ring



Pick hooves,
curry, & brush

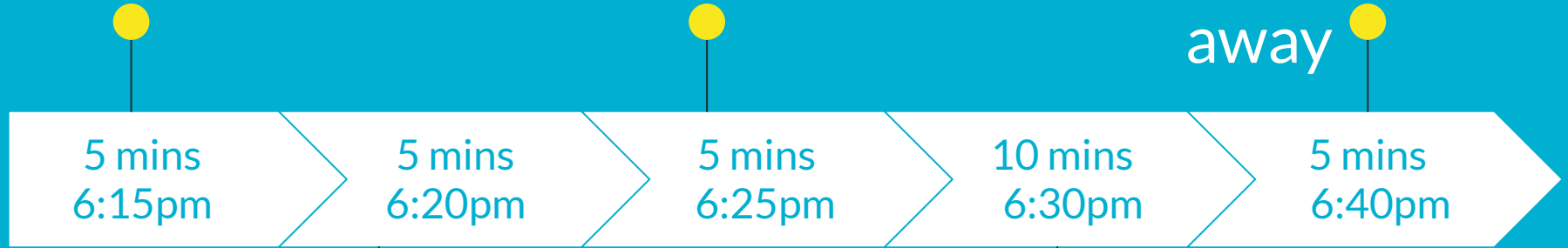
Bridle

Example: 5:30 group lesson

Walk down
to arena

Walk up to barn

Put horses
away



Dismount, stirrups
up, girths loosened

Untack
& groom

First-Timers

- 1) Make sure they filled out the Waiver!
- 2) Check their attire
- 3) Ask about their experience
- 4) Explain the Lesson Board
- 5) Show them Tack cards
- 6) Take them to the Tack rooms
- 7) Take them to get the horse
- 8) Demonstrate proper grooming
- 9) Show them how to tack



Young & New Riders

- 1) Pay attention
- 2) Be patient
- 3) Don't assume
- 4) Ask questions
- 5) Let them show you what they know
- 6) Set a good example



Teach your riders everything you know, but check on them!

What you should know

How to tack & adjust stirrups

How to appropriately groom & apply Treatments

Lead chains: who needs one & how to put one on

Halters & muzzles: horses must wear their own

Blanketing: Check the Blanketing Guide!

Leading a horse / Turning out

Time management

What your riders should know

How to tack & adjust stirrups

How to appropriately groom & apply Treatments

Lead chains: who needs one & how to put one on

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Time management

Don't just do... TEACH!

Make things run smoothly

Riders show up late?

Remind them to arrive on-time.

Riders slow at grooming/tacking?

Pull tack, horses, pre-pick feet, etc.

Getting to the ring late?

Bridle sooner, tack sooner...

Riders rude or uncooperative?


Be a tattletale!

Riders get distracted?

Keep them engaged. Make it a game!

Mounting take forever?

Pre-adjust stirrups, girth, etc.

“I can’t” = 

Why?

“I don’t know how” → Teach them (again, and again, and again...)

“I can’t reach” → Grab a stool

“It’s too heavy” → Take multiple trips; lend a hand

Give them homework!

Can’t do a snap? a buckle? → Practice makes perfect!

“There’s nothing to do” =



—
Have you SEEN the tack rooms?! The driveway? The girths?

SWEEP! TIDY UP! ORGANIZE!

CLEAN TACK!

DUMP MUCK TUBS!

FOLD BLANKETS!

If you say there’s nothing to do... you better mean it!

“I wasn’t sure” =



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Be sure **BEFORE** you do things.

Tack, boo-boos, fields, feed...

IF YOU DON’T KNOW, YOU NEED TO ASK.

If your sentence starts with: “*I think*”, “*I don’t know if*”, or “*I’m pretty sure*”... **YOU NEED TO CONFIRM!**

Ask the instructor or the staff on-duty.