HOPE HAVEN
THERAPEUTIC RIDING CENTRE

Dear Volunteer,

Thank you for being a volunteer at Hope Haven Therapeutic Riding Centre. Hope Haven is a non-profit, charitable organization that serves the needs of children and adults with intellectual, physical and emotional challenges. Volunteers are essential to the successful operation of Hope Haven. We value your time, commitment, and enthusiasm and hope that you will find volunteering with us a rewarding and satisfying experience.

Hope Haven has a number of meaningful volunteer opportunities. Each riding lesson requires volunteer leaders for the horses, and sidewalkers to assist the riders. Horses require preparation for lessons and grooming to keep them at their best. The Hope Haven facility requires upkeep of grounds and buildings. Finally, administrative, technical support, special events and fundraising tasks all require volunteers and are important to the smooth running of Hope Haven.

Please complete the accompanying application and forms which are standard for centres like Hope Haven and bring your complete application into the office. We look forward to meeting with you and giving you a tour of our wonderful facility and services. And, once again, thank you for taking the time to apply to be a volunteer of the Hope Haven team!

Sincerely,

Barb Sheperd
Executive Director

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CHAPTER 1
BARN RULES AND SAFETY

- Keep tack room and common areas clean.
- Please clean up after your horse after grooming or washing. This includes sweeping the aisles and picking up all manure in the arena.
- Put tack & grooming kits away in their proper place; rinse and dry bits after every use.
- Return forks and all other equipment to designated areas.
- Empty and return wheelbarrow if you have used it.
- Tie horses in designated areas only with cross-ties or quick release knot.
- Never leave a tied horse unattended.
- Report any tack in poor condition to the instructor on duty.
- Use approved grooming and leading methods at all times to reinforce horse training and make them easier to work with.
- Attach cross-ties to the halter, NEVER to the bridle.
- When leading a horse through double doors always open both doors.
- Keep aisles free of equipment.
- Turn off lights; keep tack & viewing room doors closed
- No dogs allowed, except working dogs
- NO SMOKING ANYWHERE ON HOPE HAVEN PROPERTY

CHAPTER 2
Volunteering for Therapeutic Riding Lessons

Assisting Riders with Special Needs:

VOLUNTEER
KatyGampel Photography

Rider/volunteer relationships are an integral part of the Hope Haven experience. Please keep in mind that "*you "help" the rider more by assisting them less.*" Instructors will share the focus/goal of each lesson, as well as long-term goals, and tell you how much help to give the rider. If you are unsure, please ask. The lessons are a team effort and everyone is learning.

Before you say or do something "*for the rider*" stop and "consider the following:

1. **Can they do it themselves?** How much help do they really need? It doesn't matter if it takes them a long time.

2. **Have they had time to process and respond to instructions?** Give them at least 10 seconds (it feels like a long time!) to respond. If you repeat the instruction too soon they may have to start the processing all over again.

3. **Is it really necessary?** Has the instructor already said it? The goal is to foster "*thinking riders*" who can be proud of their abilities and achievements and eventually do things independently.

4. **Is the rider becoming "prompt dependent"**? Expecting someone to cue them, riders often wait and respond to the prompt instead of initiating an action themselves. Let them take the responsibility and learn to plan ahead.

5. **Did the instructor specifically ask you to reinforce directions? Is the instructor still talking to the rider?** It is enough for anyone to listen to one person at a time.

6. **Allow them to make mistakes** (as long as they don't jeopardize anyone's safety, including the horse's). Consequences speak louder than words.

7. **Try to resist the temptation to cue them.** Riders will learn that it's up to them to make the horse walk on - they don't like just sitting there.

8. **Give them the chance to figure out what's next before asking "what's next?"**

9. **Allow them to problem solve.** i.e. "let them figure out where to put their gloves when

they take them off.

Less is more. You will be impressed by how much riders can do given time and a supportive environment in which to make mistakes and learn from them. Initially riders may be reluctant to try on their own but will eventually take pride in what they can do.

Remember:

- Riders are people first. Focus on ability rather than disability.
- Let riders try by themselves first; give assistance only as required - let them learn.
- Let riders answer questions - the instructor needs to know how much they have learned. Speak directly to the rider.
- Encourage hand shaking and behaviour that is acceptable in public (hand shaking rather than hugs).
- Treat adults as adults.
- Remember that a person in a wheelchair treats his/her chair as an extension of his/her body - don't hang or lean on the chair or put things on it.
- Listen carefully and patiently to someone who has difficulty speaking; wait for them to finish, ask short questions, repeat what you have understood and let the person respond, don't pretend to understand.
- Place yourself at eye level with someone in a wheelchair or on crutches.
- Relax and be yourself.
- Work with the riders to help them learn: let them answer the questions, try a new skill, give them time and do not help them unless asked to do so by the instructor or if you feel the rider is getting overly frustrated.
- Respect the riders, their parents/caregivers, other volunteers, instructors, staff, and horses. Pass on suggestions and input to the Instructor at an appropriate time.

Arena Rules and Etiquette:

- Riders must wear properly fitted approved riding helmets (ATSM) with chin strap securely fastened at all times while in barn and arena.
- Only those involved in mounting the rider should be in the mounting block area: instructor, assistant, leader, and sidewalkers.
- Maximum 4 horses in the arena at one time.
- When passing while riding in opposite directions pass left-to-left. If getting too close to the horse in front of you, circle away or across the arena instead of passing on the inside.
- Slower riders use inside track.
- Leave at least one horse-length between horses at all times.
- Doors must be closed before mounting; no one to enter while mounting is taking place.
- When entering or leaving the arena, call out "Door" and wait to make sure it is safe to enter or exit.
- No spectators in the arena during lessons.
- Visitors and guests should watch from the Viewing room

Degree of Bodily Contact When Working With Clients:

Given the nature of a therapeutic riding program, there are many instances when staff or volunteers will have to touch the rider to assist them with various tasks - everything from mounting and dismounting to correcting their position on the horse or assist with grooming and tacking the horse.

Best Practices

- When assisting with grooming or tacking the horse, the hand-over-hand method is appropriate but the volunteer or the staff member must always ask the participant before making contact.
- When assisting in mounting or positioning on the horse the sidewalker should wait for direction from the Instructor in regards to when or how to physically assist the rider.
- An important part of what we do is celebrating successes and achievements. We encourage the use of a handshake, high fives or a smile with positive language as demonstrations of a job well done. ** Note: hugs and other close contact are not methods practiced at Hope Haven
- The use of the riderÔs given name is used during Lesson Sessions at Hope Haven. We avoid the use of nicknames or terms of endearment unless otherwise directed by the Instructor. Some riders may take offense at the use of endearments which we would like to avoid.
- While it is important to establish a friendly, caring relationship with our participants it is also important to maintain respectful and professional practices for everyoneÔs sake.

Before the Lesson:

- Please arrive on time for the lesson ï people are depending on you!
- Let the instructor know that you have arrived. Check white board for line-up.
- Bring tack, grooming kit and any special equipment required from tack room to grooming area.
- If the horse is in a stall already, make sure they are facing you or know you are there before entering the stall with a lead rope. Close but don't latch door, approach calmly, attach lead rope and lead horse out of stall.
- If horse is outside in a paddock, 2 volunteers should get the horse (for safety). One volunteer can work the gate and the other can lead the horse from the paddock to the arena barn.
- Groom and tack up horse or ask for assistance if you are not trained to do this.
- Adjust stirrups for the rider if this information is available.
- Attach lead rope, detach crossties and lead horse to the arena; tell others around you what you are doing. Halt and yell "Door" before entering arena.
- Always use a lead rope and halter when leading the horse even if just taking it out of the stall. Bring horses into arena at least 5 minutes before lesson starts; lead horse on both reins, do some transitions (walk-halt-walk) and trot in each direction. At instructor's request, bring horse on to centre line for tack check before mounting.

Lesson Structure:

Lesson structure will vary but will generally follow the order below.

Warm up horses: leaders (and sometimes riders with the assistance of leaders) lead horses around the arena. Introduce horses to arena set-up and props if applicable. Sidewalkers supervise riders, double-check helmets, ask them questions about their last lesson, the horses, etc.

Line up on centre line: Instructor will ask leaders to bring horses to the centre; the instructor and assistant will do a tack check and tighten girths.

Mounting: Rider or Instructor will call horses in to the ramp one at a time to be mounted.

Stirrup adjustment: After the first lesson this information should be noted and stirrups can be set before rider mounts.

Warm up Riders: Riders perform a variety of upper and lower body stretches to prepare for the lesson.

Introduction and Teaching of Lesson Subject: Instructor introduces skill/movement/figure/activity then demonstrates and sends riders out to practice.

Practice: Riders practice a number of times. Progressions are added as appropriate (change of rein, leader on longer lead, etc.).

Game: Remember the riders are still riding! Pay attention to rider - they may not enjoy going too fast or making sharp turns.

Cool down: riders drop reins, do some stretches, instructor may ask questions, review the lesson.

Line up on centre line and dismount: Instructor and assistant dismount riders. Sidewalkers escort riders out of the arena and into the viewing room. Some riders may wish to assist with untacking and grooming - riders must be accompanied by a volunteer at all times and keep their helmets on until they leave the barn.

Grooming and Equipment

Grooming promotes circulation, improves appearance, gets horse clean, ensures there will be nothing irritating under the saddle or bridle and allows you to check the horse for cuts, swelling, heat - notify instructor of any concerns.

Work from front to back, near (left) side then off (right) side.

Start with the hooves: standing close to the horse's side facing toward its tail, with your feet parallel to the horse, pick up each hoof in turn and hold it firmly with one hand while cleaning it with the other. Make sure one hand is supporting the hoof.

Work **hoof pick** from heel to toe, away from you, to remove dirt, stones, etc.; avoid the frog, the sensitive central part of the hoof. Check for injuries, loose shoes, tenderness, (notify instructor or any concerns).

Work from left front -left hind - right front- right hind.

Use **rubber curry comb** in a circular motion to remove dirt/mud and stimulate circulation. Use only on fleshy parts of body, avoid lower legs, face or spine.

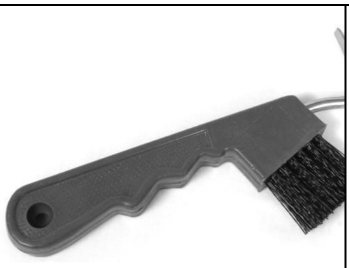
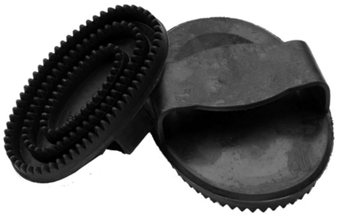
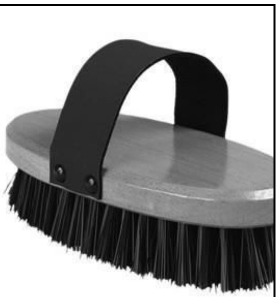
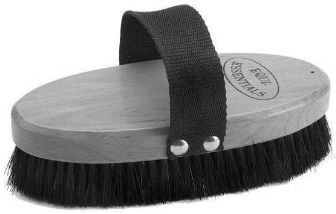
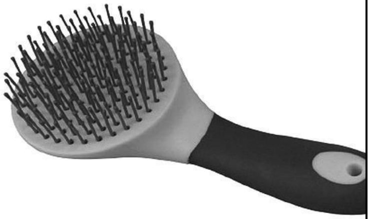
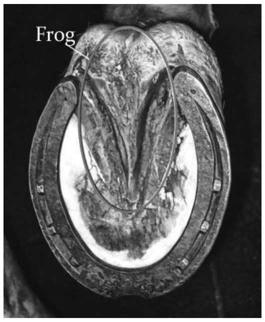
Use **dandy brush** to remove dirt and dandruff brought up by curry; use short brisk flicks only on fleshy parts; brush in direction of hair growth, draw dandy brush across curry comb every few strokes to clean - do not use curry or dandy on mane and tail.

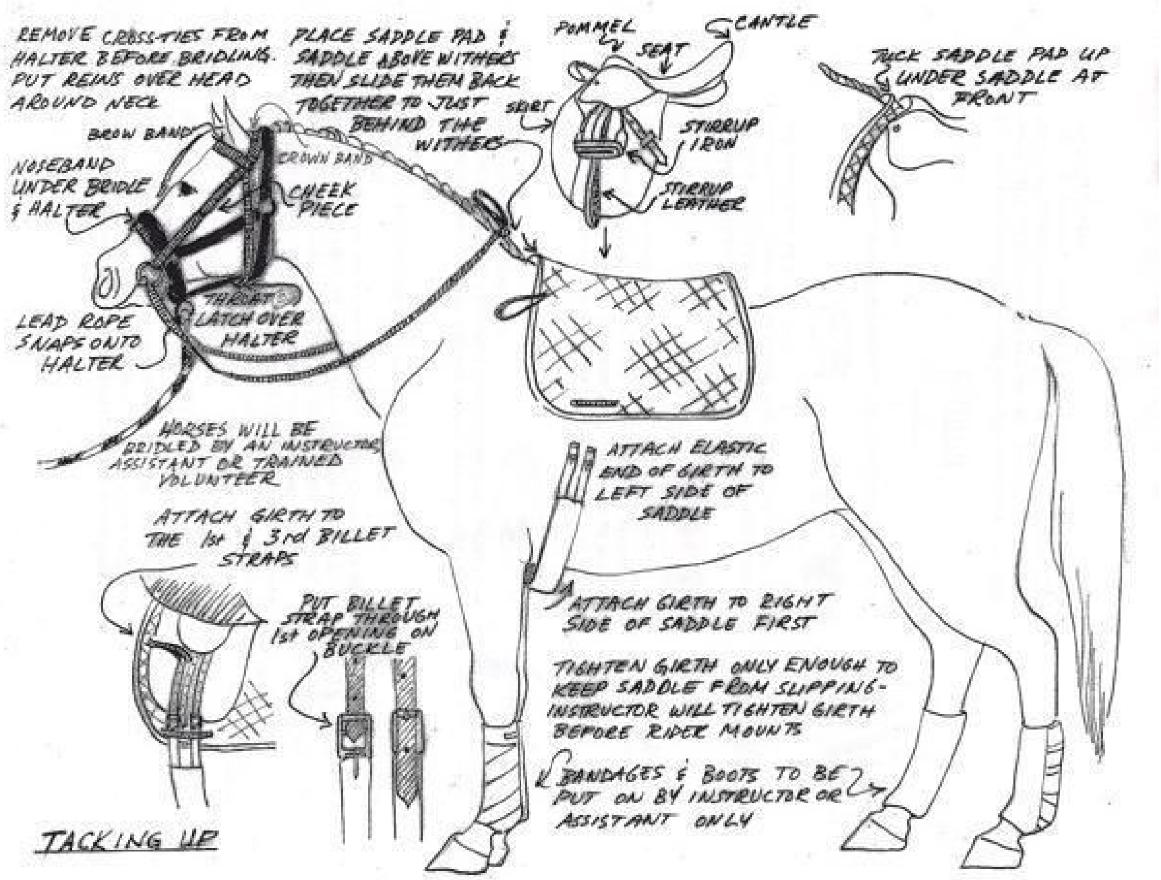
Use **body brush** to clean off remaining dirt on all parts of body, including mane and tail; clean on curry every few strokes. It also helps spread natural oil over the entire coat. Face brush can be used, if desired, to clean off horse's face.

To use **mane and tail comb** work carefully from bottom to top of hair to remove tangles (this is seldom done for lessons).

Run bare hands over horse's body paying special attention to where saddle, girth and bridle will sit to make sure there is no dirt remaining.

Watch for signs of irritation from the horse: ears pinned back, tail swishing, stomping - some horses have sensitive or ticklish areas that should be avoided.

		
HOOF PICK	CURRY COMB	DANDY BRUSH
		
BODY BRUSH	MANE & TAIL COMB	HOOF ñFROGò


REMOVE CROSS-TIES FROM HALTER BEFORE BRIDLING. PUT REINS OVER HEAD AROUND NECK
PLACE SADDLE PAD & SADDLE ABOVE WITHERS THEN SLIDE THEM BACK TOGETHER TO JUST BEHIND THE WITHERS
POMMEL
SEAT
CANTLE
TUCK SADDLE PAD UP UNDER SADDLE AT FRONT
SKIRT
STIRRUP IRON
STIRRUP LEATHER
BROW BAND
CROWN BAND
NOSEBAND UNDER BRIDLE & HALTER
CHEEK PIECE
THROAT LATCH OVER HALTER
LEAD ROPE SNAPS ONTO HALTER
HORSES WILL BE BRIDLED BY AN INSTRUCTOR, ASSISTANT OR TRAINED VOLUNTEER
ATTACH ELASTIC END OF GIRTH TO LEFT SIDE OF SADDLE
ATTACH GIRTH TO THE 1st & 3rd BILLET STRAPS
PUT BILLET STRAP THROUGH 1st OPENING ON BUCKLE
ATTACH GIRTH TO RIGHT SIDE OF SADDLE FIRST
TIGHTEN GIRTH ONLY ENOUGH TO KEEP SADDLE FROM SLIPPING - INSTRUCTOR WILL TIGHTEN GIRTH BEFORE RIDER MOUNTS
BANDAGES & BOOTS TO BE PUT ON BY INSTRUCTOR OR ASSISTANT ONLY
TACKING UP

Special Equipment:

Pommel Strap: Attached to D-rings of saddle; helps beginners maintain balance.

Neck Strap: A piece of leather fastened around the base of the horse's neck~ It provides extra support for the rider when practicing 2-point jumping, 1/2 seat) position and trotting. When attached you should be able to fit your hand comfortably between the strap and the horse's neck.

Rainbow Reins: Reins with strips of different colours. This helps the rider hold and maintain the reins at the proper length.

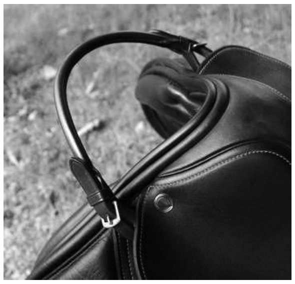
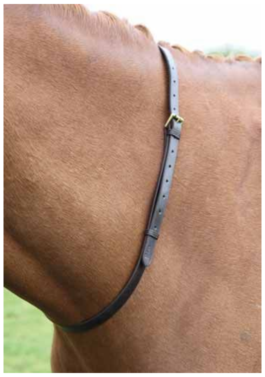
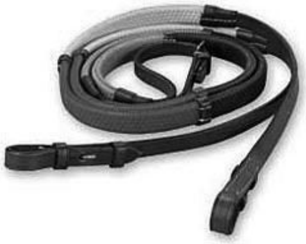
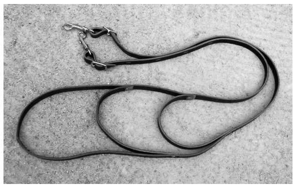
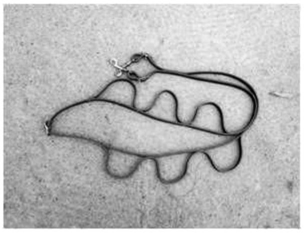
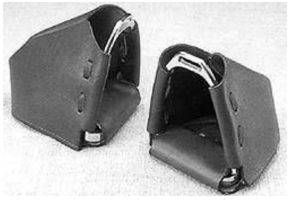
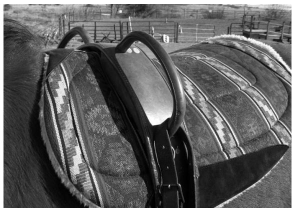
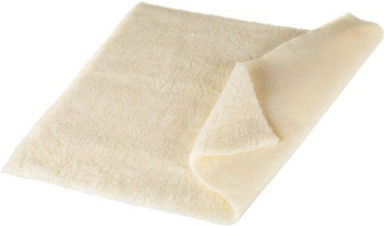
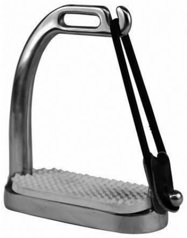
Devonshire Boots and Toe Stops: Keep rider's foot from slipping through the stirrup. For riders wearing running shoes or who tend to point their toes down, have weak ankles, decreased strength and/or sensation in legs.

Surcingle and Pad: For riders with spastic leg muscles, without enough ~ stretch in muscles needed to sit in a saddle or other conditions who will also benefit from the body heat of the horse. Used in hippo therapy.

Sheepskin Pad: Put over the saddle to provide protection for riders with sensitive skin or those without a lot of muscle covering the seat bones. Also provides more warmth.

Safety Stirrups: Prevent rider's feet from being caught in a fall.

Riders may start with special adaptive equipment and move on to regular equipment. Other riders may always require special equipment.

		
POMMEL STRAP	NECK STRAP	RAINBOW REINS
		
LADDER REINS	LOOP REINS	DEVONSHIRE BOOTS
		
SURCINGLE & PAD	SHEEPSKIN PAD	SAFETY STIRRUPS

THERAPEUTIC RIDING ROLES

Instructors are in charge of lessons. Volunteers answer to the instructor on duty.

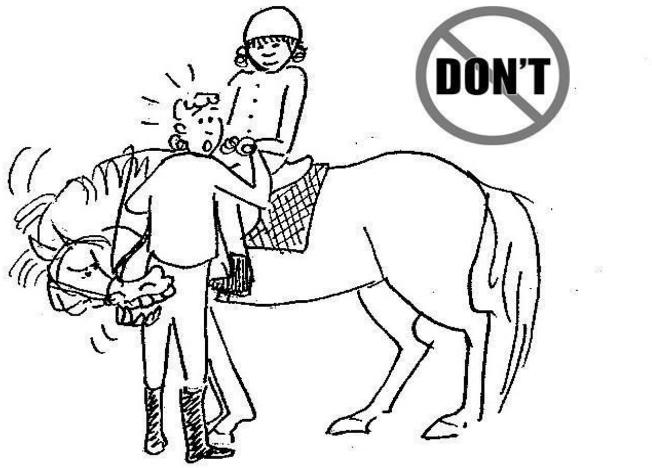
Assistant Instructors assist the Instructor with monitoring volunteers during grooming and tack-up, help with mounting, dismounting, tack checks, putting horses away; may teach riders 1-on-1.

Leaders are responsible for the horse. They prepare the horse before the lesson, lead the horse in the lesson and put the horse away.

Sidewalkers are responsible for the rider before, during and after the lesson under the supervision of the Instructor and/or assistant. They may also help with preparing the horse and putting it away.

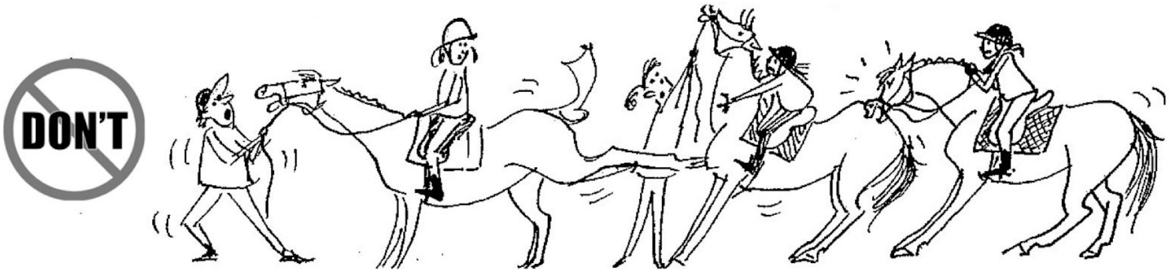
Leaders:

- Follow the Hope Haven method of handling the horses: **consistency** is very important when dealing with the horses and the riders. We want to keep our horses happy!
- Responsible for the horse at all times but must be aware of rider & sidewalkers.
- Bring the horse off the track if the sidewalker or rider indicates there is a problem.
- Wait for help DO NOT try to assist the rider while holding the horse.
- Hold lead rope with 2 hands: one hand on the rope 6" - 12" from the halter and the extra folded in the other hand: wrap your **hand around the lead rope** NOT the lead rope around your hand. Do not hold the lead rope too tight. The horse must be able to move his head.
- Make sure the lead rope is not dragging on the ground. Ensure reins are tied up when not being used or looped through the pommel strap, but within the rider's reach.
- Lead from between the horse's head and shoulder and allow the horse freedom of movement through its head and neck.
- Ensure that the sidewalkers have plenty of room between the horse and the wall or other obstacles.



DO NOT TRY TO ASSIST THE RIDER WHILE HOLDING THE HORSE

- Avoid sharp turns and let sidewalkers and rider know what you are doing.
- Talk to rider and sidewalkers only when necessary - the rider needs to be able to hear instructions and focus on the instructor.
- Allow rider to do as much as possible for themselves (steering, transitions, etc.); help only when necessary - they will have a feeling of accomplishment if they do it by themselves.
- Maintain 1 - 2 horse-lengths between horses at all times; cut corners (only) when you need to catch up or go deeper into the corners when your horse is quick.



Don't allow horses to get too close.
DO maintain 1-2 horse lengths between them.

- Use short tugs and say "Walk On" to encourage horse to move forward; let the horse take the first step before you walk forward.
- Keep the horse moving forward at a brisk active walk - this maximizes the therapeutic benefits for the rider, helps keep the horse straight and makes it easier for the rider to balance.
- Use 1/2 halts and say "Whoooooa" to halt horse, say "Easy" to slow it down.
- Lead horse from the inside (on the left when on the left rein, on the right when on the right rein) to ensure you can hear the instructor at all times.
- Walk figures and movements accurately: circles should be round, straight lines straight so the riders can experience it correctly and learn to ride it correctly.
- Use arena letters: for a change of rein from B to E, leave the track at B and ride straight to E.
- Wait for directions from the instructor before entering mounting area.
- Keep horse as still as possible during mounting; stand in front, on a 45 degree angle to the horseʼs right, facing the horse; make sure horse's weight is evenly distributed on all 4 feet (i.e. he is standing "square".) Pay attention to the instructor as well as to what is going on around you at all times!
- If you need to tie your shoe, blow your nose, go to the washroom, etc. have someone else hold the horse - never leave the rider unattended.
- Before trotting ensure that side walkers and rider are prepared; maintain a steady rhythm at the trot.
- When entering or exiting the arena or barn yell, "Door" to let others know you are coming.
- Keep horse straight, don't allow it to turn in or bend its neck while walking, trotting or in transitions, this can put the rider off balance.
- If a rider falls off, stay with the horse and follow the instructor's directions.
- Watch for signs of irritation or distraction in the horse: ears flat back or pricked forward looking at something, swishing tail, biting, kicking, stomping, etc. and notify instructor; make sure the horse's attention is on you.

Sidewalkers:

- Ensure the safety of the rider.
- Accompany rider into the ring, help instructor check rider's helmet.
- Assist instructor with mounting, dismounting, stirrup adjustments, etc. as needed.
- Walk beside the rider level with the rider's knee.

- Give enough support to help rider maintain balance and position in saddle.
- May use any of a number of holds to support the rider (see photos next page) or simply walk beside and help reinforce instructions, keep the rider's attention on the instructor, help keep rider's feet in the stirrups, provide moral support and encouragement as needed.
- When using a hold, keep thumb lined up with fingers to prevent injuring your thumb if the horse stops or moves suddenly; this also prevents you from squeezing on the rider.
- When supporting a rider be sure not to lean on the horse.
- Ask leader to bring horse off the track if there is a problem.
- Let the rider answer questions - they are here to learn!
- Give the rider enough time to process the instructor's directions before repeating them - at least 10 seconds.
- Stay with the rider while mounted at all times.
- Change sides safely: ask leader to bring horse off track and halt, one side walker at a time changes sides so the rider is never left unattended; if there is only one side walker, ask assistant or instructor to stay with rider while changing sides in front of the horse.
- Reinforce correct position: a straight line from ear - shoulder - hip - heel and from the bit - rein hand - elbow.
- Use hand over hand to help with the rider when directed to do so by the Instructor but always ask if you can touch them and tell them what you are doing.
- Stay with the rider after dismounting and accompany them safely to their parent/caregiver.
- Inform the instructor or assistant about unacceptable rider behavior: e.g. spitting, hair pulling, swearing, and kicking, so that it can be dealt with. Do not tolerate it.
- Encourage the rider; praise effort as much as action.
- Let instructor know if you have concerns or suggestions about the rider you are working with new ideas and approaches are welcome.

CHAPTER 3
CARE BUDDIES

Care Buddies take on a non-riding role with our horses. Although there isn't any riding involved, these buddies provide a lot of hands on care to our horses. As a Care Buddy you will:

1. Groom **(please see “Grooming and Equipment” section located in Chapter 2)**
2. Clean horses tack - an instructor or our barn manager will be happy to train you in this process upon your request
3. Do health checks - make sure that the horse seems relaxed and happy/ that they are not acting abnormally. Check over the horse's entire body to make sure there are no cuts or sores.
4. Spend quality time with horse(s) and let them know that they are loved and appreciated for the work that they do at Hope Haven.

The purpose of a Care Buddy is to maintain a horses health, well-being and socialization.

CHAPTER 4
SCHOOLING AND EXERCISING

As an approved schooler and exerciser you will work as part of a team to prepare and maintain the Hope Haven horses for the therapeutic riding program. Their continuing schooling and fitness is essential and horse exercisers are a vital part of this process. Supervised schooling sessions with an instructor will be held weekly.

Your contribution as an exerciser will be a huge benefit to the horses and therapeutic riding program but we also hope that it will be a stimulating, fun and rewarding experience for you.

Rules:

1. Carry out assigned tasks for one or more of the Hope Haven horses. A weekly schedule will be sent out by email and posted in the barn beside the white boards.
2. If not actively volunteering in lessons, ***must attend at least one therapeutic riding lesson to observe.***
3. Attend a practical **Exercise Rider Training Session** with an instructor.
4. Respect all Hope Haven safety rules and practices and adhere to Hope Haven methods. ***Please familiarize yourself with the Hope Haven Volunteer Manual.***
5. Duties may include groundwork, de-spooking, schooling, trail rides and assisting in therapeutic riding lesson simulations as rider, leader or side walker. This is an essential part of their training which requires a number of people.
6. Always work within your comfort zone and ask for help when necessary from an instructor, the barn manager or an experienced volunteer.
7. Please inform the instructor if you are unable to do the scheduled schooling.
8. Record all work in Horse Record Book in Viewing Room.
9. In case of dangerous or unusual behaviour, unsoundness, or other concerns, please contact instructor or barn manager directly or report to office.
10. Please note that each Hope Haven horse has a maximum weight carrying limit, as determined by the veterinarian. This ensures that our mounts maintain continuing good health and fitness for many years to serve Hope Haven clients.

PLEASE REMEMBER:

1. **ñWhat you do speaks so loudly I canôt hear what you sayò:** set a good example. Be consistent; this is extremely important in training and maintaining therapy horses.
2. The horse must respect your space AT ALL TIMES: do not allow rubbing, pushing, nipping, etc. Remember that we are training the horses for a vulnerable population.
3. The purpose of schooling is to **improve the horseôs way of going and promote fitness and obedience.**
4. **HAVE A PLAN**, keep the work varied and interesting and avoid going around and around - this does not benefit the horse.
5. Make everything you do count: ride proper corners, aim for precision in transitions and figures, keep the horse moving forward at all times.

6. Always lead and ride horses at a forward active walk; this is essential for the horse to provide therapeutic benefits to Hope Haven riders.
7. **De-spooking, groundwork and props work should be done only under the direction and supervision of qualified staff** (instructor, barn manager). There are specific Hope Haven procedures for this work.
8. Please consult instructors for exercises.

Guide:

	Time	Details
Prep for school	5-10 mins.	Check whiteboard in aisle & Horse Record Book, To check horses for current training needs. **Ensure aisles are clear, stall & arena doors closed**; grooming kit & tack out; equipment & props set up in arena;
Bring horse in Put in x-ties	5 mins.	**Always use a lead rope; bring someone to help with the gate if necessary**; insist on good manners as soon as you are in horse's space Put horse in cross-ties; **NEVER leave horse unattended on cross-ties** - if you need to leave briefly have someone watch horse or put him/her in a stall until you return; **NEVER attach x-ties to bridle**
Groom & tack	15-30 mins	Follow HH methods, use ONLY horse's own grooming kit; ***see Volunteer/Buddy Manual*** for details on grooming and tack up.
Into Area		**Yell "door" before entering** and make sure it is safe; **do NOT enter during mounting**
Leading	5 mins.	Lead horse on both reins always on the inside at walk/trot, practice halt/walk, walk/trot transitions; make sure horse is listening; ***see Volunteer Manual*** for leading practices
Mounting		**Make all adjustments BEFORE entering mounting block** (tighten girth, adjust stirrups, etc.) on centre line. Horse should stand balanced with all 4 feet between ramp & block; mount Horse should stand until asked to move off - if he moves bring him back to a halt & then ask him to move on
Warm-up	5-10 mins.	Walk & trot, both reins, transitions and turns; check that horse is obedient to aids
Work session	20 mins.	Remember, you are aiming to improve the horse; ***work progressively through planned exercises for horse***.; Do not spend more than 20 minutes on schooling work. Try to end each exercise on a good note. switching to another task when successful. If things are not going well, ask trainer/instructor for assistance, or move back to an earlier/easier point in the exercise so the horse can finish with a job well done.
Break time	2 - 3	Allow horse to stretch on long rein at walk

	mins.	
Cool down	10 -20mins .	Horse should be lightly worked or walked in arena to allow muscles to relax and for adequate cool down after work session. If weather permits lane or trail ride are good options. **(see trail riding guide)**
Dismount	5-10 mins.	Dismount and allow horse to walk on loose rein till cool and breathing normally, (loosen girth if leading); dismount on centre line
Un-tack & groom	15 mins.	**Yell "door" when exiting arena;** insist on good manners in cross-ties; un-tack and attend to horses needs as required in Buddy Book
Turn out		Offer treat in bucket when on lead - not in x-ties; insist on good behaviour out to paddock; inside paddock **close gate and turn horse to face you before removing halter;** attach halter to gate
Tack away, clean up barn & arena		Rinse bit & wipe down leather, put equipment & props away, sweep aisles, empty bucket and/or wheelbarrow, write in Horse Record book, Volunteer Book, turn out lights, close doors Please inform an Instructor, the Barn Manager or the office if there are any significant problems with the horse (physical, behavioural, etc.) or issues with tack or equipment before you leave or send an email.

TRAIL RIDING RULES AND GUIDE

INFORM: Check in with office or barn personnel. Before you go! Someone needs to know you are out there.

BE PREPARED: Carry a cell phone, or ask the office to provide you with a walkie talkie. These items must be carried on your person. **NOT** on the horse

BE TOGETHER: Always ride with a buddy, if you are leaving the lanes and heading out to the remote parts of the property,

READY TO RIDE: Follow HH procedures to groom, tack, mount and warm up your horse in the arena area, Ensure your horse is responding to aids and is in a calm frame of mind.

READY TO GO: Be Safe! Re-Check girths and stirrup lengths before you head outside. If in a group, Put a horse that likes to lead in front and have a responsible person in the back. Count heads we want you all back!

BE AWARE: Keep to a walk until It is established that everyone is in control, **Always ride to the pace of the most inexperienced rider/ or horse, in the group. Never let a horse/rider get separated from the group.** Wait and give slower riders an opportunity to keep up.

INFORM: The lead rider should call out any planned change in transition or pace. Giving following riders the opportunity to respond if they are okay, or not with the change,

TROUBLE SHOOT: If a horse is acting up, or a rider is unseated.the whole ride should halt and stay together until the rider is in control. If a horse gets loose, Don't chase him, He will find his way home. Look after the riders needs/safety first. In an emergency situation, riders should all dismount.

RESPECT OUR NEIGHBOURS AND PROPERTY: Stay on marked or established HH trails, do not ride across areas where there are crops planted or Hay growing. Our horses are not shod or guaranteed safe in traffic, so avoid public roadways.

WALK YOUR HORSE HOME: Horses will usually come home faster than they go out, Make them walk the last stretch in a calm manner, this will aid the cool down process and prevent horses from misbehaving and trying to race home.

FINISH UP: Follow HH procedures for dismounting, horse care and clean up.

INFORM: Let office or barn personnel know you have returned.

CHAPTER 5
EMERGENCY ACTION PLANS

Full Address: 545747 Sideroad 4A, Grey Highlands, Euphrasia Twp
519 986 1247

FIRE

THE INSTRUCTOR IS ALWAYS IN CHARGE. Whoever discovers the fire yells **“FIRE!”** to alert others.

- **Instructor** calls ride to a halt, assigns someone to call 911 and report back. **Instructor & Assistant or sidewalker(s)** will safely and quickly dismount all riders. ***Leaders stay with their horses.***
- **Sidewalkers** escort riders out of building. **Instructor** ensures all riders, volunteers, parents, etc. exit the building. ***It is critical that volunteers remain with riders at all times.*** **Meet in parking lot** for a head count.
- **Leaders** lead horses out appropriate door to Paddock 1 or 7 and release them fully tacked. The **Instructor OR Assistant** will accompany leaders and horses.
- **Instructor** assigns someone to wait for EMS by the road and ensure there are no obstructions.
- **NO ONE IS TO RETURN TO THE BARN ï THE SAFETY OF RIDERS AND VOLUNTEERS IS THE PRIMARY CONCERN.**

ACCIDENT

ŏ **THE INSTRUCTOR IS ALWAYS IN CHARGE**
- **Instructor** calls ride to a halt, secures the area, protects fallen rider and others from further harm (catch loose horse, make sure other horses are moved away from fallen rider, protect rider from elements if outside, do not move rider).
- **Leaders** stay with their horse and **side walkers** stay with their rider and await further instruction.
- **Instructor** goes to fallen rider (wear gloves if in contact with body fluids such as blood.) **Assistant instructor** or side walker takes charge of other participants.
- **Instructor** assesses injured rider and assigns someone to call EMS (911) if necessary.
- **Call person** reports back to **Instructor**. **First Aid Kit & Medical/Emergency contact information is on the wall in the aisle leading into arena. Instructor** stays with injured rider until EMS arrives.
- Other riders to be dismounted and horses and riders to be removed from arena/ring under supervision of the **Assistant Instructor or side walker**.
- Fill in Incident Report form.

SEIZURE PROCEDURE

ŏ **THE INSTRUCTOR IS ALWAYS IN CHARGE (VOLUNTEERS WILL ASSIST)**
ŏ For a mounted rider-At the onset of a seizure, gently attempt to dismount the rider to an

open area . If dismount is not possible remain as close as possible to the rider, lean them forward on the horse until the seizure ends.

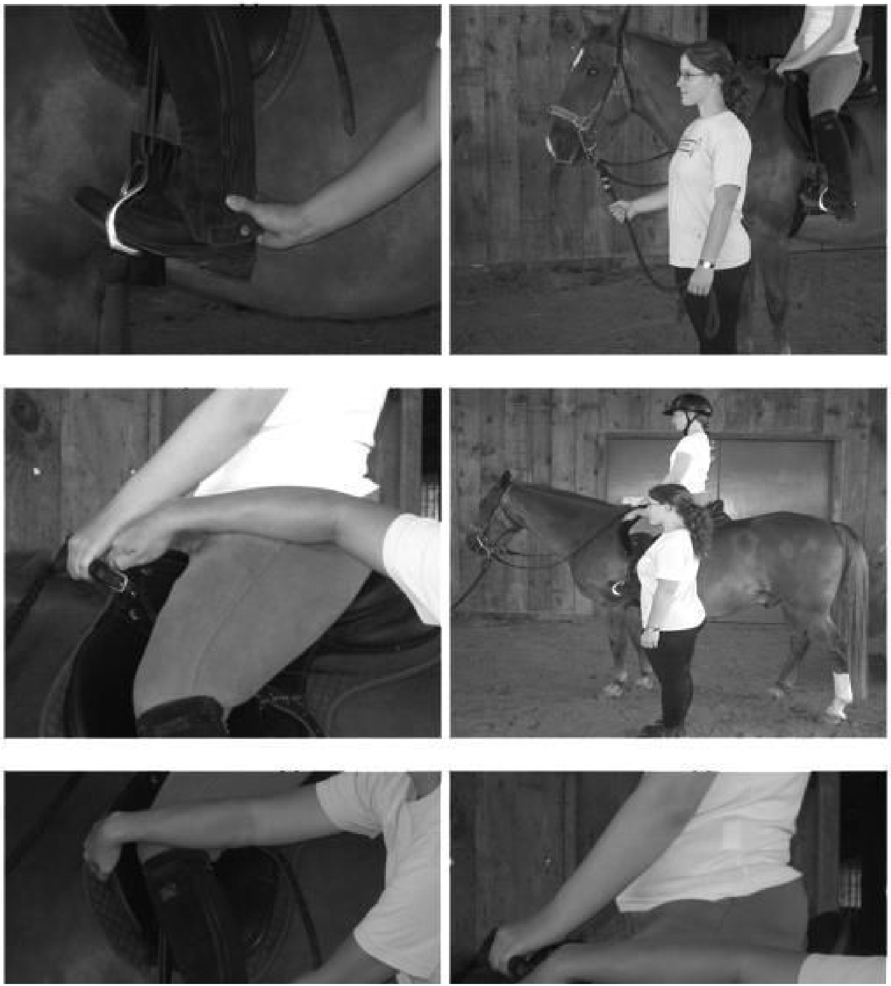
- After the seizure has subsided, slowly dismount the rider and contact their emergency contact person.
- For unmounted activities, at the onset of a seizure, try to help the individual to lay down gently in a safe open space free of obsticles.Do not restrain. Goal is to keep them from injuring themselves.
- After the seizure has subsided, slowly help the participant up and contact their emergency contact person.
- Inform next of kin that the participant will not be able to return to ride until they are seizure free for 6 months (as per the CanTRA Seizure Policy)
- When the participant is able to return, a doctor’s note must be requested.
- Follow CanTRA policy upon return

CALL PERSON

ǒ Call 911 using cell phone.

- Provide necessary information: facility location, nature of injury, first aid (if any has been done), tell them there are people with disabilities and horses involved.
- Report back to **Instructor.**
- Clear any traffic from entrance to facility and wait to direct ambulance when it arrives.
- Call emergency contact person on injured person’s medical profile, if he/she is not present.

Rider Supports

(Courtesy of CanTRA – Canadian Therapeutic Riding Association – www.cantra.ca)