



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 find volunteering with us rewarding and satisfying..

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 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 completed application into the office. We look forward to meeting with you and giving you a tour of our wonderful facility and services. Once again, thank you for taking the time to apply to be a volunteer on the Hope Haven team!

Sincerely,

Benoit Dube  
Executive Director

## TABLE OF CONTENTS

<b>Chapter 1 - Barn Rules and Safety.....</b>	<b>3</b>
<b>Chapter 2 - Volunteering for Adaptive Riding Lessons .....</b>	<b>4</b>
<b>Chapter 3 - Herd Buddy.....</b>	<b>14</b>
<b>Chapter 4 - Trail Team.....</b>	<b>15</b>
<b>Chapter 5 - Emergency Action Plans.....</b>	<b>16</b>

## **CHAPTER 1**

### **BARN RULES AND SAFETY**

- Keep tack room and common areas clean
- Always wear close toed shoes and no baggy clothing
- Please clean up after your horse - includes sweeping the aisles and picking up all manure in the arena, sanitize equipment after use
- Clean tack and grooming kits after every lesson; rinse bit after use
- Return forks and all other equipment to designated areas; sanitize after use
- Empty and return wheelbarrow if you have used it; sanitize after use
- Tie horses in designated areas only with cross ties; sanitize after use
- Never leave a 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
- Turn off lights; keep tack and viewing room doors closed
- No dogs allowed, except working dogs
- NO SMOKING ANYWHERE ON HOPE HAVEN PROPERTY

## CHAPTER 2

# Volunteering for Adaptive Riding Lessons

### Assisting Riders with Special Needs:

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 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 ask you to reinforce directions? Is the instructor still talking with 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). Consequences speak louder than words.

**7. Try to resist the temptation to cue the rider**

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 a 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 their ability rather than their 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 handshaking and behaviour that is acceptable in public (handshaking 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, leaders 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. 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 the 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 an adaptive 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, correcting their position on the horse or assisting 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 small with positive language as demonstrations of a job well done. **\*\*Note - hugs and other forms of close contact are not methods practiced at Hope Haven\*\***
- The use of the rider's given name is used during lessons 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 everyone's sake.

### **Before the Lesson:**

- Please arrive on time for the lesson - people are depending on you!
- Let the Instructor know that you have arrived. Check the whiteboard for line up.
- Bring tack, grooming kit and any special equipment 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 the door, approach calmly, attach lead rope to halter and lead the horse out of the stall.
- If the horse is outside in a paddock, confirm where the horse is located. Close the gate behind you and calmly approach the horse, put the halter and leadrope on the horse and lead the horse out of the gate closing and securing it behind you. Lead the horse to the arena barn.
- Assist the student to groom and tack up the horse. Ask for assistance if required.
- Adjust the stirrups for the rider if instructed to do so by the Instructor.
- Attach the lead rope to the bridle ring and assist the student (using the reins) to lead the horse to the arena. Halt and yell "Door" before entering the arena.
- Always use a lead rope and halter when leading the horse even if just taking it out of the stall. Bring horses into the arena at least 5 minutes before lesson starts; assist the rider to lead the horse both reins, do transitions (walk-halt-walk) and trot in each direction. At instructors request, bring horse on to the centre line for tack check before mounting.

## Lesson Structure:

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

**Warm up horses:** leaders (or 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 will do a tack check and tighten girths.

**Mounting:** Rider or Instructor will call horses into the mounting area 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 that riders are still riding! Pay attention to the 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 helps riders dismount. Leader will take the horse back into the barn aisle (with riders assistance). Leader/sidewalker to assist riders with untacking/ 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 horses 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 towards 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. Some students will be unable to pick out hooves so the volunteer can pick the hooves for them.

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

Use a **rubber curry comb** in a circular motion to remove dirt/mud and stimulate circulation. Use only on fleshy parts of the 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 stroke to clean - do not use curry or dandy on mane tail.

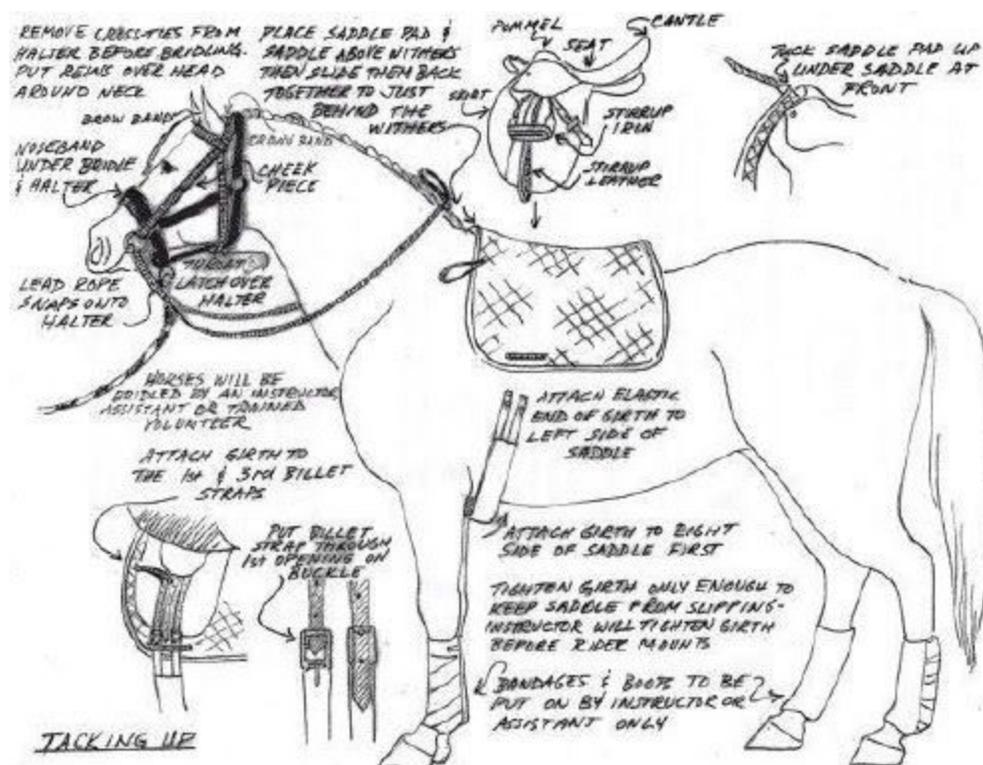
Use **body brush** to clean off remaining dirt on all parts of the body, including mane and tail; clean on curry every few strokes. It also helps spread natural oil over the entire coat. Face brush can be used, if desired, to clean off the horse's face.

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 the horse's body paying special attention to where the 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 "FROG"



## 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/  $\frac{1}{2}$  seat) position and trotting. When in place you should be able to fit your hand comfortably between the strap and the horse's neck.

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

**Devonshire Boots and Toe Stops:** Keeps 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 hippotherapy.

**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:** Prevents 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

## ADAPTIVE RIDING ROLES

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

**Leaders** are responsible for the horse. They assist the student to 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. 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 and 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 the 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 should 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 the 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 the 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 ½ 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, or 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 rider straight to E.
- Wait for directions from the Instructor before entering the mounting area.
- Keep the horse as still as possible during mounting; stand in front, on a 45 degree angle to the horse’s right, facing the horse make sure the 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 sidewalkers 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 the 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 the 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 the rider maintain balance and position in the 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 your 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 the leader to bring the 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 the leader to bring the horse off the track and halt, one sidewalker at a time changes sides so the rider is never left unattended. If there is only one sidewalker, ask Instructor to stay with the riders 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 or into the aisle to assist with untacking/grooming.
- Inform the Instructor about unacceptable rider behaviour: 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**

### **HERD BUDDIES**

Herd 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 Herd Buddy you will:

1. Groom (please see "Grooming and Equipment" section located in Chapter 2)
2. Clean horse 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 the horses and let them know that they are loved and appreciated for the work that they do at Hope Haven.

The purpose of a Herd Buddy is to maintain a horse's health, well-being and socialization.

## CHAPTER 4 TRAIL TEAM

As an approved member of the Trail Team you will work as part of a team to allow our horses to have a break and have fun on the trails.

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

### Approval Process

1. Inform Volunteer Coordinator of your interest in the Trail Team
2. Pass the **Trail Rider Evaluation** ridden test conducted by the Horse Trainer. Rider should confidently be able to control the horse at a halt, walk and trot.
3. Go on a **practice trail ride** with the Horse Trainer. Once the Horse Trainer is comfortable with your abilities they will inform the Volunteer Coordinator you are approved.

### Rules

- Riders must be actively volunteering in at least **one adaptive riding lesson per week**.
- Respect all Hope Haven safety rules and practices and adhere to Hope Haven methods. **Please familiarize yourself with the Hope Haven Volunteer Manual.**
- Always work within your comfort zone and ask for help when necessary from the Horse Trainer, Barn Manager or an experienced volunteer.
- In case of dangerous or unusual behaviour, unsoundness or other concerns, please contact the Horse Trainer or Barn Manager or report directly to the office.
- 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.

### TRAIL RIDING RULES AND GUIDE

**INFORM:** Check in with the 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!** Recheck 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 all of you 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/horse in the group. Never let a horse/rider get separated from the group.

**INFORM:** The lead rider should call out any planned change in transition or pace. Giving following riders the opportunities 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 need/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 in 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.

# **FIRE**

## **EMERGENCY ACTION PLAN**

**Address:** 545747 Sideroad 4A, Markdale ON, Grey Highlands, Euphrasia Twp  
**Phone:** (519) 986-1247

**\*\*Blowhorn will sound if accessible to individual spotting fire\*\***

### **ARENA BARN - THE INSTRUCTOR IS ALWAYS IN CHARGE.**

#### **Instructor**

- Halt lesson
- Assign bystander to call 911 and to inform office of fire - bystander to then go immediately to participant parking area.
- Dismount rider and escort rider and guardian to participant parking lot.
- Assign individual to wait for EMS by the road and ensure there are no obstructions.
- Take head count once in parking lot.

#### **Leaders**

- Take horse outside, release in any safe paddock and then go immediately to participant parking lot.

### **OFFICE BUILDING**

#### **Staff member**

- Calls 911 and proceeds to arena barn and bank barn to inform all parties to proceed with fire emergency plan as above.
- Staff member waits for EMS by the road and ensures there are no obstructions.

#### **BANK BARN**

- First individual to detect fire calls 911 (or has bystander call) and then goes immediately to arena barn and then office building to inform parties to proceed with fire emergency plan as above.
- Staff member or designated individual waits for EMS at road and ensures there are no obstructions.

**ONCE IN PARKING LOT, NO ONE IS TO RETURN TO THE BARNS OR BUILDINGS.**

# **ACCIDENT**

## **EMERGENCY ACTION PLAN**

**Address:** 545747 Sideroad 4A, Markdale ON, Grey Highlands, Euphrasia Twp  
**Phone:** (519) 986-1247

### **DURING LESSON - THE INSTRUCTOR IS ALWAYS IN CHARGE**

#### **Instructor**

- Halt lesson and secure the area - protect 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).
- Put on mask and gloves from emergency hip pouch and then approach rider to assess. If face shield is also required (ie. person has become ill, vomiting, choking or other close contact with face area), retrieve from First Aid Kit or ask bystander to retrieve.
- Assign bystander to call 911 if necessary and report back.
- Stay with rider until EMS arrives.

#### **Leaders**

- Stay with horse and await further instructions.

#### **Sidewalkers**

- Stay with rider and await further instructions.

### **NON-LESSON RELATED**

#### **Staff or Volunteer**

- Use cell phone or have bystander call 911 if deemed necessary.
- Approach injured party once mask and gloves (if touching) have been applied.
- Have bystander inform office of incident and then wait at road for EMS to arrive ensuring pathway is clear of obstacles.
- Stay with injured party until EMS arrives.

**INCIDENT REPORT FORM COMPLETED.**

# COVID-19 SYMPTOMATIC EMERGENCY ACTION PLAN

**Address:** 545747 Sideroad 4A, Markdale ON, Grey Highlands, Euphrasia Twp

**Phone:** (519) 986-1247

- Symptomatic individual must be isolated immediately - belongings collected and guardian or emergency contact informed.
- Staff attending to individual must have on face mask, face shield and gloves, remaining 6 metres distanced if possible.
- Individual to verbally retrace steps for any surfaces touched or personal close contact.
- Staff member wearing face mask, face shield and gloves to clean and disinfect all equipment and surfaces touched by individual.
- Symptomatic individual advised to seek medical attention as well as testing for Covid-19.
- All individuals on site during the time of the symptomatic individual will be notified and also advised to seek testing and/or wait 14 days before returning to Hope Haven.

# **SEIZURE**

## **EMERGENCY ACTION PLAN**

**Address:** 545747 Sideroad 4A, Markdale ON, Grey Highlands, Euphrasia Twp

**Phone:** (519) 986-1247

### **THE INSTRUCTOR IS ALWAYS IN CHARGE**

As soon as time allows prior to, during or following a seizure, apply face mask gloves and face shield if indicated.

#### **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.
- Once subsided, slowly dismount the rider, lay down in a safe place, and inform their emergency contact person.

#### **Unmounted activities**

- At the onset of a seizure, try to help the individual to lay down gently in a safe open space free of obstacles. Do not restrain. Goal is to keep them from injuring themselves.
- Once subsided, slowly help the participant up and inform their emergency contact person.

# **STORM / TORNADO**

## **EMERGENCY ACTION PLAN**

**Address:** 545747 Sideroad 4A, Markdale ON, Grey Highlands, Euphrasia Twp  
**Phone:** (519) 986-1247

### **During Lesson - INSTRUCTORS IN CHARGE**

#### **Instructors**

- Halt lesson and dismount riders.
- Escort riders, their guardians and sidewalkers to the Bank Barn's storm location.
- Take head count of volunteers and participants.

#### **Leaders**

- Take horse into a Bank Barn stall fully tacked
- Proceed to Bank Barn's storm location

#### **Office Staff**

- Make sure all individuals on site are out of buildings and open areas and have made it to the Bank Barn's storm location.

## COVID POLICIES

- Upon arriving at Hope Haven, answer the health questions posted outside the barn and sanitize hands
  - If you answer yes to any questions DO NOT enter the barn, alert the instructor and Volunteer Coordinator
  - You will be sent home and not allowed back on property for 14 days or until a negative test result is presented
- Everyone MUST wear masks at all times while in the lesson barn
- Tack room is CLOSED - only staff and Instructors are allowed to enter
- Office is CLOSED - only staff and Instructors are allowed to enter
- Viewing room has become cleaning area
  - 1 person allowed in room at a time
  - Volunteers are responsible for cleaning their own tack/brushes
  - All halters, leads, tack and brushes MUST be cleaned after each use
- Ensure 6’/2M distancing between everyone at all times
  - Ask student to stand on Red X’s when you need to move in to assist
- Student may remove masks when mounted AFTER girth has been checked and stirrups adjusted
- Everyone should sanitize hands after touching horse or tack and before entering or leaving arena
- Volunteer retrieves horse from paddock and puts into cross-ties (can be done prior to participant arriving)
- Instructor and/or volunteer cues rider through grooming process - no mane/tail
- Tack up
  - Sanitizer to be used on hands prior to handling tack
  - Ensure stirrups are adjusted prior to leaving cross-ties
  - If a participant is unable to bridle successfully they must move the appropriate distance away for the volunteer/instructor to bridle.
- When rider leading horse into riding area, use reins not lead line
- Mounting
  - No hands on by volunteer or instructor, only verbal cues
  - If necessary parent can assist with instructor cueing
  - Leader to stand on opposite side of mounting block in order to maintain distance
- During lesson
  - Leader to make sure to always maintain as much distance as possible from rider
- Untacking
  - Sanitizer used by all once back in cross tie area and prior to taking off tack
  - Tack to be taken immediately to indoor cleaning station, do not place back in cross-tie area
  - ■ Bridle on hanging hook
  - ■ Saddle on wooden horse

- ■ Grooming box on ground
- If rider has their own reins, they will wash them in the cleaning station prior to going home
- Participant does one final hand sanitizing when leaving barn
- Volunteer to return horse to paddock then cleans halter/leadrope before finishing cleaning
  - Halter - dump in halter soapy and then halter clean buckets, place on table
  - Brushes - dump in brushes soapy and then brushes rinse buckets, place on table
  - Bridle - squeeze water out of sponge, 2 sprays of soap on sponge, wipe bridle down and clean bit. Place on clean hook when done
  - Saddle - squeeze water out of sponge, 2 sprays of soap on sponge, wipe saddle down and sanitize stirrups and buckles. Switch saddle around when clean