

Participant Classification & Lesson Structure

Participants are classified be either A, B,C,or D to clarify your level of assistance during any adaptive riding lesson

- A= Independent: no grooming or leading required
- A/B = Completely independent for grooming, tacking up and riding other than on lead at trot
- B= Assistance: requires some assistance grooming and/or tacking, some independence while mounted but still requires assistance. Volunteer to prepare your own grooming kit
- C= Considerable Assistance: Requires considerable assistance with grooming, tacking up and while mounted. Volunteer to prepare your own grooming kit
- D= Direct mount: Requires full assistance with grooming, tacking up and while mounted

Each instructor will share rider's relevant health and background information to ensure you are aware of things to look out for during a lesson. If this information is not provided or if you feel more information is required please ask your instructor at an appropriate time considering that all rider's names and health information are confidential once we leave Hope Haven premises.

Lesson Structure will vary but will generally follow the order below

- **Cross-tie part of lesson** lasts generally 15 minutes for all participants classified as B or C. This time is spent in the cross-ties grooming, tacking up and focusing on Horsemasters. Half of the time is spent on grooming and then the remainder to tack so that the 15 minutes is effectively used. If more than 1 participant is in a lesson then all volunteers should mirror the timing of grooming and tacking up to ensure consistency of flow.
- **Warm up horses:** leaders (or participants with the assistance of leaders) lead horses around the arena. Introduce horses to arena set up and props if applicable. A Horse Warm-up Plan is created each season and copies are available in the Loft.
- **Line up on centre line or at F (follow instructor guidelines) :** Instructor will ask leaders to bring horses to the centre; the Instructor will do a tack check and tighten girths.
- **Mounting:** Participant or Instructor will call horses into the mounting area one at a time to be mounted.
- **Warm up Participants:** Once mounted, participants may 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 participants out to practice.
- **Practice:** Participants practice a number of times. Progressions are added as appropriate (change of rein, leader on longer lead, etc.)

- **Game:** Remember that participants are still riding! Pay attention to the participants - they may not enjoy going too fast or making sharp turns.
- **Cool down:** Participants drop reins, do some stretches, Instructor may ask questions, review the lesson.
- **Line up on the centre line and dismount:** Instructor helps participants dismount. Leader will take the horse back into the barn aisle, untack, and turn the horse out or in a stall. Then the leader can prepare for the next lesson or clean up the barn as per procedures for the next crew of volunteers arriving.

Pre and Post-lesson Tasks

To ensure lessons run smoothly and to give you the time to get set up for the lessons you will be assisting with, we recommend that you:

- Arrive on time for your assigned pod allowing for 30 minutes prior to the participant arriving. This time is needed to prepare the barn, make tack adjustments and set up before retrieving your horse.
- Let the Instructor know that you have arrived. Check the whiteboard for line up.
- Ensure tack and grooming box(es) are set out and ready for each horse prior to the start of the lesson. Refer to the whiteboard as to what equipment will be required.
- Ensure 2-3 stalls are clean and equipped with shavings and fresh water. Hay only to be added when the horse is in the stall. Hay and shavings are in stall #5. If low in hay and shavings in stall #5, retrieve from bank barn.
- Fill bridle and bit cleaning buckets with water to be set up at the cleaning station
- Assist Instructor with arena set-up if needed
- Horse retrieval 15 minutes prior to the lesson
- Ensure the horse is ready for the start of the lesson according to the needs of the individual participant

In Between Lessons or After Lessons

- Sweep crosstie area , front to back including tack room and Loft
- Clean bit, reins, and grooming kit(s) from the previous lesson and put tack away in the tack room
- Ensure tack and grooming box(es) are set out and ready for the next lesson
- Clean any stalls that were used, refill water buckets as needed
- Manure removal from arena (dumping bucket into wheelbarrow as needed, and dumping wheelbarrow in muck pile when full)
- Please advise instructor when you are leaving
- If you are here for the last lesson of the day: Dump water from bit and bridle cleaning buckets, and turn upside down to dry
 - In Winter, disconnect hose from tap to minimize freezing overnight
 - Dump water buckets from stalls outside so they can be filled fresh in the morning

