



Volunteer Handbook, 2015

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Our Cowichan Communities Health Network
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The Cowichan Therapeutic Riding Association
Duncan, BC

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1. Welcome to CTRA:

The Cowichan Therapeutic Riding Association began in 1986 as a small branch of Pacific Riding for the Disabled. We ran two classes a week at Foxrun Stables on Koksilah Road with riders from Chas. Hoey School, a special needs school of the School District. After several years and great interest from the community, CTRA became a tenant of Providence Farm and expanded to a full time operation over the next few years. Today, CTRA delivers a program that sees up to 100 riders weekly with 12 therapy horses, 7 instructors and up to 70 volunteers.

Our riders have a number of various disabilities or challenges and our program is designed to enhance physical and cognitive abilities as well as quality of life for each participant.

Our therapy horses are very special equines that have a special affinity for people and a gentle, responsive disposition. They undergo a comprehensive training program that includes ground training, ridden training and orientation to all the equipment used in the program. i.e., mounting block, lift, barrels, cones, toys, etc. Horses are creatures of habit and learn by repetition, therefore it is necessary that they are all trained and handled with consistency.

Our Instructors are all certified through the Canadian Therapeutic Riding Association, a national organization and maintain regular updating, including First Aid.

Our Volunteers are the lifeblood of our organization and fulfill a number of tasks. The largest number of volunteers is horse handlers and side walkers and work directly with our horses and riders in the arena and on the trails. Volunteers are incredibly valuable to the safety and success of our riders. Each volunteer undergoes an orientation and ongoing training sessions to become familiar and skilled in working within a team environment. Some volunteers go on to become instructors; others may fulfill duties within the barn such as grooming and tacking up/un tacking. Volunteers also help with a variety of fundraising, administrative and maintenance chores. There is a job for everyone and, while we all take away a sense of achievement and pride, volunteers give much more than they take away.



2. The Benefits of Therapeutic Riding

Therapeutic Riding is an alternative form of therapy using horses to help persons with various disabilities. Activities involving the horse can be used to assist people with disabilities in achieving physical and mental health, and cognitive, behavioural, social and communication goals. In this context, a team approach involving therapeutic riding Instructors, health professionals, volunteers and riders with disabilities, is used in designing and implementing the riding sessions.

The special relationship that often develops between humans and horses helps patients to exert the extra effort required to accept the challenge to perform therapies on horseback.

Some of the benefits include:

- Improvement of balance
- Development of coordination
- Mobilization of trunk and pelvis
- Strengthening of muscles
- Normalization of muscle tone
- Prevention of contractures
- Increased confidence and self-esteem
- Improvement of attention span
- Promotion of independence
- Improvement of social integration
- Access to recreation, sport and/or competition
- Increased concentration, motivation and patience

**Riders experience a sense of control they might not otherwise feel in their everyday life.

**Riding therapy makes use of functional riding skills to assist the rider in achieving specific therapeutic goals; these goals take precedence over the basic goal of learning to ride.

2. **Who Benefits**

People with the following conditions may benefit from therapeutic riding. Please note: this list is not exhaustive.

Orthopaedic Conditions

- Amputations
- Arthritis
- Congenital dislocation of the hip

Neurological Conditions/Brain

- Strokes – CVA
- Cerebral Palsy
- Epilepsy and seizures
- Traumatic Brain Injury – TBI

Neurological Conditions/Spinal Cord

- Spina Bifida
- Spinal Cord Injury
- Spinal Immobility

Neuromuscular Conditions

- Multiple Sclerosis
- Muscular Dystrophy

Other Conditions

- Autism
- Visual Impairment
- Hearing Impairment
- Emotional Disorders
- Intellectual/developmental disability
- Down Syndrome

3. Role of Instructor and Support Team

The team approach is very important to the success of our riders. The team creates a support system, which provides a safe ride. Each member of the rider's team is important!

The team will always include an Instructor, a horse and a rider. An Assistant Instructor, Horse Handler, Side Walker or Therapy Consultant may be added depending on the needs of the rider.

The Instructor is in charge of the class and does not lead or side-walk except in an emergency. It is essential to have an experienced and qualified person instructing the riders and directing the volunteers and horses at all times.

The Assistant Instructor is under the supervision of the Instructor and teaches on a 1:1 basis with a rider needing additional help. "AI's" may be instructing and in-charge of private ½ lessons with one rider or may be instructing groups to gain experience and work toward obtaining their Intermediate Instructor certification (CTR II).

The Horse Handler is in charge of controlling the horse at all times in the arena and out on the trail and may help to prepare the horse for the lesson.

The Side walker is responsible for looking after the rider, providing support (either physically or emotionally) and relaying instruction to the rider from the Instructor. There can be one or two side walkers depending on the needs of the rider.

The therapy consultant may be a physiotherapist, occupational therapist, speech therapist, behavioural therapist or other health care professional.



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5. Basic Requirements of Volunteers – Responsibilities & Expectations

- Minimum age 16 years – for Horse Handlers and Side walkers
Junior volunteers – 14 years – to be accompanied by a parent/guardian
- A desire to assist riders with disabilities to fulfill their goals and realize their potential.
- Attend an orientation and interview before starting. Our programs depend on our volunteer personnel – please only sign up for a commitment you can honour. Commitment to regular attendance for the entire session is very important in providing continuity for the rider.
- Volunteers should be comfortable around horses but it is not necessary to have a high level of horsemanship skills.
- Volunteers should have a reasonable level of fitness. Able to walk briskly for 45 minutes to 1 hour and able to jog short distances (length of arena) with arm at shoulder height.
- Clothing: Suitable footwear is very important. **Shoes** should be **sturdy** with **closed toes and low heels** so that they protect the feet from horses' hooves. Footwear should provide good stability on rough surfaces. A pair of waterproof boots may be required for wet weather as we trail ride for most of the year and volunteers are expected to accompany riders through mud and puddles. Volunteers should wear **long pants**. Walking shorts are acceptable in hot weather. (Skirts and dresses are not suitable). Layering jackets, shirts, and sweaters is best in all weather. **Short jackets** for cold weather, no long coats; and **gloves**, not mittens are best. Coats and vests must be buttoned/zippered and scarves tucked in.
- Jewellery, such as earrings and bracelets, can get caught in tack or by a rider and create a dangerous and painful situation. Strong perfume can be very irritating to a horse's sensitive nose and to those with allergies.
- Long hair **MUST** be tied back
- We typically schedule 1 – 2 hours of volunteering per week at a mutually convenient time.
- All CTRA personnel, including volunteers, must submit a criminal record check (Duncan Community Policing offers free checks for volunteers)

- Our volunteers are asked to honour policies that support confidentiality and protect our clients.



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We ask each volunteer to.....

- Regard their volunteer time as a job. We ask that you arrive 10 – 15 minutes before the lesson and phone in ASAP if you are unable to attend. (It takes time to find replacements).
- Put the program and clients first, and for the needs of the volunteer not to exceed the needs of the client.
- Respect confidentiality when assisting a person with special needs.
- Be sincere in the offer of service and believe in the value of their assignment, and to give more to the program than they expect to take away.
- Understand the requirements of the job and ask questions if not sure
- Be willing to learn and to participate in orientation, training sessions and meetings, and to be cheerful and enthusiastic and willing to share ideas.
- Work alongside our participants. Volunteers are not expected to supervise or counsel participants, but simply be that extra set of eyes and ears.
- Have read and understood the Volunteer Handbook including Emergency Procedures and to know the emergency exits, and location of telephones & fire extinguishers

****We value your time, dedication and enthusiasm and hope that you derive satisfaction from your time with us. If you have any concerns regarding your volunteer assignment, please speak with the Volunteer Coordinator.

4. **Rider Equipment** – riders are encouraged to use regular riding attire and equipment as they are able. While we encourage riders to purchase their own helmets and boots, we do have these items in the rider lounge for those who need to borrow.

All **helmets** must be ASTM approved and all our riders must wear an approved helmet, either their own or a CTRA helmet. We replace our helmets regularly. If a helmet is dropped or involved in an accident, it may need to be replaced. Helmets come in various sizes and should fit the head snugly but not tightly. The helmet should not be lower than two fingers above the eyebrow and harness should be tight enough that it cannot be pulled over the chin. **It is important that the helmet fit well in order to provide adequate protection.**

Lightweight helmets are used for riders with poor head control and shunt position. Riders with hydrocephalus (water on the brain) may have a shunt on one or both sides running down behind the ear. In this case, care must be taken to ensure that the helmet is not too tight as head size can vary from week to week.

Boots – footwear must cover the foot, heel and toe. Footwear must have a minimum ½ inch heel.

Belts – transfer belts come in small, medium and large and must be worn on the outside of clothing. Belts are used to aid in mounting /dismounting and as an emergency hold on the horse. Each rider who needs assistance to mount or has side walker’s assistance must use a belt.



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5. **Safety** - is of the utmost importance and is everyone's responsibility.

In the Barn

- Everyone in the barn area must have proper footwear. This means no flip flops, sandals, open toed or open heeled shoes. All participants should have a helmet and belt (if needed) when in the stable area.
- There is a "No Smoking" policy within any CTRA area. Ask about designated smoking area.
- No pets are to be loose during operating hours and we recommend that pets are not kept in cars while lessons are in progress.
- Children may not accompany volunteers to lessons. It is important that volunteers are able to devote 100% concentration to their job.
- We ask that all purses and cell phones are left in your vehicle. We cannot guarantee the security of these items if left anywhere in the barn or arena area. If cell phones must be carried we ask that you operate in mute mode.
- When in the barn area, every participant must be supervised by either a staff member or a volunteer.
- Walk quietly and calmly at all times, no running or playing in the stalls or aisles.
- No more than two people in a stall at one time.
- Open stall doors wide and look both ways before proceeding to lead horse out. Go through the door ahead of the horse.
- Keep aisles free of equipment
- Ensure reins are secured before leading the horse to the arena (make knot in reins, attach to mane or under breastplate if possible)



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- Treats are welcome in feed tubs. (apples, carrots, horse cookies only!) Do not hand feed horses, especially not in the arena.
- Know the location of the telephones and emergency numbers.
- Note location of fire extinguishers.

In Arena – Supervision of riders is important in keeping everyone safe. Side walkers can help riders to adjust stirrup length. Riders using the ramp for mounting should wait at the bottom of the ramp until the Instructor is ready for the mount. Everyone will walk around the front of the horse, never behind the horse. Listen to the directions from the Instructor, especially level of assistance required. Ask the Instructor for direction if in doubt. Avoid any unnecessary conversation so that everyone can focus on the lesson. Any adjustments needed after the rider has mounted should be performed off the track. Horses should be a minimum of 2 horse lengths.

On Trail – Stay a safe distance from the horse in front. Keep the lead shank short, unless otherwise directed and ensure that the horse does not reach for grass along the way. Watch for low hanging branches, wear adequate footwear, particularly in winter, follow instructor's direction, and pay attention to the rider at all times. Remain at rider's side, and do not fall behind.



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8. Lesson structure – arrive on time; check the volunteer board for assignment.

Taking horse to arena – Each horse will be tacked up and waiting in his stall or in cross ties. Lead and reins will be on the door latch or hook beside crosstie stall. Attach reins and secure at the withers, attach the bit connector and lead. Bit connector is the lowest attachment on bit; reins are highest attachment on bit (side reins would be in middle). Clip strap of breastplate, if used, to saddle D-ring. Slide door completely open, check aisle and, when safe, lead horse to arena.



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Warm-up – in arena, lead horse in and walk to the left or right as directed. Lead horse briskly, with rhythm and consistent pace. Once around arena, then change rein (see school figures for methods of changing direction) Change sides so HH is always on the inside. If time allows, trot horse down long side of arena in both directions. Use a whip if horse is not willing to walk out briskly (marching). Line up as directed by instructor, who will perform tack check prior to mounting.

Mounting – Once tack check completed, riders will be mounted according to instructor's directions.

Dismounting – Line up as directed by Instructor, who will then dismount each rider. Rider to run up stirrups, loosen girth if possible and lead horse back to stall, all assisted by volunteer horse handler and side walker.

Return to stall – Rider may take horse back to stall with volunteer horse handler walking on opposite side to control horse. Volunteer side walker will walk behind the rider to ensure that rider is not off balance if horse walks too fast. At stall, rider should hand over lead to horse handler, who will take horse in to stall, remove reins and lead and unclip snap on breastplate.



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9. Side walking – instructions pertinent to side walking, emergency procedures, etc.

The side walker's primary responsibility is to ensure the safety of the rider. The degree of assistance from the side walker will depend on the balance and ability of the rider. Side walkers can also help the Instructor in many other ways; i.e. keeping the rider's attention on the lesson, assisting with left/right directionality, spatial orientation, helping the rider understand the Instructor's directions and helping to keep the horse walking on. Duties of the side walker include:

- Introduce yourself to the rider and accompany rider into the ring.
- Assist the Instructor with checking that the rider is wearing a correctly fitted riding helmet before entering the arena and a transfer belt, if required.
- The Instructor will check the tack and tighten the girth before the rider mounts, but may ask you to check it during the ride. The Instructor or Assistant Instructor will make any adjustments.
- Assist the rider to mount or dismount only if asked by the Instructor | e. The Instructor or Assistant Instructor will help with adjusting the stirrup lengths, (ideally before mounting). Some riders cannot relax quickly so leathers may need to be adjusted during the lesson.
- **Stay with the rider while mounted or in the barn area at all times.**
- The Instructor will tell you what hold is appropriate for each student.
- Walk beside the rider, level with the rider's knee. Keep hands free, not in your pockets.

- If the rider starts sliding to one side – first, ask the rider to sit in the middle and, if no response, gently push him/her back so he is centered evenly on the horse. This is very important to maintain the health of the horse’s back.
- Do not lean or hang onto any part of the horse or the saddle/equipment unless directed to do so by the Instructor
- Keep conversation to a minimum during the lesson and relevant to the lesson topic and instructions.
- Side walkers who accompany poorly balanced riders may need to change sides periodically to relieve the stress on arms, back and shoulders. If you have a health problem in any of these areas please let the Instructor or Coordinator of Volunteers know so you can be scheduled with an appropriate rider.
- To change sides, ask the horse handler to go off the track and halt. Once stopped, switch sides (one at a time) if. Remind the rider to maintain correct posture (i.e. straight line between shoulders, hip and ankle and a straight line from elbow to hand, rein & bit) where possible.
- Help the rider to carry out instructions, giving the rider time to process information. To give assistance, use hand over hand, but warn them that you are about to help and touch them.
- In an emergency, follow the Instructor’s directions.
- At the end of the lesson stay with the rider and help him/her exit the ring and remove helmets and belts before returning to the supervision of their parent/personal assistant.
- It is advantageous for side walkers to be familiar with the letters in the arena and the school figures for changing the rein, circles (and sizes – 10 m., 20m.etc.) and serpentines as well as the loop off the long side and half circle to X and return to track. *Diagrams of all school figures used can be found on Page 26.*

Right Side Walker – When the riders is mounting, hold onto the stirrup leather and provide enough weight so that the saddle stays straight on the horse (counter weight). Stay level with the rider on the off (right) side of the horse
 Assist with exercises and movements involving the right side
 Ensure that the rider’s right foot is out of the stirrup and assist, if necessary, to get the right leg clearing the horse’s croup before dismounting.

10. Supporting the Rider

It is important that the side walkers apply support as directed by the Instructor. Different levels of support may be required depending on the activity or ability of the rider. If in doubt, ask the Instructor what level of support the rider requires.

Minimum Hold – Used for riders with good balance needing a little support to steady their position or encourage the leg to stay long and heel down. The side walker will cup the rider's ankle with the hand closest to the rider. If the rider pushes the lower leg forward, place your hand on the toe and encourage the rider to bring his leg back under his hip. If the rider pulls his lower leg back, use an ankle hold to encourage the rider to bring his leg forward under his hip with weight in his heel.

Medium Hold – used when a rider needs more support and is often used coming out of the mounting block or when trotting. The side walker holds the front of the saddle flap with the hand nearest the rider. The forearm rests just above the rider's knee. **Be careful to keep the thumb lined up with the fingers to prevent injury to the thumb if the horse should stop or turn suddenly.**

Maximum Hold – used for riders who need a lot of support. It is basically the same as the medium hold except the side walker's forearm supports the rider at the hip joint. When applied by both side walkers this hold provides a lot of support physically and gives confidence to timid riders. It is difficult for side walkers to hold this position continuously so be sure to arrange to change sides throughout the lesson as needed.

Full Hold – occasionally used to give an unbalanced rider extra security when needed. For example, when riding up and down hills on the trail or when learning to trot. The side walker supports at the knee or ankle with the outside hand and uses the inside hand to support the rider's back, perhaps using the safety belt if instructed to do so.

Please see examples, page 16.

Minimum Hold



Medium Hold



Maximum Hold – support at the hip

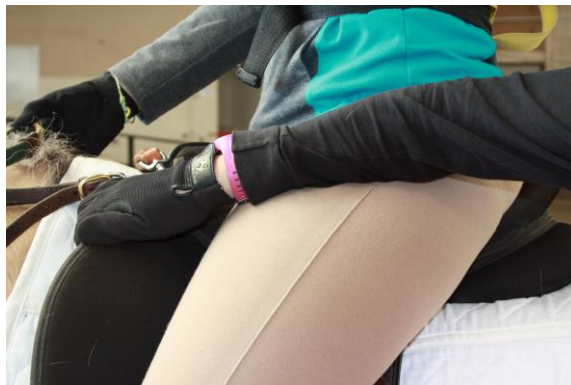


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11. Horse handling – instructions pertinent to horse handling, emergency procedures, Our therapy horses come from a variety of disciplines including trail riding and competition, Pony club and 4-H. Not every horse has the attributes or training to be a therapy horse. Horses that have been well trained and have been exposed to many different situations as well as having been well cared for make the best therapy horses. The important thing is that they feel confident in the work they are being asked to perform and that we are as consistent as possible in their handling. Our hope is always that we can standardize our techniques to help our horses understand what we ask of them.

Our horses are working horses with an average work week of 10 hours. Not only do they carry a different rider each time, but they can have different horse handlers and side walkers also. It is important that they are treated with respect by everyone involved. An acceptable method of greeting or rewarding a horse is a firm pat on the neck. As a rule, horses do not like to have their face patted or their ears touched. Enforcing the “bubble rule” is a good way to allow the horse their space and keep them out of your space.

When leading, keep the horse’s undivided attention. If the horse is concentrating on the rider and handler there is less chance of him spooking. This may mean a gentle tug on the lead or a quiet word. The horse’s shoulder should be even with the handler and he should lengthen or shorten as the handler lengthens or shortens his stride. If he does not keep up, we need to school him to do that. Either the handler can carry a whip to encourage the horse from behind or a second person can walk along and encourage him to walk forward. He must stay forward, walking with a marching rhythm without the horse handler having to drag the horse forward with the lead line. That is too hard on the handler and makes the horse resistant and stiff through his back.

When lining up or in the mounting block, the horse must stand quietly and squarely on all four feet. If the horse is not standing square, he will most likely shift his weight to get his balance when the rider is mounting and could cause the rider to lose balance.

We lead our horses directly off the bit through the use of a bit connector which attaches to the rings of the bit closest to the horse’s mouth. The reins are attached closest to the cheek pieces on the bridle. (*see Bit Connector, page 12*)



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The horse handler leads the horse and must keep him under control at all times. The degree of assistance will depend on the rider and on the horse. We encourage the rider to be in control to the best of his ability and the horse handler assists when required. As the rider progresses the assistance of the horse handler will decrease. The duties of the horse handler include:

- Lead the horse from the left side. The exception will be when leading the horse on the right rein in the arena. Then, lead from the right side so you are on the inside and can see and hear directions from the instructor.
- Wear leather gloves and closed toe shoes or boots when working around horses.
- Keep both hands on the lead line. Place your right hand on the lead approximately 6 – 12” from the bit connector. The remaining portion of the lead is held folded in a figure of 8, neatly and safely in the left hand.
- Lead at an even pace.
- Avoid sharp turns which could put the rider off balance
- Never put your fingers through any rings on the bridle.
- To move the horse forward, give the verbal command “walk on”. Give the horse a moment to understand the command and take the first step before walking on

you. Do not look at the horse as you lead it forward, look up and where you are going. The horse will go with you.

- No rider will mount until the Instructor is present and requests him or her to mount.
- During the class, if you must stop to make tack adjustments or talk to your rider, move off the track to the inside of the arena. Remember to warn your rider and side walkers of your intention.
- When a rider is mounting, the handler must lead the horse into the ramp as closely as possible. Halt the horse and ask him to stand square on all four legs. Stand slightly to the side, holding the lead line loosely, as long as he is standing quietly. Do not be too restrictive as this will cause the horse to toss his head and move around.
- Give the rider time to process information and give the aid if able. Use short tugs rather than a steady pull to keep a lazy horse moving.
- Be sure to keep at least two horse lengths distance between your horse and the horse in front. Handlers should keep the horse from being too close if the rider cannot. A simple command that the rider halt, cross the ring to an empty spot or do a circle can prevent an accident.
- Once the lesson has started it is important that the handler be alert and pays close attention. The Instructor will address the rider by name rather than the name of the horse or volunteer.
- Avoid talking to the side walkers and rider except as it relates to the lesson.
- It is necessary to keep the lead line between the reins otherwise it will interfere with the “aids” given by the rider and could confuse the horse and cause him to resist. Please ensure that the reins do not hang down to one side. Horses can step through reins that are dangling down and an accident could result.
- At the halt, stand facing the horse’s shoulder so you can see the rider, the horse and the other volunteers.

- Always leave enough room for the side walkers along the arena wall and around obstacles.
- Trot the horse only when requested to do so by the Instructor. Check to see that the rider and side walkers are prepared for the trot! When trotting, keep the horse in a straight line and at an even pace. Stay level with the horse's head so the side walker behind has room to run beside the rider.
- No matter how careful we are, occasionally falls do happen. If a rider should fall, the handler must take care of the horse. A horse left unattended is an added danger.
- At the end of the ride ensure that the stirrups are run up and the reins are secured out of the way. If the rider is leading the horse back to his stall, stand on the opposite side ready to assist should the need arise.



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12. Emergency Procedures

In case of an emergency:

- The Instructor is responsible for riders, volunteers and horses in the arena. Once an emergency has been declared the instructor will then evacuate all volunteers and all participants and report to the Operations Manager at the designated meeting area. The designated meeting area is the outdoor arena on the south side of the barn.
- Volunteers, caregivers and participants must answer to the Instructor.
- The Barn Manager is responsible for barn staff and volunteers working in the barn. Once an emergency has been declared the Barn Manger will then evacuate and report to the Operations Manager at the designated meeting area. The designated meeting area is the outdoor arena on the south side of the barn.
- The Operations Manager is responsible for all other volunteers, caregivers, riders and staff that are not in the arena or in the barn. Once an emergency has been declared the Managers will report to the Operations Manager in the designated meeting area to confirm numbers.
- Please follow all directions and instructions as quickly and safely as possible, especially in an emergency.

IF THERE IS A FIRE:

SMOKE ALARMS – are located throughout the barn area and in the upstairs lounge and are connected through the electrical system. **The alarms DO NOT alert the fire station.**

Fire Extinguishers – are located:

- * Beside the **TACK ROOM**
- * In the **MIDDLE BARN**
- * **OUTSIDE THE GATE TO THE ARENA**
- * In the **STAIRWELL** to the Lounge.
- * **BESIDE THE STAIRWAY DOOR IN THE LOUNGE.**

** All are clearly marked. Once used, the fire extinguishers must be serviced.

Do Not Put Back on the Wall.

TELEPHONES – are located in the **Tack Room** at the front of the barn, in the **Instructor's Office/First Air Room** and in both **Offices** in the Lounge. Emergency numbers are posted beside each telephone with our address.

*****Evacuation of all persons is the first priority and of highest importance.**

Evacuation of horses is secondary and depends on the location of the fire. Volunteers should never attempt to “rescue” stabled horses; leave this to the trained staff. Always follow the directions of the Stable Manager or the Instructor.

FAMILIARIZE YOURSELF WITH ALL EXITS, SAFETY EQUIPMENT AND TELEPHONES.

EVACUATION:

- Riders in the arena are to be dismounted under the direction of the Instructor.
- Riders and side walkers are to exit the arena through the rear door, turn right and proceed down road to left to Outdoor Arena to muster.
- Horse handlers are responsible to secure the horses by direction of the instructors. If this is impossible due to the nature of the emergency horse handlers are to quickly secure horses away from human life. Horse handlers then proceed down lower road to left to the Outdoor Arena to muster.
- Workers and riders in the barn area are to exit through the three side doors on the south side of the barn and proceed down road to the Outdoor Arena to muster.
- Once all volunteers, caregivers, riders and barn staff have mustered in the Outdoor Arena it will be decided ***only then if safe enough*** who will retrieve the remaining horses in the barn. The designated staff will then remove the horses through the front door of barn and proceed down road to lower right hand grass paddock.

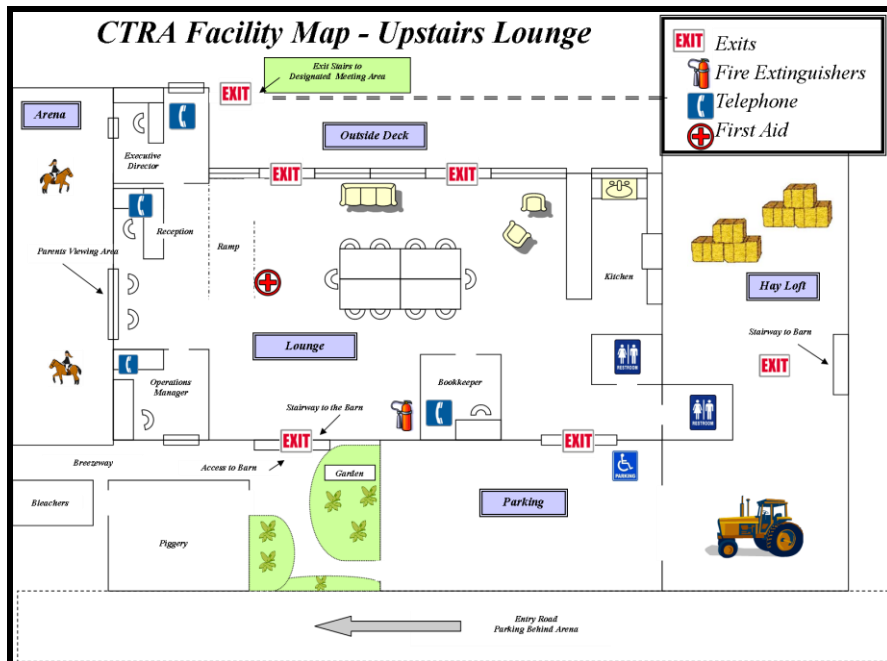
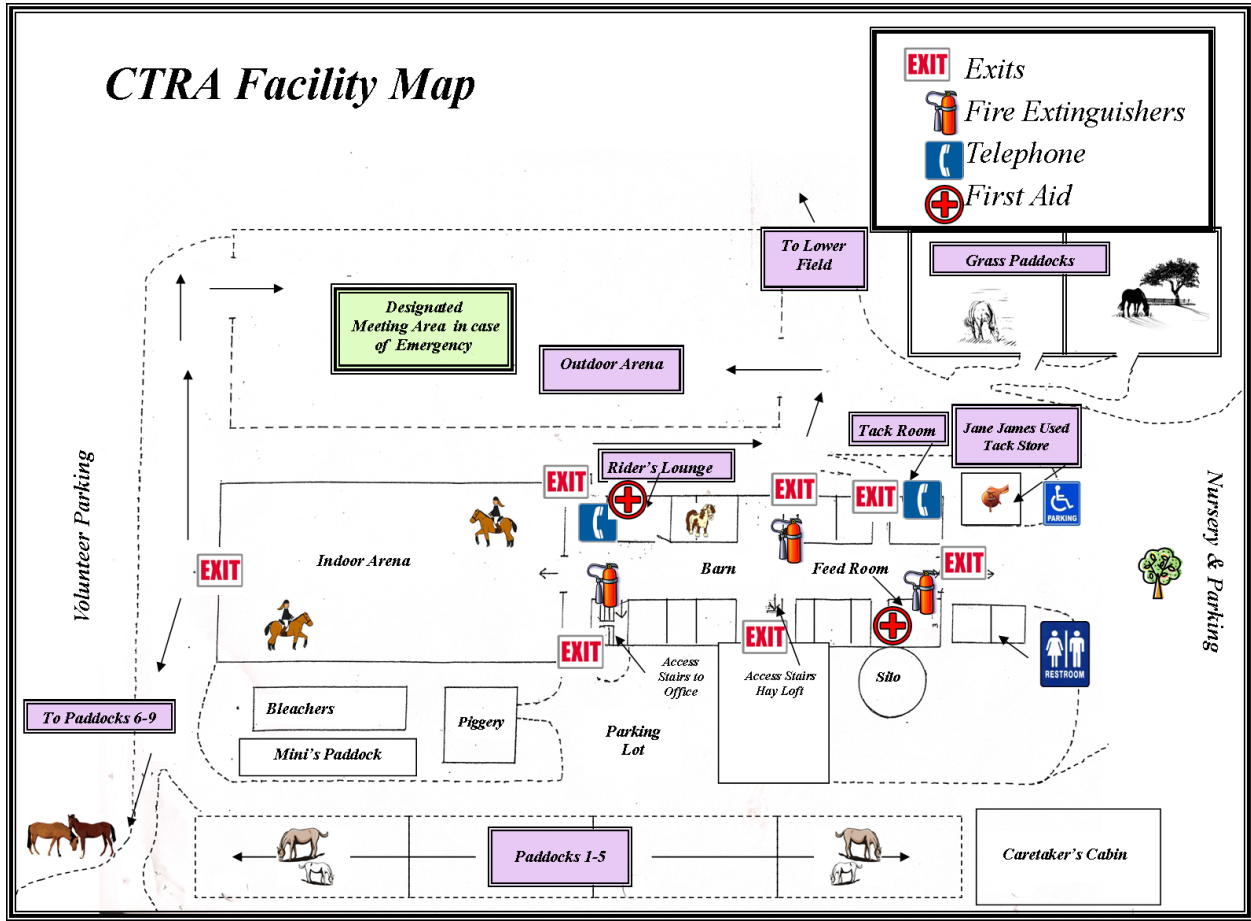
IF A RIDER FALLS:

- Remain calm.
- The **HORSE HANDLER** must stay with the horse and remove the horse from the immediate area.
- The **SIDE WALKERS** must stay with the rider.
- Encourage the rider to stay on the ground until the Instructor can assess the situation.
- Do NOT attempt to move or lift the rider.
- Await further directions from the **Instructor**.
- A rider who has fallen off **will not be re-mounted.**

FIRST AID SUPPLIES are in the Instructors office and the lounge.

HORSE FIRST AID SUPPLIES are in the FEED ROOM and are to be used by Operations Manager, Barn Manager and Instructors only.

MAP OF THE RIDING CENTRE



Appendix 1 – Sitting Position of the Rider

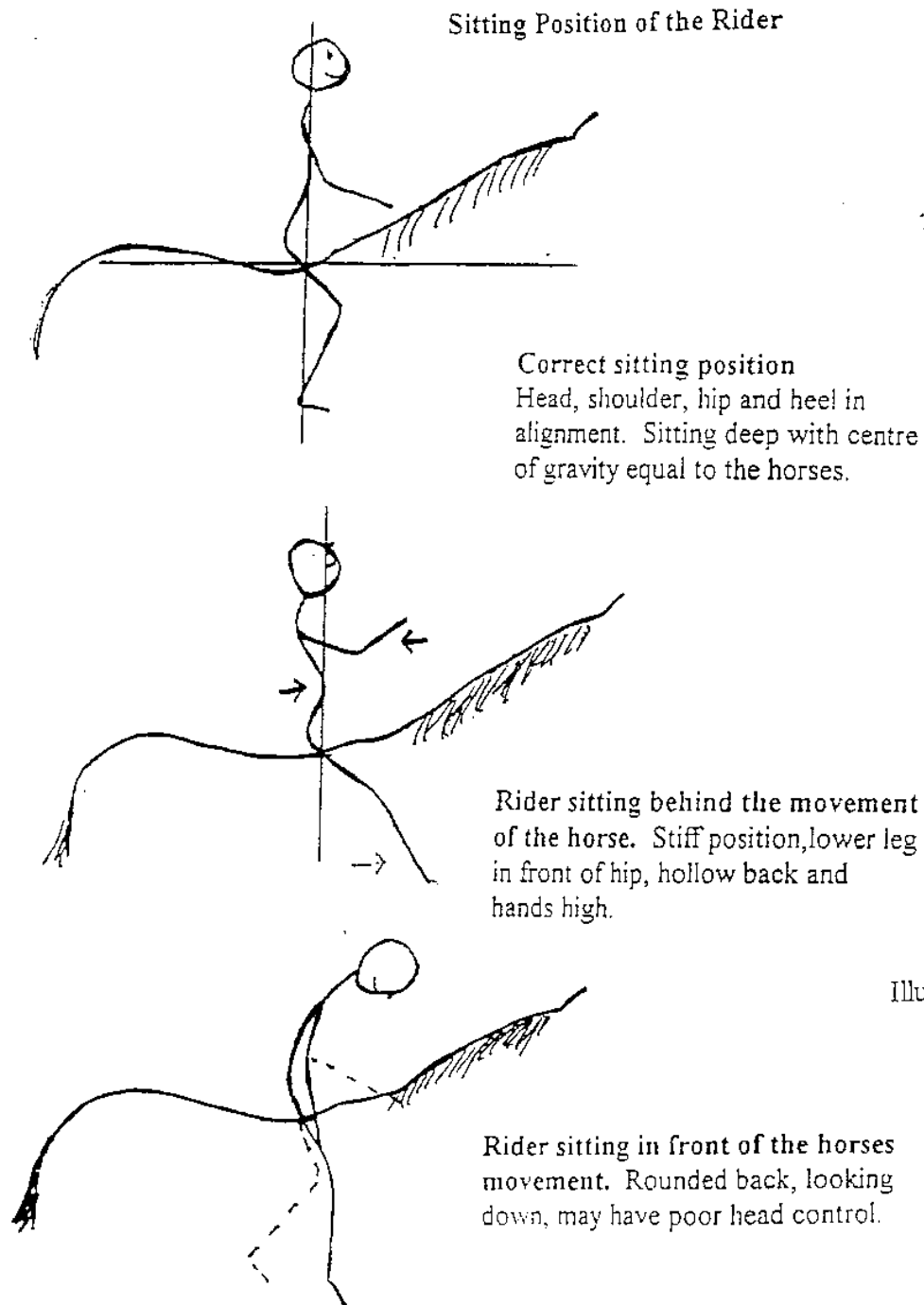
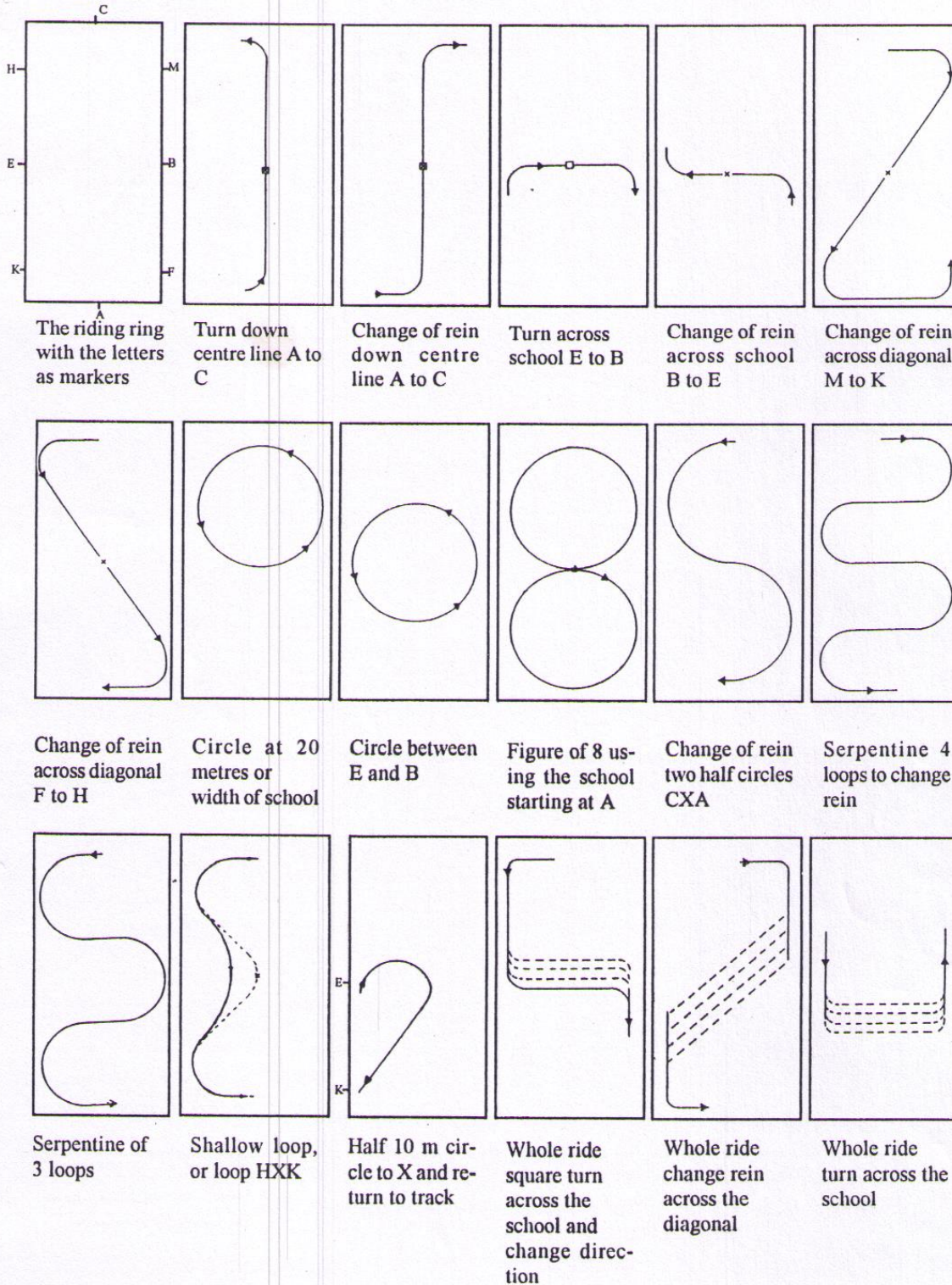


Illustration 30

Appendix 2 – School Figures

EXERCISES AND WORDS OF COMMAND

FIGURE 18



Appendix 3 – Basic Leading Level

Basic Leading Level

Getting Horse from Stall

- Attach lead rope to bit rings
- Attach reins above lead rope
- Tie reins in a knot and secure
- Check alley way
- Ensure you slide stall door is completely open
- Walk to arena
- Line up between letters M and H and wait for further instructions



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Holding the Lead Rope

Hold the lead in your hand about 6 inches from lead connection. To get the horses attention, use short, light signals, not a hard, steady pull.

First Method



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Second Method



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Leading

The Halt

- Say “whoa”
- Close your hand on the lead
- Stop walking yourself
- Turn upper body towards horse to block

Moving Forward

- Look where you want to go
- Say “walk on” in peppy voice
- Move your leading hand forward as to invite the horse
- Let horse walk on and follow
- Carry arm relaxed with a little slack in the lead.

Steadying Horse

- Say “steady” in low voice
- Slow down yourself
- Close your hand on the lead

Turning left

- Look where you are going
- Turn corner
- Let horse follow

Turning right

- Look where you are going
- Move your hand out to the side guiding his chin away from you

Turning through cones

- Look where you are going guide horse around the first cone
- Walk a straight line next to cones

- Guide horse away/towards you

School Figures

- Changing the rein across the diagonal through X (e.g. FXH or MXK)
- Change rein across arena (EXB and BXE)
- Up/down the centerline (CXA and AXC)
- 20 m. circle
- Line up at beginning or end of ride

Trotting

- Look where you want to go
- Move hand forward as if to invite the horse
- Say “T-trot”
- Start running with the horse
- Correct too fast horse by moving hand towards horses outside shoulder
- If possible give the horse it’s head to balance

Back to Walk

- Say “whoa” early enough
- Slow down your run
- Close fingers on lead rope and correct towards the outside shoulder if necessary
- NEVER trot around a corner

Appendix 4 – Mounting

From small block

- Think about best approach – soft turns
- Start on right side, Walk on
- Lead horse into block, as close as possible to edge, halt and ask horse to stand square with the saddle in the middle of block
- Face the horse while rider is being mounted
- Relax lead but be “ready”.

From big block

- Same as above

After the rider is mounted, stay on the upper square of the riding ring (turn E to B) until all riders are mounted or otherwise instructed.



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Updates to this binder will be available from time to time.

Horse Handling and Side Walking training sessions will be advertised in the volunteer information board. We encourage all our volunteers to participate in these sessions as you are able. This enables us to provide a safe, high quality program for our riders.