



# Horse Leader & Side walker Training

(Volunteers and Employees)

30 minutes –classroom/emergency tour

30 minutes –in barn

30 minutes -mock lesson

15 minutes –wrap up in classroom

Volunteer Orientation to include:

- Confirm Volunteer forms are completed and turned in by all participants
- Participant Introductions- make name tags

Tour of the Facility:

- Building –volunteer sign in – name tags
- Tour Barn, Feed Room, Tack Room, etc.
- Full emergency site training tour – (site diagram handout)
- Review evacuation location -Practice Fire Drill to evacuation site

Barn Activities:

- Grooming and tacking
- Getting to know the horses
- Review Horse Leader material
- Horse leader roles and responsibilities

Move to arena for mock lesson:

- Practice leading techniques
- Practice leading horses to and from the mounting block
- Review side walker position information–will practice during the mock lesson








Return to classroom:

- Discuss upcoming lessons / schedule

Any Questions?

**THANK YOU!**

## **Volunteer Qualifications:**

-  Ability to follow directions of program staff and/or instructors at all times.
-  Ability to become familiar with horses and riding equipment used in program.
-  Ability to communicate diplomatically and enthusiastically with others.
-  Commit to a defined period of time to fulfill lesson and event responsibilities.
-  Willingness and cooperation to learn necessary safeguards of program.
-  Non-Smoker (at facility), alcohol and drug free due to youth environment.
-  Able to physically meet the qualification for the side walker position including walking for 1 hour and jogging for short distances or able to make reasonable accommodations to meet requirements.

## **LENGTH OF SERVICE**

- We cannot stress the importance of reporting to your volunteer commitment as scheduled. Students cannot ride without you. Please help us ensure that each rider receives the full benefit of his or her activities. If volunteers do not show and do not give us prior notice there is a chance we will not be able to allow the student to ride. We will not ride in an unsafe environment.

### **General Rules for KUR Volunteers**

- Volunteers must be at least 14 years old
- No smoking or drinking of alcohol beverages will be allowed at the facility
- No Dogs allowed!
- Do not feed the horses, each has their own special diets. Do NOT hand feed the horses. If you have treats to give the horses, please place them in their feed troughs in their stalls or their feed buckets.
- Gates must remain closed at all times, if you open it you are responsible for closing it.
- Proper attire is to be worn at all times. Jeans, long pants, or modest clothing, and closed toed shoes. Sandals and flip flops are not permitted. Dangling jewelry should be avoided.
- Helmets are to be worn by all volunteers, staff, participants when mounted riding or driving.

- Classes are held rain or shine. During inclement weather, it will be determined if lessons can be safely held in the arena or if there will be a barn lesson.
- Please arrive 30 to 45 minutes prior to the start time of the lesson. Assistance is needed to groom and tack horses before each lesson. If you are unable to come out early please try to be at the ring 15 minutes prior to class.
- Remember that riders with disabling conditions are just as active as everyone else. Close supervision is a must at all times while the riders are around the horses and ponies. All riders must wear helmets when riding the horses. If you will be away for a length of time, please find a volunteer to assist your student until your return during the lesson.
- Although quite rare, falls from the horse occasionally do occur, if this happens, STOP! Remain as calm as possible. The horse leader is responsible for holding the horse while the side walkers are responsible for the rider. The instructor will take charge immediately and tell you what is to be done next.
- Volunteers are never to mount or dismount a rider. Mounting and dismounting must be done by a PATH Certified Riding Instructor or a certified trained volunteer.
- Do not lead or handle a horse until you have been through Horse Leader Training and specifically asked to handle a horse.
- Please do not take photos or videos of the KUR riders without the prior permission. Do not place any photos of riders or other volunteers on public sites such as Facebook. This is to ensure the privacy of our participants.
- Kiddy Up Ranch reserves the right to dismiss volunteers from their duties. In this regard, any person who violates any incident that negatively affects the program can be asked to leave.

### CONFIDENTIALITY POLICY

Due to the nature of therapeutic horseback riding, it is the policy of the Kiddy Up Ranch that any and all information pertaining to our participants, families, caregivers, staff and volunteers shall remain privileged and confidential. This information may include, but not be limited to, any medical, social, referral, personal and/or financial information that may be disclosed as a result of participation in this program.

Disclosure of any confidential information shall not be released to anyone not associated with Kiddy Up Ranch. Discussions involving any participant shall be limited to progress reports, appropriate mounted and un mounted safety guidelines and any other guidelines the instructor may deem appropriate in each situation. Volunteers will be given information concerning participants on a “need to know” basis and in keeping with the confidential nature of our clients’ records. Each participant shall be assured of record confidentiality and as such, only authorized staff will have access to a secured records location.

Because our intentions are to safeguard information about our participants, this policy is designed to ensure that the privacy of our participants, their families and caregivers, staff and volunteers is protected. Sensitive medical, psychiatric, psychological and/or personal information may be detrimental if released to those outside of the Kiddy Up Ranch organization. Such a breach of confidentiality may also constitute grounds for legal action. Failure to adhere to the Kiddy Up Ranch confidentiality policy by any staff or volunteer could result in their termination of employment or service.

### **When You Meet A KUR Rider**

- First, remember that the person with a disability is a person. They are like everyone else, except for the special limitations of his or her disability.
- A disability need not be ignored or denied between friends, but until your relationship is one of friendship, show interest in them as a person only.
- Be yourself when you meet a person with a disabling condition.
- Talk about the same things as you would with anyone else.
- Help the person **ONLY** when they request it. When a person with a disability falls, they may wish to get up by themselves, just as some people with visual impairments prefer to get along without assistance. (clear emergency situations are the exception)
- Be patient, let the person set his or her own pace walking or talking.
- Don't be afraid to **LAUGH WITH THE RIDER!**
- Don't stop and stare when you see a person with a disability. They deserve the same respect any person should receive.
- Don't ask embarrassing questions. If the person wants to tell you about their disability, they will bring up the subject themselves.
- Don't separate the person with a disability from his wheelchair or crutches unless they ask you to remove them. They may want them close by.
- Don't make up your mind about a person with a disability ahead of time. You may be surprised at how wrong you are in judging their interest or ability.
- **ENJOY** yourself and your friendship with the person. Their philosophy and good humor may give you inspiration.
- **SMILE!**

## **SAFETY INFORMATION**

- ❑ First Aid Kits are available in the barn in the tack room and in the barn office. Will review the sites on the site tour.
- ❑ Fire Safety Regulations – we will discuss further in training and walk through a practice “Fire Drill”. We will review the R.A.C.E fire plan.
- ❑ Incident Loss Report requirements review. Incident Loss Reports are located in the filing cabinet in the office. Ask KUR staff to get one if needed.

## **FIRE SAFETY REGULATIONS**

### **In the event of a fire emergency, your responsibility as a Volunteer is to R.A.C.E**

**R- RESCUE:** This means only HUMAN BEINGS who are in the immediate danger of being injured by the fire as you are LEAVING for safety. Absolutely no attempt should ever be made to ENTER into a burning building to rescue anyone, anything or any ANIMAL! Volunteers and riders will assemble at the designated area (shown on tour) the arena. Do not go to the parking lot, this will enable a clear path for rescue vehicles. **\*\* ONLY STAFF MEMBERS** are authorized to attempt to rescue animals. Special procedures have been developed to ensure fire evacuations of the barn.

**A- ALARM :** Call 911. Continue to “sound the alarm” and alert everyone of the fire – activate all emergency response systems or make sure someone responsible has made the call to proper authorities. Familiarize yourself with the locations of all available telephones (administration and barn locations). Emergency numbers are posted by each on site phone.

**C- CONTAIN -** If possible to safely smother the fire with water, sand , fire extinguishers, etc. BEFORE it becomes out of control, do so as you leave. NEVER continue to try to extinguish any fire that is rapidly developing – REMOVE yourself from the danger immediately! Remember – HAY and WOODEN structures can ignite in seconds! SAVE YOURSELF and others– the barns can be rebuilt YOU CANNOT BE REPLACED! Familiarize yourself with the locations of all fire extinguishers on the property (both ends of the barn). Fire escape routes are clearly marked in the building. Review how to safely “operate” at fire extinguisher – point at base of fire, pull lock, aim and squeeze – gently move from side to side to cover base of fire. REMEMBER – STOP-DROP and ROLL in the event that anyone actually catches on fire (clothes, etc). Water hoses are also located at both ends of the barn and near each pasture.

**E- EVACUATE -** Again, as a volunteer this means only assist in evacuating **PEOPLE** (not horses or other animals). Staff are responsible to implement animal fire evacuation only. Direct all people to meet at the designated area in the arena. Instructor will take roll call to ensure safety of all volunteers and riders for that day. (One reason it is important to sign in each time you are on property.

## Emergency Drill Practice

The following guidelines will help you understand what will occur and your part during the drill. Thank you for your understanding and cooperation with these drills. To be discussed and practiced during the first lesson of every session. **For riders, volunteers, staff and families.**

If you are in the barn:

- Leave what you are doing immediately.
- All volunteers/personnel to meet at the **ARENA** of the property.
- If possible and there is no risk – the certified riding instructors will collect the volunteer sign in book for roll.
- KUR Staff along with the Emergency First Responders (if called) will evaluate the situation as to the safety of returning to the barn.

If you are in an arena:

- If the instructor deems it necessary, all riders will be dismounted and horse leaders will remain with the horses.
- Instructor will move riders and side walkers to a safe area away from the horses.
- Once the situation has been deemed safe, Instructor may resume with the lesson as deemed appropriate.

### INCIDENT LOSS REPORT REVIEW

It is the policy of Kiddy Up Ranch to report and document incidents that occur, regardless if the incident is large or small, or a 'near miss', in a timely manner to the appropriate staff member. They should be aware of such incidents; including accidents or injuries or adverse behaviors that have occurred involving participants, parents, volunteers, guests, employees or animal behaviors.

All participants, parents, volunteers, guests and/or employees involved must complete an Incident/Loss Report as soon as possible after the incident/loss occurred.

Follow up information may include:

- Telephone calls to injured party and/or parent/guardian/caretaker by the Program Director.
- Telephone call to the Insurance Company to determine if incident requires incident/loss documentation/reporting.
- Final disposition of the incident/loss.

## General Grooming and Tacking Rules

Do not go into a horses stall without being told to groom the horse or asking first.

Always put the halter and lead line on the horse while in the stall and walk the horse to the crosstie area.

Grooming buckets are located in the tack room. Each horse has their own bucket with all of the grooming tools in it.

If you notice anything unusual about the horse while grooming please alert the instructor on site.

Always remain cautious when working around the horses. Pay attention to what you are doing and how the horse is responding.

Be calm around the horses when grooming them. They will respond more favorably to a calm environment than a rushed chaotic environment.

Ask questions. This is your time to learn and practice. Your help during lessons by grooming and tacking is really appreciated.

Remember - Safety is most important for everyone involved. Report any injuries (no matter how small) to the program director or instructor on site.

Thanks for taking the time to learn and practice your skills!

## Grooming Tools

**Grooming - the process of cleaning and caring for a horse's skin, coat, and hooves including currying, brushing and cleaning their hoofs.**

- **Grooming Bucket** - each horse has their own bucket of grooming tools.
- **Curry Comb** - a round or oval rubber utensil used in a circular motion to remove caked on med and improve circulation.
- **Hard Brush** - a large oval shaped brush with a hand support strip which is used to remove dirt, dust and dandruff from the horses coat; the length of the bristles determines the stiffness of the brush.
- **Soft Brush** - a brush with short, stiff bristles used after the hard brush.
- **Mane and Tail Comb or Brush** - used to comb tangles out of the mane and tail.
- **Hoof Pick** - metal pick used to remove debris from the bottom of the hoof.



## Grooming Procedures

When grooming a horse, start at the top of his neck and work your way to his rear, then switch sides and repeat.

1. Start with the **curry comb**. The rubber curry should be used in a circular motion to loosen dirt that has settled under the horse's hair. NOTE: Be very careful and gentle around the bony areas of your horse's body (such as his back). Don't use the curry on your horse's legs unless you can be extremely gentle with it. Never use the curry or any stiff brush on your horse's face.

2. Next, use the **hard brush**. The motion for this brush is like the same motion you would use when sweeping a floor. You "flick" the brush away and up from the coat so that the dirt comes off his coat. Unless your horse is already extremely clean, you should see a slight cloud of dust with each stroke. If you don't use this "flicking" motion, the dirt will just get pushed back under the hair, potentially causing irritation to the horse.

3. Then, you use the **soft brush**. The body brush is meant to smooth down the hair and to get rid of any traces of left-over dirt after you have thoroughly used the stiff brush. With the body brush, you do not use the flicking motion, instead, you smooth it flat over the horse's coat to flatten the hair. This brush often gives the horse a shiny, clean appearance.

4. Next, use the mane and tail **comb or brush** to gently comb the horse's mane and tail. You can also use the stiff brush for the tail. Start from the bottom of the tail and gently work your way up removing tangles and debris.

5. Now, on to the hoofs! This can be done by running your hand down your horse's leg, then gently squeezing his fetlock (ankle). When you use the **hoof pick**, always scrape away from you, just as you would if you were using a carrot peeler. It is important to thoroughly clean out the hollow areas of both sides of the frog, and around the sole of the foot. The frog is the most sensitive part of the horse's hoof. When done gently lower the hoof to the ground, do not drop it. Watch the positioning of your feet so that you are not in the same area where he will be dropping his hoof.

## Tack & Equipment Used



### Saddle:

Kiddy Up Ranch uses both English and Western Saddles for our riders.



### Surcingle:

The surcingle can be a fabric or leather material that wraps around the horses girth area and has handles on the top to hold onto. Certified riding instructors may back ride with the participant using a surcingle or a student who needs work on balance may ride with one.





### **Bridle:**

The bridle is a head harness, which holds the bit for guiding a horse while riding. A halter is always on under a bridle during a lesson.



### **Halter:**

The halter is used for leading, grooming, and riding with clip-on reins. Halters are always on the horse during a lesson. They will be on under a bridle.



### **Lead Rope, Lead Line:**

A rope with a snap on one end used to attach to the halter for leading or tying a horse.

## **Kiddy Up Ranch Volunteering in the Lesson Volunteer Ability Guidelines**

Due to the inherent risks associated with volunteering at a therapeutic horseback riding program, and for the safety of our riders and volunteers, we offer the following guidelines to prospective volunteers in order to acquaint you with the variety of tasks associated with the weekly mounted lessons.

**SIDEWALKERS** - Responsible for the rider during the lesson session. If two Side walkers are required, one will assist as a “buddy”, responsible for the rider upon arrival for lessons and sees to it that the rider is safely back with parents/guardians after the lesson. Side walkers are positioned at each side of the rider in order to assist with balance issues.

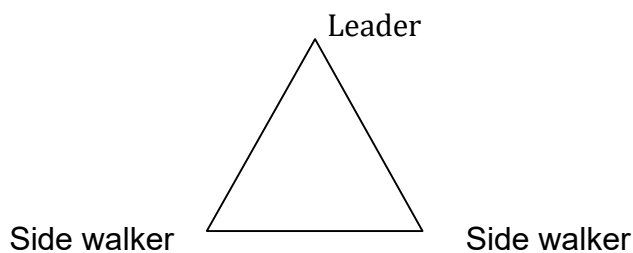
1. Ability to walk with arms in a supporting position for a minimum of thirty minutes. The supporting holds can be different for each rider. Holds will be discussed in the mock training. Some holds can be tiring on the volunteer and volunteers are encouraged to change sides to assist with the volunteer’s comfort. Proper change guidelines are required to maintain safety guidelines for your rider.
2. Ability to walk/jog along side horse and rider as spotter for thirty minutes. Spotting at the trot requires some jogging but is limited to short distances. Volunteers can request a stand in during the trot if needed.
3. Ability to relate to children and adults in an encouraging and humorous manner.
4. Ability to reassure frightened/nervous riders.

5. Responsible for the safety of the rider while mounted.
6. Ability to assist riding instructor with the proper mounting and/or dismounting of a rider if needed.

**HORSE LEADERS** - Responsible for the control of the horse or pony from the time the animal leaves the stall, throughout the lesson session, and upon return of the animal to the stall or pasture area.

1. Ability to control a large animal (horse, pony, draft or miniature)
2. Calm and gentle nature with animals
3. Knowledge of the proper leading position
4. Ability to walk for a minimum of fifty minutes and jog for short distances.

#### The Lesson Volunteer Team



#### **SIDEWALKER VOLUNTEER POSITION INFORMATION**

**Side walker location and positioning:** Side walkers are positioned at the rider's knee. Being too far forward or back will make it very difficult to assist with instructions or provide security to the rider if needed. It is also a safe place to be positioned as far as your safety around the horse. The arm over thigh hold, ankle hold, and spotting will be demonstrated.

**Balance:** The job of the side walker is to maintain the balance of the rider when they cannot sustain it themselves. Some students have a definite balance problem, on the horse as well as off. Depending on the ability of the student, there will be either one or two side walkers assigned to each rider. The instructors will inform you as to the requirement of each participant during the mounting time.

**Changing positions or sides:** Since the student with less muscle tone requires the volunteer to exert enormous physical energies, you may need to change sides throughout the lessons. To do so, notify the instructor and horse leader that you need to "switch" sides. Come to the center of the ring and change with the other side walker **one at a time**. Call the instructor over to cover the side that is being changed. The student must never be totally left alone during a change over since falling could occur.

**Correct rider position:** Do not grab at the student if he/she starts to slip, gently guide them back into the correct position. Side walkers are very important, as they need to be constantly aware of the student at all times and what they are doing. The safety of the riders depends on you!

**Communication:** Since the side walker is always close to the rider, you will find they will want to talk to you a great deal. Do not ignore direct questions but do try to get your rider to focus their attention on the instructor. If your student is not paying attention or does not hear the instructor, you can help reinforce the directions of the instructor by repeating instructors or prompting the action requested by the instructor. One of the greatest distractions during lessons can be the excessive talking in the ring by volunteers. Please limit your conversations with the students during lesson time to what is absolutely necessary. Conversations between the volunteers and riders are encouraged and can take place during warm ups and cool downs.

**Assisting the Rider with instructions:** When an instructor gives a direction, allow your student plenty of time to process it. If the instructor says “turn to the right toward me”, and the student seems confused, gently tap the right hand and say, “right” to reinforce the command. You will get to know the riders and learn when they need help and when they’re just not paying attention. Sometimes volunteers forget that the riders are to do the exercises, the same applies to games; don’t get so competitive that you start to take over for the rider because you want them to win. The ultimate goal for therapeutic riding is to encourage the rider to stretch and grow to be as independent as they possibly can become. You are there to support and help challenge the rider to be the best of their ability.

**Attention:** The side walker will need to observe the rider at all times. Never become so relaxed that you are not totally aware of the rider, the horse and leader, the instructor or other activities around you. Be aware of your position near the horse. Do not lean on the horse as this can agitate the horse, throw off the horses balance and also interfere with the communication between the horse and rider.

**Anticipate:** Side walkers will learn from experience how to anticipate difficulties from the horse or rider, which might create accidents. Be as prepared as possible for the unexpected. Use your judgment as necessary. The horse does not always act in a predictable manner or “according to procedure”. Always be alert to your surroundings. We have unique situations at Kiddy Up Ranch that come from our environment such as loud car noises and stray animals.

### **The Horse Leader Position**

The job of the leader is to control the horse or pony from the time the animal leaves the stall, throughout the lesson session, and upon return of the animal to the stall or pasture area.

The proper position for the leader is to walk just back of the horse’s or pony’s head. DO NOT GET IN FRONT or TOO FAR BEHIND. The lead, should never be used to pull the mount forward. Care must be taken to ensure the horse’s head is not merely pushed up in the air since that may throw the rider off-balance. Also do not let the horse’s head get to low to the ground as this may pull the rider forward. Keep your hands away from the horse’s mouth. A good rule of thumb is to hold the lead in your right hand approximately six to eight inches away from the ring or buckle. (keep a smile in your line) Hold the extra length of lead in your left hand but NEVER wrap it around your hand. Wrap in a figure eight (will demonstrate).

Remember just as the size of horses varies, so do their steps. With some animals you will be able to walk faster than others. Adjust your step to that of the horse so that you are not pulling him forward or holding him back.

No matter how slow the pony or horse you are leading is, the leader should not try and take the place of the rider either by pulling the mount forward or turning or stopping the horse. It is the rider's responsibility to do as much as they can. The instructor will point out to you when the rider needs assistance and as you work with riders you will start to get a feel of when to step in.

In order for the rider to have complete freedom to use the reins correctly, care should be taken to ensure that the lead line, does not run over the rider's reins. The lead line must be hanging between the rider's rein not over the top of them.

### **AT THE MOUNTING BLOCK or RAMPS**

If you are going to lead a rider that has to be mounted from the ramp, pay close attention to the instructor because they will tell you where to position the horse in the mounting area. You will want to place the horse as close as possible to the side of the ramp on which the rider will be mounting. Most mounting and dismounting is done on the left side of the horse. It is your responsibility to keep the horse as quiet as possible while the rider mounts, (patting the horses neck is very reassuring and calming).

Stand slightly to the side but turn your body in towards the head facing the horse with one hand on the lead and the other on the reins or side of halter. Do not hold the halter too tight as it may cause the horse to throw its head and back up. Do not hold the halter on both sides of the horse's head. Our horses and ponies love to be talked to and petted while being mounted; however, use care and be alert to each mounting situation.

At this time you should face forward and assume your position at the head of the horse. Be sure to listen to the instructor, follow their instructions.

### **LEADER IN THE RING**

Once the rider is mounted, the instructor will tell you where to stand with the horse. Be sure you are a safe distance from the horse in front of you, (a horse's length between is a good gauge). As the class begins all instruction will be given to the student by name. All volunteers on the team should be familiar with the rider and all give them the opportunity to learn your name also. Please wear your nametag at all times.

It is tempting to turn around to talk with or assist your rider but your responsibility as the leader is to pay attention to the horse and where you are going. Listen to the rider and side walkers for instructions or whether or not assistance is needed for a certain maneuver.

### **AT THE HALT**

While it seems unnatural, we ask you to pivot yourself from the side of the horse to slightly in front of the horse at the halt. This will keep the horse from moving forward. This is especially important while the riders are doing their exercises. The halt is also used as a "breather" for the horses; you should not hold their heads too tight. Allow the horse freedom to move its head around. If the horse is getting too restless, rub the neck; this is a good way to calm them down. Occasionally the horse will need to walk around but the instructor will alert you to those situations.

### **AT THE WALK**

Many leaders forget that the riders may also have side walkers. Be aware not to get too close to the side of the ring, jumps or other obstacles or you will not have room to fit through safely. **GIVE YOURSELF ROOM FROM THE HORSE IN FRONT OF YOU.** Though none of our animals is known to be a kicker, all horses can kick if they feel pressured by a horse following too closely behind them. If your rider cannot maintain a safe distance, it is your job to do so. If you have to make a turn suddenly for safety reasons – verbalize your intentions to your team – the side walkers and rider. As a sudden turn can throw off a riders balance and side walker need to be well aware of the imminent risk.

Do not assist in making turns unless directed by the instructor. Use common sense, if you see that your rider is getting into trouble and is unable to follow directions given by the instructor it is your job to help. The side walker(s) should be prompting to keep students “tuned into” their instructors directions.

### **AT THE TROT**

Often during a lesson the students will be asked to trot. Since trotting is faster than walking, the leader has to be more alert to the horse, rider and surroundings. The instructor will come over, if necessary, to give specific instructions to the student and you. Before starting the trot, be sure the rider and side walkers are ready.

If a horse is reluctant to trot, start to walk a little faster and say “trot”. Most of our horses are good on voice commands; however, some horses will need a little additional prodding. **DO NOT PULL ON THE LEAD.**

Do not run in front of your horse, and immediately “walk” or “stop” (“whoa”) when the instructor gives the command. This must be done on a straight line as not to unseat the rider. Make the transitions smooth, no sudden stops or starts. Make sure the team is ready.

### **DURING THE GAMES**

Games are an important part of every lesson. They may be as simple as “Simon Says” or “Red Light, Green Light” or a more complicated game such as “Musical Stalls”. The leader is an important part of all games. The instructor will give the riders and volunteers the rules of the games to be played. The side walker will need to watch the rider to see if they understand the directions. However, if there is no side walker, you will need to talk to the rider and pep them up and get them ready for the games. Your enthusiasm is contagious but remember it is the rider playing not you. Allow the student to do as much as possible by themselves. During the games everyone can get excited and lose focus on safety. Make sure the horses remain at a safe distance apart from each other.

### **FALLS DO HAPPEN**

Though falls are very rare, they can and do happen. If your rider falls, your only concern is the horse you are leading. The instructor will take care of the student. If another rider falls and the horse gets loose, then **STOP IMMEDIATELY** in front of your horse and hold the horse as you would while mounting. **NEVER LET GO OF YOUR HORSE** if possible. Do not panic if there is a fall. The fall off a horse is really not any worse than any other type of fall. Your job is to stop and hold the horse. If the rider falls close to the horse and the horse stops, walk the horse a safe distance away from the rider to allow the rider to be attended to.

## **LOOSE HORSE**

If a horse gets loose DO NOT CHASE THE HORSE. If they feel they are being chased they may run faster. They are prey animals and they use flight as a defense. All other horses need to be stopped where they are. When horses are scared they will seek comfort and may go to another horse. Wait for further instructions from the Instructor.

## **DISMOUNTING**

Unless otherwise specified, the instructor will dismount the student. You will receive specific instructions as to whether to bring your student to the ramp or remain in the center of the ring. Once again, keep your mount quiet by standing in slightly to the front and turned in to the horses head while your rider dismounts.

### **Leading reminders:**

- ✧ Keep attention on the horse
- ✧ Follow instructor instructions; listen to sidewalkers/leaders if assistance is needed
- ✧ Improper leading can change the movement of the horse affecting their physical health and affects what the rider is feeling.
- ✧ Horses have two blind spots, directly in front of and directly behind the body
- ✧ Horses are protective of their personal space, do not lead to close behind or beside another horse
- ✧ Horses are able to sense what you are feeling so it is important to stay calm
- ✧ You are not always doing the steering during lessons, you are a “fixture” at the horses head for safety

### **Leading “Do’s”:**

- ✧ Use voice commands
- ✧ Walk beside the horse (about an arms length away) in the area between head and shoulder
- ✧ Look up and where you are going at all times
- ✧ Allow the horse to have free head and neck movement
- ✧ Maintain distance between other horses in the lesson
- ✧ Tune in to the horses body language so you are able to know when something is going wrong

### **Leading “Don’ts”**

- ✧ Walk in front of and pull the horse to move faster
- ✧ Turn suddenly or sharply, it will knock horse and rider off balance
- ✧ Assume that the rider is unable to control the horse, many of them can
- ✧ Look down at ground, stare at horse, let eyes wander in a ‘day dream’
- ✧ Wrap the lead line around your hand or let it hang low to the ground

Bottom line - **always remain cautious around the horses.** While your skills and confidence may increase while working with them, a healthy respect for their size and ability to act out of their typical behavior, will help you greatly. If you follow the safety procedures and remain alert to your surroundings and environment you will be able to reduce the risks of working around the horses.

Please ask questions. If you are not comfortable completing a task - DON'T DO IT. Instead ask someone to help you until you are comfortable. Your safety, the riders safety and the horses safety is the utmost importance to us.

## Emergency Information

*If there is an emergency while a lesson is in session:*

### **Instructor will yell "STAFF"**

1. All horses will be halted.
2. All leaders will position themselves in front of the horse. The leaders are responsible ONLY for the horse, not the riders.
3. All side walkers will stabilize their riders (arm over leg support). The sidewalkers are responsible ONLY for the rider, not the horse.
4. The instructor will supervise the dismounting, either verbally or personally.
5. In the event that a rider must be removed from the horse quickly, as in a seizure or a spooked horse, the sidewalker on the left is responsible for dismounting the rider. Both sidewalkers should immediately remove the riders feet from the stirrups.
6. If circumstances call for the arena to be evacuated, the riders will be escorted out first by their volunteers (if used) and the horses will be removed by their leaders to an appropriate place, after the riders are out of danger.
7. The instructor will determine if medical personnel are required and will request assistance in contacting specific personnel.

### ***Spooked Horse***

Should a horse become frightened, sidewalkers are to apply the arm over thigh support hold to their rider. The horse leader should attempt to halt and calm the horse. The horse leader must always try to stay with the horse. The sidewalkers should attempt to stay with their rider and maintain the supportive hold. Listen for directions from the instructor and follow directions.

### ***Loose Horse***

If a horse should become loose in the barn or while in the ring - **DO NOT** chase after the horse. If they feel you are a threat they will run more. Keep calm. The horse will eventually stop. One person will be designated to approach the horse to "catch" them. The instructor will give the instructions and who is to be designated to get the horse. If you are in a lesson with another team, as a sidewalker, calm your rider. If horse becomes loose in the barn - do not chase - but do alarm by announcing - "**Loose Horse**" to alert others in barn. Just get to a safe area out of the horses path until the horse stops.

### ***Universal Precautions***

Universal precautions are used to minimize contact with blood and body fluids by taking steps that may prevent non-intact skin exposures of individuals to specific organisms such as Hepatitis B and Human Immuno-Deficiency Virus (HIV/AIDS). When you follow universal precautions, you assume that all persons are potentially infected with blood-borne pathogens.

-Wear disposable latex or vinyl gloves when it is likely that hands will be in contact with bodily fluids. Always change gloves between clients.

-Protect clothing with an impervious material when it is likely that clothing will be soiled with bodily fluids.

-Wear masks and/or eye protection when it is likely that eye and/or mucous membranes will be splashed with bodily fluids.

-Wash hands often, before and after client care, paying particular attention to around and under fingernails and between the fingers, even if gloves are worn. If unanticipated contact with these body substances occurs, washing is done as soon as possible.

-Resuscitation masks should be used for CPR.

**On behalf of Kiddy Up Ranch, THANK YOU for attending today's training session.**

**Without you, our program could not exist. We thank you and hope that you will find an experience here that allows you to be the best you can be!**

**Please contact us at anytime if you have questions.**

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**THANK YOU FOR MAKING IT POSSIBLE FOR RIDERS TO BENEFIT FROM EQUINE ASSISTED ACTIVITIES AND THERAPIES!!!**



**Kiddy Up Ranch is a Member Center through the Professional Association of Therapeutic Horsemanship International.**