

Getting Started!

# **Welcome to Divine Equine**

Thank you for selecting us as your place to be!

Leave your worries at home! Enjoy our riders, and the blessing you are giving this rider. You are helping the rider have the freedom to move independently, to make an animal of this size walk, trot and listen, and to take part in helping give a rider confidence, or maybe even independence and to exceed all expectations!

**Divine Equine is located at  
Divine Equine Therapeutic Riding Center  
2822 Luella Road, Sherman, Texas, 75090**

**903-421-4616**

# CONTENTS

TERMS & DEFINITIONS.....	4
WHO DOES DIVINE EQUINE SERVE?.....	6
VETERAN RIDERS .....	6
AT-RISK YOUTH. ....	6
DISABLED RIDERS:.....	7
Lets begin!.....	11
Types of Jobs:.....	11
GENERAL RULES: .....	12
RULES FOR CLASS TIME: .....	15
EMERGENCY - DISASTER PREPAREDNESS RULES.	17
FIRST AID EMERGENCY .....	17
FIRE OR STORM EVACUATION! .....	18
ACTIVE SHOOTER PLAN .....	18
RULES REGARDING TACK AND EQUIPMENT ....	<b>Error!</b>
<b>Bookmark not defined.</b>	
HORSE KNOWLEDGE .....	27
THANK YOU! .....	33

# INTRODUCTION:

Divine Equine provides Equine-Assisted Activities and Therapies (EEAT) for at-risk youth, Veterans, and disabled adults and children. Therapeutic Riding focuses on developmental and progressive therapy including both mounted and un-mounted activities, utilizing horses to provide “the magic” that contributes to the cognitive, physical, emotional and social well-being of participants and improves social skills. Divine Equine provides EEAT classes Monday through Saturday. Divine Equine offers sessions in the Spring, Summer and Fall of every year.

Divine Equine was founded in 2012 by Nell and SFC Bill Ward, who contribute their experience as special needs parents and foster parents, in accordance with the Professional Association of Therapeutic Horsemanship International (PATH Intl.). Nell dedicated the establishment of Divine Equine in honor of her two deceased children, William and Christina Ward, who succumbed to Spinal Muscular Atrophy, and her husband, a Disabled Veteran and war hero, and to all Disabled Veterans who have fought so bravely and unselfishly for our country.

Divine Equine has an atmosphere that makes clients, their families, and caregivers feel comfortable and welcome to help overcome feelings of intimidation or resistance to involvement. Divine Equine provides boots if needed, helmets, and other gear required for participation, as well as bottled water to participants and volunteers.

Volunteers perform office activities, such as scheduling classes and arranging for transportation to services and clerical assistance, as well as assisting during class sessions as Horse Leaders, Side-walkers, and Spotters, and assist with the care of the horses and facility.

Riders learn life skills, progress communication, improve decision-making ability, accountability and responsibility, deal with anger management, increase safety awareness, support academics, and has the potential to mitigate the impact of traumatic experiences, as well as assist in improving physical capabilities.

Riders also learn to care for the horse's health and well-being during their classes.

Clients benefit from low client-to-staff ratios, up to four riders per each one hour class.

## **TERMS & DEFINITIONS**

**Class** - Class is the time period within which a rider receives EAAT.

**Completed Year** - A completed year is the total of Spring, Summer, and Fall sessions.

**Divine Equine** - Divine Equine is a shortened version of Divine Equine Therapeutic Riding

Center.

**EAAT** - EAAT is an acronym for Equine-Assisted Activities and Therapies.

**Equine** - An equine is a horse.

**Gender Reference** - For the purpose of this document, the term Rider is considered to represent either the male or female gender. The word "his" is used instead of "his/her", "him" is used instead of "him/her", etc.

**PATH. Intl** - PATH Intl. is an acronym for the Professional Association of Therapeutic Horsemanship International which is a non-profit organization based in Denver, Colorado that promotes the benefits of therapeutic horseback riding and other equine-assisted activities, and therapies for people with physical, emotional and learning disabilities.

**Rider** - A rider is a client, student or Disabled Veteran participating in EAAT.

**Session** - A session consist of the number of classes contained within a specified series. There are 10 classes in the Spring session, 7 classes in the Summer session, and 10 classes in the Fall session.

**Therapeutic Riding** - Therapeutic riding is one of the two forms of EAAT offered by Divine Equine. The Human-Equine Alliances for Learning (2015) defines Therapeutic Riding (TR) is a generalized term encompassing riding activities pursued specifically for therapeutic outcome. Divine Equine provides a riding instructor with special training. The therapy sessions can be performed with an individual rider or small groups of riders. Divine Equine uses horseback riding and grooming to positively impact cognitive, physical, emotional and social well-being for participants.

Experiencing the motion of a horse can be very therapeutic. Because horseback riding rhythmically moves the rider's body in a manner similar to a human gait, the riders with physical disabilities often show improvement in flexibility, balance and muscle strength. TR is used to mentally and physically stimulate disabled persons and help them

improve their quality of life through improved coordination, increased self-confidence, and a great feeling of freedom and independence (Human-Equine Alliances for Learning, HEAL, 2015).

## **WHO DOES DIVINE EQUINE SERVE?**

**VETERAN RIDERS - Disabled Veterans as defined by the U.S. Department of Veterans Affairs Health Benefits are eligible for Divine Equine EAAT services. Categories of those eligible to receive Divine Equine's EAAT services are Honorably Discharged Disabled Veterans from all eras of military service, from all branches of the United States Armed Forces, including, but not limited to, the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, the United State Reservist and National Guardsmen (who meet**

FVA requirement of years of active duty service), who reside within the Divine Equine geographic service area, and meet State of Texas residency requirements.

Veteran Dependents: All dependents of Honorably Discharged Disabled Veterans including a child, step-child, or adopted child who require financial assistance from the Disabled Veteran.

Surviving Spouses: All spouses of Honorably Discharged Disabled Veterans.

**AT-RISK YOUTH - Youth with low self-esteem, poor self-worth, and limited social skills are at risk of not reaching their greatest potential, dropping out of school and possibly becoming involved in the criminal justice system. There is an increasing awareness of the amount of emotional stress that pervade schools. Suicides, self-harming, fights, and substance abuse are indicators of this problem.**

Horses provide additional benefit to therapeutic experiences for at-risk youth because horses act as emotional mirrors, and provide immediate feedback. Poor social skills can manifest as fighting, profanity, and disrespect. Horses have a demonstrated sensitivity to these negative behaviors, and a naturally calming effect on the rider. To become a rider, the child must establish a relationship with the horse, communicate with the horse, have physical contact, and maintaining present moment awareness of self, the horse and their physical surroundings. Like horses, children are subject to the whims and demands of others; share the feeling of needing to fight or flee. Horses validate and reflect non-verbally the rider's emotions, and respond to the rider's verbal communication and non-verbal cues offering a unique and effective therapeutic benefit.

Equine Assisted Activities and Therapies (EAAT) makes positive difference in supporting students that are at-risk, and help them to cope with and resolve issues that

classroom instruction cannot offer. We have partnered with several schools in Grayson County, the Texoma Community Center, and Grayson County Juvenile Services to determine students considered to be at-risk, who would benefit from EAAT. Eligibility criteria included poor academic performance, school behavioral problems, or presence of economic or familial risk indicators. Our hope is to work with schools and families to combat truancy, delinquency, prevention of serious, violent, and chronic juvenile offenders, and offering community service opportunities and alternative therapies for youth within the justice system.

Preliminary research has shown that EAAT may be more effective than school-based and/or therapy, and typically such therapy is of greater interest to students than is traditional therapy. Many 'at-risk' youth view therapists, teachers, or adults in general with mistrust or apprehension.

**DISABLED RIDERS - EAAT efficacy has been demonstrated, for the following conditions (PATH.Intl.):**

- Amputations
- Attention Deficit Disorder
- Autism
- Brain Injuries
- Cerebral Palsy
- Cerebrovascular Accident/Stroke
- Deafness
- Developmental Delay/Cognitive Delay
- Down Syndrome
- Emotional Disabilities
- Learning Disabilities
- Multiple Sclerosis
- Muscular Dystrophy
- Spina Bifida
- Spinal Cord Injuries

**Divine Equine does not tolerate prejudice due to race, color, gender, religion, national origin, age, physical disability, or genetic information.**



**A successful EAAT program is one in which the rider obtains a better quality of life.**

**Examples of a better quality of life include, but are not limited to, improvements in:**

- o Ability to move body from place to place, bed to chair, chair to wheel chair, etc.**
- o Attitude, "I am tired of feeling sorry for myself, I want to help others to cope with their disabilities."**
- o Balance and coordination of muscle groups.**
- o Body trunk strength and stability.**
- o Confidence in own abilities leading to more independence, "I don't have to have my spouse wait on me so much, I bet I can do some of this myself."**
- o Sense of accomplishments, "If I can do this, there's no telling what I could do."**
- o Sense of wellbeing, "Today isn't such a bad day, I think I will enjoy the sun outside."**

**Welcome!** We are glad you are here.

Divine Equine is a nonprofit, independent therapeutic riding center, and a member of Professional Association of Therapeutic Horsemanship (PATH) International. As a Divine Equine volunteer, you are trained and certified to:

- Ensure your safety as well as the safety of clients, visitors, and horses.
- Adhere to PATH guidelines.
- Provide guidance for your interactions with clients, visitors, other volunteer, and horses
- Help you learn about our organization, philosophy, and the mindsets that serve as a framework for the services we provide.

## *Philosophy and Goals*

Divine Equine offers the opportunity for riders of all abilities, including siblings of special needs individuals, to ride and compete in special events. As a volunteer, you help:

- Create an environment to teach life skills.
- Offer special needs clients the ability to participate in events such as Special Olympics.
- Provide referrals to community resources and assist and offer support and respite to members of a family with special needs children.
- Serve a growing need in our community with programs at minimal or low cost to our families.

To best serve each of our clients, we start by considering each person, from those with physical disabilities to those with learning or behavioral challenges and ask: "What capabilities are the most important for them to learn or practice?"

As a result, we have helped many special needs individuals gain confidence and improve motor skills, cognitive ability and gain valuable life skills.



## GENERAL RULES:

1. **ALL VOLUNTEERS must participate in annual training!**
2. **ALL Volunteers must update VOLUNTEER RECORD, including all release forms annually;**
3. **Divine Equine requires a signed, dated, written waiver or release of liability available on- site from all participants, volunteers or from participant's parent/legal guardian. (A14)**
4. All Volunteers must have Tetanus Shot up to date.
5. Leave your valuables locked in your car!
6. When entering & leaving property maintain a SLOW SPEED!
7. **CLOTHING:** No low-cut or strapless tops, flip flops or open toe shoes. \*\*Summer Hat and Sunscreen is a must. Perfume can be worn in moderation only, No big earrings or necklaces. TENNIS SHOES OR BOOTS ARE PREFERRED. \*\*Always dress according to the weather and job task.
8. **All volunteers and personnel must wear a helmet certified by the American Society for Testing and Materials - Safety Equipment Institute (ASTM-SEI) for equestrian use while mounted. (A32)**
9. If out sick notify a sub or call office at least 24 hours in advance, PLEASE! Without you some riders may have to cancel class;
10. **NO SMOKING -NO VAPING - NO TOBACCO PRODUCTS on the Divine Equine grounds.**
11. **Use of alcohol or drugs (other than those as directed by a physician) is STRICTLY PROHIBITED! (A7)**
12. Volunteers AGES 13 and below remain under parent supervision at all times

13. No guest Dogs! Only Therapy Dogs allowed Papers will have to be on recorded and they have to show that they can be calm around horses;

14. All areas should be free of potential hazards such as cleaning equipment laying around, hoses not properly coiled, sharp objects or medical supplies not properly stored, etc. Areas should be as clear as possible to avoid potential problems. (F25 / F31 & F32)
15. **Divine Equine has a ZERO TOLERANCE POLICY REGARDING allegations of mistreatment/abuse of equines and other animals on site.** Any Volunteer in breach of this policy will be immediately removed from, and banned from re-entering this site. (A7)
16. Volunteers and guests may be discharged / directed to leave the premises if they become disruptive, threaten the safety of others or are no longer suited for volunteer activities. (A10)
17. **CONFIDENTIALITY** – All information regarding our riders is **STRICTLY CONFIDENTIAL.** Volunteers shall keep confidential all medical, social, referral, personal and financial information regarding a person and his/ her family. Volunteers are not allowed to discuss riders with other volunteers, guests, or off-site, or post anything on social media regarding specific riders. Permissible social media posts include checking in to the center, general comments regarding the center (e.g. “Had a great time working with the Veterans today at Divine Equine; It’s wonderful to watch our rider’s (NO NAMES ALLOWED) progress this morning. he/she has learned so much this session! or I’m so sore from cleaning four stalls / helping install a new therapeutic piece in the playpen, etc.); **Selfies or photos of horses or riders taken not during class time should be reviewed and approved by Director prior to posting.** *Volunteers are*

*encouraged to invite their friends and family to volunteer on social media. (A22)*

18. **Volunteers and guests are prohibited from entering any areas designated as OFF LIMITS, as marked by signs or cones. (F3)**

#### **RULES FOR CLASS TIME:**

19. **Non-participants, parents, teachers, visitors and others may congregate** at the table area adjacent to the tack room, or at the picnic tables west of the arena during sessions. (F9);
20. **The Instructor MUST be present to supervise all participant activities. If Riders and/or Volunteers arrive prior to Instructor they are allowed to congregate in the designated area, clean tack / tack room, or clean unoccupied stalls in the barn. (MA1 / GA1)**
21. For the safety of the participants, the personnel mounting and dismounting should be designated and trained to be familiar with proper mounting techniques, disabilities, body mechanics and individual equine personalities. (MA2)
22. Prior to rider mounting horse, Instructor will check equipment for safety (A35)
23. **NO CELL PHONES IN ARENA**, if it is an emergency let the Instructor know! All phones need to be on SILENT.
24. Always implement the Divine Equine leading techniques when leading a horse;
25. All Riders must wear an ASTM/SEI Helmet while on horses (MA6);

26. Riders must wear boots with a one-inch heel, or use safety stirrups if wearing tennis shoes (MA3);
27. All tied horses are to be tied with a lead rope and quick release knot;
28. All arena gates must be closed when a class is in session, do not exit and enter the arena once class is in session (F29);
29. Volunteers must consult with Instructor regarding the number of horses, participants, and volunteers allowed in each area during class time. (F16)
30. Do not talk to rider's family members outside of the arena while in class;
31. Do not take pictures while in class;
32. Keep all conversations in low tone (not to interrupt lesson), and make sure you and rider are able to hear instructor at all times;
33. **Always make sure the horse is aware of your presence and NEVER duck under the horse's neck! GO AROUND!!**
34. The more you are relaxed, the more the rider and the horse are relaxed!

Monkey See Monkey Do,  
Our Riders are sponges, they will do what they see.  
Remember SAFETY  
Don't be afraid to ask for help!  
I had to learn too, so asking for help is the first step in learning how to!



## **EMERGENCY - DISASTER PREPAREDNESS RULES**

There is an available working telephone in **IN RED BASKET ON TOP OF REFRIDGERATOR** with written emergency information and instructions on the back. (F10)

### **IN CASE OF A FIRST AID EMERGENCY**

**First aid equipment is located in the main office and in the tack room. (F20 / F21)**

#### **Note TIME**

- 1. Checking for bleeding.**
- 2. Take temperature**
- 3. Call Nell 903-421-4616**
- 4. Volunteer may be required by Director to assist in completing an OCCURENCE FORM. (A24)**

#### **\*Symptoms of Over-heating**

Excessive sweating, paleness, dizziness, severe headache and nausea are observable symptoms of over-heating. If someone is observed with these symptoms;

\*Move them to a cooler location, such as an air-conditioned office, and stay with them;

\*Apply cool, wet towels or mist with water ;

\*Drink water;

## **IN CASE OF FIRE OR STORM EVACUATION!**

- Instructor: will delegate Volunteers to task
- Fire: Remove riders and move to safety
- Lightening and Thunder: Remove riders and move to safety 20 minutes!
- Tornado: Remove from horses and go to house main bathroom
- 9-1-1 -- Give address -- 2822 Luella Rd Sherman TX -- State Reason

**In the event of possible loss of power or water, building collapse, explosion, electrocution, etc. or disasters such as fire, flood, tornado, hurricane, earthquake, etc., ALL sessions are cancelled and all Volunteers should leave the premises unless otherwise directed by Director. Director may request certain individuals to assist with equine safety protocols, or site cleanup as needed. (A7)**

**Fire extinguishers are located>> IN BARN BY FIRST STALL ON THE LEFT**

## **ACTIVE SHOOTER PLAN**

- A. Alert—If you hear something suspicious, assume it is the worst and take action. At the first sign of suspicious activity, the facility will be alerted to go to a safe place.
- B. Avoid/Run—If you can get out of the area safely, get out immediately. Keep your hands up, open and empty as you clear the building.
- C. Deny Access/Hide—Do not freeze; react and get to a safe place.
  - a. Staff will help participants, guests and volunteers get to a safe place. Safe places are considered spaces where the entry can be blocked, and ideally the room cannot be accessed through windows and cannot be looked into. Examples of safe places include: (tack room).
  - b. Get into the safe place and block the door with the lock and by placing furniture in front of the door. If possible, move all people away from the door and into places where they cannot be seen.

- c. Silence your phone. Do not place it on vibrate.
- d. Individuals in the arena will use their best judgement to move to a safe place. Staff will be responsible for their participants and will use their best judgement to get their participants to a safe place.
- e. Horses in the arena, stalls and grooming areas will be left in these areas.

#### D. Defend/Fight

- a. Designated staff members will be allowed to carry concealed firearms on the premises. If they are present and feel it is appropriate, they may defend themselves and others with their firearm. The Director will designate which staff may carry concealed firearms.
- b. Individuals in safe places will defend their safe place by denying access to their space in any way they are able.

When police arrive, they will not stop to render medical aid until the scene is secure. If officers come through your area with firearms drawn, put your arms up, keep your hands open and keep your head down.

After the incident, the police may detain anyone in order to make sure the premises are safe, for accountability and for eye witness reports. Remain calm and allow the police to do their job.

Media may also be on the premises or trying to contact staff after the incident. Please do not speak to the media but instead tell them “No comment.” Divine Equine will discuss with the police as to what to release to the media.

Divine Equine may have professional counselors meet with staff and others following the incident to debrief.

### **Volunteer Job Description**

**POSITION:** Horse Leader, Sidewalker, or Spotter

**SUPERVISORS:** Instructors, Asst. Instructors, Volunteer Coaches and the Volunteer Coordinators     **DIRECTOR**

# QUALIFICATIONS:

1. Dependable and able to make the commitment
2. Has a reliable means of transportation
3. Enjoys working with people with disabilities
4. Works cooperatively with all personality types
5. Accepts full responsibility for any task undertaken and follows it through to its conclusion
6. Able to work around horses
7. In good health able to stand and go the distance for 1 hour in an arena
8. Able to follow instructions and help students relate to directions

## Developing your Volunteer skills requires:

A williness to learn and try new approaches

Feedback from your Coach and the volunteers and clients you work with

A lot of practice

# *TRAINING:*

1. Volunteer orientations/training
2. On-the-job training
3. Policies, Procedures and Barn Rule Handbook



Remember, you will be outside for several hours and you want to be comfortable.

**NO OPEN-TOE SHOES OR SANDALS**

## What to Wear:

Comfortable walking or jogging shoes. Tennis shoes, running shoes, and hiking or paddock boots are preferred.

Weather-appropriate clothing: Layers are best T-shirt, sweatshirt, or jacket for late afternoon.

## What to Bring:

Although water is usually provided, you may want to bring your own water bottle, especially on a hot day.

Sunscreen w/ bug repellent (Flies can be pesky around the barn)

Sunglasses and Hat (Hot days)

## **VOLUNTEER DUTIES AND RESPONSIBILITIES:**

1. Sign in and out for your volunteer hours
2. Check daily schedule.
3. Assist in grooming and tacking horses before classes and untack and groom horses after the classes have been completed
4. Help clients prepare for class
5. Serve as sidewalker, spotter or horse leader during classes as needed
6. Assist with setting up arena and cleaning the arena after the lessons have ended
- 7. HAVE FUN AND ENJOY YOUR TIME WITH US!**

For all positions it is important to remember to allow students to do as much as possible on their own.

- Give a student plenty of time to perform independently.
- Be sure that a student understands the instructor.



Be aware of the weather conditions, student, and the horse and how they are responding. If you are uncomfortable for any reason with your student or horse, tell the instructor immediately.



## LEADER

A Leader is a person with past horsemanship experience and who is responsible for the horse during lessons.

Leaders stand directly in front of the horse when halted. This is especially important during the mount and dismount. Use your voice in a firm tone if the horse will not stand still. Treat our horses gently; if a horse misbehaves, tell the instructor. Retraining and reprimands are generally done during schooling, not during class. However, each situation is different and the instructor will help you deal with it. Most of all remember that these are not pony rides: wait for the student to give the commands to the horse.

The leaders' responsibility is only with the horse. If assistance is needed ask the instructor or relay the information to the sidewalkers to help the rider.



The Leader walks at the horse's shoulder holding the lead rope. Fold the lead rope back and forth in your hand.

Remember: You are #1 in the herd.

**NEVER WRAP THE LEAD ROPE AROUND YOUR HAND.**





## **SIDEWALKER**

A sidewalker walks along side the horse to offer the rider support as needed but does not hold them on.

Being a sidewalker allows the instructor to work with each rider's position and goal's at hand. Depending upon the disability, the instructor will tell you which "hand hold" method to use. Your first priority should always be the rider. Conversations should be kept to a minimum and always for the benefit of the rider. You can encourage them to follow directions, but avoid aimless conversation with the other volunteers, the rider or instructor during the lesson.

It is OK for riders to miss or make a mistake. Trying is how we become successful!

It is safer to leave an object on the ground. Tell the instructor and the object will be set up for another try or will be left alone as is.



**NEVER PICK UP ANY OBJECT THAT HAS FALLEN.**



## **SPOTTER or Off Side Person**

The spotter stands on the opposite side of the horse from the instructor when mounting and dismounting occasionally just for safety, but often to assist by moving legs, feet, support, etc.

Spotters need to listen and follow exact directions. When a rider becomes more independent, leader and sidewalker jobs are sometimes combined into the spotter position.

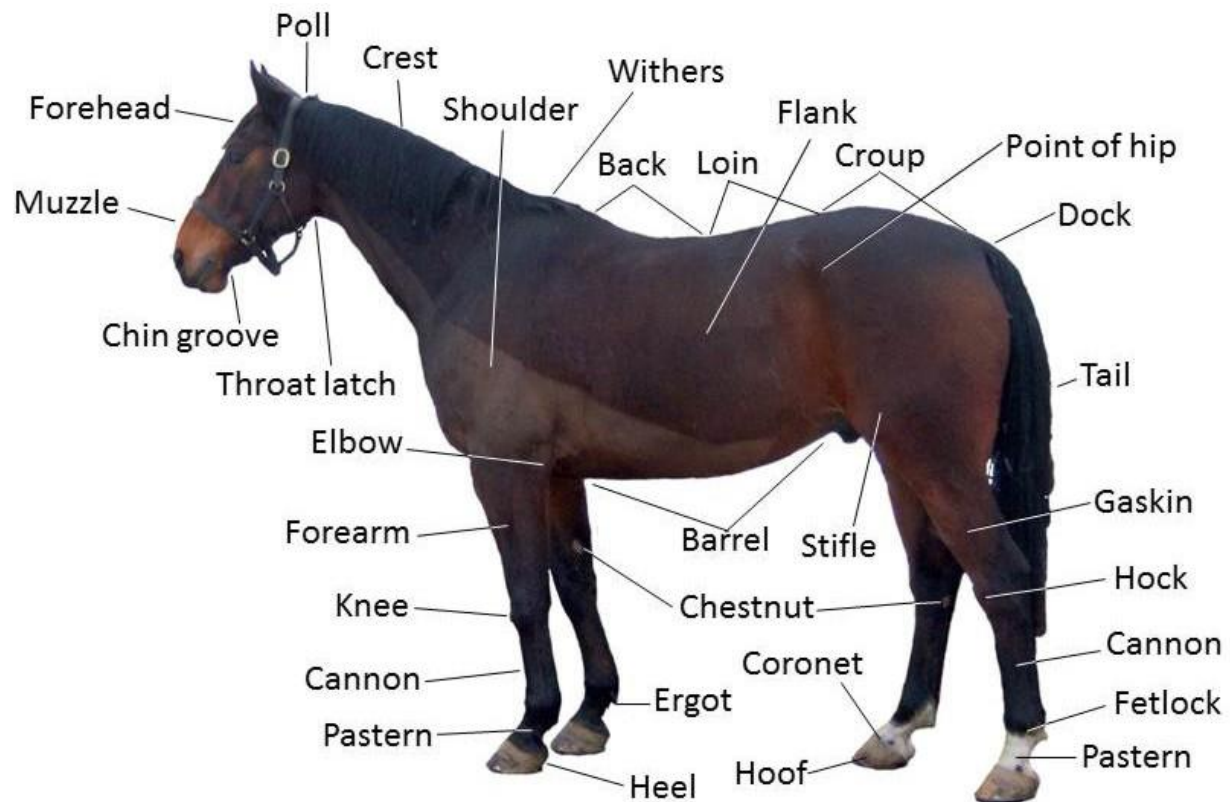
The spotter walks on the inside (between the horse and the center of the arena, not between the horse and the fence) to be able to give the sidewalker assistance if necessary.



**Spotters are often the first person to become aware of a potential problem - If you are a spotter, let others know as soon as you have a concern.**

Horse wellbeing is a big part of what we teach here. We help the riders to become a knowledgeable horse owner. The composition of a horse and how to care for an injured horse.

## HORSE KNOWLEDGE

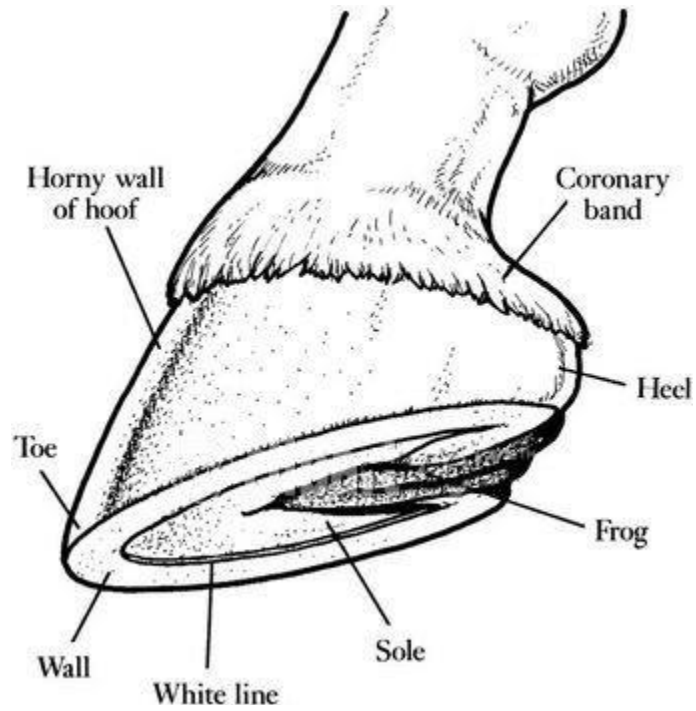


[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

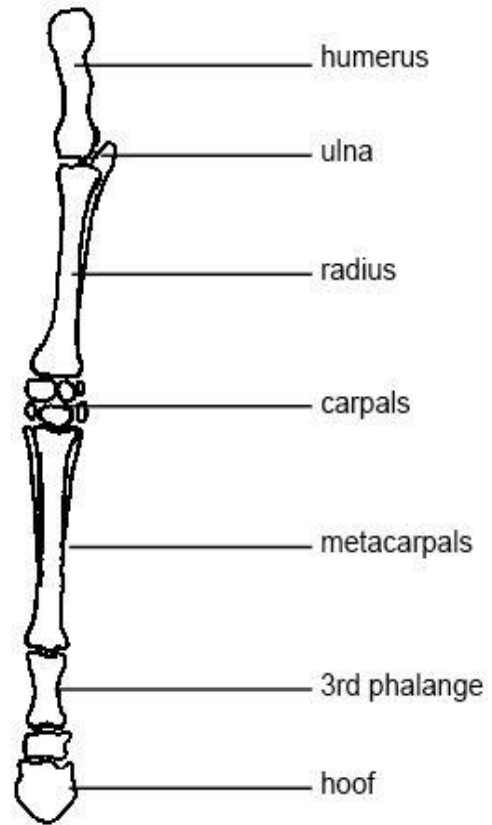
Horse's well temperature is 100 – 101 degrees.

Horse's respiration average is 12-15 breaths per minute.

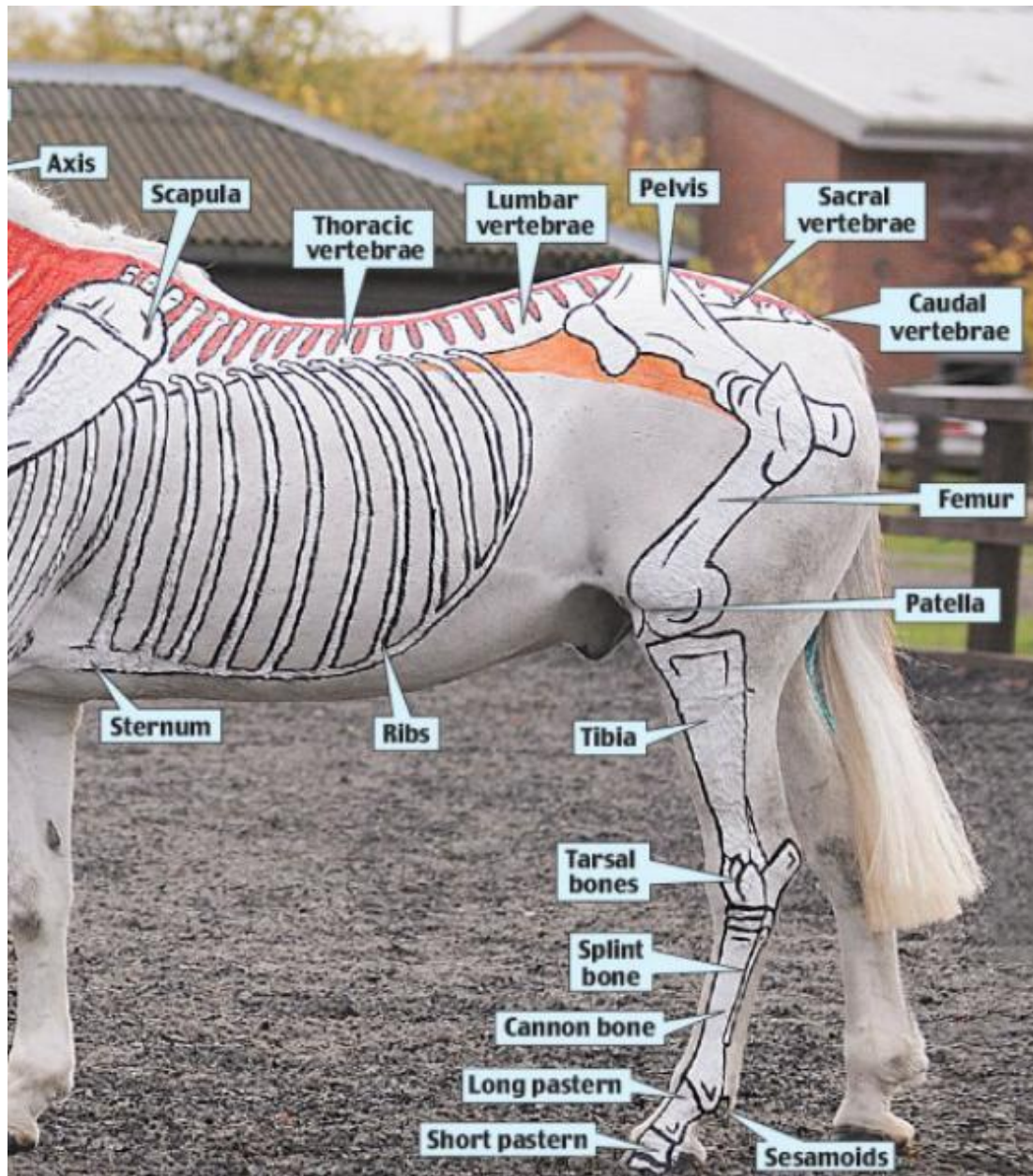
Horse's resting heart rate is 45 beats per minute.



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)



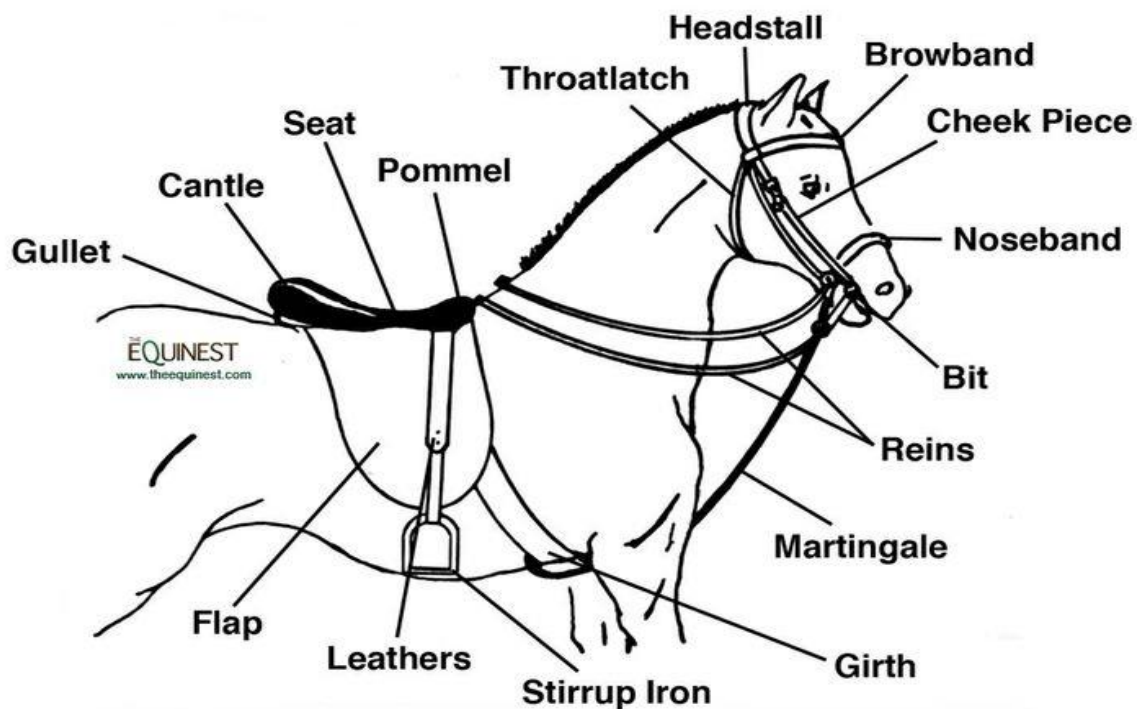
[This Photo](#) by Unknown Author is licensed under





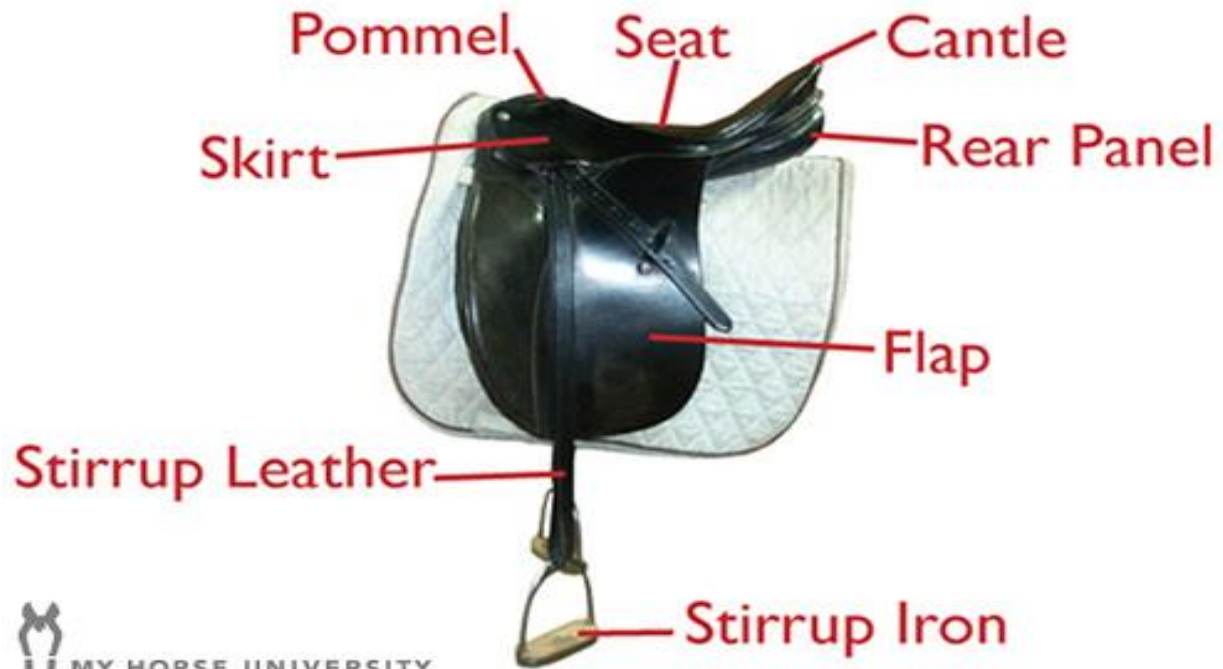
## RULES REGARDING TACK AND EQUIPMENT

1. At the beginning and end of each session Volunteer should inspect all tack to ensure that tack and equipment are safe and in good repair. (F22)
2. All tack should be sanitized if needed and returned to its designated location at the end of each session (F24)



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

# ENGLISH SADDLE PARTS



[www.myhorseuniversity.com](http://www.myhorseuniversity.com) | MHU-006

# WESTERN SADDLE PARTS



SaddleOnline.com



## *THANK YOU!*

*This is the place where lives are changed, hearts are transformed, miracles exist. We could not do this without every single one of you who are so generously willing to give your time and your hearts to this wonderful mission. From all of us here at Divine Equine, we thank you from the bottom of our hearts for your dedication, passion, and enthusiasm to help our riders and our horses “Exceed all Expectations”.*



## Final checklist- Safety Around the Barn

**INSTRUCTIONS:** Your instructor will observe you and sign you off as a safe volunteer, using the following checklist.

Review this checklist and discuss any items that you have questions or concerns about before the sign-off session starts.

Name: \_\_\_\_\_ Date \_\_\_\_\_

### *Identify:*

Sign In Sheet \_\_\_\_\_ First Aid Kit \_\_\_\_\_ Daily Schedule \_\_\_\_\_  
Fire Extinguisher \_\_\_\_\_ Cell Phones \_\_\_\_\_ Emergency Information \_\_\_\_\_  
Bathroom \_\_\_\_\_

What should you do if there is an emergency?

---

### *Grooming:* Describe location and how to use:

Curry Comb \_\_\_\_\_ Hard Brush \_\_\_\_\_ Soft Brush \_\_\_\_\_ Hoof Pick \_\_\_\_\_  
Mane & Tail Brush \_\_\_\_\_ Fly Spray \_\_\_\_\_ Face Sponge & Bucket \_\_\_\_\_  
Hoof Treatment (Thrush)\* \_\_\_\_\_ Wound Ointment \_\_\_\_\_ Recording Injury \_\_\_\_\_

---

### *Basic Handling:* Demonstrate how to:

Approach a horse \_\_\_\_\_ Entering a Stall \_\_\_\_\_ Position when halted \_\_\_\_\_  
Halter a horse \_\_\_\_\_ Catch a horse in pasture \_\_\_\_\_ Tie a quick release knot \_\_\_\_\_

---

### *Tacking:* Demonstrate how to and tack up:

Setting out Tack \_\_\_\_\_ Saddle (English) \_\_\_\_\_ Saddle (Western) \_\_\_\_\_  
Bridle \_\_\_\_\_ Pad \_\_\_\_\_ Reins \_\_\_\_\_ Stirrups \_\_\_\_\_

---

***Side Walker:*** Demonstrate:

Arm Over Thigh Position \_\_\_\_\_ Ankle Hold Position \_\_\_\_\_ Spotting Position \_\_\_\_\_  
Prompting (Hands) \_\_\_\_\_ Prompting (Legs) \_\_\_\_\_ Prompting (Feet) \_\_\_\_\_  
Verbally Prompting \_\_\_\_\_ Offside (left) Mounting \_\_\_\_\_ Offside (left) Dismounting \_\_\_\_\_  
Helping Student Before Mounting \_\_\_\_\_

---

---

***Leader/Spotter:*** Demonstrate:

Leader Position \_\_\_\_\_  
How to Hold Lead Rope (Off Lead) \_\_\_\_\_ How to Hold Stirrup for mounting and  
dismounting rider \_\_\_\_\_ Gate Check: \_\_\_\_\_

---

---

***Background checks on all volunteers.***

***Keeping everyone safe is our goal.***

***Last Date of Tetanus: \_\_\_\_\_***

***Trained Date: \_\_\_\_\_***

***Trainer \_\_\_\_\_***