



## **Serenity Therapeutic Equine Program** **Volunteer Manual**

### **Mission:**

*To empower individuals and families achieve success through equine assisted therapies.*

### **Location:**

STEP

7580 16<sup>th</sup> ST SW

Minot ND 58701

\*2.75 miles South of YMCA on 16<sup>th</sup> ST SW or 1 mile South of NDSU Research Center on HWY 83 S, turn right onto 66<sup>th</sup> Ave SW and drive 1 mile West, turn left onto 16<sup>th</sup> ST SW and drive ¾ mile South.

\*STEP is the second house on the West side of the road. The arena is located on the North side of the house. Use the house driveway and drive behind the swing set and follow the little road out to the arena.

### **Contact Information:**

Kristi Schaefer

STEP Exec. Director/Instructor

Phone: 701-833-7911

Email: [kristi@serenitytep.com](mailto:kristi@serenitytep.com)

Website: [www.serenitytep.com](http://www.serenitytep.com)

### **North Dakota Equine Activity Liability Statute:**

\*ND ST 53-10-01; ND ST 53-10-02

-ND statute provides that an equine activity sponsor or an equine professional is not liable for an injury to or the death of a participant engaged in an equine activity and no participant may maintain an action against an equine activity sponsor or professional.

### **Cancellations:**

STEP will cancel classes if the heat is over 90 degrees, severe storm warning issued for the area, raining, and/or winds above 40 mph. Classes will be made up if schedules allow time for it.

## **Rules of the STEP Arena:**

- No smoking on STEP property
- No non-STEP animals on the premises.
- No running or shouting
- No one may enter the riding arena, pasture, or any area where there are horses without the permission of the Instructor.
- No hand-feeding the horses grass, hay, or treats-they may think fingers are carrots. We have feed pans if you wish to feed a horse, please ask before you feed a horse.
- No flash photography, it may scare a horse.
- Do not stand on arena fence or any gates.
- No open-toed shoes allowed around the horses.
- Turn off the ringers of cell phones when around the horses.
- Be aware that all the STEP cats have their claws and not all liked to be picked up and carried.
- Report all injuries to Instructor.
- Rider weight limit of 180 lbs.
- Riders must wear an ASTM approved/SEI certified helmet when mounted.

## **STEP Volunteers:**

- Must be 14 years old or older to volunteer
- Be able to walk in sand/dirt, next to a horse, while assisting a rider with a disability
- Ensure confidentiality of all clients
- Attend a Volunteer Orientation
- Sign waivers before they work with horses and/or clients

\* We ask for a set time and day, as our riders depend on you to be there for them to ride.

\* Sign-in and out in the Volunteer log when you arrive and leave.

\* Please arrive 10 minutes before clients to ensure your rider's equipment is all ready for use.

\* Please contact STEP (833-7911) as soon as possible if you are unable to volunteer for your set time to make sure there are enough people to help the riders.

## **Volunteer Attire:**

-No open-toed shoes or slip on. Shoe laces must be tied

-No revealing clothing

-No jewelry that could become caught on the horse, equipment or client or that could be pulled by the client.

-No wind-pants (sound can spook horse)

### **Volunteer Jobs:**

#### **-Side-walkers:** Comfortable with horses

- Able to walk briskly next to a horse, over uneven terrain in all weathers while supporting a rider for up to 45 minutes.
- Primary responsibility is to ensure the safety of the rider
- Never leave the rider unattended while mounted
- Assist with mounted exercises, when appropriate

#### **-Horse leaders:** Comfortable and familiar with horses

- Able to walk briskly while leading a horse over uneven terrain in all weathers, while keeping control of the horse
- Primary responsibility is to lead the horse and keep it under control at all times
- Lead at an even pace, avoid sharp turns and be aware of surroundings
- When horse is standing, leader stands in front of horse to prevent them from walking ahead.

#### **-Marketing/Fundraisers:** Help with any marketing tasks and fundraisers to promote awareness of STEP to the community.

### **Confidentiality Policy:**

Information regarding clients of STEP is highly privileged and confidential. Additionally, all persons associated with STEP have a right to privacy that gives them control over the dissemination of their medical history or other sensitive information. All medical, social, referral, personal, and financial information regarding any person and his/her family shall remain confidential. It is the responsibility of every person to adhere to the privacy and confidentiality of all clients.

### **Emergency Procedures:**

The STEP Instructor is responsible for students, volunteers and horses in the arena areas. Please follow all instructions as quickly and safely as possible.

#### **\*A rider falls off the horse:**

- Horse leader removes horse from the immediate area and stays with the horse.
- Side-walkers stay with the rider but DO NOT attempt to lift or move the student without direction from the STEP Instructor.
- If needed, an ambulance will be called and the rider is not to be moved.
- If the fall is not serious, the STEP Instructor may decide to mount the rider for the remainder of the session.
- An Incident Report will be completed.

**\*Loose horse in arena or surrounding area:**

- Alert others by calling out “loose horse!”
- Horse leader(s) should halt and take firm control of their horse.
- Side-walkers remain with rider and keep their hold, be prepared to assist with dismount upon request from STEP Instructor.
- Do not chase the horse; the STEP Instructor will attend to the loose horse.
- Stay calm and quiet.

**\*Emergency Dismount:**

- Alert the STEP Instructor immediately of any emergency situations.
- Horse-leaders stop the horse and stand in front of it, controlling its head.
- Side-walkers remove feet from the stirrups, lift the rider off the horse on the side he/she is falling...if the rider is not falling or in immediate danger, wait for STEP Instructor.
- The other side-walkers walk around the horse and assist in moving the rider away from the horse, alert the horse leader when rider is off.
- Horse leader moves the horse away to a safe distance.
- Side-walkers remain with rider until STEP Instructor gives you further directions.

**Emergency Evacuation Plans:**

**Fire:**

- \* Everyone out of the line of fire.
- \* Instructor will let horses out of arena.
- \* Call 911 from road.

**Tornado/Severe Weather:**

- \*All classes will be cancelled if a Severe Storm Warning is issued by the ND Weather Service or there is lightning.
- \*If a tornado did happen during class, everyone heads to the ditch by the gravel road. Once at the ditch, lay flat with face down and cover your head with your arms and hands.
- \* Instructor will let horses out of arena.