



Volunteer Manual

Welcome and Overview

Miracles in Motion strives to provide therapeutic, instructional, and recreational benefits through horseback riding to persons with disabilities. Miracles in Motion depends on volunteers to provide its services. For each rider, there must be a certified instructor, two side walkers and one horse leader. Thus, your volunteer service makes it possible for Miracles to serve its chosen community.

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Volunteer Information

Below is information about what volunteers roles are as well as guidelines, policies, and procedures that keep Miracles running smoothly.

Qualifications:

- ◆ **Age Limit:** Must be 15 to work in the barn or assist with classes or sessions.
- ◆ **Fitness:** Must be able to walk during two (2) consecutive, 50-minute classes (adaptive riding) or 2-4 consecutive 30-minute hippotherapy sessions.
- ◆ **Chores:** Team leads, horse leaders, and barn assistants must be able to complete tasks in the barn that require lifting, shoveling, carrying out muck, carrying hay, and performing other duties associated with caring for horses.
- ◆ **Upper Body Strength and Flexibility:** Horse leaders and side walkers must be able to walk and occasionally jog, have the upper body strength and endurance to perform appropriate holds for adaptive riding (AR) classes or hippotherapy sessions (HPOT) as noted in “Fitness” above, and assist students in the event of an emergency dismount.

Volunteer Roles

Volunteers who work with horses are horse leaders, barn assistants, or side walkers.

- ◆ **Horse leader**—grooms, tacks, leads a horse during class, and cares for the horses after class, including feeding and checking water.
- ◆ **Barn assistant**—helps with horse-related chores including grooming, tacking, and untacking horses, but does not lead in classes. Barn assistants also do feeding and watering chores after class.
- ◆ **Side walker**—greet students, walks beside and assists student in riding. Responsible for keeping students safe and helping them as instructed.
- ◆ **Instructor’s Aide**—helps mount and dismount the riders, adjust stirrup leathers, helmets, and other equipment as directed by class instructor; works as side walker.
- ◆ **Active volunteers** who have a regular weekly chore assignment or volunteer at least once a week during classes may also request to be an **exercise or trail rider**. Volunteers must pass the riding evaluation and then will be authorized to ride specific horses at specified times. Exercise and trail riding is to improve horse conditioning and to train for classes.

Shift Sign-up and Attendance

Sign up to volunteer after you have completed hands-on training.

- ◆ Pick your desired classes or session(s), day(s), and time(s). We ask that you try to commit to the same time and day for the five-week class or session to provide continuity for the student and to ensure that all students will be able to ride.
- ◆ Sign up to substitute if you cannot commit to an entire session.
- ◆ If you cannot attend a class or scheduled work session, notify your team lead as early as possible so that a substitute can be found.

- ◆ Please record your hours using the Volgistics system. Regular assignments are recorded automatically. Record other hours on Volgistics using the email address associated with your volunteer record and a password that you set. It is important for Miracles to be able to report to funding agencies the number of volunteers and volunteer hours accumulated.

Policies and Procedures when at Miracles in Motion

- ◆ **Children:** Volunteer's children are not allowed to accompany you while volunteering.
- ◆ **Pets:** No pets are allowed.
- ◆ **Gum:** Students and volunteers may not chew gum.
- ◆ **Smoking:** Smoking is not allowed on Miracles property.
- ◆ **Plastic bags:** Plastic bags are not allowed on Miracles property

Weather and Cancellation Policies

Classes will be cancelled:

- ◆ If the **temperature** or **heat index is 90 degrees** or above at the time of class.
- ◆ If the **cold index is 30 degrees** or below at the time of class.
- ◆ If the National Weather Service has forecast a warning of lightning, tornados, or severe winds during the hours of classes for the areas of northwest Johnson, southwest Linn, southeast Benton, or northeast Iowa counties.

Cancellation Notification

The class instructor in consultation with the Director of Operations will make a determination at least two hours prior to class on possible cancellation of classes. Generally, class will be cancelled if the heat index is 90 degrees or above at the time of class; if cold index is 30 degrees or below; or if there is a severe thunderstorm or tornado watch or warning in the area of the farm of lightning, tornados, or severe winds.

For Adaptive Riding, the instructor will notify the team leads who will text their horse leaders, side walkers, and barn assistants. **If volunteers are in doubt, please contact your team lead before traveling to the farm.** The Director of Operations will notify the students/parents/caretakers.

For HPOT, the Director of Operations will notify the team lead and the therapists. The therapists will notify their clients. **Again, if volunteers are in doubt, contact the team lead.** Team leads should have available the phone numbers of their team members for ease in texting. That information is available in Volgistics or from the volunteer coordinator (volunteermiraclesinmotion@gmail.com). The schedule for each day lists those volunteers who will be working that day along with their email and phone number.

Volunteers need to know who their team lead is and how to contact that person.

We do weather drills in AR classes several times over the summer. The basement of the house, the door next to the bathroom door, is the entrance to our storm shelter; that door has a sign noting that it is the entrance to the severe weather shelter

If you have any questions about this policy, please contact the Director of Operations (miraclesinmotion@gmail.com).

If Bad Weather Develops

The instructor will direct everyone to seek shelter in the lower level of the farm house if it is not safe to leave. The instructor will dismount the students. Side walkers will go with the students to the emergency shelter. Students will keep helmets on for the emergency. If there is time, horse leaders will remove halters and other tack, leaving the tack in the arena and horses loose in the arena. If there is not time to remove all tack, horse leaders will remove halters, lead rope, and reins.

Appropriate Clothing

- ◆ **Shoes:** Wear comfortable, closed-toed shoes or boots.
- ◆ **Jewelry:** No noisy bracelets, dangling earrings, or other objects which may distract students.
- ◆ **Temperature:** When **cool** outside, it's **colder** in the arena; when it's **hot** outside, it's **hotter** in the arena. Dress appropriately.
- ◆ **Pants/shorts:** We recommend wearing long pants. Shorts must be at least knee-length.

Parking

Volunteers should park in the lot in front of the house. The students' families park in the paved lot adjacent to the arena.

Safety

First Aid Supplies, Phone Numbers, Fire extinguishers

- ◆ Human first-aid kit is in the arena addition. The defibrillator is in front (SW area) of the barn.
- ◆ Horse first-aid kit is in the tack room in the barn.
- ◆ There is a list of emergency contact phone numbers posted by the office door in the house, on the refrigerator door in the barn, and on the bulletin board in the arena addition.
- ◆ Fire extinguishers are marked with signs and located in the addition, the Upmier arena, the barn, the emergency shelter, and the hay barn.

Safety Concerning People

- ◆ Student riders and volunteers' family members who are children must always be under adult supervision.
- ◆ Everyone must wear a helmet while mounted, and students must **always** wear a helmet when in the horse area of the arena.
- ◆ Only trained volunteers are allowed in the barn or pastures with horses.
- ◆ To enter the horse barn, visitors or students must be accompanied by a qualified volunteer or staff member
- ◆ Only students, qualified aides, and the instructor are allowed on the mounting ramp.
- ◆ Please limit talking while standing at the rail during classes/sessions and turn off cell phones.

Communicating and Being with People with Disabilities

- ◆ Speak directly to the student rather than through a companion or sign language interpreter.
- ◆ Offer to shake hands when introduced unless Covid protocols preclude. People with limited hand use or an artificial limb can usually shake hands and offering the left hand is an acceptable greeting.
- ◆ If you offer assistance, wait until the offer is accepted. Then listen or ask for instructions.
- ◆ Treat adults as adults. Address people by their first names only when extending the same familiarity to all others.

People Who Use Ambulation Devices

- ◆ When speaking with a person, sit down to be at eye level.
- ◆ Do not lean against or place your hand on someone's wheelchair. Bear in mind that people with disabilities treat their chairs as extensions of their bodies.

People with Speech Challenges

- ◆ Listen attentively when talking with people who have difficulty speaking and wait for them to finish. If necessary, ask short questions that require short answers, or a nod of the head. Never pretend to understand, instead repeat what you have understood and allow the person to respond.
- ◆ Place yourself at eye level when speaking with someone in a wheelchair or on crutches.
- ◆ Tap a person who has a hearing disability on the shoulder or wave your hand to get his or her attention. Look directly at the person and speak clearly, slowly, and expressively to establish if the person can read your lips. If so, try to face the light source and keep hands away from your mouth when speaking.
- ◆ If a person is wearing a hearing aid, don't assume that they have the ability to discriminate your speaking voice.

People with Visual Challenges

- ◆ Always identify yourself and others who may be with you when meeting someone with a visual disability. Side walkers should ask how he/she would like you to describe the area where riding.
- ◆ Speak in a normal tone of voice.
- ◆ Relax. Don't be embarrassed if you happen to use common expressions such as "See you later" or "Did you hear about this?" that seem to relate to a person's disability.
- ◆ When guiding a person who has a visual disability, walk alongside and slightly ahead. Let the person hold your arm so your body's motion lets the person know what to expect. On stairs, guide the person's hand to the bannister or handrail. When seating, place the person's hand on the back or arm of the chair.

Side Walkers and Instructor's Aides

Side walkers (SW) are responsible for the student. Safety is the primary concern. Side walkers should be aware of where all of student's body parts are (i.e., feet in stirrups, hands holding reins, trunk sitting straight). Instructor's aides are trained as side walkers and also to adjust equipment as directed by the instructor. Side walkers need to allow students time to process information and act.

The side walker walks beside a horse, assisting the student as needed for the duration of class/session. In adaptive riding, a SW reinforces the instructor's directions. In HPOT, the therapist provides hands-on direction with the SW assisting.

When providing physical support to a student, two side walkers provide the same amount of support to each side of the student's body. If a side walker's arm becomes tired or needs to release an assigned hold for any reason, tell the instructor. The instructor will help adjust or momentarily take your place (e.g., switch sides, blow your nose, tie your shoes, etc.).

Side Walker Duties

The instructor will give side walkers a brief overview of the student they are assisting when they meet this student on the first night of class. The instructor emphasizes the student's goals and how the side walker(s) can help the student achieve those goals.

- ◆ The instructor will provide side walkers with suggestions on how to assist their students.
- ◆ Side walkers help students put on helmets. Consult the tack sheet for helmet size for each rider. See Fitting Helmets below.
- ◆ Side walkers help the instructor by encouraging the student, helping the student focus on the lesson, assisting in right/left directionality and spatial orientation, and understanding the instructor's directions.
- ◆ Since the side walkers are near the student, the student will often want to talk to the side walker(s) about unrelated topics. Do not ignore direct questions, but redirect the student's attention back to the instructor. Excessive talking is one of the biggest distractions in the arena. Please limit talking to one side walker and to what is pertinent to the lesson.

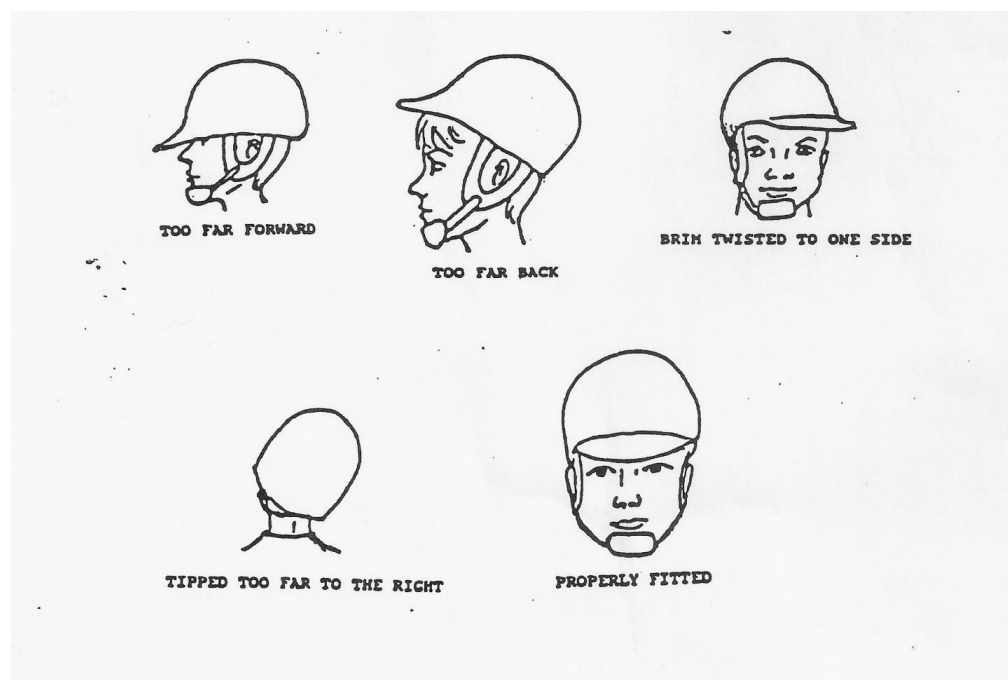
Side Walker Checklist

- ◆ Arrive 15 minutes before class/session; check in with the team leader.
- ◆ In the arena lobby, check the tack sheet for the student's name, horse, and helmet size.
- ◆ Talk with the instructor (AR) or therapist (HPOT) if there are various needs/questions for class/session.
- ◆ Fit helmet for the student, allowing the student to do as much as s/he wants.
- ◆ Help the instructor set up for class (if necessary) and tear down afterwards.
- ◆ Greet student and parent/family/caregiver.
- ◆ Remain for the instructor-led discussion after the class.
- ◆ Help the instructor put equipment away and sweep lobby area, clean bathrooms, and put dirty laundry in the house as directed.

Fitting Helmets

- ◆ Assist student in getting helmet and putting it on, adjusting as necessary. A properly fitted helmet should be snug but will not leave red marks on the forehead. The well-fitted helmet should stay on the head when fastened without rocking or moving when the student looks down or shakes head.
- ◆ Make sure the helmet has a liner in it.
- ◆ Place the helmet on the head sliding it front to back. Allow it to rest so there are two fingers between the eyebrows and the edge of the helmet.
- ◆ Make sure the helmet is centered correctly.
- ◆ Place your fingers between the student's chin and the chin strap and fasten the chin strap.
- ◆ If there is a laced fastener or knob at the back, undo it before fitting the helmet and re-adjust it after the helmet is on. Fit may need to be checked periodically. This feature is designed to keep the helmet from slipping.
- ◆ Ask the student how the helmet feels. It should be comfortable. Pony tails and barrettes may need to be removed to get a correct helmet fit.

Note: Allow the student to be as independent as possible in all things about the class (e.g., putting on helmet, putting foot in stirrup).



Mounting and Dismounting Procedures

At the Mounting Ramp

- ◆ When the student goes to mounting ramp, walk into the arena and stand about three feet away from the horse.

- ◆ The instructor or therapist may ask you to hold the outside stirrup for stability and/or help the student bring her or his leg down.

Mounting the Horse

Standard Mount

Leg over croup (the part of the horse's back behind the saddle)

- ◆ Student places one hand on saddle and one hand on horse's neck.
- ◆ Student places left foot in left stirrup.
- ◆ Side walker will be on right side holding stirrup to provide saddle stability.
- ◆ Student swings right leg over the back of the horse behind the saddle.
- ◆ Student gently sits in saddle.
- ◆ Student puts right foot in right stirrup (may need assistance from side walker).
- ◆ The instructor or therapist will tell the SW what type of hold to use.
- ◆ Student picks up reins.
- ◆ Student gives "Walk-on" command (verbal or nonverbal).
- ◆ As the student says "Walk On," and the team moves forward and away from the ramp, the side walker on the left side moves into position to hold the left leg of the student.
- ◆ Team leaves mounting ramp.

Lift Mount

Used for non-ambulatory students or students with severely limited range of motion

- ◆ Instructor places sling around student.
- ◆ Assistant operates lift control, raising or lowering student when appropriate.
- ◆ Horse approaches ramp as student begins ascent.
- ◆ Student is positioned over horse and lowered into place.
- ◆ Side walker on right assists with saddle as directed.
- ◆ Instructor unhooks sling.
- ◆ Side walker on right assists in removing sling (sling is pulled down and back).
- ◆ Instructor pulls sling away from student and horse.
- ◆ If appropriate, student places feet in stirrups (may need assistance from right side walker).
- ◆ Student picks up reins (if appropriate).
- ◆ Student gives "Walk-on" command.
- ◆ Team leaves mounting ramp.
- ◆ If student has two side walkers, side walker on the left side takes position and applies hold as soon as possible.

Dismount

All dismounts are done in the arena, not at the ramp.

- ◆ AR students/horses are lined up for dismount in center of arena. HPOT students are dismounted at the "people door."
- ◆ Students are instructed to put reins on the horse's neck, take their feet out of the stirrups, and thank their team (side walker, horse leader, and horse—this is very important!)
- ◆ Side walkers need to pay special attention as some students may attempt their own dismount or run away after being dismounted.

- ◆ Instructor dismounts each student individually. Therapists dismount HPOT students.
- ◆ Side walkers accompany students out of arena, help with removing helmet (if needed) and returning it to helmet cupboard. Therapists assist HPOT students.

Students **must** keep helmets on until out of arena.

Standard Dismount (leg over croup)

- ◆ When the instructor arrives to help dismount, the side walker on horse's left moves to the horse's head and away from the saddle.
- ◆ Student leans forward.
- ◆ Student swings right leg over the horse's croup.
- ◆ Student slides to the ground with instructor's support (student's stomach is next to the horse).

Crest Dismount (leg over horse's neck)

- ◆ When the instructor arrives to help dismount, the side walker on left of horse moves to the horse's rump and away from the saddle.
- ◆ Student brings right leg over crest (horse's neck).
- ◆ Side walker on right assists with leg and supporting student's back, as directed.
- ◆ Student is facing the instructor and places hands on instructor's shoulders and slides to ground with instructor's support (student's back is next to the horse).

Once the student is dismounted, escort the student to the people door to rejoin their parents/guardians.

Proper Riding Position

While we strive for a "proper" position, we may focus on one area for a class, i.e., hand position. If the instructor is teaching proper hand position, do not distract the student by focusing on something else.

During horseback riding, the movement of the horse is transmitted to the student. This transfer of movement is one of the key elements of therapeutic riding. The rhythmic movement of the horse gently mobilizes joints while demanding coordinated work from the postural muscles of the student's neck, back, abdomen and legs. The position of the student on the horse greatly affects this process. The "ideal" riding position will give the student the most efficient balance and will allow the student to move in harmony with the horse. The instructor and/or therapist will be evaluating the student's position from all sides.

When viewed from behind, the student should sit as straight as possible. If a student sits to one side of the saddle, one foot will appear lower than the other. This position will prevent the student from strengthening muscles evenly. Sometimes the student needs physical assistance from the instructor and side walkers to reposition in the saddle.

When viewed from the side, the student should sit as straight as possible. Some students will sit with a "C" curve in the back because of weak trunk muscles or tight leg muscles. Some students

will be able to correct this posture with verbal cues or physical prompts, but endurance may be limited. Encouraging a lengthened position of the leg will also improve this posture.

Sidewalking Illustrated



Side walker on horse's right holds stirrup leather as the student mounts. This tension keeps the saddle from shifting on the horse's back. If needed, side walker helps the student put her/his right foot in the stirrup.

Side walker on the horse's left stands at the horse leader's shoulder while student mounts. As the horse leaves the mounting ramp, the side walker gets into position and uses the hold directed by the instructor.

Holds

Instructors/therapists determine the appropriate hold for each student. Holds include a full hold, ankle hold with hand either on the front or the back of the ankle, arm over thigh only, hand behind student's back, or no hold. Always ask if you have a question about what hold to use.

Full Hold

The full hold stabilizes the student's movement. The arm across the thigh stabilizes side-to-side movement. A hold on the ankle stabilizes forward-backward movement. Arm nearest to student goes across the thigh with hand holding the saddle, surcingle, or pad. (This arm should be level and apply even pressure.) The arm farthest from student holds ankle of student. Do not hold the stirrup leather and do not let your hand slide down onto foot as your hand may be pinched between foot and stirrup.



Safety

- ◆ Instructor checks helmets before the student mounts.
- ◆ Instructor checks tack before student mounts and after student mounts.
- ◆ Instructor's aide can check and adjust equipment as directed by the instructor.

Class/Session Procedures for Side Walkers

- ◆ If a student starts to fall, push the student back into the saddle.
- ◆ If a fall cannot be avoided, perform an emergency dismount.
- ◆ Only one side walker should talk to student while riding to provide prompts, redirect attention, and provide encouragement. The instructor may choose which SW will talk to the rider. The other side walker should remain silent.
- ◆ When reinforcing instructor directions with students, use positive words/phrases.
- ◆ If a student's behavior is harming any person or horse, immediately tell the instructor.

Team Lead, Horse Leaders, and Barn Assistants

Horse leaders (HL) and barn assistants (BA) get the horses ready for class. Barn assistants work only in the barn. During classes and sessions, horse leaders are responsible for the horse and the team (side walkers) and has little interaction with students during classes/sessions. If there is a team lead, that person assists with catching, grooming, and tacking horses, including checking that tack is properly assembled and on the horse. Team leads (TL) will be in the barn during classes and sessions helping the BA groom and tack and providing any changes of horse or equipment that the instructor requests.

Horse leaders, team lead, and barn assistants arrive 60 to 90 minutes before class. Team members will:

- ◆ Check the class sheet to see which horses will be used
- ◆ Set up stalls with a handful of grain, clean bedding, and clean water.
- ◆ Bring in the horses to be used.
- ◆ Feed and groom the horses.
- ◆ Tack horses and enter the arena 10 minutes before the first class starts.

During the first class, team leaders and barn assistants tack up any horses not in the first class and prepare the tack for the other horses for the next class.

When classes are finished, horse leaders attend the closing summary session conducted by the instructor. TL, HL, and BA are responsible for:

- ◆ Removing tack and putting it away
- ◆ Lightly grooming the horse
- ◆ Cleaning the stalls, including emptying the water buckets
- ◆ Sweeping the aisles and arena lobby area
- ◆ Recording horse use in the appropriate horse notebook

Team leads and barn assistants may work on the above tasks while the horse leaders attend the after-class meeting with the instructor and side walkers.

Team Lead/Horse Leader/Barn Assistant Checklist

Before Class:

- ◆ Arrive 60-90 minutes before class/session
- ◆ Check whiteboard and horse notebook for horse updates
- ◆ Check class list for horses to be used, tack required, and students

Before bringing in each horse:

- ◆ Ensure that the stall is clean, remove and replace limed bedding as needed.
- ◆ Fill water buckets in stalls to be used.
- ◆ Set up grain for horses to be used per whiteboard; if no special instructions, horses receive a handful of grain.
- ◆ Get grooming bucket.

- ◆ Bring in all horses to be used for class/session from pasture.
- ◆ Rule of Two: Two horse leaders or combination of horse leaders and staff enter pasture.
- ◆ Approach from the side; touch the horse's shoulder when near.
- ◆ Loop lead rope around the horse's neck before putting on halter.
- ◆ Fold excess lead rope in left hand. Do not coil to avoid pinching if rope is suddenly tightened.
- ◆ Lead the horse on his left side.
- ◆ You walk through the gates and doors before the horse because you are the leader, the horse is the follower.

Grooming:

- ◆ In cross ties in aisles or in the stall. If in stall, turn the horse toward the door and tie a quick release knot before grooming.
- ◆ A good grooming is like a massage. Groom safely and make the horse comfortable and happy. Start with rubber curry, then hard brush, then soft brush. Work top to bottom and front to back. Keep one hand on horse at all times. Hand on horse can find injuries, hot spots, etc. Comb out mane and tail. Remove dirt from outer surface of hooves. Pick hooves from heel to toe. In fly season, apply fly spray to towel or brush and then rub into horse's hair. You can fly spray the tail for additional benefit.
- ◆ If the horse does not need to be tacked for the next class, put the horse in his stall, remove halter and lead, and hang those outside of stall door.

Tack

- ◆ Get tack from tack room per tack sheet and tack your horse per student class/session. Girth loosely.
- ◆ After the saddle is on, cross the stirrups over the saddle so they are not dangling.
- ◆ Hold the lead rope 8-12 inches from the horse's chin when leading.

10-15 minutes before first class

- ◆ Warm up horse by walking around in arena. Familiarize the horse with the arena and any props in arena.
- ◆ Walk horse to the center of the arena facing the south wall 2-3 minutes before class/session begins.
- ◆ Stand facing the horse at a $\frac{3}{4}$ angle.
- ◆ The instructor will check the tack.
- ◆ Hang stirrups in riding position and move reins up on the horse's neck.

During Class/Session:

- ◆ When called, walk the horse towards the mounting ramp.
- ◆ When at the ramp, turn sideways and lead the horse close to the ramp.
- ◆ Stop so that student can easily put the left foot in the stirrup.
- ◆ Stand at a 45-degree angle facing the horse. Keep the horse still while the student mounts.
- ◆ The instructor will advise if the student is able to say "walk on." Do not move the horse until "walk on" is verbalized/motioned by the student, or if unable, per instructor..
- ◆ When "walk on" is noted, exaggerate your right leg stepping forward and be sure to be at the horse's head so that he can see your movement.
- ◆ With a relaxed hand, hold lead rope 12-18" from the lead snap on the halter. Walk the

horse toward the people door of the arena.

- ◆ At the end of class the instructor will direct the student to guide horse to the center of the arena facing north. Stop the horse in the center and face him at a 45-degree angle. HPOT clients usually dismount at the people door on the north side of the arena..
- ◆ The instructor will come and dismount the student.
- ◆ Do not move the horse until all students have left the open arena.

After Class:

- ◆ Put horse in stall or cross ties and remove tack. If in the stall, use quick-release knot to tie the horse..
- ◆ Brush and rub down horse, including legs.
- ◆ Optional: Using treat bucket, give horse a few treats.
- ◆ Return horse to pasture he was in, using Rule of Two.
- ◆ Clean stalls: remove manure and saturated bedding, place lime on wet spots,.
- ◆ Empty water bucket and return to the water bucket stack..
- ◆ Dump muck tubs in bins in the north pasture.
- ◆ Replace tack. Put dirty saddle pads in laundry basket for washing. If the pad can be used again, re-hang it in the stall where the saddle pads are kept.. Lock tack room and put key away.
- ◆ Sweep barn aisles and people space, place sweepings in muck buckets.
- ◆ Shut off all water faucets; remove and store the hoses.
- ◆ Hang up all equipment that was used.
- ◆ Put laundry in basket in tack room.
- ◆ Turn off fans, lights, and heaters
- ◆ Record in horse notebook the work done and horse, observations, and oither comments.

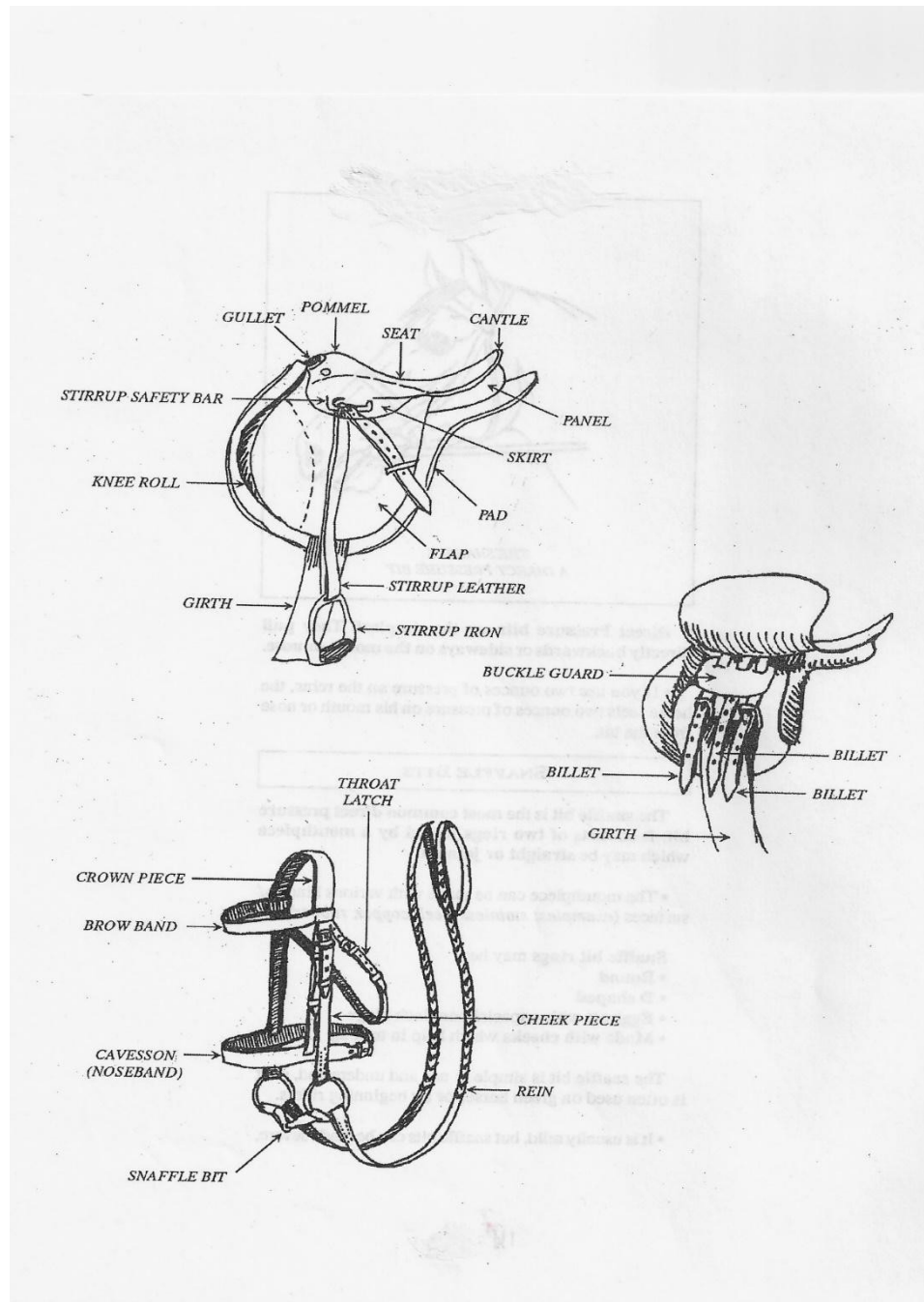
Tack and Adaptive Equipment

We teach the balanced-seat method of riding using primarily English tack. However, we occasionally use Western saddles and sometimes use equipment that has been adapted to meet the needs of our students. Some students ride using a bareback pad a Western saddle pad with a surcingle and hand-hold.

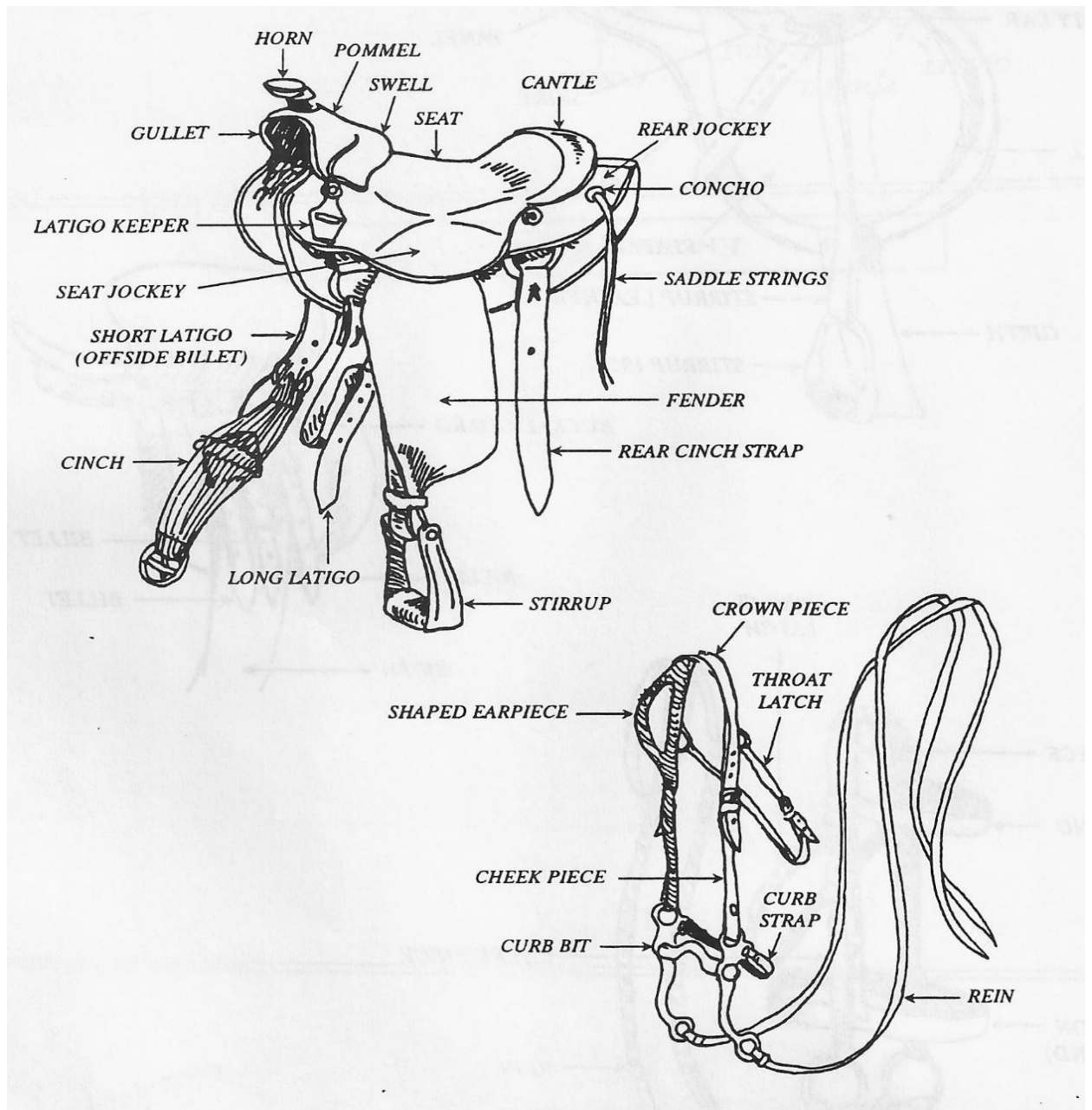
Some students ride using bridles, though most ride in halters with reins attached. Bridles are earned when the student's hands develop the necessary sensitivity to the horse. All horses are ridden with a snaffle bit or a bitless bridle.

All English saddles have Peacock (safety) stirrups that have a rubber band at the front to allow the foot to come out if the student falls.

English Saddle and Bridle



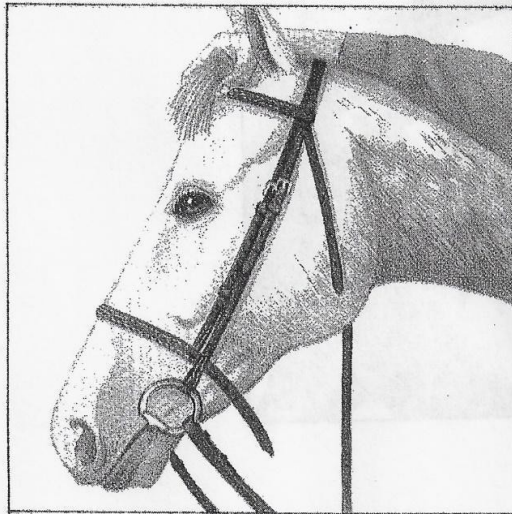
Western Saddle and Bridle



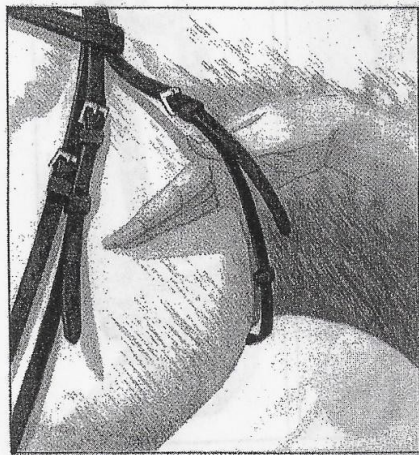
Putting on the Bridle or Halter

1. Hold crownpiece in right hand. Put right hand in position so that nose band is below the horse's nose.
2. Pull halter/bridle up with right hand, making sure that cheek piece on off side (right) does not touch horse's eye. Use the left hand to guide the noseband or bit into place.

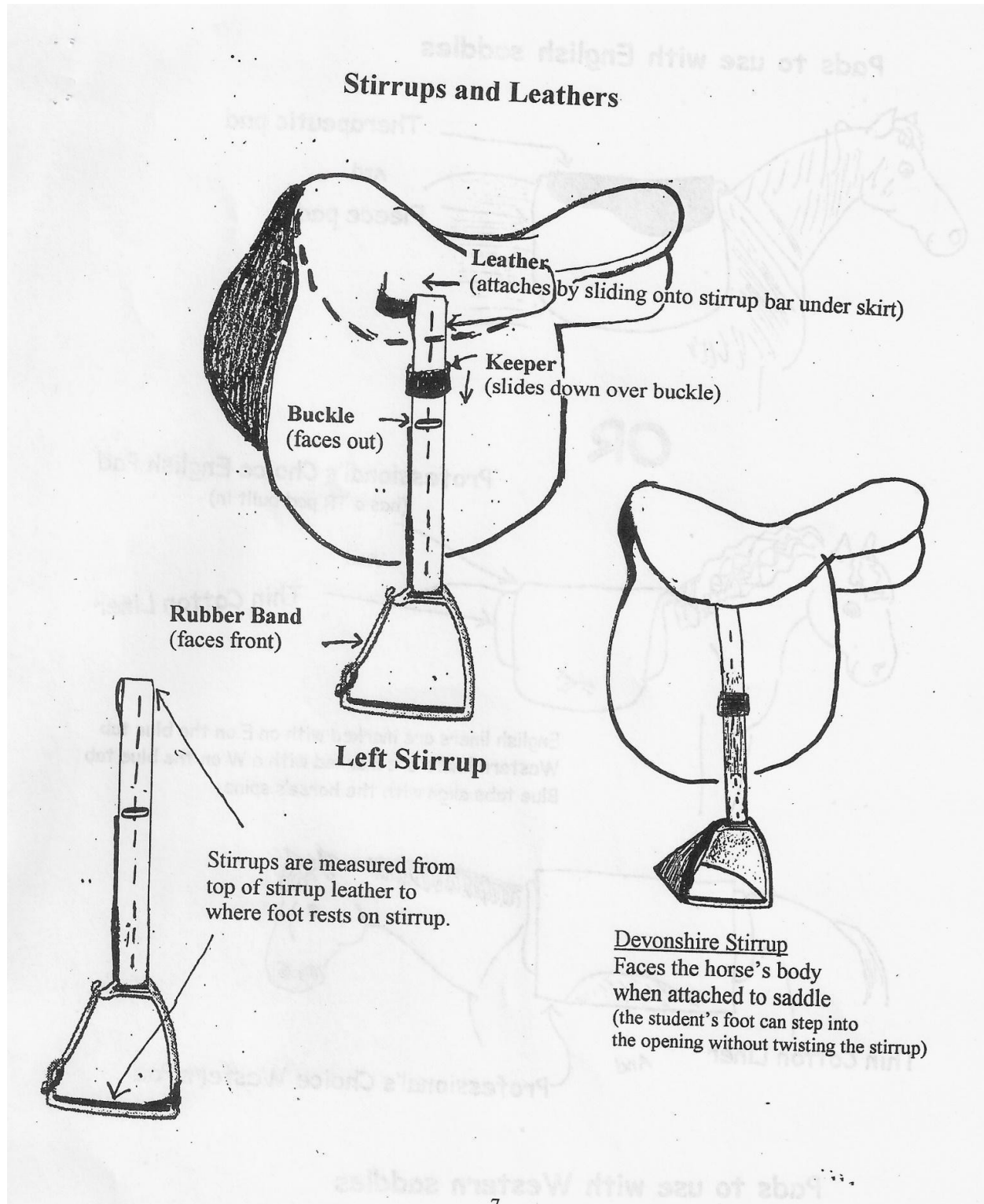
3. Place forelock together over the browband.



4. Fasten the throatlatch so that you can put 2 to 3 fingers between the strap and cheekbone.

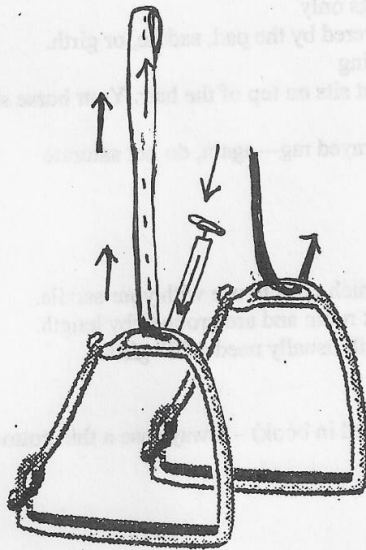


Stirrups and Leathers



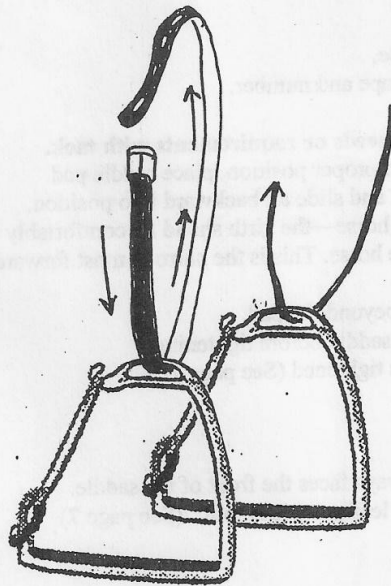
Putting Stirrups Together

Setting up stirrups and leathers



Wintec Webbers

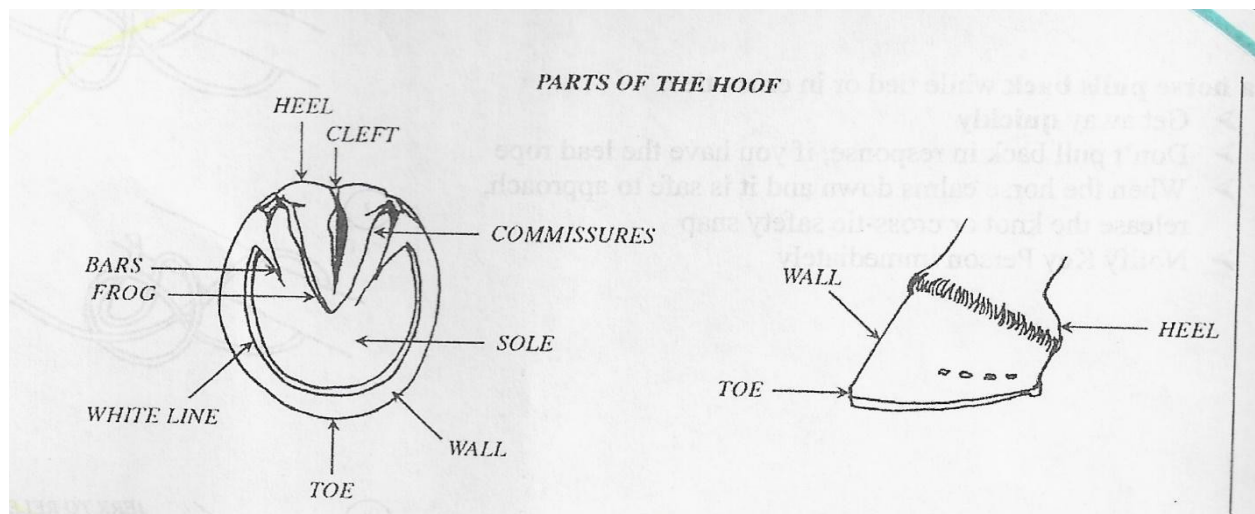
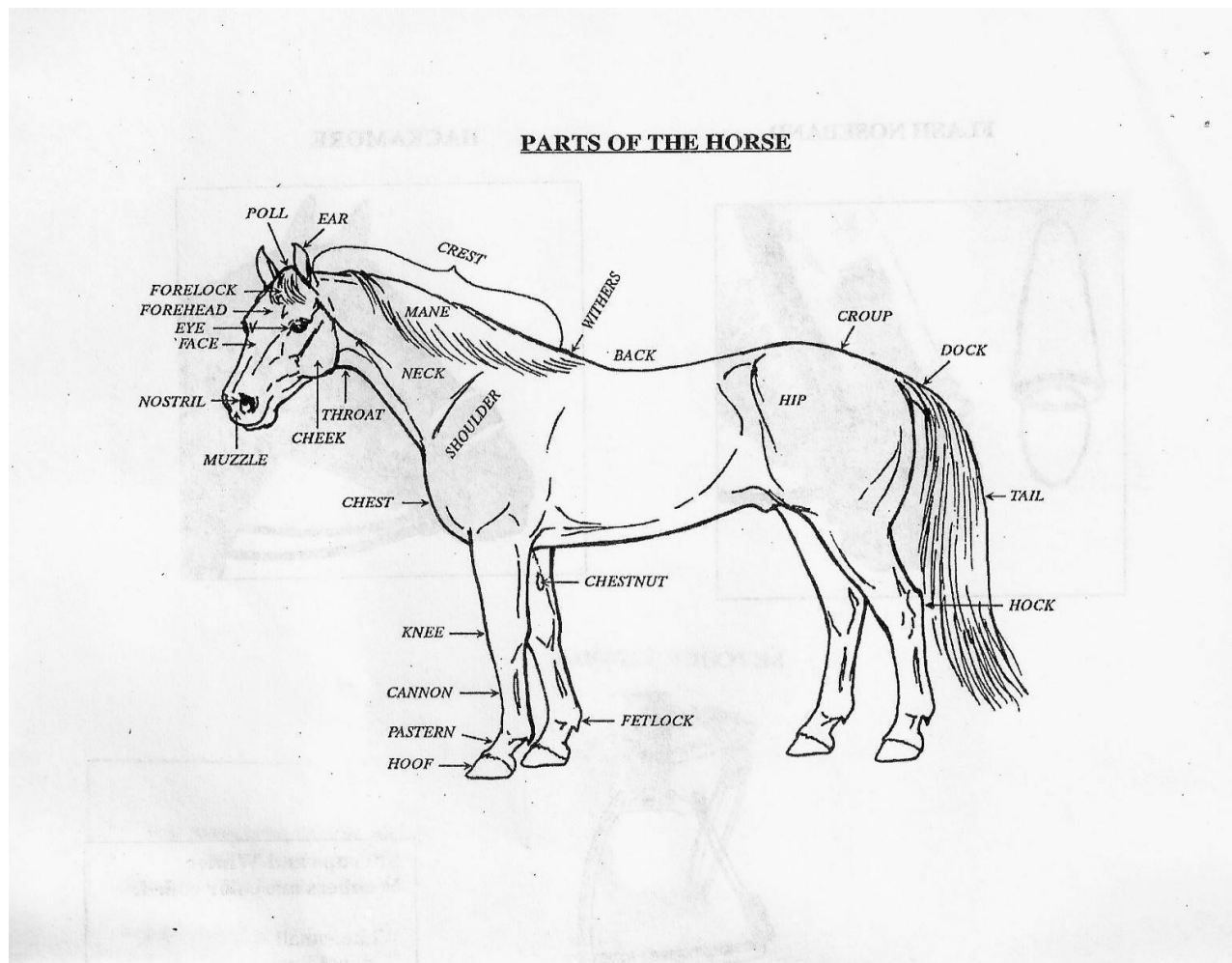
- Set two stirrups side by side both facing same direction
- Feed loop end of webber through stirrup from inside to outside
- Buckle webber
- Slide on a keeper
- Attach to saddle
- Measure length



Leathers

- Set two stirrups side by side both facing same direction
- Feed plain end of leather through stirrup from outside to inside
- Buckle stirrup
- Attach to saddle
- Pull leather so buckle is next to stirrup bar on saddle
- Measure length

Part of the Horse and Hoof



Working Safely

Human Behavior around Horses

- ◆ Approach a horse at the shoulder, talking to him as you approach.
- ◆ When changing sides, walk around the front of the horse (unless grooming in the stall).
- ◆ Do not walk under a horse's neck or lead rope.
- ◆ If your horse becomes difficult to handle, let the instructor or team lead know immediately.
- ◆ Do not pet or lean on the horse during class; he is working.
- ◆ During non-class or session time, pet the horse on his neck or shoulder, not his face.
- ◆ If you notice anything which concerns you (i.e., a horse seems listless, is limping, has a cut, has difficulty breathing, or stumbles), inform the instructor and/or team lead immediately.

Horse Behavior/Body Language

Horses use body language, subtle expressions and postures to communicate. A horse cannot see directly in front or directly behind him. If you place yourself in these areas, you are in his blind spot. Use your voice and touch to let the horse know where you are as you move around him. Watch his ears, eyes, head, and tail positions for an indication of his demeanor.

While moving around the horse, be calm and confident. Keeping one hand on the horse while grooming tells the horse where you are.

Ears

A horse's ears receive sound signals and they transmit visual signals.

- ◆ **Pricked ears** - startled, vigilant, alert, or merely interested. Most commonly seen during frontal greetings.
- ◆ **Airplane ears** - flop out laterally with their openings facing down toward the ground.
- ◆ **Drooped ears hang down loosely on either side of the head** - very dozy, in pain and/or wants to switch off all incoming messages.
- ◆ **Drooped backward, ears are stuck out sideways** - attention toward back, or uncomfortable, or annoyed.
- ◆ **Pinned ears flattened back against the horse's head** - anger, threat, or intimidate another horse or a handler. Beware!

Tails

- ◆ **Tail held high** - exuberance and alertness.
- ◆ **Droopy tail** - can mean relaxation, exhaustion, pain, fear and/or submission.
- ◆ **Stiff fleshy tail base** - a very tense or aggressive horse.
- ◆ **Flicking tail first sideways then vertically** - anxious, frustrated, irritated, or confused.
- ◆ **Rapid swishing/high flick, then slap** - angry.

Legs

- ◆ **Pawing the ground** - a scraping action of one front leg in which the foot is dragged backward shows impatience, fear and/or his intent to roll on the ground.
- ◆ **Back leg lift** - a more defensive threat acting as a signal a real kick is on the way if matters get worse.
- ◆ **Knocking and stamping** - consists of a raising and lowering of a hind leg which makes a forcible tapping sound on the ground; this is a sign of protest.

Eyes

- **Closed eyes** - indicates pain or exhaustion.
- **Wide with the white showing** - fear, anxiety, or apprehension.
- **Half-closed eyes** - peaceful relaxation and submission.