

VOLUNTEER HANDBOOK

EMPOWERING ABILITY.



JACKSON HOLE
THERAPEUTIC
RIDING

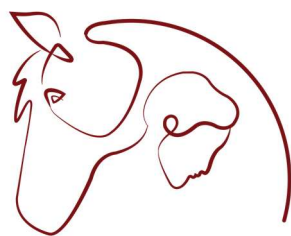


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WELCOME TO JACKSON HOLE THERAPEUTIC RIDING

MESSAGE FROM THE EXECUTIVE DIRECTOR, TORI PLENNES

It is a sincere pleasure to welcome you to the Jackson Hole Therapeutic Riding family! JHTR has come a long way from its humble beginnings. With around 250 participants each year, 13 horses, and hundreds of volunteers, this truly remarkable program has found its way into the hearts of so many. We are thrilled that it has made its way into yours! Thank you for your willingness to give your time, your talents, and yourself to the betterment of our organization. I am confident that your contributions will have a lasting impact on our ability to empower, inspire, and enrich lives. May your JHTR journey be a rewarding one!

OUR MISSION

To empower, inspire, and enrich lives through Equine Assisted Activities and Therapies.

OUR VISION

We envision an inclusive community in which every ability is embraced, all potentials are maximized, and together, we thrive.

OUR CORE VALUES

PEOPLE FIRST

We believe that all people should be defined by their strengths, abilities, and inherent values. We listen to and care for those around us and treat them with integrity, dignity, and respect.

EXCELLENCE

We challenge ourselves and our participants to do great work in a safe and fun environment. We aim to meet and surpass professional standards, impacting lives and achieving tangible results.

EMPOWERMENT

We strive to empower participants to achieve their highest quality of life through the power of riding. We help them build strength, skills, and confidence by fostering the relationship between horse and participant.

PERSONAL GROWTH

We develop a well-rounded learning environment for participants, instructors, and volunteers.

STEWARDSHIP

We are committed to responsible stewardship of all human, natural, and financial resources. We carefully use the time and talents of staff, horses, and volunteers and we thoughtfully allocate the funds invested in our organization.

ABOUT JHTR

HISTORY

Jackson Hole Therapeutic Riding (known as JHTR) was founded in 1993 by three women, DeDe McDonald, Physical Therapist; Elaine Infanger, parent; and Robin Lightner, horsewoman, who understood the value of equine assisted therapy and activities. Just five years later, JHTR had moved into its own facility at the C-V Ranch in the Robin Lightner Arena. Starting with a few horses and a small but dedicated group of volunteers, the program has grown to serve over 250 participants annually with five PATH Certified Instructors, 13 horses, and over 100 volunteers providing session assistance. Thanks to this growth, JHTR is able to offer Adaptive Riding, Occupational Therapy, and Equine Assisted Learning programs to clients of all ages.

JHTR participants and staff regularly attend community events, including Old Bill's Fun Run. Participants also compete at the Special Olympics, the Teton County Fair, and the annual JHTR Horse Show. Widely recognized as a premier nonprofit program in the Jackson area, JHTR strives to maintain its impeccable reputation with superior service to stakeholders and transparent and accountable business practices.

Funding for program activities is largely through donations and special events, such as Stomping the Divots. Less than 10% of funding is obtained through participant fees.

WHO WE ARE

We are an inclusive and compassionate organization. Empowerment is at the heart of everything we do. We believe that everyone deserves to reach their full potential and this belief guides our commitment to adaptable and accessible programs. Our team supports participants in their ongoing pursuit of confidence, strength, and independence.

WHAT WE DO

Our dedicated team of instructors, volunteers, and therapists offers a variety of accessible and individualized Equine Assisted Activities and Therapies, each specifically designed to empower, inspire, and enrich. Through the powerful bond between horse and rider, we assist our participants in thriving in their daily lives.

WHO WE SERVE

We proudly serve United States Military Veterans and Active Duty Service Members, as well as individuals of all ages with a broad range of:

- Physical Disabilities
- Intellectual Disabilities
- Emotional Disabilities
- Behavioral Disabilities
- Difficult Life Circumstances

JHTR PROGRAMS & PARTICIPANTS

ADAPTIVE RIDING

Adaptive Riding is a traditional riding lesson that prioritizes skill progression with emphasis on the therapeutic needs of the individual participant. Riders practice behavioral and physical exercises as they learn English or Western style horsemanship skills. For example, a non-verbal participant will be encouraged to use voice aids, such as 'Walk on' or 'Whoa' to achieve the desired result from the horse. A participant with limited range of motion will learn rein or leg aids that will encourage stretching and flexibility.

OCCUPATIONAL THERAPY

Occupational Therapy is a form of therapy for those recuperating from physical or mental illness that encourages rehabilitation through the performance of activities required in daily life. Occupational Therapy practitioners have a holistic perspective, focusing on adapting the environment and/or task to fit the participant, as the participant is an integral part of the therapy team. It is an evidence-based practice guided by scientific research and the clinical experience of the practitioner. At JHTR, the licensed Occupational Therapist utilizes the movement of the horse to achieve functional goals. Benefits include improved ambulation, balance, range of motion, communication, fine and gross motor skills.

EQUINE ASSISTED LEARNING

Equine Assisted Learning (EAL) is an unmounted Equine Assisted Activity (EAA) that addresses cognitive processing and meeting challenges appropriately, as well as developing empathy and thoughtfulness toward others. The horse-human interaction is guided by a planned learning experience to meet the identified goals or desires of the participant(s). Through EAL, participants learn critical life values, such as trust, respect, honesty, and communication. The horse is especially helpful in teaching boundaries and proper behavior in group sessions.

JHTR REFERRING AGENCIES

We receive referrals from a number of agencies, including but not limited to:

- ☐ Community Entry Services
- ☐ C-V Ranch
- ☐ Teton County School District #1
- ☐ Lincoln Self Reliance
- ☐ Children's Learning Center
- ☐ Educators and Medical Professionals

BENEFITS OF EQUINE ASSISTED ACTIVITIES & THERAPIES (EAAT)

PHYSICAL

The horse's movement has a dynamic effect on the participant's body. The horse moves the participant's pelvis and trunk in a manner that closely resembles the typical gait of a human. This movement can produce specific physical changes in the participant including normalization of muscle tone and improvements in posture, balance, coordination, and increased endurance.

SENSORY

The horse and the riding environment offer the participant a wide variety of sensory input. Movement exploration on the horse paired with many other sights, sounds, and smells all contribute to the overall sensory experience.

"There is something about
the outside of a horse that is
good for the inside of a
man."

– *Winston Churchill*

EMOTIONAL

Success overcoming fear and anxiety helps individuals realize self-worth and increases self-esteem. For those participating in the various activities of a therapeutic riding program, the companion animal bonding and development of new skills are critical components to the success of the experience. The relationships that develop between participants, volunteers, horses, and staff are integral to a positive, emotional experience.

COGNITIVE

The horse is a strong motivator for participants. Riding lessons incorporate activities and games on horseback designed to help achieve specific goals such as following multi-step directions, staying on task, color and number recognition, and reinforcing existing skills as well as learning new skills.

SOCIAL

Therapeutic riding programs and their associated activities provide an excellent opportunity for participants to interact with their peers, program volunteers, and staff in a positive and supportive environment.

THE PROFESSIONAL ASSOCIATION OF THERAPEUTIC HORSEMANSHIP INTERNATIONAL (PATH INTL.)

Professional Association of Therapeutic Horsemanship International (PATH Intl.), a federally-registered 501(c3) nonprofit, leads the advancement of professional equine-assisted services by supporting its members and stakeholders through rigorously developed standards, credentialing and education.

In addition to therapeutic riding, PATH Intl. centers offer a number of therapeutic equine-related activities, including hippotherapy, equine-facilitated mental health, driving, interactive vaulting, competition, ground work, and stable management. More recently, programs offer services in human growth and development to serve wide-ranging audiences for such educational purposes as leadership training, team building, and other human capacity enhancement skills for the workplace and for daily use.

Through their certification and accreditation programs, plus a wide variety of educational resources that includes an annual international conference, the association helps members start and maintain successful equine-assisted learning and therapeutic programs.

JHTR PREMIER ACCREDITATION STATUS

JHTR is a PATH Premier Accredited Center (PAC), the highest level of excellence certified by PATH. In order to be recognized as a PAC, the program undergoes a rigorous evaluation process that focuses on a number of areas to achieve this prestigious recognition:

- ☐ Safety
- ☐ Quality of service (including certification of instructors)
- ☐ Stable management
- ☐ Human resource management
- ☐ Equine management
- ☐ Adherence to PATH standards and guidelines

JHTR must re-apply for PAC certification every five years. The next certification will take place in Summer 2028.

For more information about PATH, please refer to their website, www.pathintl.org.

FREQUENTLY ASKED QUESTIONS

ASK HOW YOU CAN HELP IN THE FOLLOWING SPECIAL EVENTS:

**Fourth of July
Parade**

**Teton County Fair
Horse Show**

**JHTR Annual
Community Horse
Show & BBQ**

C-V Horse Show

Veterans' Rides

**Stomping the
Divots**

WHY DOES AN ADAPTIVE RIDING PROGRAM NEED VOLUNTEERS?

Volunteers are the backbone of an adaptive riding program. Along with the instructor, as many as three volunteers may be needed to assist one participant. Without volunteers, this Equine Assisted Activity would be out of reach for many. Volunteers give participants an opportunity to enjoy an experience, which can make a significant difference in both their physical and mental wellbeing.

WHAT ARE THE DATES OF OPERATION?

JHTR operates Monday through Friday from early May to mid-October. Our riding season consists of four sessions: Spring, Summer 1, Summer 2, and Fall. All sessions are 3-5 weeks in duration with a two to three week break in between. Please check our website for session dates and special events.

WHAT TAKES PLACE DURING A RIDING LESSON?

One to three volunteers and an instructor work with a participant in an enclosed arena (with up to four riders per lesson). Participants may learn riding skills, how to care for the horse, or how to saddle a horse. The instructor may incorporate the day-to-day goals that each participant is working on into the lesson plan.

WHO ARE THE PARTICIPANTS AND WHERE DO THEY COME FROM?

Participants can be of any age above three years, from small children to people in their senior years. Participants may directly pursue services at JHTR, or can be referred to us by physicians, physical and occupational therapists, speech therapists, schools, or other agencies in the area. Assessments and screenings are conducted by one of our PATH certified Instructors to determine eligibility into the program. All participants must have signed documentation by a doctor.

WHERE DO THE HORSES COME FROM?

Thanks to donors/grants we are fortunate to have purchased most of our horses. In order for a horse to meet our criteria, they are first evaluated during a 30-day trial period. Our horses work incredibly hard and can be handled by several people each day. Please be sure to show them kindness and respect during every interaction.

WILL I BE ABLE TO RIDE THE HORSES?

Unfortunately, JHTR does not allow any volunteer the chance to ride. The JHTR riding program is intended only for individuals who are enrolled in our services.

VOLUNTEER REQUIREMENTS

To fulfill our participants' needs, we rely on a team of dedicated volunteers. Volunteers play an instrumental role in the provision of services, helping to assist participants by ensuring their safety during the riding lesson. Our volunteers aid JHTR's ability to mitigate the cost of providing Equine Assisted Activities and Therapies. Without the help of our volunteers, our program would be unsustainable.

COMMITMENT

Adequate support is critical in serving our participants and our horses. We request that you be willing to commit to a minimum of **1 hour** per week. Committing to a scheduled time on a weekly basis is preferred because consistency aids in the success of the participant. However, we understand this is not always possible. Individuals who cannot commit on a weekly basis may elect to be placed on the substitute list. Please remember to notify the Volunteer Coordinator at least 24 hours in advance if you are unable to attend a lesson for which you are scheduled.

PROMPTNESS

All volunteers must arrive 15 minutes prior to their scheduled lesson. If you are running late, please inform the Community Outreach Manager via phone or email.

PHYSICAL REQUIREMENTS

All lesson volunteers must be capable of light jogging and walking for at least 45 minutes in deep sand. It is important for you to inform JHTR if you have a physical condition that limits you or may prevent you from working a full hour in the arena. Volunteers shall only fulfill tasks in which they have been trained.

AGE REQUIREMENTS

Volunteers must be at least 14 years of age to volunteer in lessons as a sidewalker or horse leader.

VOLUNTEER TRAINING AND EDUCATION

All new volunteers are required to view volunteer orientation training prior to their involvement in program activities. Additional training is required to become a horse leader. In compliance with PATH Intl. standards and guidelines, all returning volunteers are required to view a yearly return volunteer training. Supplemental trainings are offered throughout the year. If you wish to help in the office, no training is required.

VOLUNTEER ROLES

LESSON VOLUNTEERS

Lesson volunteers can serve as either horse leaders or sidewalkers. We prefer that horse leaders have some horse experience, as their primary role is to control the horse. However, we are willing to train the right individuals. Sidewalkers must be completely attentive to the participant as their main responsibility. We cater to over 100 participants per week, many of whom need up to three volunteers. All volunteers must view a yearly training session before participating in lessons.

"The best way to find
yourself is to lose
yourself in the service of
others."

– *Ghandi*

OCCUPATIONAL THERAPY VOLUNTEERS

An Occupational Therapy lesson is facilitated by a certified Occupational Therapist who will utilize the movement of the horse as part of the treatment strategy. In these lessons, it is imperative that volunteers be willing and able to take direction from the OT to ensure the participant is receiving the maximum benefit from the lesson and treatment strategy.

BARN VOLUNTEERS

Barn Volunteers assist in the care of the horse by helping fill water troughs, muck stalls, grooming horses, or assisting the Equine Specialist with various tasks.

FACILITY VOLUNTEERS

Facility Volunteers help with maintenance work. A few of the projects may include painting, mending fences, landscaping, etc.

EVENT VOLUNTEERS

Event volunteers assist with any of the special events, including horse shows, parades, fundraisers, etc. Please note that priority for Stomping the Divots is given to volunteers with the greatest seniority within our program.

GROUP VOLUNTEERS

With advanced notice, we can arrange for large groups to help around the facility with various tasks that match the group's skillset.

VOLUNTEER CANCELLATIONS

When you commit to your volunteer role, your support is truly needed to serve our participants and care for our equine friends. If you must cancel, we ask that you please call JHTR (307-733-1374) ASAP so a replacement can be found.

VOLUNTEER ROUTINE

PRIOR TO LESSON

1. Sign in on the iPad and put on your name tag.
2. Check the whiteboard to determine which horse and participant you will be working with.
3. If assigned to be a horse leader, begin the warmup routine.

Horse Leaders

The instructor will handle tacking the horse up. Once the horse is ready with the appropriate tack, you will walk them around the arena and follow the *warmup routine*. Laminated cards with the 3-step routine are available on the corkboard next to the instructor's office door. Once you have warmed up the horse, please wait in the arena for further direction from the instructor. On occasion, you may be asked to help groom.

Sidewalkers

Your role is to greet the participant, and you may assist the participant with finding their helmet. The instructor will always help the participant put on the helmet and double check the fit. If your participant has not yet arrived and the instructor would benefit from help setting up the arena, you're welcome to lend them a hand. Once the participant is waiting with their helmet on, you may walk to the arena and wait with your team. You may be asked to help with mounting on the off-side.

BRIEFING WITH INSTRUCTOR

Briefings will be held by the instructor before class to explain the goals for the day as well as any pertinent information you may need to know about the participant you will be working with.

HELMETS

All participants are required to wear protective headgear that is ASTM-SEI approved for equine activities while taking part in any mounted activity as well as whenever the participant is around the horses. Instructors are responsible for ensuring proper helmet fit for participants.

HORSE LEADER ROLES

The instructor is responsible for each participant, horse, and volunteer. Therefore, it is paramount that everyone listens to the instructor's directions. If you have comments or questions, please approach your instructor directly; feedback is always welcome.

THE HORSE LEADER'S PRIMARY RESPONSIBILITY IS THE HORSE!

- Walk diagonal with the horse's eye.
- Keep your right hand roughly twelve to eighteen inches from the halter when leading the horse. Hold the excess lead rope in your left hand. Never wrap excess lead rope around your hands, wrist, or any other part of your body and never drop the rope on the ground.
- To make the horse walk forward, look straight ahead and begin walking in accordance with the rider's cues. If the horse doesn't respond, continue walking, kiss/cluck or gently apply forward pressure to the lead rope. DO NOT drag the horse to make him go faster. It's important to remember that the horse needs adequate time to respond before being nudged forward.
- Keep distance between your horse and other horses; two horse lengths is sufficient.
- Do not make any quick or sudden movements which could spook your horse.
- Allow enough room for sidewalkers when walking close to railings, poles, barrels, or other obstacles.
- Avoid the temptation to talk to the participant or sidewalkers during the lesson. A participant may get confused and distracted by too much input.
- When your horse is at a halt for an extended period, you may choose to turn around and face the participant. The instructor will inform you of times when this is appropriate.
- The horse leader may call an emergency dismount if they feel it necessary.
- You may assist the instructor by untacking and grooming the horse after the lesson is finished.
- You may assist the instructor by returning the horse to their stall after the lesson is finished.

SIDEWALKER ROLES

The instructor is responsible for each participant, horse, and volunteer. Therefore, it is paramount that everyone listens to the instructor's directions. If you have comments or questions, please approach your instructor directly; feedback is always welcome.

THE SIDEWALKER'S PRIMARY RESPONSIBILITY IS THE PARTICIPANT!

- During the lesson, it is imperative that the volunteer(s) remain very quiet. You may be tempted to use verbal cues such as "walk on" or "what do you say?", but it's best to let the participant act independently. In special circumstances, the instructor will request verbal assistance from the volunteer, and this will be covered during the volunteer briefing prior to the start of the lesson.
- Use the thigh and ankle hold and maintain your position by the participant's knee. Grip the front of the saddle with the hand closest to the participant. The forearm rests gently on the participant's thigh, palm down. Your other hand should gently rest on the participant's ankle or another part of their lower leg. Sidewalkers should assume this position unless otherwise requested by the instructor. If you are feeling fatigued, please inform the instructor you'd like to switch sides; the instructor will temporarily cover your position while you move to the other side of the horse to ensure the participant is not left unsupported at any time.
- Avoid wrapping your arm around the participant's waist. It is tempting, especially when walking beside a pony with a young or small participant, but it can create uneven support.
- If the participant is asked by the instructor to ride backwards, the sidewalker continues walking forward with the horse.
- Sidewalkers should **NEVER** step away from the participant unless instructed to do so. If you must step away, inform the instructor, and wait to be relieved prior to walking away.
- Sidewalkers may call an emergency dismount if they feel it necessary.
- You may assist the instructor by untacking and grooming the horse after the lesson is finished.
- You may assist the instructor by returning the horse to their stall after the lesson is finished.

MOUNTING & DISMOUNTING

MOUNTING

Horse Leaders

RAMP

- Wait for the instructor's cue before bringing the horse into the mounting area.
- Turn and face your horse while bringing them slowly through the narrow lane between the block and ramp. Make sure the horse's body has cleared the block before turning him.
- Turn your body forward and turn the horse to the left in a semi-circle towards the mounting ramp. Once this is done, turn to face the horse again and line them up as close to the mounting ramp as possible. Stop your horse between the ramp and the block. The instructor will let you know if the horse should be close to the left side for mounting or if the horse should be in the middle of the gap for using the lift.
- Stand in the correct spot (to the side of the horse's head) and keep your hand higher up on the lead rope, closer to the horse.
- Once you have a cue to go, you may lead the horse and participant slowly into the arena.

MOUNTING BLOCK

- Wait for the instructor's cue before bringing in the horse to the mounting block.
- Turn and face your horse while bringing them slowly through the mounting area.
- Stand to the side of the horse while the participant mounts, avoid standing directly in front of the horse.
- When instructed, either by the instructor or participant's verbal cue, walk into the center of the arena.

Sidewalkers

- Wait in the arena during the mounting process.
- Sometimes you will be asked to assist the Instructor as an "off-side" in the mounting area.

DISMOUNTING

- The participant will stay on their horse until an instructor helps them to dismount.
- It is the sidewalker's duty to keep the participant on the horse until the instructor is ready to help them dismount.

END OF CLASS

- **Sidewalkers** may escort participants from the horse to the arena gate and help participants take off their helmets and place them on the shelf.
- **Horse Leaders** may help remove tack from their horse and lead their horse back to their stall. Be sure to return halters back to the appropriate hooks in the barn.
- Please return your name tag and sign out on the iPad.

EMERGENCY DISMOUNT

An emergency dismount will be performed when a disturbance occurs that could startle a horse or participant. The most common reason is thunder/lightning, but could include a wild animal encounter, bee sting, seizure, loud noises, etc. An emergency dismount can be called by either an instructor or a volunteer. If you see or hear something that might be reason to call an emergency dismount, please let the instructor and the volunteer team you are working with know immediately.

Horse Leaders : Once an emergency dismount is called the horse leader should immediately stop the horse. Your task is to keep the horse still while the sidewalkers and/or instructor perform the emergency dismount. Your attention should remain on the horse. Once the participant is dismounted, move the horse away from the rider and await further instruction.

Sidewalkers : The sidewalker should assume the thigh and ankle hold while the horse leader stops the horse. Once the horse is stopped, proceed with the steps below:

1. Remove participant's feet from their stirrups.
2. Move the reins up the horse's neck to avoid getting arms or legs tangled during dismount.
3. Bear hug your rider around the waist and pull them off the horse.

Although mounting and dismounting typically happens on the left side, in an emergency situation the rider can dismount on either side depending on which is safer. If there are two sidewalkers, communicate who will perform the emergency dismount.

HORSE RULES & SAFETY

1. **DO NOT TOUCH THE HORSE'S HEAD, FACE, NOSE, OR EARS!**
2. **NO HAND-FEEDING HORSES.** Please place treats in the "treat" buckets – we don't want the horses mistaking fingers for treats!
3. Always tie a horse using a quick-release knot to an object that cannot be moved or using the blocker tie ring. Make certain the lead rope is not too long so the horse can't step over it.
4. Approach the horse from the side, preferably at the shoulder. Before approaching the horse, talk to them because you may be in their blind spot.
5. Never approach the horse directly from behind or directly in front because you will be in their blind spot. They may become startled and react by kicking.
6. Do not make abrupt or quick movements around the horse and remember to use a quiet voice.
7. Do not reprimand the horse, as it may cause danger to the participant or those around you. Please report any horse's misbehavior to the instructor immediately.
8. Keep one hand on your horse when walking behind them and while grooming.
9. Always walk around the horse; never duck under the neck or lead rope.
10. Clean the horse's hooves from the side, facing the rear; never squat or kneel.
11. Lead from the left side of the horse, with your right hand 12 to 18 inches from the halter and your left hand holding the other end of the lead rope.
12. When leading a horse into a corral, stall, or pasture, walk them in, then turn them to face the gate or door. Remove the halter, and do not forget to securely fasten the gate or door behind you.
13. If a horse pulls back while tied up, move away quickly. A staff member will handle the situation.
14. Never tie a horse up with the reins still attached to the halter. Reins may be broken or the horse's mouth injured.
15. **KEEP CALM** and **DO NOT PANIC.** If you stay calm, the horses and participants will generally follow your lead.

POLICIES & GUIDELINES

ALL PAPERWORK MUST BE SIGNED AND TRAINING COMPLETED BEFORE PARTICIPATING
IN ANY JHTR ACTIVITIES.

CONFIDENTIALITY

As a volunteer, you are privy to information that is confidential but important to know for the benefit of the participants. You will sign a Volunteer Confidentiality Statement, which is compliant with RSA 508.12, the volunteer immunity law. You understand and agree that in the performance of your duties as volunteer, you must hold personal and medical information regarding participants and families confidential. If you have sensitive questions, please approach a staff member at an appropriate time.

LIABILITY

As a volunteer for JHTR, you acknowledge the risks of horseback riding programs. However, the possible benefits to yourself and clients you work with are greater than the risks assumed. You are required to sign the liability release hereby, intending to be legally bound, for yourself, your heirs and assigns, executors or administrators, waive and release forever all claims for damages against JHTR, its Board of Directors, Executive Director, instructors, therapists, volunteers and/or employee for any and all injuries and/or losses you may sustain while participating with JHTR. Under Wyoming Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to W.S 1-1-126.

CONDUCT & BEHAVIOR

Individuals involved with the program are expected to conduct themselves in a cooperative and appropriate manner at all times. Examples of inappropriate behavior would include any form of harassment, aggressive or abusive behavior to self, or others including horses. If you are subject to any type of inappropriate behavior, please do not approach the individual; instead, notify staff immediately. Individuals exhibiting inappropriate behavior may result in dismissal from the program. Please notify staff immediately of any concerns regarding the behavior of program horses such as biting, kicking, etc.

DRESS CODE

Comfortable closed toe shoes are required. Skirts, dresses, or revealing clothing items are not permitted. Please dress conservatively and opt for clothes that can get dirty and are appropriate for varying weather conditions. Please be prepared at the beginning of class with sunglasses or hats so we may potentially move from indoors to outdoors without interruption.

REASSIGNMENT & TERMINATION

Individuals who are not able to perform their volunteer role or fail to observe the rules and procedures of the program will be given an opportunity to discuss any situation that is perceived to be a violation of JHTR policies and may be provided with job re-assignment. JHTR reserves the right to determine at its discretion that it may be in the best interest of the program to terminate a volunteer's involvement with the program.

OTHER RULES

Refrain from offering food to participants without permission as they may have food allergies, diabetes, or other medical conditions. Cell phones must be silenced during a lesson or, even better, left in your car for the duration of the lesson.

Our arena is located and leased on public school grounds, and we must abide by the following rules:



NO TOBACCO on premises



NO DRUGS/ALCOHOL allowed on premises or to be used prior to volunteering



NO GUNS/WEAPONS on premises



NO DOGS on premises (even within vehicles)



10 MPH when driving on premises (be alert and cautious – children at play)

EMERGENCY INFORMATION

Information for emergency calls is posted by each phone.

WHEN IN DOUBT CALL 911!

In the event of emergency or natural disasters, the instructors will take charge of giving information to participants, volunteers, and staff. Safety is **ALWAYS** our first priority! Please inform staff if you have advanced medical training or if you are a firefighter, police officer, etc.

Fire extinguishers are located at the entry door in the mounting area and by the farthest exit door in the indoor arena.

Emergency first aid kits, both human and equine, are maintained and kept on site. The **human first aid kit** as well as **seizure blanket and pillow** are located on the shelves near the helmets. The **equine first aid kit** is located underneath the ramp mounting block.

FIRE

In case of a fire (on or off premises) the instructor or staff member will designate someone to call 911. We are located at 3870 W Wilderness Drive, Wilson, Wyoming. **Fire extinguishers** are located at the entry door in the mounting area and by the farthest exit door in the indoor arena. To use the extinguisher, pull the pin, aim nozzle at the fire, squeeze the trigger, and sweep from side to side.

An instructor or staff member will decide the evacuation plan which will be determined by the location of the fire and the accessible emergency vehicle routes. **The initial evacuation location** is the outdoor mounting block at which point the group will move together to the chicken coop at the far end (east) of the stalls. If a lesson is in progress, participants should be calmly dismounted, assembled, and escorted to the area designated by the instructor. The instructor will take a head count of participants and volunteers and will stay with them until everyone is safe. Horses will be removed from their stalls **ONLY** at the request of a staff member. Available volunteers and staff will relocate horses if necessary.

EARTHQUAKE OR NATURAL DISASTER

The instructor will verbally call for an emergency dismount. Horse leaders will keep horses as still as possible, allowing sidewalkers to safely execute an emergency dismount. Sidewalkers will escort participants to the nearest arena exit and wait for further instructions. Horse leaders will stay with the horses and wait for further instructions. Depending on the

magnitude of the emergency, the instructor will make appropriate decisions making certain that participants are accompanied by staff or volunteers until parents/caretakers arrive.

SEIZURES

Request the instructor's attention immediately. If mounted, perform an emergency dismount. Only the instructor is to provide First Aid. The primary effort is to prevent the participant from hurting themselves. Push nearby objects away from the scene. Horse leaders will lead the horse away from the participant and either return them to their stall or tie them up as far away from the participant as possible. Sidewalkers should follow instructor's requests. Volunteers will be asked to get the seizure blanket and pillow that is located in a designated box by the helmets. The instructor will begin timing the seizure and may ask a volunteer to call 911. If a participant has a history of seizures, the emergency plan will be discussed in the volunteer briefing before the lesson.

FALLS

Falls from the horse are rare but they can and do happen. Do not panic; participants and horses will respond best to a calm and reassuring attitude. All horse leaders will stop their horses in the event of a fall and each volunteer will attend to his/her assigned horse or participant. Never leave your assigned horse or participant to assist another person.

Horse Leader: Your only concern is the horse. If your participant has fallen, do not try to control both the horse and participant. Carefully move the horse away from the fallen participant. Never let go of your horse; a loose horse can cause a chain reaction of problems. Speak calmly to your horse. Your horse largely depends on you for reassurance. Wait for further instructions from staff members.

Sidewalker: Do not leap or grab at a participant if the horse spooks; this motion may startle the horse and unseat the participant even further. Stay close enough to calmly assist the participant. Speak calmly to your participant in any emergency. Sidewalkers must stay with the participant in emergency situations unless asked to do otherwise by the instructor. Participants can fall in unmounted situations as well. The instructor is trained to handle such situations.

IN THE EVENT 911 IS CALLED

JHTR Phone #:

307.733.1374

Physical Address:

3870 Wilderness Drive Wilson,
WY 83014

Directions:

We are off Village Road, next
to C-V Ranch; 0.75 miles past
the Aspens on the right.

TRAIL RIDE HAZARDS

During classes the instructor will often take the participant on a trail ride outside of the indoor or outdoor arena. The trail consists of uneven terrain, rocks, wildlife, and other natural hazards.

Horse Leader: Be aware of your footing and the footing of your horse. Keep an eye out for holes, rocks, or shrubbery that could cause dangerous situations for you and the horse.

Sidewalker: Be aware of your footing as you walk alongside the horse and of any other hazards that might present injury to you or the participant.

ARENAS

During class, it is important to be prepared for the weather and potential hazards in the arenas.

Please be mindful of temperature levels in the indoor or outdoor arena. If you or your participant are uncomfortably warm or cold, please inform the instructor. Please take the necessary precautions to protect yourself from the sun and other elements (i.e. sunscreen, hat, sunglasses, etc.).

Horse Leader: Be aware of noises, items blowing around in the wind, or insects that could startle or irritate your horse. Inform the instructor if you notice any signs of these, and if the horse displays any adverse reactions to them. Bees and wasps are present at times; in the event you get stung, do not run, yell or let go of your horse. Inform the instructor so they can assist you. Always be alert to the fact that your horse could get stung as well. If this occurs, do your best to stay calm and keep control of the horse.

Sidewalker: In the event that the horse spooks due to a bee sting, something blowing around in the wind that scares the horse, etc., remain with the participant and inform the instructor immediately. An emergency dismount might be called to protect the participant. If the participant gets stung, inform the instructor and keep the participant calm. If you get stung, remain calm, stay next to your participant, and inform the instructor.

ACCIDENTS

Instructors or staff will evaluate the injury. If an ambulance is needed, the instructor will designate someone to call for help. Call 911 and report: "There is an injured participant at the Jackson Hole Therapeutic Riding arena located at the north end of C-V Ranch at 3870 W Wilderness Drive. We are the farthest building once you have entered the parking lot." Answer any other questions to the best of your ability.

A staff member will remove the copy of the participant's or volunteer's **AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT** form from their file. Uninvolved participants and volunteers are to do the following:

Line up in the designated area and wait for an instructor to dismount the participants. Speak calmly to participants, horses and each other. Avoid quick or unusual movements that could cause additional distress. Horse leaders and sidewalkers may be asked to give an account of the incident for an Occurrence Report.

Always remember to stay calm when working with horses and participants. If you have any questions or concerns, please feel free to ask any staff member. Our aim is to provide safe, beneficial lessons for our participants and for everyone to have a good time in the process!

Accidents must be reported immediately to JHTR staff and an accident form must be completed by everyone involved. The form is important for insurance purposes and for the sake of having detailed records. If a horse bites you or you are harmed in any way, it must be reported to a staff member; having knowledge of these incidents will help us prevent them from happening again.

CANCELLATIONS/CLOSURES

In the event that a lesson is cancelled due to weather, participant cancellation, or other circumstances, we will make every attempt to notify volunteers prior to class. If lightning occurs within a certain distance, classes may be grounded.

GLOSSARY OF TERMS

This glossary is intended to familiarize volunteers with terms often used at JHTR. If a term is used that cannot be found below, please ask a staff member for clarification on the meaning.

- **"Across the Arena":** Ride from one long side to the other, through the center.
- **Change Direction/Reverse:** At the rail, each participant turns to the inside, making a circle and changing direction. This creates a teardrop shaped figure.
- **Circle:** Each participant makes a large circle off the rail toward the inside of the arena and continues in the same direction.
- **Diagonal:** Crossing from one corner of the arena to the opposite corner of the arena in a diagonal line.
- **Ground Poles/Cavaletti:** Heavy poles placed on the ground for participants to ride over. They are usually expected to go right down the center of the poles. Often ridden in "two-point" position.
- **Inside/Outside:** Applies to the position of the horse in the arena. The rail is at the outside of the horse; the center of the arena is the inside.
- **Long Side:** The two longer sides of the arena.
- **Short Side:** The two shorter sides of the arena.
- **"Shorten/Lengthen Your Reins" :** The participant needs to move their hands up or down along the reins.
- **Spacing:** We want a minimum of two horse lengths between horses at all times. It is ideal to help participants be spaced evenly around the arena during a group lesson.
- **Track Left:** Riding with your left hand toward the inside of the arena.
- **Track Right:** Riding with your right hand toward the inside of the arena.
- **Two-Point:** Participants will stand up in the saddle, bending at the hips, and place their hands on the horse's neck. This position is used when a horse uses the bathroom, goes over a jump, or goes up a hill when on a trail.
- **"Walk On":** A verbal cue that participants will be expected to say out loud or demonstrate with hand signals before moving forward.