

TIANVICA RIDING ACADEMY, INC.

VOLUNTEER HANDBOOK

**9TH EDITION
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**P.O. Box 7301
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BARN ADDRESS

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Welcome to TiAnViCa!

Thank you for your interest in TiAnViCa and Equine Assisted Activities. We are dedicated to enriching the physical, emotional, mental and social well-being of our clients, in an environment that is safe, nurturing, challenging and fun. Our mission statement says it all:

“TiAnViCa Riding Academy’s mission is to share the love of Christ to disabled individuals and their families through equine assisted activities...”

Volunteer training is an ongoing process. What you learn in our volunteer training course will start you off on the right path with the information and tools you need to be an effective and productive volunteer. Our hope is that this training will provide you with a good foundation for your association with TiAnViCa, and that your time spent with us will be safe, rewarding and fun. We want you to experience those positive gains, too! Many of our volunteers tell us that they feel they are getting as much therapy as the clients by being here and helping.

TiAnViCa is deeply appreciative of our volunteers. Without you and the gift of your time, energy and skills, we would not exist to offer our services to our community. Whether you clean a stall, assist during therapy sessions, staff fundraising events or hold a horse for the farrier, your service is valued. My door is always open to you, and I am never more than a phone call away to give you the support you need.

Warm regards,

Roger O. Meadows
Co-Founder/Instructor

Sara Lizzette Meadows
Co-Founder / Executive Director

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TiAnViCa's General Rules and Guidelines

TiAnViCa is a Premier Accredited Center of the Professional Association of Therapeutic Horsemanship, International (PATH). We follow their rules and guidelines and use their forms and procedures in all aspects of our activities. PATH was founded in 1969, and their focus is on safety, appropriate conduct and outstanding service to equestrians with disabilities.

We believe that PATH has developed an outstanding system of keeping equine assisted therapy sessions safe, challenging and satisfying for everyone involved. If you have a question about any of our rules and guidelines, please do not hesitate to ask a staff member for an explanation. We also have books and videos available, including the PATH Standards and Guidelines, for you to check out to read.

Because our horses could be handled by up to 15 people every day, it is essential that everyone follow the same procedure for activities, including haltering a horse or grooming, saddling and leading. Whatever methods you employ at home may or may not be the same as the ones we request that you use at TiAnViCa— but for the well-being of our horses, we insist on consistency so that they do not become frustrated or sour.

Other rules, like our dress code, are for your safety and comfort during a session. We do not wish to restrict personal style or individuality – we just want to keep you free of injury, harm or frustrations. As with everything in this handbook, if you have a question about why we ask you to do something a specific way, please ask. Remember, by following the rules to keep yourself and everyone around you as safe as possible, you are leading by example for clients and other volunteers.

Dress Code

Wear comfortable shoes that protect your feet and ankles. Waterproof is preferred for walking outside, especially in the spring and winter. No sandals, open toed shoes or open backed clogs or slides.

Wear long pants to protect your legs. Shorts are accepted but cannot be “short-shorts” and they will not provide you with protection from the elements.

You may want to have gloves if you are doing stable work (muck boots too if you have them) or leading a horse. No mittens as you will need to use your fingers.

Hats and sunscreen are advised during the summer. However, some of our clients may remove your hat without warning – be prepared.

Please be aware that dangling jewelry can get caught in manes, tails, or be snatched by a client or distract them during a session.

Do not wear clothing with offensive or suggestive messages or slogans, or any that promote alcohol or drug use. Some of our clients are here to learn to cope with addictions.

Dress for the ever-changing weather in Florida – layers in winter, and sometimes in the summer!

Everyone on a horse MUST wear a helmet. No EXCEPTIONS!

Barn Etiquette

Please leave the parking closest to the gate for clients.

No running, screaming or boisterous behavior.

Please leave pets at home. Therapy animals are allowed with prior permission. Please do not bring dogs to the barn as it may spook the horses.

Please practice courteous behavior with staff, clients, horses and each other.

The telephone is available for brief use by volunteers for pick up, etc. Please avoid lengthy personal calls. If the office is closed, the telephone and emergency contact information is in the office and in the barn by the refrigerator.

The computer is for TiAnViCa staff only unless you are providing office support. No online shopping or Internet surfing for information other than equine assisted therapy, please.

If a gate is closed when you need to go through it, make sure it is closed when you have passed through. If it is open, leave it open. When in doubt, ask. If no one is around to ask, shut the gate.

Gates to the outside turnout areas are to be kept shut and latched always. NO EXCEPTIONS! Don't plan to go back and shut them later – shut them right away!!!

If you use the hose to wash or water horses, be sure to shut it off when you are done.

The bathroom is in the office trailer. Please report any problems to staff.

There are two first aid kits if needed they are in the barn and also in the office. Please alert the staff or Instructor if it is needed for any reason. If someone is injured in a way that is beyond what can be cared for by the first aid kit, staff will call for emergency medical treatment.

When horses are wearing a halter and lead rope or bridle, they are not allowed to graze, put their heads down to sniff the floor, or rub their faces on their front legs. To allow them to do so will teach them that it is acceptable. For safety reasons, when horses are under tack or halter and lead, they are at work and must have their heads up.

Clean up your area at the end of sessions:

- ❑ After last session of the day, please take all therapy props and equipment out of the arena and place them in the proper place.
- ❑ Make sure all tack, brushes and equipment is returned to its proper place after each session unless the next session requests that you leave it out. There are labels indicating areas for all tack and equipment.
- ❑ After cleaning stalls, check with the Barn Manager to find out where the current dumping area for manure is.
- ❑ When sweeping the aisle, please pick up paper, rubber bands and strings and throw them in the trash.
- ❑ Please do not leave food wrappers, plates, etc. out. We are not aware of mice – don't advertise for any!
- ❑ If you use a helmet, sanitize it and put it back.

Stall and Barn Safety

Always approach a horse from the side or front, speaking to them to alert them to your presence. Never approach them from the rear. Encourage them with your voice or by holding your hand out to get them to turn towards you.

When haltering a horse, first place the lead rope over his/her head. Then standing with your right shoulder by the head, place the halter on. Take the lead rope down and hold it in a figure 8 pattern with your left hand and with your right-hand app. 8" from the horse's chin. You are ready to lead the horse now.

Always lead on the horse's left side, unless you are asked to change sides by the Instructor during session.

When leaving a stall or walking through a gate, make sure that the gate is opened all the way. Stall doors should be opened completely. Pen gates should be opened far enough to comfortably move the horse in or out, but not wide enough for other horses to escape. If not comfortable turning out or bringing in horses when they are in a group, ask for help. Make sure the horse you are leading is all the way through the gate before turning them so that they do not hit their hips on the door.

Please follow the traffic pattern in the barn. Horses should always be led into the crossties from the rear of the barn. To bring in horses from a lesson to the crossties, enter the west side of the barn, go around the rear, and back to the east side into the crossties.

When using the crossties, always face the horse towards the front entrance so that if he/she pulls back he/she won't leave the barn.

Always groom and tack horses in the crossties unless otherwise instructed by the Instructor.

When walking behind horses, always keep a hand on them so that they know you are there. Do not walk under a horse's neck – always go around the front of his/her head. Do not crawl under a horse's belly. Reach under from a standing position facing the front or go around.

Do not leave horses alone in the crossties. **Set out grooming equipment and tack before you get your horse.**

If a tied horse pulls back on the crossties, they should break off and free the horse. Go to the horse and make sure he/she is not injured; then walk him/her back up. Have someone either hold the horse while you tie the crosstie to the eyehook, or hold him/her yourself while someone else reties the horse. If you, another volunteer, a client or the horse is injured, alert the Barn Manager or the Volunteer Coordinator.

Never leave a halter or tack on a horse unattended in a stall unless the horse has been prepped for a lesson. In that case, tie the horse by the halter to keep it from lying on the tack.

When releasing a horse, turn him/her around so that he/she is facing you and your back is to the door or gate before taking the halter off. Shut the door or gate before you begin to release the horse so that he/she will not escape. If you are unsure of the horse, or if they are being troublesome, place the lead rope over the neck to give you something to hold onto while you remove the halter. After releasing the horse, turn and walk calmly away. Do not encourage him/her to take off as soon as the halter is off.

Do not drag the lead rope (or reins) on the ground at any time. When hanging them up, make sure they are not hanging on the ground. Please do not lay tack on the ground. Use racks and hooks provided in the aisle. Do not allow girths or cinches, etc., to drag on the ground.

Do not tie a horse with a bridle and reins.

Do not hang halters where horses can reach them. Be aware of items left in their reach and remove them to a safer location.

When grooming, do not kneel on the ground – bend over instead so that you can leave the area quickly if the horse becomes agitated.

Clean up manure immediately if your horse soils the aisle. Return shovel and broom to its proper place when done.

Last person out must follow the closing procedure:

- All horses turned out (no halters) unless instructed otherwise due to injury or illness
- All pasture gates chained
- 2 side doors and barn back door locked from the inside
- Lights and fan off in barn
- Main barn entry locked from outside
- Ensure no water is running from all hoses/water tank
- Gate padlocked between Youth Villa and TiAnViCa
- Turn office A/C to 80 (summer) Heat to 70 (winter)
- Ensure water is not "running" in bathroom sink
- Lights off in office
- Both office doors deadbolt locked
- Chain link gate (double gate) locked with padlock
- Entry gate on 60 locked with padlock

If you have any questions, or if you need to vary from it, call Sara.

Notify the Instructor or Sara immediately if you notice anything out of the ordinary on a horse (swelling, cuts, and blood), facility (broken door or gate, leaks, fire or other damage) or tack (broken or worn straps, frayed girth/cinch, and missing pieces).

General Rules

No smoking anywhere on the property except in your vehicle. Please do not throw butts on the ground. Please leave all tobacco products at home, as some of our clients are working to overcome nicotine addiction.

All phones MUST BE TURNED OFF when working with a client or horse. NO EXCEPTIONS. Do not leave your phone in the barn as we cannot be responsible for the phone.

No personal stereos or music, as they may distract a client or keep you from hearing something important.

No weapons, alcohol or illegal drugs. Medications which are prescribed, and that the Instructor and or Volunteer Coordinator are aware of, are permitted. If you require an epi-pen for bee stings, please let the staff know and show us where it is when you are at TiAnViCa.

No unattended children.

The lessons are to be under the control of the Instructor always.

All information that you are privy to concerning clients and their disabilities, other volunteers or staff members is confidential. Please do not discuss – other than in general terms – the content of session to the public. Do not divulge client names, history, or the names of other volunteers to the public.

Please do not make derogatory statements about the clients, staff, volunteers, horses or other aspects of the program. If you have a complaint, please take it up with the Instructor or Director.

No foul language – refrain from cursing or lewd, racist, or insensitive comments or remarks.

Do not represent yourself as an agent of TiAnViCa to request money or funding without first speaking to the Director. Please join the fundraising committee if you are interested in helping TiAnViCa raise money for the program.

Emergency Procedures

Stable Emergencies

- ❑ Never leave clients alone during an emergency. Depending upon where the emergency occurs, have them wait in the office, in the parking area, with another volunteer or staff member or with the caregiver who comes with them. Keep clients at farthest possible point from the situation for their safety.
- ❑ If a horse gets loose, alert other staff, take a halter and lead rope and bucket of grain and attempt to head the horse back towards the barn and away from other people. If the horse enters the highway, attempt to coax him/her back with a bucket of grain. Do not risk your life to get the horse back. Never allow clients or their caregivers to help catch a loose horse (unless the caregiver has completed the volunteer training and has signed a liability release). Have clients wait by the office or in a safe location where they will not be run down by a running horse.
- ❑ Keep in mind that horses are herd animals and would prefer not to leave their companions. Try to allow the horse to circle back to the barn by going out and around them, blocking the exit to the driveway and beyond.
- ❑ If a horse falls in the aisle or is cast in a stall do not attempt to get them up alone. Alert other volunteers or staff. Try to let the horse get up alone in the aisle, move any obstacles out of the way. If they are cast in the stall, do not try to grab their legs. Let the Instructor or Director direct the rescue efforts, do not go in the stall alone. If you are alone when this happens, call the Director or other emergency contacts on the telephone list.
- ❑ If a horse becomes agitated and bites or kicks a client, staff member or volunteer, help that person to a chair or safe location away from the horse and alert the Instructor and/or Director. Allow them to perform any first aid necessary.
- ❑ You may be asked to call for emergency assistance. The directions to TiAnViCa from State Road 60 are posted by the phone and other locations for you to give to 911 operators. Follow any directions given to you by the Instructor, Director and 911 operators.
- ❑ Fire: Get out of the building, take your client with you, and use any available cell phone or go to one of the houses on the property to have them call 911. Do not attempt to save belongings or items. Do not attempt to save horses. Your life and the client's life are the priority.
- ❑ Building emergencies – broken equipment, such as gates or doors breaking, fences down, etc.: Alert a staff member to the problem, make sure you and the client are safe, then assist the staff member if asked.

Mounted Emergencies

- ❑ Client has a seizure or loses consciousness: Side-walkers alert the Instructor and follow emergency dismount procedures to remove the rider from the horse. Follow direction from Instructor. Leader stops horse for dismount and takes the horse to the center of the arena.
- ❑ Rider falls from the horse: Leader stops the horse, make sure the client is clear of the horse, takes horse to the center of the arena and wait for instructions from the Instructor. Side walkers get client out of the way of the horse, either by leading or pulling him/her. If the client is caught on the tack or stirrup, make sure the horse stands calmly while the Instructor and Side walker(s) free the client.
- ❑ Horse attempts to run away with the client: Attempt to safely stop the horse. If the horse has left with the rider, attempt to calmly pen the horse in a corner of the arena, catch him and remove the rider if instructed to do so by the Instructor. **Side walkers should always be alert to the possibility that they will have to perform an emergency dismount.** Listen carefully for instructions from the Instructor always, not just when the horse misbehaves.
- ❑ Horse pulls backwards with rider: Leader follows the horse and speaks to him/her calmly, and attempts to stop the horse with gentle tugs, not a steady pull. Do not hang back on the horse or attempt to pull them. Side-walker(s) remove the client from the horse with an emergency dismount if instructed to do so by the Instructor.
- ❑ Horse bites leader: Alert the Instructor, and then follow directions.
- ❑ Horse kicks Side-walker: Alert the Instructor and follow directions.
- ❑ Client has outburst, agitated episode or other unusual or excited behavior: Leader stops horse, stands by the head to calm him/her if needed; Side-walkers may be asked to help remove the client from the horse.
- ❑ Client bites or otherwise injures Side-walker: Alert Instructor and follow directions.
- ❑ Client slips to the side, losing balance: Alert Instructor and other volunteers, leader stops or slows horse as directed by Instructor, attempt to help client regain balance with help of another Side-walker and Instructor. **Side-walkers should always have an eye on the client.**
- ❑ In any emergency with more than one horse in the arena, all horses come to the center or corner of arena as indicated by Instructor and wait for further directions.

Reasons for Volunteer Dismissal

Volunteers are subject to rules and regulations to help produce a safe experience for everyone involved with activities at TiAnViCa. While it is not pleasant to think about, there are 'zero tolerance' instances that call for dismissal:

- ❑ Creating an unsafe situation through careless behavior, disregard for rules, or ignoring the needs of the client
- ❑ Arriving at TiAnViCa for volunteer duties under the influence of alcohol, illegal drugs, or abuse of medication
- ❑ Bringing a weapon – firearm or knife (except a small pocket knife), hunting tools, etc. to TiAnViCa. If you carry a sidearm for your profession (sheriff, police officer, etc.), please leave the weapon locked in your vehicle.
- ❑ Breaking confidentiality. If you are found to have distributed confidential information about clients, incidents occurring at TiAnViCa, financial information regarding clients or TiAnViCa activities, or any information that you have been instructed by TiAnViCa staff as being confidential, you will be asked to retire from the program.
- ❑ Physical or emotional mistreatment or abuse of a client, horse, staff member, volunteer or visitor to TiAnViCa
- ❑ Acting as an agent or representative of TiAnViCa to request money or fundraise without prior consent of the Director or Board of Directors

In extreme cases where a client is put in an unsafe situation, or is harmed due to the behavior of a volunteer, legal action may be taken.

Less serious infractions of rules, such as failure to hand in signed releases, tardiness, failure to attend mandatory volunteer classes or seminars/meetings, dressing inappropriately, use of foul language, etc. will be dealt with first with a verbal warning, then written, and then possibly dismissal. Volunteers who are late or disruptive during sessions may be reassigned to other activities.

Volunteer Duties and Standard Operating Procedures

All Volunteers:

Please sign in to record your hours on the sheet by the information table. Keeping track of volunteer hours helps TiAnViCa apply for grants and other funding.

If you are unable to make your shift, please call the center 888-548-2972 ext 1 as soon as possible to let the staff know and plan accordingly.

Duties for all Volunteers (Session Prep)

Check the client board to see who the client is riding and with what tack. Set out grooming equipment even if the client does not groom or saddle as part of his/her session. If the client is unable to participate in tacking, please set out tack as well before you bring the horse to the crossties. Take the horse from his/her stall or pen to the grooming area. Crosstie your horse and groom thoroughly, including hoof picking of feet. Use the currycomb to raise loose dirt to the surface, and the dandy brush to flick it off and smooth the coat. Use a towel to wipe eyes, ears and muzzle, and a comb to untangle mane, forelock and tail and to remove burrs or stickers. Make sure the horse is clean and has no burrs or dirt on their coat, mane or tail. If the client grooms as part of their session, you must still groom the horse to make sure they are in good condition – shoes on tightly, no cuts or health concerns – before the client arrives. If there is a problem, alert the Instructor as soon as possible in case a change of plans needs to be made. If the client is able to perform part or all of the grooming and tacking, please replace the items you have used and, if able to halter, lead and tie the horse; put the horse back in its stall before the client arrives.

As the client arrives, you may bring the horse out and tack him/her up if they are unable to do so as part of their session. If leading, grooming and tacking are part of their session, the Therapy Instructor will assist the client or may instruct you to do so. Wait for further instructions from the Instructor.

If you are to tack the horse, place the saddle pad up app. 6" ahead of the withers and slide back slightly to smooth the hair. Then place the saddle on the horse, lifting the front of the saddle pad to meet the bottom of the pommel to keep it from pressing on the horse's withers when the client is mounted. Do not tighten the girth immediately; slowly increase the pressure in stages. When you bridle the horse, first place the reins over the horse's head, and then undo the crossties. If the horse uses a bit, make sure it does not bang on their teeth with bridling or unbridling. If they have a curb chain or strap you may need to unbuckle one side of it before bridling or unbridling.

To untack, remove bridle after attaching the lead rope to the halter or leave the reins over the neck until a halter is on the horse's head. Place the lead rope over the neck until the crossties are in place. Then remove the lead rope. Remove the saddle after the bridle is off. You may put the tack back in the tack room immediately if there is someone to stay with the horse; if not, put the horse back in his/her stall and then return all tack to its proper place.

When the client is ready to go to the arena, the horse handler/leader will either take the horse in or may assist the client if instructed to do so by the Instructor. The leader may be asked to walk or trot the horse around the arena first to warm up. Before going in the arena, the tack should be checked to make sure the girth is snug and that the tack is fitted properly, either by the Therapy Instructor or by a designated volunteer. Another safety check should be done at the ramp before the client mounts, and another on in the arena. There should be no less than three safety checks each session:

- ❑ Properly fitting tack
- ❑ Stirrups are at correct length and safety stirrups, if used, are on the foot correctly
- ❑ Helmets are properly fitted
- ❑ Girth is the appropriate fit and tightness

Mounting Procedures

Safety first! **Never mount the client without the Instructor, or before the safety check. All riders mount from the ramp or block for safety and comfort of the horse. The lift may only be used by authorized personnel.**

Always use the ramp or block for mounting. Do not mount under trees, building overhangs, on concrete or from a fence.

At the ramp for mounting, the Leader will stand to the front and one quarter to the side of the horse's head to keep them still. Make sure your horse is standing with all four legs squarely under them for the client to mount. The horse should be stopped close enough to the ramp that the client cannot get their leg or foot in between the horse and the edge of the ramp, no more than 2-3 inches. The Leader is not responsible for helping the client mount or dismount – just the behavior of the horse. Keep the horse relaxed by not restricting his/her head. If he/she attempts to back up, encourage the horse to walk forward, and reposition.

If the horse pulls back or swings his hips away from the ramp, and the client is not ready to mount yet, walk forward, make a circle and come back and reposition him/her. If the rider is mounting and the horse attempts to move, keep the horse calm and still. The Side-walker on the off side should help by gently pressing on the horse's hip to keep him/her aligned with the ramp. If at all possible, avoid backing the horse out of the ramp area.

A Side-walker is to stand on the off side of the horse to help the client position their leg with the instruction of the Instructor. A second Side-walker for the near side would wait at the end of the ramp. The Instructor is responsible for mounting the client and adjusting stirrups, checking girth, and performing a safety check before the session begins.

Once the client is safely mounted and balanced on the horse, the Instructor will ask the client to tell the horse to 'walk on.' Once the client complies, lead the horse straight out of the mounting block and then halt for the Side-walkers and Instructor to get in position, and then you will enter the ring. The designated volunteer, or observer, is responsible for making sure that the gates are shut whenever there is a rider mounted in the arena. If more than one horse/client is participating in the session, volunteers will walk around the ring with their client until all riders are mounted and have entered the ring.

When approved by the Instructor, a client may mount from the block. When mounting from the block, the same procedure will be followed. In many cases, the client will mount in the ring.

Dismounting Procedures:

Leader positions horse as when mounting. Do not allow the horse to charge to the barn. If the horse is anxious to get to the barn, request help from the Instructor. The Side walker on the near side will walk up alongside the client and then the Instructor will come up to assist the client in dismounting. It is up to the client and Instructor as to whether the client may lead the horse out. Riders will never dismount to the ramp unless approved by the Director.

To the ground: the horse Leader will help the client guide the horse to the center of the ring per the Instructor's direction and stand to the front of the horse to keep them still. The off-side walker will help guide the client's leg over the back or crest of the horse per Instructor's direction. The near side walker will assist the Instructor in landing the client safely to the ground.

Job Duties for Leaders (14-year-old - adults)

Leaders are to stay with the horse always and are responsible for controlling the horse's movement and speed, following the direction of the Instructor and client. They are responsible for the safety of the horse, assisting the client in controlling the horse and reinforcing the client's directions.

- ❑ Hold lead rope app. 8" from the snap with your right hand and allow them to move their head naturally
- ❑ Do not allow the horse to nuzzle you or 'invade your space/bubble.'
- ❑ Do not stroke or fondle the horse's head while he/she is at work unless asked to do so by Instructor.
- ❑ Hold the remainder of the lead rope in a figure 8 in your left hand
- ❑ The lead rope should hang between the reins attached to the halter, not over the reins
- ❑ Walk by the horse's throatlatch, not in front of them or back by the shoulder. If you are having trouble keeping the horse moving, ask for a riding crop to prompt the horse. If the horse is moving too fast, use half halts by bumping the horse every other stride with the halter.
- ❑ Wait until the rider initiates action and follow through, offering support at the direction of the Therapy Instructor.
- ❑ Look up and plan where you are going. Looking up helps you to plan ahead and make smooth turns and corners. Make turns and circles large and sweeping, as sharp turns can unseat an unstable rider.
- ❑ Do not allow the horse to put his head down, graze, sniff the ground or rub their nose on their leg. Keep your horse attentive and on the job.
- ❑ If working with another horse in the arena, stay back 2 horse lengths from their hind legs. Pass well to the inside, not between the horse in front and the wall or fence.
- ❑ Short tugs, sharp snaps and rattling the lead rope work better than a prolonged pull on a horse that is charging ahead or inattentive. The horse will win a tug of war every time.
- ❑ Do not make conversation with the client so as not to distract them. If they attempt to engage you in conversation, be polite, but direct their attention back to the Instructor.
- ❑ The leader's sole responsibility is the horse and its behavior. Leaders should not attempt to correct rider position or make adjustments.
- ❑ If there is a problem with the client and there is no Side-walker, please alert the Instructor in a calm manner.
- ❑ If you have suggestions for improving a session, please feel comfortable about bringing them to the Instructor's attention – after the session. Having too many people discuss activities is confusing to the client.
- ❑ If the horse is nibbling, hold your right hand up in a 'STOP' motion. If you are having an excessive amount of trouble with a mouthy horse, alert the Instructor.
- ❑ Never hit or swat at the horse when a client is mounted or handling the horse. BE PROACTIVE – don't get into a situation that puts you at risk of being bitten or shoved by the horse.

Job Duties for Side walkers

The Side-walker should stay with the client from the time they are mounted until they are off the horse and out of the arena. Your assignment is to assist the Instructor and help the client carry out their instructions.

Position yourself by the client's leg at the hip and keep pace with the horse so that you can look up and observe the client regularly. Alert the Instructor if there is any change in the rider's behavior or health.

The side walker is responsible for helping the client maintain balance and follow directions of the Instructor. A variety of holds may be used:

- ❑ One hand cupping or holding the ankle for a stable client who needs help holding his/her legs still on the horse
- ❑ Over the thigh hold for a client who shifts weight. This hold should only be practiced with two Side-walkers so as not to throw the client's balance off
- ❑ One hand on the small of the client's back – to support forward and back balance
- ❑ One hand on the client's hip to support side to side balance

It is important to always ask the client if it is ok to touch him/her. This gives the client respect and an opportunity to decline your help. Always follow the Instructor's directions over the client – however, make the Instructor aware if there is a problem with the client's balance, consciousness, wishes, etc. Give only as much support as the rider requires. Use as light a touch as possible, but be firm with your hand so as not to tickle.

The client may not follow the direction of the Instructor, and you may be asked to reinforce directions by helping them hold their arms up or out, reaching for ears and tail, tapping on or indicating which hand to use for steering, reaching, etc. Give the client time to process the Therapy Instructor's directions before stepping in to help. It is important to let the client attempt to perform the activities as independently as possible.

Limit conversation with the client; attempt to redirect them to listen to the Instructor if they get off track or engage you in conversation. If you are waiting for another rider in the arena to complete a task or activity, please do not 'chat' with the client you are working with. Redirect his/her attention to the other rider working in the arena or to the Instructor if they are speaking. The time for visiting is AFTER the session.

Don't lounge against the horses, lean on them or expect them to support your weight. If your arm gets tired alert the Instructor and ask to switch sides. Change sides ONE AT A TIME. Do not leave your client without assistance.

After the session, the client will dismount to the ramp or to the ground depending upon his/her abilities. Follow the directions of the Instructor to safely dismount the client. Some clients may lead their own horses out – the leader would switch to the horses off side to assist the client and make sure they are safe by keeping the horse controlled. The Side-walker may be asked to help with the door or gate, or walk on the client's left side.

Many sessions cannot be held without volunteers, and your input and presence is very important not only to the Instructor, but also to your client. It is essential to develop a team atmosphere with a clear-cut leader, the Instructor. If you have questions or concerns, suggestions or issues with the way session is conducted, your opinions and ideas are valued. Please save comments or questions for after the session unless it is a matter of safety requiring immediate attention.

Being part of a team at TiAnViCa is a special feeling. Please respect your Instructor's authority, as they will respect your contribution to the client's safety and well-being. The Director is always available to hear suggestions, complaints or ideas as well.

Stable Duties

Morning stable duties include bringing horses in for feeding and watering, or feeding, watering and turning out depending on the season. Horses should be fed by 9 AM each morning. If horses are to go out in the pen or field for the day, set hay out while they are eating their grain. In the summer, when horses are out for the night, set feed (and hay if indicated) in stalls, fill water, and bring the horses in.

During the winter, after horses are fed in their stalls and turned out to eat hay in the pen or outdoor arena, stalls can be cleaned. In the summer, stalls should be cleaned before the horses come in to eat and stay in for the day. A schedule is posted for stable volunteers to follow and updated as needed by the director. The stalls and barn aisle should be cleaned on a daily basis.

Always check each horse's feed chart to be aware of feed changes or medications each time that you feed. Don't rely on your memory to give the horses' their feed and meds.

Always empty, wipe out and fill water buckets at feed time to keep grain, hay and shavings from accumulating in the bottom of the buckets. When horses are out, check the outside water source to make sure it is filled or working. A brush for wiping out the buckets and tanks is located by the sink outside the barn.

Our Four-footed staff....

Babe

Babe was donated to TiAnViCa November of 2009. She is a dwarfed miniature horse. Don't let her size and "disability" fool you, she can move. Babe is used in our Equine Assisted Learning programs. She was born in 1999.

Chickweed

Chickweed came to us in November 2009. She is a pony and had a foal in March of 2010 – Peppermint. Chickweed is used for our smaller riders and needs an advanced leader as she can be pushy. Chickweed was born in 1992.

Lady Bug

Lady Bug is a Pony of America (POA). She has been with TiAnViCa since June 2010 and is only used for groundwork as she has a bowed tendon. She was born in 1997.

Fancy Lady

Fancy was donated to us in November of 2011. She is an Arabian / Saddle bred cross. She has a sweet disposition but can be a little high strung at times. She was born in 1993.

Little Bit

Little Bit is only available for grooming and leading. She is a rescue horse donated to us by Hope Equine Rescue, she served as a program horse until 2016. She is a bit stubborn but is very kind. We estimate her birthday to be in 1996.

Blackfoot

Blackfoot is a Quarter horse who is very interested on whatever conversations are going around him. He is a horse for experienced and able riders. Blackfoot was born in 2004.

Shiloh

Shiloh is a Quarter horse, he is not currently part of the programs at TiAnViCa. Shiloh was born in 2002.

April

April is one of TiAnViCa's original horses. She is a Spotted Saddle Horse, drinks a lot of water and enjoys being around people, she was born in 1993.

Peppermint

Peppermint is Chickweed's son. He was born in and is currently being trained for lessons. He tends to spook easily and is not to be handled by volunteers. Peppermint was born in 2010.

Blue

Blue is a Foundation Quarter Horse. He was donated by J & M Ranch. He is currently used in lessons; he was born in 2003.

Star

Star is a Percheron donated by J & M Ranch, he was born in 2005.

Lily

Lily is the Gypsy Vanner horse which TiAnViCa won in 2014. She was born in 2008. She is part of TiAnViCa's Wounded Warrior Program. And became part of the Therapeutic Riding Program in 2016.

Toadette (Barn Cat)

Toadette is our pest control for the barn, she is very shy.

FORMS

Please fill out the following forms. If you are over 18, you will also be required to fill out our background check agreement. We ask that you donate \$20 to assist in the cost of the background check.

All volunteers under 18 must have a parent or guardian sign the forms.

Volunteer & Employee Information, Photo, Release & Indemnity

Check one:

Volunteer

Employee/Instructor

Name: _____ Home Phone: _____ Work Phone: _____
(Last Name) (First Name)

Address: _____ Cell Phone: _____ DOB: _____ Age: _____
("Under 18 must have parent/Guardian Signature)

City/State: _____ Zip: _____ E-Mail _____

Photo Release

I DO

I DO NOT

consent to and authorize the use and reproduction by TiAnViCa Riding Academy, Inc. of all photographs and any other audio-visual materials taken of me/my son/my daughter/my ward for promotional printed material, educational activities or for any other use for the benefit of equine assisted activities.

Date: _____ Signature: _____
Participant, Parent/Guardian

BACKGROUND INFORMATION

Have you ever been charged with or convicted of a crime? Y N Please explain _____

I, _____ (volunteer/staff) authorize TiAnViCa Riding Academy, Incorporated to receive information from any law enforcement agency, including police departments and sheriff's departments, of this state or any other state or federal government, to the extent permitted by state and federal law, pertaining to any convictions I may have had for violations of state or federal criminal laws, including but not limited to convictions for crimes committed upon children or animals.

I understand that such access is for the purpose of considering my application as an employee/volunteer, and I expressly DO NOT authorize the PATH Intl. Center, its directors, officers, employees or other volunteers to disseminate this information in any way to any other individual, group, Agency, organization or corporation.

Signature: _____ Date: _____
(volunteer/staff)

CURRENT DRIVER'S LICENSE Y N LICENSE NUMBER _____ STATE _____

Confidentiality Agreement

I understand that all information (written and verbal) about participants at this PATH Intl. Center is confidential and will not be shared with anyone without the expressed written consent of the participant and his/her parent/guardian in the case of a minor.

Signature: _____ Date: _____
(volunteer/staff)

Release and Indemnity Agreement

In consideration, therefore, for the privilege of riding and/or working around horses, participating in activities or volunteering with the TiAnViCa Riding Academy, Inc. (Center) to be conducted either at the Center facilities in Bartow, Florida or at another location for a Center related event, recognizing that working with and around horses is an inherently risky behavior, I hereby, intending to be legally bound, for myself, my heirs and assigns, executors or administrators, do hereby release, absolve, indemnify and hold harmless the Center, its representatives, supervisors, directors, officers, employees, suppliers, corporate sponsors or any other volunteers from any damages, injuries, claims, suits or costs arising in any way out of the conduct of the activities of the Center programs, including any injury which may occur at the Center facilities or in transit to or from the Center facilities or related events, except such liability or claim of liability as may result from gross negligence on the part of the Center. I am executing this Release with a full understanding that the Center will involve my working closely with horses and people with cognitive, physical, emotional and behavior disabilities.

WARNING

Under Florida law, an equine activity, a sponsor or equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risk of equine activities.

Participant Name: _____

Participant Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

TiAnViCa Riding Academy
Volunteer/ Staff Information Form and Health History

General Information

Name _____ Date _____
(Last Name) (First Name) Email: _____

Address: _____

Employer/ School _____

Address: _____

Parent/Legal Guardian/Caregiver Name/Address/Phone Number: _____

How did you learn about the program? _____

Birthdate _____ Age _____ Height _____ Last Tetanus Shot _____ Tuberculosis + - Date: _____

Health History

Please describe your current health status, particularly regarding the physical/emotional demands of working in an equine assisted program. Address fitness, cardiac, respiratory, bone or joint function, recent hospitalizations/surgeries or lifestyle changes.

Allergies: _____

Medications: _____

Circle areas in which you are interested:

<u>Program</u>	<u>Special Events</u>	<u>Administration</u>	
Horse Handling	Horse Show	Web Design	Photography/Video
Side walking With a Student	Fundraising	Grant Writing	Social Media
Stable Management	Special Olympics	Newsletter	Future Planning
Facility Repairs	Trail Rides	Volunteer Recruitment	

I understand that the information provided above is accurate to the best of my knowledge. I know of no reason why I should not participate in TiAnViCa's program.

Signature: _____ Date: _____
(volunteer/staff/caregiver; signed in presence of center staff)

Emergency Medical Treatment Authorization

Check one:

_____ Participant _____ Employee _____ Volunteer _____ Visitor

In the event emergency, medical aid/treatment is required due to illness or injury during the process of receiving services, or while being on the property of the agency, I authorize TiAnViCa Riding Academy, Inc. to:

1. Administer emergency treatment.
2. Secure and retain medical treatment and transportation if needed.
3. Release personal records upon request to the authorized individual or agency involved in the medical emergency treatment.

Name: _____ DOB: _____ Phone: _____

Address: _____

If under 18 years old:

Mother's Name: _____ Father's Name: _____

Mother's Work # _____ Cell _____ Father's Work # _____ Cell: _____

Legal Guardian's Name: _____ Work # _____ Cell: _____

In the event a parent/guardian cannot be reached, contact: _____ Phone: _____

Physician's Name: _____ Preferred Medical Facility: _____

Health Insurance Co.: _____ Policy #: _____

Allergies: _____

Current Medications: _____

Consent Plan

This authorization includes x-ray, surgery, hospitalization, medication and any treatment procedure deemed "lifesaving" by the physician. This provision will only be invoked if person(s) above are unable to be reached.

Date: _____ Consent Signature: _____

Participant, Staff, Vol. Visitor, *Parent/Guardian if under 18*

Print Name: _____ Phone: _____

Address: _____

Non-Consent

I do not consent to having the equine center seek any medical treatment.

Date: _____ Non-Consent Signature: _____

Participant, Staff, Vol. Visitor, *Parent/Guardian if under 18*

A PARENT/GUARDIAN IS REQUIRED TO REMAIN ON PROPERTY AT ALL TIMES FOR PARTICIPANTS AND VOLUNTEERS WHO DO NOT AGREE TO THE CONSENT PLAN.

TiAnViCa Riding Academy

Handbook Agreement

I have read and/or have had the volunteer handbook gone over with me, and understand the rules and regulations at TiAnViCa Riding Academy, Inc. I understand that from time to time there may be addendums or changes to the handbook, and I will be apprised of those changes. I also understand that I may be asked to attend other volunteer classes or read additional material pertinent to my duties as a volunteer at TiAnViCa.

Print name: _____ Sign name: _____ Date: _____