



SHINING HORIZONS

Therapeutic Riding Association

Creating experiences for persons with disabilities that will enhance their physical, social and emotional well being.

VOLUNTEER HANDBOOK

1680 Red Head Road,
Saint John, New Brunswick
E2P 1K4
Canada

admin@shininghorizons.ca



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Associated sites:

www.cantra.ca

www.shtra.ca

<https://www.facebook.com/ShiningHorizonsTherapeuticRidingAssociation>



Introduction

Shining Horizons Therapeutic Riding Association (SHTRA) is delighted that you have decided to become associated with our organization.

Your contribution makes it possible for people with special needs to enjoy a unique form of therapy and recreation.

The people that make up SHTRA include participants, instructors, physiotherapists, board members, and volunteers in many guises: horse handlers, side walkers, parents, care workers, volunteer coordinators, fundraisers, and arena helpers.

Volunteers play a major role in the operation of SHTRA, and sessions would not be possible without our valued volunteers. Horse handlers are asked to arrive at the facility at 45 minutes before the session begins. This ensures there is time for the horse handler to groom, tack up the horse, adjust stirrup length, and ensure all special tack is ready. Sidewalkers are asked to arrive 15-30 minutes before the session begins, to assist in arena set up and assisting participants with helmet and a transfer belt if needed.

General Information

Shining Horizons Therapeutic Riding Association (SHTRA) was established in 1996. Our objective is to provide unmounted and mounted programs for cognitively and physically challenged people as a source of enjoyment, therapeutic exercise, and recreational sport. SHTRA operates at 1690 Redhead Road, Saint John, NB, E2K 1P4.

Basic requirements for volunteers:

- Desire to work with participants with special needs
- Respect for the confidentiality of participants and their disabilities
- Must be minimum 16 years age for a junior volunteer, and 18 years of age for a senior volunteer
- Volunteers between the ages of 16-18 years must have at least 2 other volunteers or staff onsite to be in attendance
- Volunteer trainees between the ages of 14-16 will be permitted if the parent and/or guardian enroll as volunteers and remain onsite with the Volunteer Trainee
- 18 years of age and older must have a criminal background check
- Commitment to regular attendance (1-2 hrs weekly) and punctuality



- Respect for and a general knowledge of horses
- Reasonable level of fitness. ex: walking/jogging in uneven, sandy footing
- Willingness to take direction from riding instructor and program coordinators
- Appendices A, B and C must be completed in their entirety and submitted before volunteering in a session

Volunteer Duties

1. Know the accident and fire procedures. Safety is always the first concern. See Appendix D.
2. Horse handlers are senior volunteers with enough knowledge and experience to properly groom and tack up/untack the horse and handle the horse in a competent manner in the ring, arena or trail.
 - i. Before the ride, pick out hooves, groom the horse(s), and tack up.
 - a. See Appendices E and F for complete instructions.
 - b. It is crucial that the tack is properly fitted, and the girth is checked and tightened if necessary before each participant is mounted.
 - ii. Bring the horse into the arena and follow the posted warm-up pattern.
 - iii. Halt the horse on center line facing the B side of the arena, and wait for directions from the instructor.
 - iv. Ensure the horse is close, square and standing quietly, ready to accept the rider.
 - v. During the lesson, the horse handler is responsible for the horse, following the directions of the instructor, and taking additional cues from the sidewalkers if there is an issue with the rider. Always lead the horse on the inside (away from the rail) and ensure there is enough room for the sidewalker on the outside track. If you must stop for any reason, turn onto the center line, notify the instructor, and follow their direction.
 - vi. If the horse becomes upset or uncooperative, turn onto center line, alert the instructor immediately so that necessary steps can be taken to ensure everyone's safety.
 - vii. In the event of a rider fall, move the horse away from the fallen rider
 - viii. Following the lesson, untack the horse. Pick out the hooves, groom the horse, and return the horse to its stall or paddock as instructed. Ensure the latch on the door or gate is properly closed. Clean the tack and put it away.
3. Sidewalkers are volunteers capable of assisting and providing physical support for the rider throughout the lesson.
 - i. Assist the rider with helmet and transfer belt if needed
 - ii. Assist the instructor in mounting the rider.

- iii. You must maintain proper holds while the rider is on the horse.
 - i. See Appendix H for proper holds and positions.
 - iv. During the lesson, the sidewalkers are responsible for the rider, being aware if they are feeling nervous, tired or ill.
 - v. During the lesson, the sidewalkers are responsible for the position of the rider and it may be necessary to assist the rider in maintaining their position. The rider's safety is your primary concern.
 - vi. If it is necessary to halt the ride for any reason, inform the instructor and the horse handler.
 - vii. If the rider should begin to fall, alert the horse handler, and request them to halt the horse. Gently support and reposition the rider if possible.
 - viii. If a fall cannot be prevented, try to soften the landing. Do not attempt to do anything for the rider on the ground. This is the responsibility of the instructor. Stay with your rider.
 - ix. Encourage the rider to participate in the exercises, but do not distract them with conversation.
4. Other volunteers are always needed and appreciated for: fundraising, assisting with special events
 5. The dress code for horse handlers and sidewalkers includes:
 - i. Boots or sturdy shoes, no sandals.
 - ii. Dress appropriately for the weather, layers are best.
 - iii. Keep long hair tied back.
 - iv. No short shorts, no plunging necklines
 - v. Jewelry such as necklaces and dangly earrings should not be worn as they may get caught and break are area safety hazard.
 - vi. Horse handlers must wear gloves.
 - vii. Any loose ties on clothing must be secured for safety
 - viii. To prevent the spread of transmissible disease such as; Flu, Rhino, Strangles, Rabies, Ringworm, between stables, we ask that you wear different boots/clothing/gloves at each stable that you visit.
 6. Notify the volunteer coordinator as soon as possible if you will not be able to attend a session.
 7. Follow all the safety rules of the barn, and SHTRA.
 - i. Always cross in front of the horse when it is in the stall or crossties.
 - ii. Do not handfeed treats to the horse.
 - iii. Never crosstie the horse using the bridle or leave it unattended on the crossties.
 - iv. Avoid going in/out of arena while a mounted session is in progress.



- v. Always call 'DOOR' when entering the barn or arena, and do not enter or leave if a rider is being mounted.
- vi. Call 'HORSE' or 'HEADS UP' when leading the horse through the barn.
8. NO smoking, drugs, or alcohol on the facility grounds, nor prior to a session.
9. Upon entering the facility place phones in silent mode.
10. No gum in the stable or arena.

Reasons to Volunteer

- You are needed
- Provides a sense of purpose and is good for you
- Brings fun into your life
- Helps you meet new friends
- Brings people together, strengthens our community
- Promotes personal growth and self-esteem
- Increases your knowledge
- Gives you a chance to give back and share your knowledge
- Increases your social skills and looks great on a resume

Advice to Volunteers

1. To make being a volunteer a great experience for everyone involved, learn the names of the participants you will be working with as well as their skill and capability. This way you can assist the participant when they need it.
2. Know the instructor and the plan for the lesson. Don't be afraid to ask for advice if you need it.
3. Meet the other volunteers and know your responsibilities.
4. Be familiar with the facility, including the location of the washroom, telephone, first aid kit, fire extinguishers, and SHTRA tack and supplies.
5. Be considerate of people who may have allergies by avoiding scented and latex products.
6. Always respect the confidentiality of the riders.
7. When interacting with participants with special needs, ask how you can assist. Allow extra time for them to complete tasks or for them to process and answer your questions.
8. Keep chit chat to a minimum during a session, especially when the participant is trying to focus and learn a new skill.



9. Offering verbal or visual cues are the best way to assist the participant
10. Do NOT move mobility aids/devices (crutches, walker, wheelchair) without asking and do not place them out of view.
11. Do NOT push someone in a wheelchair without asking first if they would like assist.

Program Schedule

There are five semesters per year, with 7 to 12 week sessions per semester. Sessions are between 30-45 minutes in duration, and there are between three to five sessions per day.

Sessions are dependent on the soundness of the horse(s), and availability of instructors and volunteers. For these reasons, it may sometimes be necessary to have an unmounted session vs a mounted session.

Volunteer Training

Volunteer training sessions are held throughout the year on an as needed basis. Typically, prior to the spring and fall semesters, where the greatest number of volunteers are needed. If you are interested in a refresher at any time, please contact the volunteer coordinator, and this can be arranged.

Helpful Hints

1. The rate of progress of a rider is measured in months or years and is not always a reflection on the instructor or team of volunteers. It is frequently dependent on the disability.
2. Be aware of the rider's endurance as fatigue may occur, resulting in a negative outcome, both physically and mentally. Relaxation, enjoyment and learning to ride go hand in hand.
3. Encourage and praise the effort as much as the action.
4. A change of horse is often for therapeutic reasons, and the rider should not feel demoted.
5. Do not compare riders to each other. Each rider's progress will be different.
6. The support that each rider requires is unique to that individual.



7. Touching and supporting the rider is an intimate action and should be done with the greatest respect for the rider's dignity and sense of personal ability.

Rules of the Road

1. Keep at least one-horse length between you and the horse ahead of and beside you.
2. Do not stop on the track. If adjustments are necessary, inform the instructor and move into the center of the arena to avoid traffic jams and accidents.
3. Restrict talking to the subject at hand such as relaying instructions to the participant or giving encouragement. Please, no idle chitchat among the volunteers. This is very distracting to the riders.
4. Horse handlers should always pay attention to where they are going. Keep your attention on the horses. The sidewalkers will tell you if there is a problem with the rider.
5. If a participant is loud, i.e. yelling or screaming, ask them to talk quietly, or whatever the instructor requests.
6. If a horse runs away, do not run after it. Say 'whoa' in a firm voice to calm it. Running will only cause the horse to become more excited or frightened.
7. Do not discuss any negative horse traits in front of the participant.
8. When meeting another horse and rider going in the opposite direction, use the left hand to left hand rule.
9. Horse Handlers must remember to leave enough space for both sidewalkers between the horse, cones, tubs and the wall.
10. If you are unsure about anything, please ask. Direct your comments or questions to the Instructor.



Emergency Accident Plan

The following is the procedure to be followed in the event of an accident or unusual occurrence during a lesson. Falls can and do happen.

1. The Instructor will call the entire ride to a halt.
2. Each horse handler and all sidewalkers will stay with their assigned horse and rider. In the case of a rider fall the horse handler will move the horse away from the fallen rider.
3. The Instructor will go to the rider in difficulty.
4. The Instructor will determine which sidewalkers should assist, and only the Instructor will give directions and instructions. Parents/caregivers and spectators may be requested to help. Parents must remain calm and remember to await instructions before entering the arena.
5. The Instructor will send for a first aid kit and blanket if necessary.
6. Depending on the severity of the incident, no one is to move the rider or remove their helmet.
7. A volunteer may be requested to call 911 for an ambulance.
8. The Instructor should stay with the rider in difficulty, and if the incident is more than a minor injury, the remaining riders should be dismounted. The Instructor will decide if they need to stay with the rider in difficulty or supervise the dismounting.
9. If the injury is minor, the rider will sit out and the lesson will be continued for other riders. The rider will not be remounted.
10. When a rider has fallen, it is imperative that they go either to the hospital or be checked by their attending physician.
11. The Instructor will always complete an incident report. If the parent/caregiver or rider refuses medical attention, this must be noted on the incident form. The instructor will follow-up with the rider and all volunteers involved.

It is crucial that everyone involved remains calm and follows the Instructor's directions.



Action in the Event of a Fire

The following is the procedure to be followed in the event of a fire on the property:

1. The person who discovers the fire is to advise the Instructor and stable management or staff and call 911 immediately.
2. The Instructor will call the ride to a halt, and commence the evacuation process for the participants, volunteers, and horses in use.
3. If the participants are mounted, volunteers are to remove the riders from the horses, under supervision of the Instructor. Under emergency conditions, riders can be lifted or helped to slide off. Riders, volunteers and parents are to proceed to the parking area beside the barn. From the arena, exit via the arena doors at A. Do not go through the barn. Sidewalkers are always to remain with the rider.
4. Horse handlers are to bring their horse outdoors and remove the tack and place them in a paddock in the Muster area, unless otherwise instructed.
5. Instructor must ensure the call to 911 has been made and designate a person to direct the fire department responders to the location of the fire.
6. Firefighting by volunteers is only to be undertaken with direction from the Instructor or stable management.
7. Instructor or stable staff to perform a head count to ensure all people have been evacuated.

It is crucial that everyone involved remains calm and follows the Instructor's directions.



Commonly Encountered Medical Conditions

1. **Arthritis:** Umbrella term for over 100 diseases characterized by inflammation in the joints or other areas of the body. Riders might benefit from stretching before mounting, adding a seat saver to the saddle or adaptive reins.
2. **Scoliosis:** lateral curvature of the spine. Can be idiopathic (unknown cause), congenital (before birth) or caused by neuromuscular conditions such as Muscular Dystrophy.
3. **Arthroplasty:** joint replacements most commonly knee and hip.
4. **Amputation:** Removal of an extremity by trauma, illness, prolonged restriction of blood flow or surgery. A limb that is absent at birth is a congenital amputation. Depending on the missing body part, the rider might wear a prosthesis. If the amputation isn't incorporated in the body image yet, the rider might have severe balance issues (depending on the severity). If the rider wears a prosthesis, they may prefer to leave it on or off while riding.
5. **Fibromyalgia:** characterized by abnormal pain sensitivity, widespread musculoskeletal pain (soft tissue), temperature sensitivity, fatigue, sleep disturbance, cognitive impairments, paresthesia (burning or prickling sensation) in hands and feet.
6. **Traumatic Brain Injury:** Brain damage caused by an external factor. Usually residual damage. Impairments depend on the location of the damaged brain and can result in physical or cognitive impairments and changes in personality. Severity depends on the force of impact.

7. **Cerebral Palsy:** 17 million people worldwide have CP. It is the most common childhood disability. People with CP experienced damage to the developing brain before, during or after birth caused by lack of oxygen or infections such as meningitis. A lot of people with CP experience seizures. Cerebral Palsy is an umbrella term for 4 main types classified by affected body parts & mobility limitation categorized by affected parts of the body: Monoplegia – affects one limb (often an arm). Hemiplegia – affects one side of the body. Diplegia – affects both legs. Quadriplegia – affects all four limbs. Mobility categories are spastic, ataxic, athetoid.

8. **Stroke:** Medical emergency that causes brain cells to die. The way an individual is affected by a stroke depends on the location in the brain and the duration of low / no blood supply to that area. Physical impairments depend on affected brain location.

9. **Epilepsy:** Accompanies many other neurological conditions. Chronic condition in which the individual experiences seizures, caused by a sudden imbalance of excitement or inhibition in the brain cells. Seizures vary in degree and duration. Individual may lose partial or complete consciousness. Seizures can be absence seizures (formerly known as petit mal), tonic-clonic or convulsive seizures (formerly known as grand mal), atonic seizures (also known as drop attacks). Riders who have Tonic /clonic type seizures must be 6 months seizure free in order to ride a horse. Breakthrough seizures can occur and knowing what to do if this happens is recommended.

10. **Spina Bifida:** Congenital defect where the vertebral column is not entirely closed around the spinal cord. Rider may have a shunt, usually behind the right ear. The rider may experience impairments in sensation and possible pressure sores after riding. A sheepskin or seat saver can help.



11. **Multiple Sclerosis:** Autoimmune disease of the central nervous system. The cause of MS is still unknown, usually occurs between ages 20 and 50. Symptoms can vary as they depend on the location of the inflammation. Memory and balance can be impaired. During acute times of inflammations, riding might be a contraindication. Riders with MS are most often sensitive to hot / humid weather. Stretching before mounting may be of benefit, as well as the use of Seat Saver and adaptive reins.

12. **Muscular Dystrophy:** Group of diseases that progressively degenerate (primarily) voluntary muscles. The start and progression of the disease depends on the type of MD. Symptoms may include muscle weakness, possible joint stiffness or looseness, possible scoliosis, respiratory insufficiency, intellectual disabilities and / or learning disabilities, eye defects, seizures

13. **Autism Spectrum Disorder:** Group of complex neurodevelopment disorders affecting everyday life. Wide "Spectrum" of symptoms, often characterized by challenges in communication, social interaction, eye contact. Active vocabulary might be small. Conversations might be linked to a certain topic, no "small talk". Dependence on routine, repetitive patterns of behavior such as flicking an object. Sensitivity to sensory input such as bright lights, noise, different textured clothes.

14. **Attention Deficit Hyperactivity Disorder (ADHD):** Chronic neurodevelopmental disorder formed during childhood. Symptoms often continue into adulthood. ADHD is characterized by developmentally inappropriate levels of inattention, impulsivity and hyperactivity.

15. **Down Syndrome:** Abnormality in the genetic formation. All forms of down syndrome are accompanied by an intellectual disability. Some physical characteristics that are most often seen in people with Down Syndrome are, low muscle tone throughout the whole body (hypotonia), short fingers, heart defects, (Sometimes) atlanto-axial instability, delayed development (cognitive and motor based). Likely to develop Alzheimer's at around 50 years of age.



16. **Tourette's Syndrome:** A disorder that involves repetitive movements or unwanted sounds (tics) that can't be easily controlled. For instance, the individual might repeatedly blink their eyes, shrug their shoulders or blurt out unusual sounds or offensive words.

17. **Global Developmental Delay:** Umbrella term used when children are significantly delayed in their cognitive and physical development. It can be diagnosed when a child is delayed in one or more milestones, categorized into motor skills, speech, cognitive skills, social and emotional development.

18. **Arthrogryposis:** Describes congenital joint contracture in two or more areas of the body.

19. **Anxiety disorders:** Are a group of mental disorders characterized by significant feelings of anxiety and fear. Anxiety is a worry about future events, and fear is a reaction to current events. These feelings may cause physical symptoms, such as a fast heart rate and shakiness.



Appendix A – Background Check

To whom it may concern:

Shining Horizons Therapeutic Riding Association (SHTRA) is a charitable organization, providing physically and mentally challenged individuals therapeutic horseback riding sessions/lessons. To that extent we rely heavily on volunteer support.

As per our policies and policies of our National Organizations: Equestrian Canada and CanTRA, we require all volunteers to have a criminal background and vulnerable sectors check. Please accept this letter as a formal request to conduct said background check for this volunteer:

Name: _____

Date: _____

We thank you in advance for help and support. If you require further clarification, please feel free to contact the undersigned at any time.

A handwritten signature in black ink, appearing to read "Kent Grass", written over a horizontal line.

Kent Grass - Director,
Shining Horizons Therapeutic Riding Association
1680 Red Head Road
Saint John, N.B. E2P1K4
506-636-2607



Appendix B.1 – Volunteer Registration Form

Volunteer Information:

Name: _____

Date of Birth: _____ ex: (12-Jan-1981)

Home Address: _____

Work Address: _____

Email: _____

Phone: (c) _____ (w) _____ (h) _____

Equine Related Experience:

Emergency Contact Information:

Name: _____

Relationship: _____

Home Address: _____

Phone: (c) _____ (w) _____ (h) _____

Physician: _____ Phone: _____

In the event of an emergency, I give permission to Shining Horizons Therapeutic Riding Association to secure medical treatment including X-ray, surgery, hospitalization and medication.

Signature: _____

Date: _____



Appendix B.2 – Photo Release:

I consent to authorize the use and reproduction, by Shining Horizons Therapeutic Riding Program, of any and all photographs and any other audiovisual materials taken of me for promotional material, educational activities, exhibitions, or for any other use for the benefit of the program.

Signature: _____

Date: _____

Appendix B.3 – Volunteer Standards of Confidentiality:

I, _____, recognize that my role as a volunteer with Shining Horizons Therapeutic Riding Association will entitle me to certain information about participants which should be treated as confidential.

All information given to me by a parent, instructor, or participant, in relation to a participant, will be discussed only with the personnel of Shining Horizons Therapeutic Riding Association.

At no time will I discuss any information about participants with other parents or individuals.

I recognize that all material and papers pertaining to the rider's care are legal documents, and that all information contained therein is confidential.

Signature: _____

Date: _____



Appendix C- Participant Waiver

SHINING HORIZONS THERAPEUTIC RIDING ASSOCIATION
APPENDIX C
RELEASE OF LIABILITY
ASSUMPTION OF RISKS, LIABILITY, WAIVER OF CLAIMS AND IDEMINITY AGREEMENT

1

Schedule A

Section 1- Parties

This waiver is made in duplicate between:

A- The “**Provider**”

Shining Horizons Therapeutic Riding Association Inc, Driftwood Equestrian Centre Inc and all employees of the same

1690 Redhead Road. Saint John. New Brunswick

Civic Address

E2P 1K4

Postal Code

506 333 0906

Phone Number

admin@shininghorizons.ca

E-mail address (electronic address)

B- The “**Participant**”

First Name

Last Name

Civic Address

Province

Phone Number

E-mail address (electronic address)

Initials:



SHINING HORIZONS THERAPEUTIC RIDING ASSOCIATION
APPENDIX C
RELEASE OF LIABILITY
ASSUMPTION OF RISKS, LIABILITY, WAIVER OF CLAIMS AND IDEMINITY AGREEMENT

2

Section 2- Waiver

1 The clients on their own behalf and on behalf of any minor children from whom they are legally responsible (herein referred to as the “**participant**”) who shall participate, volunteer, or otherwise whatsoever be engage in the activities of the provider (herein referred to as the “**activities**”) agree and consent to the following:

1.1 THAT any activity involving horses, including but not limited to those activities carried on by the provider involves risks and dangers including:

(a) As powerful, unpredictable and potentially dangerous animals, horses may without warning change their behaviour resulting in any or all of the following

- i. jumping
- ii. wild running
- iii. bucking
- iv. kicking
- v. biting; and
- vi. stepping on people or things

(b) Horses may collide with

- i. other horses
- ii. objects
- iii. or may trip, stumble, or fall despite being led, ridden, driven or attended to.
- iv.

(c) The failure of other riders, drivers, the participants to ride safely to exercise ordinary and proper care

(d) Equipment failure

(e) changing weather resulting in dangerous conditions

(f) changing terrain leading to inherent risks including but not limited to

- i. exposed natural objects;
- ii. trees; and
- iii. water ways.

(g) activities carrying the potential for illness or injury which take place in remote areas located at considerable distance from doctors, hospitals or other forms of emergency and non emergency aid;

1.2 Notwithstanding those risks and dangers enumerated in subsection 1.1. Negligence on the part of the participant, third parties participating in or providing equipment, facilities or animals to the provider or the provider or any employees or volunteers thereof.

2 The Participant agrees and consents that in addition to the non-exhausted listed of risks, hazards and dangers provided for in this waiver, other risks, dangers and hazards may exist throughout the trails, stables, practice and within the premises used by the provider which are non obvious and unmarked.

Initials:



SHINING HORIZONS THERAPEUTIC RIDING ASSOCIATION
APPENDIX C
RELEASE OF LIABILITY
ASSUMPTION OF RISKS, LIABILITY, WAIVER OF CLAIMS AND IDEMINITY AGREEMENT

2.1 The participant acknowledges and consents that such risks are inherent to participation in the activities and that no action taken by the provider will completely eliminate such risks. In such, the participant freely accept and fully assume all such risks, dangers and hazards including the possibility or personal injury, death, property damage as well as damages resulting therefrom.

3 In consideration of the provider providing the participant with

- (a) Horse;
- (b) sleigh riding;
- (c) carriage driving;
- (d) use of equipment;
- (e) use of the providers, or third party facilities;
- (f) or any other services which the participant may require for participation in the activities (herein referred to as the “Services”).

3.1 TO WAIVE ANY AND ALL PAST, PRESENT, OR FUTURE CLAIMS which the participants have as against the provider, it’s directors, officers, employees, agents, representatives, or volunteers; AND

3.2 TO RELEASE such persons from any and all liability for any loss, damage, injury, or expense which the participant may suffer as a result of the participant’s use of the services of the provider.

3.3 TO IDEMINIFY such persons from any and all liability for damages to the property of or personal injury to any third party as a result of the participant’s use of the services.

4 This agreement shall be governed and interpreted in accordance with the laws of the province of New Brunswick;

5 Any litigation involving the parties this Agreement shall be brought within the Province of New Brunswick.

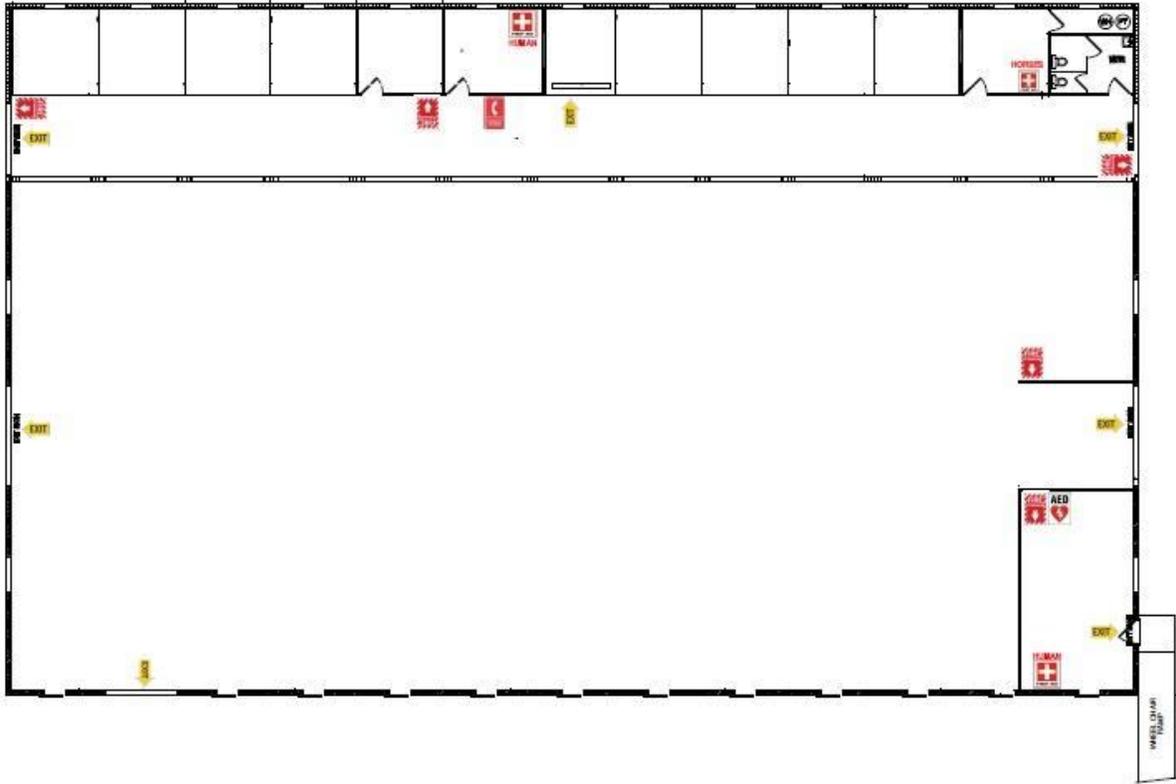
Section 3- Signatures

The **Provider** and the **Participant** have read this waiver in its totality acknowledge that in signing this waiver the participant, effective from the date of signing, have waived certain legal rights which they may have against the providers or any of its representatives. The provider and the participant so acknowledge their understanding in affixing to each of the **three (3)** pages their initials, and by affixing their signatures below.

	Signature of the Participant	Date
	Signature of Provider	Date

Initials:

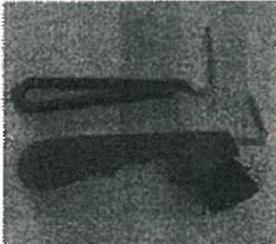
Appendix D – Stable Map:



Appendix E – Grooming Protocol

Assemble all necessary supplies for grooming and tacking the horse before placing the horse in the cross ties, so the horse is not left unattended while in the cross ties.

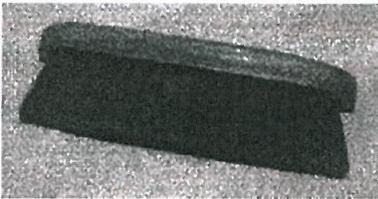
The grooming kit consists of:



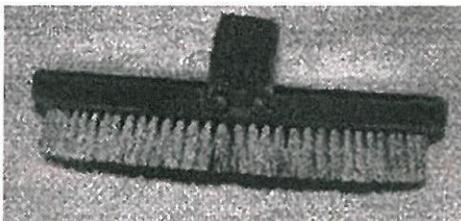
Hook Picks



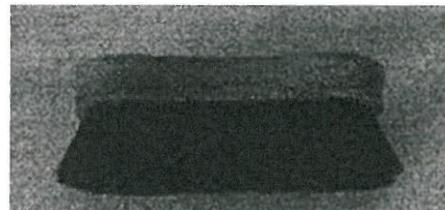
Rubber Curry



Dandy brush



Body brush



Face Brush



1. Pick up each foot in turn, beginning at the left fore, and clean it using the hoof pick. Work the hoof pick from heel to toe, making sure there are no small stones in the foot and checking that the shoe is not loose. Continue with the left rear, right fore, and right rear.
2. Working in sections, scrub with the rubber curry in a circular motion. This will loosen any caked dirt and remove sweat marks. Use only on the fleshy parts of the body, not the legs or face. Take note of any cuts or swelling.
3. Working in sections, use the dandy brush in short flicking motions, to lift the dirt and stimulate circulation. Always brush in the direction of hair growth. After 4-5 strokes, draw the dandy brush across the curry to clean off the dirt. Note: the dandy brush has longer stiff bristles.
4. Working in the same order, use the body brush in long smooth strokes, in the direction of hair growth to clean any remaining dirt, and spread the natural oils over the coat. After 4-5 strokes, draw the body brush across the curry to clean off the dirt. Note: the body brush has shorter soft bristles.
5. Use the body brush or the face brush on the head and legs. Run your hand firmly down each leg before brushing, feeling for any heat or tenderness. Do not brush wet mud, allow it to dry and brush it after the lesson. Note: the face brush has soft bristles.
6. The horse should be groomed before and after the lesson.

Note: If any lumps, bumps, scrapes, scratches, heat, swelling or loose shoes are noted while grooming the horse, either before or after the lesson, be sure to inform the instructor.

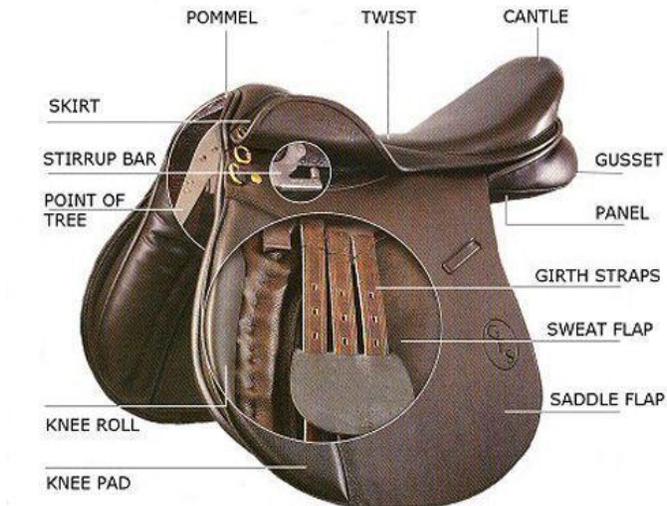
Appendix F – Protocol Tacking the Horse

Assemble all necessary supplies for grooming and tacking the horse before placing the horse in the cross ties so the horse is not left unattended while in the cross ties.

Special equipment, such as reins, pads, toe holds, stirrup length is posted on the bulletin board.

There are several different types of saddles that may be used in the therapy program. The most common is an English saddle.

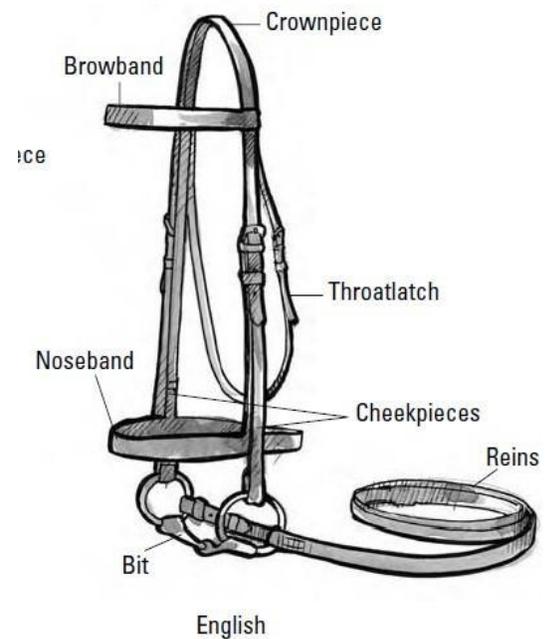
The basic parts of the English saddle are:



Cashel Pad or Sheepskin Seat Saver

Appendix F.2 – Protocol for Tacking the Horse

1. Place the saddle pad high on the withers and slide it back into position to smooth the hair in the right direction. Center the saddle pad making sure there are no wrinkles, then place any extra or special pad, if indicated, on top of the saddle pad.
2. Place the saddle on top of the pads. Lift the skirt of the saddle, and attach the saddle pad to the billet straps, using the billet strap keepers.
3. Lift the front of the saddle pad by pulling it up into the pommel of the saddle.
4. Attach the girth on the right side first making sure the elastic on the girth buckles is on the left.
5. Do up the girth on the left side to a comfortable level. The instructor will check and tighten the girth before mounting the rider.
6. Adjust the stirrup length for each rider
7. With the bridle and reins in hand, approach the horse on the left side.
8. Place the reins over the horse's neck and undo the crossties. Remove the halter.
9. Hold the bridle by the cheek pieces in your right hand, and the bit in your left.
10. Place the bridle over the horse's face, then lift the bit and guide it into the horse's mouth. If the horse does not open his mouth easily, slide your thumb into the mouth between the front teeth and molars, where there are no teeth and gently pull the bit in using the bridle. Ensure the bit is on top of the horse's tongue.
11. Gently push the right ear forward under the crownpiece, then bring the left ear under the crownpiece as well. Pull the forelock over the brow band.
12. Fasten the throatlatch loosely enough to accommodate the width of your hand, no more.
13. Fasten noseband leaving enough space for two generous fingers to fit underneath at the bridge of the nose. Attach the lead rope to the ring on the noseband, under the horse's chin.
14. Attach the reins to the bit or noseband rings as appropriate for the rider.
15. Ensure the reins are secured in the elastic found on the left D ring of the saddle so they will not hang loose when leading the horse.



When the lesson is complete, the horse must be untacked, groomed, and returned to their stall or paddock.



1. Lead the horse to the crossties. Unknot the reins and remove the lead rope. Locate your horse's halter, attach the lead rope, ready for use.
2. Undo the noseband then throatlatch, and slip the crownpiece forward over the ears, holding it so the bit does not drop out of the horse's mouth. If the horse does not release the bit, do not pull it out of the horse's mouth but put your thumb into the mouth between the front teeth and molars, where there are no teeth and encourage the horse to open his mouth.
3. Put on the halter. With lead rope attached. Remove the reins and attach the crossties to the halter. Place the bridle and the reins aside.
4. Undo the girth on the left side first, then undo the right side and lay the girth over the saddle.
5. Lift the saddle, pads, and girth off the horse's back from the left.
6. Groom the horse and return the horse to its stall or paddock. See Appendix E for more details.
7. Clean all of the tack by using the appropriate products in the tack room, and store the tack in its designated place, with the saddle pad stored upside down to allow it to dry.



Appendix G – Fitting a Helmet

Each rider MUST wear an ASTM or SEI approved helmet while on the horse (must be no older than 5 years after manufacture date). The helmet must be fitted properly, being snug without creating pressure or discomfort.

It is important that the helmet fits well in order to provide adequate protection.

1. Ponytails may need to be undone or lowered to accommodate the helmet comfortably. Bulky hairclips should also be removed.
2. Tuques/hoods should not be worn under a helmet
3. Various brands of helmets fit differently, but each helmet's harness can be adjusted to ensure a proper fit. The front part of the helmet should rest one finger above the eyebrows and the brim should be level.
4. The chin strap should be tight enough that it will not come over the chin, without pinching.
5. If the helmet has a dial, turn the dial counterclockwise to place the helmet on the head, then clockwise to tighten the helmet fit.
6. Riders with *Hydrocephalus* may have a shunt on one or both sides of the head running behind the ear. In this instance, care must be taken to ensure the helmet is not too tight as to impede flow from the shunt. If the rider has their own helmet, it must be fitted every lesson to allow for changes in head size.
7. Never force or push a helmet on.
8. Helmets that are used by more than one rider must be cleaned and disinfected between uses.

Appendix H – Volunteer Positions and Supports



Leader/Horse handler



Sidewalker



Hip Support



Thigh Support

Appendix H.2 – Volunteer Supports



Knee Support (above the knee joint)



Knee and Ankle Support



Toe Support

Heel Support photo not available. Use the palm of your hand at the back of the rider's foot/boot.