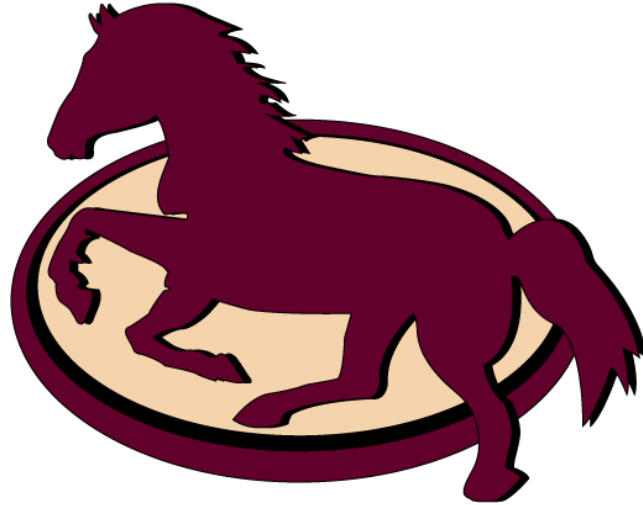


THERAPEION THERAPEUTIC RIDING CENTER, INC.



VOLUNTEER MANUAL

Therapeion's mission is to facilitate the healing of body and spirit through the interaction between humans and horses.



Therapeion Therapeutic Riding Center
Volunteer Manual

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Revised 2013

Revised 2015

Revised 2017

Revised 2018

Revised 2019

Revised 2020

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Therapeion Address:

Therapeion Therapeutic Riding Center

11030 South 200 West

Brookston, IN 47923

Welcome to Therapeion Therapeutic Riding Center! We are excited you have made the commitment to join our team of volunteers! You are an important part of an organization that enables riders with disabilities to learn fundamentals of horseback riding while working on life skills, increasing their physical strength, and stimulating their minds. We are a 501(c)(3) organization founded to provide Equine Assisted Activities and Therapies (EAAT).

OUR VISION: To provide exceptional equine programs that meet our community's needs, allow for collaboration with surrounding partners, and remain progressive in standards of effectiveness.

Application & Training: All volunteers must have a completed application on file and complete a New Volunteer Orientation class before volunteering during lessons.

Background Check:

All volunteers are required to submit a background check prior to volunteering. Individuals under 18 must have their parent's signed consent.

Confidentiality Policy: All volunteers and personnel are required to sign a Confidentiality Agreement to protect Therapeion, its staff, clients, and volunteers. Your association with Therapeion may involve learning or developing sensitive information that relates to operations or client diagnoses or personal or family situations. By signing this form, you are agreeing that you will not disclose pertinent information to anyone outside the center, with other families or riders, or with any other individual.

Annual Update Form: All volunteers must have a completed Update Form on file annually. It includes the Confidentiality Policy. We also must run a yearly criminal background check so must collect the fee for that at the same time.

Therapeion is a member of the Professional Association of Therapeutic Horsemanship International (PATH Intl). A link to the PATH Intl website can be found on our website.

Volunteering at Therapeion Therapeutic Riding Center (TTRC)

Volunteer Qualifications:

Prior experience working with horses and/or people with disabilities is not necessary. All volunteers need to have the desire to learn safety guidelines and follow the policies set by Therapeion.

Volunteers must be at least sixteen years old. Volunteers need to have some degree of physical fitness to be able to walk, and occasionally jog, for a forty-five-minute lesson.

Expectations: A volunteer is expected to be reliable and adhere to a predetermined schedule.

Volunteers are also required to have updated paperwork on file with Therapeion.

- Park in designated areas only. Please arrive at least 15 minutes prior to your class time.
- Be punctual. When you arrive sign in, get your nametag, and then check on the cork board to get your assignment.
- Make sure you know your rider's name. Most instructions are directed to the rider, not to the volunteers or horse.
- Be aware of your surroundings and attentive during the lesson.
- Establish a rapport with your rider and help him/her focus on the lesson. Learning information about likes/dislikes and goals for the rider is very helpful. Be sure to report signs of fatigue, discomfort, or unusual behavior to the instructor. Ask the instructor if you have questions about your rider.
- Once the rider is under your care, their whereabouts and safety are your responsibility.
- Never leave riders unattended! Safety is our number one concern for humans and horses.
- When you meet a person with a disability, be yourself. Remember to treat each rider as an individual, not as a disability.
- Use "People First" language.
- Be patient and try not to predetermine the rider's abilities. One of the hardest aspects of volunteering is standing back and letting the student do things for him/herself. Remember, this is a riding lesson, not a "pony ride".
- Talk directly to your rider even if they are non-verbal. Do not talk about the student in front of him/her. Even if they can't speak, they can still hear and understand.
- Know what to do in the event of an emergency.
- Know general procedures for injuries and where to find the first aid kit, fire extinguishers, AED, hydrants, and telephone.
- *Be sure to log your volunteer hours in the designated logbook.*
- This is a tobacco free facility, which includes e-smoking devices. No smoking is allowed, including in your vehicle.
- **ALL persons must wear a helmet when riding a TTRC horse!**
- Keep conversations "G"-rated ... this is a family-orientated program.

Volunteer Cancellations: Please remember it is very important to let the volunteer coordinator know as soon as possible if you are unable to make the class(es) for which you are scheduled to volunteer. **If the volunteer coordinator does not have time to replace you the rider you are partnered with may not be able to ride.** An e-mail **prior to the day of class** is best. Do not e-mail with a last-minute cancellation the day you of class!

If you have a last-minute or same day cancellation CALL THE VOLUNTEER COORDINATOR and leave your name, date, and time(s) of the class(es) you will be missing on the volunteer coordinator's voicemail. Please also contact a Volunteer Coordinator or TEXT the TTRC phone (765-414-8066) if you are attending but will be late. The instructor can not answer the phone during classes but will get your message between classes.

Therapeion Cancellations:

Therapeion will cancel classes under the following conditions with at least a 2-hour notice. Please check your e-mail or the Therapeion Face Book page for notices of cancellations. **WE DO NOT MAKE INDIVIDUAL CALLS.**

- Heat: riding classes will be canceled if the heat index is over 90 degrees. Indoor or ground activities may be substituted in excessive heat.
- Cold: classes will be canceled if the “feels like” temperature is below 30 degrees.
- Severe Weather Advisories, Watches, and Warnings will be carefully monitored, and cancellations made as necessary to ensure the safety of participants, volunteers, staff, and horses.
- Call the volunteer coordinator if you have questions about classes being held.

Risk Management:

- All volunteers and personnel are responsible for knowing and following all safety rules, emergency policies, and procedures.
- If you find something in need of repair be sure to report it.
- Unusual horse behavior should be reported to the instructor on duty and recorded in the Equine Care Team book.
- An injury serious enough to warrant attention or any fall, etc. must have an Occurrence Report completed. Blank forms are available in the file cabinet and must be completed the day of the incident.
- NO DOGS or other animals, except for trained service animals, are allowed at TTRC or the stable. The PATH Intl may ask the questions allowed by Federal law to determine if the animal is a service animal.
 - “Emotional Support” animals are not allowed at Therapeion. Any dog or other service animal that is determined by the PATH Intl certified instructor to be disruptive or a detriment to the continuation of safe and effective lessons will be asked to leave.

Dress Code:

NOTE: During all sessions, dressing in layers is strongly recommended. **In general, it is windier and 5-10 degrees cooler here than in town.**

DO:

- Dress in a professional manner.
- Always appear neat and tidy.
- Wear sensible and comfortable clothing.
- Wear hard-soled shoes (boots are preferred; tennis shoes are acceptable in hot weather). **No open toed shoes or sandals.** Rain boots are quite handy in damp weather or if the arena is muddy.
- T-shirts and jeans, slacks or walking shorts are appropriate.
- Bring a sweatshirt or jacket on cool/windy days. Wear hat and gloves on cold/windy days and consider long underwear, coveralls, and/or snow pants in cold weather. Many of our volunteers keep a tub in their car full of warm clothing and rain boots.
- Sunscreen, visors/ball caps, and sunglasses are recommended on sunny days.
- Bring water on hot days.
- Please wear your name badge during lessons and return it to the cork board near the tack room before you leave.

DON'T:

- **NEVER answer your cell phone, check a text, make a call, or send a text during classes. Turn cellular phones and electronic devices OFF!** There is a drawer in the classroom where you can stash your keys and phone. More than one volunteer has had their phone fall out of their pocket in the arena and get wet or stepped on.
- Wear revealing clothes (e.g., halter/crop tops, spaghetti straps, short shorts), shirts with bar names or inappropriate slogans or logos.
 - Remember that your rider will be sitting up higher than you and can look straight into a low-cut shirt.
 - Revealing clothes include tight leggings. **If you are wearing leggings, please wear a shirt long enough that your attire would be considered “modest” instead of “revealing”.** Wouldn't be asking this if we hadn't had complaints from parents.
- Wear or sandals or open shoes.
- Chew gum or eat candy during classes. Our riders are not allowed to, and we ask you to lead by example.
- Wear long jewelry that could get caught or pulled, including long or loop earrings.
- Wear perfume, cologne, or hair spray. Your rider may have an allergy and you **will** attract bugs.

Emergency Procedures:

Natural Hazards:

Be aware that snakes, wild animals or other conditions of nature may pose a risk to humans and equines. Please notify a staff or volunteer if encountered while on site.

Manmade Hazards:

Although on a dead-end road, please be aware that CR200W does lead into TTRC and is used by other vehicles, i.e. postal courier, county highway vehicles, families, and other volunteers, so please be cautious of traffic.

If you see unattended children, please ask them to return to their parent(s) or other adult and report it to the instructor.

The fencing that appears to be white rope is electric fence. Please do not touch and do not allow families or riders to touch it. It hurts to get “zapped”!

Families, participants, and other visitors should not be playing with the equines. Please politely and calmly ask them to not pet the horses if you see it happening. Just explain that they can't tell the difference between fingers and carrots and we do not want anyone to get hurt.

Stay out of areas marked as “Private” or “Authorized Personnel Only”, which include but are not limited to, the barn office, the storage stall, the hay barn, the Shepard Stable and Boarder tack rooms, and the old barn. The upstairs and back areas of the old barn, the hay barn, and the halter barn are off limits due to safety issues. No one is ever to be in these areas.

Facility Hazards:

A farm has many buildings, equipment, and other hazards. In case of an emergency the PATH Intl certified instructor or the Barn Manager will oversee any emergency evacuations or other emergency measures.

EMERGENCY PROCEEDURES

A TTRC instructor or staff member must be notified of any injury, accident, fire, impending natural disaster (storms), etc. and are responsible for managing the emergency. This may include, and is not limited to, evaluating the scene or building, supervising “sheltering in place” procedures, determining if medical assistance is required, providing any first aid if required.

Calling for Assistance:

- Notify the instructor immediately of any potential emergency
- **Call 911** if instructed to by the PATH Intl certified instructor or another staff member.
 - The Instructor will have a phone on them.
- Pull the Emergency Information Card from the wall and carry it with you during your call.
- **DO NOT HANG UP** until the dispatcher says you can.

Medical Emergencies:

Calling for Emergency Medical Assistance: In the event of an emergency volunteers may be asked to call for emergency medical assistance. Every TTRC instructor will have a cellphone on and ready to use in the case of an emergency. Pull the Emergency Information Card from the wall and take it with you when calling. It has the address and other information on it and is located on the wall below the AED box.

Mounted Emergency Instructions:

- If a rider falls, do not allow them to get up or move around and the fallen rider's side walker(s) should remain with them. Remind parents to not move them as well. The horse needs to be immediately moved away from the fallen rider. All other horses must be halted along the arena fence. Follow the instructor's directions regarding what to do next. If medical help is summoned volunteers will be instructed to dismount riders and return to the barn.
- If a rider has a medical emergency while mounted notify your instructor immediately. The instructor will determine how to proceed and give directions.

Horse Emergency:

- In the event of a runaway horse all other horses should be immediately halted next to the arena fence.
- Follow the instructor's directions regarding how to proceed.

Fire Safety:

In the event of a fire the following procedure will take place:

- **Call 911 immediately, no matter how small the fire.** Notify the instructor. Pull the Emergency Information Card from the wall and carry it with you during your call. **DO NOT HANG UP** until the dispatcher says you can.
- **Proceed with evacuation procedures as directed by the instructor or staff member.**
- The lead volunteer is responsible for making sure all are accounted for and for directing the evacuation.
- All humans will proceed to the small (lesson) arena. Side walkers are responsible for getting their rider to the arena. After all humans are in the small arena the gate should be closed.
- Horses will be evacuated by the horse handlers and staff to the large arena. If turned loose bridles, halters, and tack must be removed. If a horse refuses to leave their stall or the barn something can be placed over their eyes (e.g. towel, shirt) to assist their removal.
- A staff member will extinguish the fire with a fire extinguisher if the fire is smaller than a kitchen trash can.
- A staff member may attempt to put out the fire with a hose if the extinguisher is ineffective.
- Any emergency vehicle in route will be allowed to continue until they arrive.

Emergency Weather Instructions:

Tornado

- If you are outside and a tornado is visible, dismount riders and seek shelter in a ditch or other depression in the ground. Lie flat in an area away from the horses. The horses are on their own.

- If there is time return to the barn and seek shelter next the back wall of a stall on the east side of the barn. Assume the tornado tuck position and “Shelter in Place” procedures.
- Horses should be left where they are. If you are outside and have time, remove the horse’s bridle, reins and lead rope and turn him loose. Do not turn the horse loose in the same area as the humans.
- The instructor will let everyone know when it is okay to leave the safe place.

Thunder and Lightning:

- If you are outside immediately dismount all riders and escort your rider back to the barn.
- Riders who are mobility challenged will immediately leave the arena and proceed to the barn to dismount.
- Horses should also return to the barn, untacked, and placed in their stalls. If they are acting out, place them in their stalls with their saddles on.
- If possible, we will continue the lesson with classroom activities.

Winter Storms:

- If the Frontier Schools and/or Tippecanoe County schools are closed for winter weather Therapeion is also closed.
- If you have any questions, please call Therapeion (765) 414-8066.

SAFETY GUIDELINES FOR REGULAR & RESTRICTED AUTHORIZED AREAS

Authorized Areas: All volunteers have access to these areas: classroom, TTRC tack room, wheelchair ramp area, grooming and tacking area, stalls, and small arena.

Barn:

- When horses are being led in or out of stalls, people should be out of the way and made aware that you are coming. (verbalize “horse passing”)
- Closely supervise your rider, especially those who may not understand/obey the rules.
- **Take all halters/leads off horse while in stall** unless instructed to do otherwise. The exception is when the horse handler is tacking the horse for class.
- No rider should be around horses without a helmet.
- No Running or Yelling in the barn.
- Familiarize yourself with the Barn Rules and Shepard Stable rules so you can reinforce them with our riders.

Arena:

- Never leave rider unattended to open a gate while entering or leaving the arena. Ask an instructor or someone who has a free hand, such as a family member, to do so.
- Always close the arena gate behind you while entering or leaving arena.
- Never leave rider unattended while in arena.

Restricted Areas: ONLY Staff and Level Three and Four volunteers have access to these areas, unless asked to help by staff:

Feed room:

- Keep feed bin lids closed when not in use to deter rodents.
- Keep the gate closed unless retrieving something from the feed room.

Pastures/Turn Out Arenas:

- Never enter any area where horses are loose without having a volunteer “buddy” present.
- Make sure the gate is clear of unwanted horses before opening the gate. Don’t be afraid to assert your dominance over the herd!
- Understand herd dynamics. Less dominant horses will move away from more dominant ones.
- Verbally alert the horses to your presence.
- Keep a safe distance from horses you are not handling.
- If you see anything in the turn out area that needs repair report it to the instructor.

If you are there to get a horse:

- Never get a horse without a volunteer “buddy”. There should be one person leading the horse while the other one is assisting with the gate.
- Protect your space by letting the horses know you are there with words and hand motions. If you need to in order to be safe, swing a lead rope towards a horse that is too close in order to drive him away.
- Anticipate which way your horse will move if he feels threatened by another horse.
- Storms, wind, and other factors may make the horses jumpy. If your horse is not acting normally let the instructor know.

Round Pen:

- Always shut the gate when you are working in the round pen.
- Protect your space using appropriate blocks and body language.
- Know how to use the lunge line and make sure it doesn’t get wrapped around your legs or arms.
- All volunteers must be checked off before lunging and have a volunteer buddy present.

Off Limit Areas:

- Any area of Shepard Stable not listed above, including but not limited to the house and porch, personal driveway, hay barn, upstairs old barn, and any equines not owned or leased by TTRC.
- All farm equipment and tools.
- All vehicles besides your own.
- All yards, including fenced in dog yard. Do not approach any dogs in the fenced yard.

Horse Guidelines

- **ALL PERSONS riding a horse at TTRC MUST wear a helmet!**
- **ONLY PATH Intl certified instructors may do the final safety check before each mount or other activity.**
 - Per PATH Intl Standards, advanced volunteers may perform the safety check, mount riders, and dismount riders if they have been trained and checked off as competent by an instructor.
 - Only PATH instructors may perform wheelchair ramp mounts.
- Speak to a horse as approaching and approach from the side to avoid startling him.
- Before petting a horse, assume a friendly body position and reach your arm out with the back of your hand up. Wait for him/her to smell your hand before reaching towards him/her.
- Know how to protect your personal space, the personal space of side walkers and riders, and the personal space of your horse.
- **NEVER** pet or play with the horse's ears, muzzle, or face. Gently stroke his neck in the direction of the hair instead.
- **NEVER** discipline a horse while a participant is mounted or near the horse or if participants, families, or guests are within visual range.
 - Notify the instructor of any incidents that may require evaluation or retraining.
- If a horse steps on your foot, lean into the horse and PUSH them to get their weight off your foot before pulling away.
- Never wrap a lead rope around your hand, wrist, or any other part of your body. Fold the lead rope in your hand instead of looping it.
- Never leave a rider unattended with a horse.
- Stay on the same side of the horse as the rider. If he/she changes sides either follow him/her or pass him/her to the side walker on the other side of the horse.
- Do not feed anything to the horse unless authorized to do so.
- **No treats will be given to horses before, during, or after classes. This includes treats brought by families and participants.** If treats are given **outside** of class, they must be in a bucket instead of by hand.
- Always keep reins and lead ropes off the ground. Horses and humans can get a foot caught.
- If a horse spooks, release the pressure on the rope. Give the horse a chance to LOOK at and even sniff the offending fright. Avoid "making" the horse touch it or smell it.
- Learn to recognize horse body language so you know when a horse does not want attention or is upset.
- Do not put your fingers through the stall fronts and do not allow others to do so.
- Do not remove a horse from stall unless authorized to do so.
 - Close and latch all stall doors when leaving a horse in a stall.
- **NEVER** work in a stall with a horse that is not tied or clipped in!
 - Leave the stall door unlatched if you are in the stall working with a clipped in or tied horse.

Volunteer Job Descriptions

SIDE WALKERS

Responsibilities:

- Assist the rider by repeating or rephrasing directions given by the instructor.
- Be prepared to demonstrate instructions, including hand-over-hand assistance.
- Help keep the rider focused.
- Never let the rider wander away. If a rider leaves the vicinity of their horse direct them back.
- If necessary, review the Barn Rules with your rider.
 - The Barn Rules are posted on the wall next to the Volunteer Name Tags.
- Notify the instructor of problems or concerns as well as accomplishments of your participant.
- Notice, but don't change the rider's position (i.e., stirrup length, others) and notify the instructor. Halt and wait for the instructor to fix the situation.
- Always stay next to the rider's leg, even if you are not using a hold.
- Know what type of assistance the rider requires. There are notes at the bottom of each lesson plan.
- One side walker is responsible for communicating with the rider in order to avoid over stimulation and distractions. This person will be designated on the lesson plan with an asterisk (*) next to their name.
- Know how to dismount the rider in case of an emergency.

HORSE HANDLERS

Responsibilities:

- Only the horse handler will be grooming and tacking the horse prior to the start of class.
 - The horse will be clipped in the stall
 - HH will groom and tack the horse while the horse is clipped
 - The gate will be left cracked open for safety
 - If a horse has already been groomed once, do not repeat grooming.
- Five minutes prior to the start of the class the HH will bring the horse to the grooming wall and clip into place.
 - Horse positions have been assigned and are located on the Lesson Plan for each class.
- Always lead between the horse's head and shoulder so you can see the eyes and ears of the horse.
- The commands used are "Whoa", "Walk On", "Walk Up", "Back", "Stand", and "Trot."
- Guide and control the horse's speed and direction while allowing the rider to steer and control the horse as much as possible. **Remember this is a riding lesson, not a "pony ride"**, so please let your rider do as much as possible before stepping in.
- **Allow your rider to make mistakes as long as he/she remains safe.** We learn from our mistakes!
- Remain a safe distance from other horses. (an elephant's length between horses).
- Leave enough room to accommodate your side walkers during turns and when close to obstacles.

- Be aware of what the rider is doing but don't interfere with side walker or instructor prompts.
- **Be sure the rider is prepared** before changing gaits (rider upright and centered, side walkers in proper position with proper holds) and for mounted activities/games.
- Clearly communicate with the side walker(s) as necessary.
- Be able to handle the horse in a variety of situations, including at the mounting area, in the arena, at the mounting ramp, on the trail, and during an emergency.
- Assist in reinforcing the instructor's instructions when the horse handler is the only volunteer needed by the rider.
- Obtain specific instructions on where and how far to be away from the rider as well as how to assist the rider during the trot when asked to remove the lead rope and act as a spotter.
- After the riding portion of the lesson has been completed, remain at the horse's head while the participant is untacking and grooming.
- If the horse is not being used for the next class return him/her to his stall with the assistance of a Volunteer Buddy.

REMEMBER: Many riders start riding with a horse handler and two side walkers but eventually their goal is to ride independently. Your job is to help the riders be safe on and around the horses while assisting them in learning the skills they need to be as independent as possible.

Reference sheet for working with TTRC Riders

“Key Words”

Each one of our riders have individual needs that we strive to accommodate the best we can. Please take the time to read each phrase and take notes of ways to help your rider have an enjoyable and productive lesson.

Runner: You may hear a participant be referred to as a “runner”. If you are not paying close attention this rider is likely to wander off or sprint away from you. This term is used when you always need to keep a hand or arm on your participant.

Touch Sensitive: Some participants are hypersensitive to touch. Please refrain from touching them if possible. Ask permission before touching, such as when doing a thigh hold during trotting.

Full Assist: These are participants that will have two side walkers. Some individuals will be in a wheelchair and will need to mount from the wheelchair ramp. This also means we will likely need to be more supportive to these riders while mounted to ensure their safety.

Limited Assist: These riders can do most things without help and need one or two side walkers to be safe. Always stay close by your rider and be ready to help or encourage when needed.

Independent Rider: These are riders who usually have a horse handler only. They can do things independently with guidance. They will always have a horse handler.

Non-verbal: Some of our riders cannot give verbal commands but sometimes can give a sign or sound for the command needed. (“Walk on” may be done with a gentle tap) Just because some riders aren't verbal this doesn't mean they don't understand what everyone is saying to them or around them. Talking to these riders and encouraging them to give commands is still needed.

We use other “Key Words” as well, but these are the most common.

What you can do to help participants: While paying attention to the personal needs of a rider, here are some tips to use to encourage your rider.

- When assisting a “runner” keep their attention on their assigned tasks. You can hold their arm, hand, or confine them with your body (such as when they are grooming their horse). Talk to them and encourage them to keep doing the task. **NEVER** leave their side. They require your complete attention.
- If a rider has issue with being touched, don't touch them. You can still talk a rider through what they are doing. If you need to assist them physically for some reason, such as when trotting, ask permission and explain it is to keep them safe.
- Some riders process information slowly and may need up to a few minutes to respond. Before repeating yourself give your rider time to process and respond. Be patient!
- If your arm gets tired when side walking, ask to halt and get the attention of an instructor. You can switch sides with the other side walker or we can send in a replacement when available. A tired arm is not going to do a very good job of supporting an off balance or unstable rider.

Volunteer Dismissal: Therapeion staff reserves the right to terminate a volunteer's involvement with our program. Dismissal of a volunteer will occur only as a last resort and will generally take place following progressive disciplinary actions when possible. Immediate dismissal of a volunteer may occur in extreme cases. Grounds for volunteer dismissal may include, but are not limited to any of the following:

- Illegal, violent or unsafe acts.
- Failure to abide by TTRC policies and procedures.
- Failure to abide by Stable Rules.
- Gross misconduct both in and out of classes.
- Theft of property or misuse of agency funds, equipment, or materials.
- Being under the influence of illegal drugs or alcohol while performing volunteer duties.
- Failing to perform volunteer duties as agreed.
- Inappropriate conduct around the horses.
- Unauthorized activities with the horses.
- Blatant disregard of TTRC policies and procedures.

Therapeion will investigate and document all concerns and incidents. This investigation will include hearing the volunteer's account of the incident or perspective on the situation.

- For a first occurrence a verbal warning may be issued to the volunteer will be documented in his/her file.
- In the event of a second occurrence the volunteer will receive a written warning and be required to retrain.
- A third occurrence will result in dismissal.

HIPPOTHERAPY

Hippotherapy is defined as “the use of horseback riding as a therapeutic or rehabilitative treatment, especially as a means of improving coordination, balance, and strength.”

Therapeion does not currently offer hippotherapy. At some time, we may restart our hippotherapy program. We will notify all volunteers prior to the start of the program. If you desire to work with out hippotherapy program you will need to attend a specialized training.

VOLUNTEER LEVELS CHECK OFF
LEVEL ONE
SIDEWALKER

Name _____

Evaluator _____

CRITERIA	Date	Date	Date
	P/F	P/F	P/F
Identify Grooming Tools by Name & Use			
Demonstrate Grooming Routine, using tools in the correct order			
Can describe the class routine/schedule			
Identify classroom, grooming & tacking area, outdoor arena, tack room, wheelchair ramp			
Know location of fire extinguisher, first aid kit, AED, hydrants			
Can identify the location of helmets, tack, grooming supplies			
Able to describe emergency procedures for: fall, fire, tornado, winter weather			
Knows who to contact for absence or late arrival			
Able to demonstrate the following holds: floating, thigh, barrel, ankle			
Knows how to fit a helmet			
Knows how to fit a gait belt			
Able to demonstrate the correct way to approach and greet a horse			
Demonstrate how to assist a wheelchair ramp mount as the off side SW			
Understands how to enforce the barn rules/location of printed barn rules			
Demonstrate how to properly greet and interact with their assigned participant and his/her family or caregiver			

**VOLUNTEER LEVELS CHECK OFF
LEVEL TWO
HORSE HANDLER**

Name _____

Evaluator _____

CRITERIA	Date	Date	Date
	P/F	P/F	P/F
Identify Tack by Name & Use			
Demonstrate how to tack			
Able to recognize common tacking errors and knows how to correct them			
Can recognize if tack is not fitting properly and knows who to ask to fix it			
Demonstrates proper leading techniques and body position for horse handling, including for both assisted and off clip riders			
Able to demonstrate three body blocks before horse handling			
Demonstrate the safe way to halter a horse			
Demonstrate proper use of the lead rope, including folding instead of looping			
Demonstrate how to safely bring a horse from their stall to the grooming wall			
Demonstrate the correct way to use the tie ring and clips on the grooming wall			
Demonstrate proficiency as HH: Walk-Trot-Halt-Turn-Back			
Demonstrate how to assist a wheelchair ramp mount as the near side SW			
Able to describe the areas of the stable that TTRC uses in order to be able to give barn tours			
OPTIONAL			
Can stow the stirrups so they don't bounce during lunging			
Demonstrates how to free lunge in the round pen W/T/C			
Can recognize when a horse is becoming overly stressed or excited when lunging and is able to calm them instead of allowing them to continue			

**VOLUNTEER LEVELS CHECK OFF
LEVEL THREE**

Name _____

Evaluator _____

CRITERIA	Date	Date	Date
	P/F	P/F	P/F
Is proficient at saddle fitting and can assist with saddle fitting sessions			
Know the names of the parts of the saddle and bridle			
Demonstrates how to put on a rope halter and knows when to use one			
Demonstrate correct use of a lunge whip and training (carrot) stick			
Demonstrate how to tack a pad and surcingle			
Can stow the stirrups so they don't bounce during lunging			
Demonstrates how to free lunge in the round pen W/T/C			
Demonstrates how to lunge on a lunge line in the round pen W/T/C			
Demonstrates proper and safe rope control when lunging			
Demonstrate the ability to reverse the horse when free lunging			
Demonstrate the ability to reverse the horse when lunging on a lunge line			
Can recognize when a horse is becoming overly stressed or excited when lunging and is able to calm them instead of allowing them to continue			
Can demonstrate the Parelli 7 Games: Friendly game, Porcupine game, driving game, Yo-Yo game, Circling game, Sideways game, Squeeze game with a horse that has been trained in the games.			
Demonstrate effectiveness during a pre-ride safety check			
Demonstrates how to saddle and tack for an exercise ride			
Show how to safely bring horses in from the turn out area			
Show how to safely turn horses out			
Demonstrates how to safely HH outside of the arena: awareness, body position when leading, rope control when leading, reading the horse's body language			
Demonstrates how to desensitize a horse to a "scary" object using approach and retreat			
OPTIONAL			
Pass the CHA Level I riding test (may have caller during test) if desiring to ride W/T			
Demonstrate the ability to both post and sit the trot			
Demonstrates light hands when using reins.			
Pass the CHA Level II riding test if wishing to ride W/T/C			
Demonstrate how to properly mount and dismount a rider using the mounting block			

**VOLUNTEER LEVELS CHECK OFF
LEVEL FOUR**

Name _____

Evaluator _____

CRITERIA	Date	Date	Date
	P/F	P/F	P/F
Is proficient at saddle fitting and can fit independently			
Is proficient at the Parelli 7 Games: Friendly game, Porcupine game, Driving game, Yo-Yo game, Circling game, Sideways game, and Squeeze game.			
Demonstrates how to instruct another volunteer to free lunge in the round pen W/T/C			
Demonstrates how to instruct another volunteer to lunge on a lunge line in the round pen W/T/C			
Demonstrates how to teach another volunteer proper and safe rope control when lunging			
Demonstrates how to teach another volunteer to use a lunge whip and training (carrot) stick when lunging			
Demonstrate how to teach another volunteer to reverse the horse when free lunging			
Demonstrate how to teach another volunteer how to reverse the horse when lunging on a lunge line			
Demonstrates how to teach another volunteer to recognize when a horse is becoming overly stressed or excited when lunging and can calm them instead of allowing them to continue			
Demonstrate effectiveness during a pre-ride safety check, including tightening the girth			
Pass the CHA Level II riding test (may have caller during test) if wishing to ride W/T/C			
Demonstrates the proper use of lateral aids			
Demonstrates the proper use of seat and leg aids for turns and gait changes			
Demonstrates light hands when using reins.			
OPTIONAL			
Demonstrate how to properly mount and dismount a rider using the mounting block			