



PARTICIPANT MANUAL



Ability....Not Disability

Updated January 2010

*“Never doubt that a small group of thoughtful committed citizens can change the world;
indeed, it’s the only thing that ever has.”*

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MISSION STATEMENT

CKRH is dedicated to enriching the community by improving the quality of life and the health of children and adults with special physical, cognitive, emotional and social needs through therapeutic activities using the horse.

VALUES

- Offer equine assisted activities in a manner that challenges individuals with disabilities to achieve their maximum potential.
- Maintain excellence in the care and management of our therapeutic horse herd.
- Value our donors by the work we produce.
- Recognize that our volunteers are our most important resource.
- Provide a safe environment for all.
- Encourage diversity in all aspects of our program.

Welcome to the CKRH Team!

CKRH wants your experience to be safe, rewarding, therapeutic and fun. It is essential for our participants and horses that we uphold consistency in CKRH activities, procedures and policies. The CKRH hows and whys of doing things will be explained in this manual and during assessments. If you ever have any questions, please don't hesitate to ask. We look forward to sharing the CKRH experience with you.

OVERVIEW OF CKRH

Central Kentucky Riding for Hope (CKRH) operates under the policies and guidelines of NARHA, founded in 1969 as the North American Riding for the Handicapped Association. CKRH is a NARHA Premier Accredited Center and is dedicated to promoting a standard of excellence in the field of Equine Assisted Activities (EAA). CKRH is also positioned to become a world wide center for education and professional development for instructors and volunteers in the field of Equine Assisted Activities.

CKRH started out with only three borrowed horses, four clients and the partnership of two nurses and a few horse lovers in 1981. Today, CKRH serves over 385 individuals a year with the help of more than 270 dedicated volunteers and 25 therapy horses.

For many years, memorable moments have been shared by our students, horses and volunteers in the old tobacco barn on the hill at the Kentucky Horse Park. Our program was seasonal as we worked around the Kentucky weather. With the move into our new facility at the Horse Park, CKRH will expand programming and provide services to our clients on a year round basis.

We are proud of the organization that CKRH has become. We recognize that our volunteers are the heart of CKRH. We value our donors by our dedication to the mission of CKRH.

CKRH is completely dependent upon volunteers, community support and fund-raisers. Funding and volunteer support is provided by numerous individuals as well as community businesses and organizations.

EQUINE ASSISTED ACTIVITIES

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

More Than Riding at CKRH

CKRH is continually seeking to expand the services offered to our community. The following is a brief description of each activity CKRH offers and the proper definition of each. In the interest of clarity and consistency, NARHA’s Health and Education Committee has adopted a glossary to describe the activities and participation within a NARHA center.

Equine Assisted Activities (EAA) is an umbrella term inclusive of all the various offerings of NARHA centers and all of the equine activities and therapies designed for people with disabilities or diverse needs. This term will be used by CKRH to accurately make global statements about center activities.

Therapeutic Riding (TR) is mounted activities including traditional riding disciplines or adaptive riding activities conducted by a NARHA certified instructor. At CKRH these activities are taught in private and group lessons during the day and evening. Each mounted activity is designed to meet each participant’s individual needs and may focus on fine and gross motor skills, balance, strength, coordination, proprioception, tactile senses, team work and much more.

Hippotherapy (HPOT) is a physical, occupational or speech therapy treatment strategy that utilizes equine movement. Services are provided by a licensed/credentialed physical therapist, occupational therapist, or speech and language pathologist and are offered in partnership with Cardinal Hill Rehabilitation Hospital on Tuesdays and Fridays.

Therapeutic Driving is activities related to carriage driving conducted by a NARHA certified driving instructor. The driving program at CKRH provides individuals who may not be able to ride, due to contraindications, the experience of equine movement.

Therapeutic Horsemanship is mounted and non mounted equine activities taught by a NARHA certified instructor to people with disabilities or diverse needs who want to develop their skills in horse care, horse handling, and riding. Students progress in riding and horse care skills while improving cognitive, emotional, social and behavioral skills. CKRH activities that teach therapeutic horsemanship in depth are horse master lessons, Pony Club lessons and competitive events.

Competition is individual or team sports at the local, regional, national, or international level. This will be offered through Pony Club activities, Special Olympics and Paul Frazer Memorial Horse Show. Participants must meet eligibility requirements prior to entry.

Equine Facilitated Mental Health (EFMH) is inclusive of equine assisted activities and therapies with a focus on mental health issues. At CKRH these activities and therapies typically do not include riding or horsemanship skills. They are led by a licensed/credentialed mental health professional in conjunction with an appropriately credentialed equine professional. Examples of therapies are psychotherapy, marriage and family counseling and grief counseling.

Equine Facilitated Learning (EFL) includes equine activities incorporating the experience of equine/human interaction in an environment of learning or self-discovery. EFL promotes personal exploration of feelings and behaviors in an educational format. Goals may be related to self-improvement, social interaction and/or education. At CKRH these activities do not include riding and may be conducted by a NARHA certified instructor, an educator or a licensed therapist.

Examples of the EFL academic programming include the **Equine-Assisted Elementary School Program** designed for school age children and taught by a NARHA certified instructor. The primary purpose of this unit is to integrate reading, writing, math and science skills with social and problem-solving skills, while at the same time empowering students to seek new learning through rich experiences. The purpose of CKRH's **Equine-Assisted Preschool Program** is to provide services to preschool-aged children that will develop and reinforce fine and gross motor skills, vocabulary (verbal and non-verbal communication), early literacy, integration of the tactile system and temporary separation from parents.

A second example of an EFL program at CKRH is the **Horse Power Life Skills Program**. This program is taught by a NARHA certified instructor and focuses on teaching daily life and social skills to school age children. The weekly two hour sessions will focus on problem solving skills, respecting boundaries, team work exercises, positive interactions with others, communication and trust.

A third example of EFL programming at CKRH is **Therapeutic Retreats**. These are single session, non-mounted, group activities. They will be offered on assigned days as scheduled with the partnering organization. All activities are overseen by a NARHA certified instructor. Activities vary according to request and need. **Minis on the Move** brings the miniature horses to organizations such as Cardinal Hill's Therapeutic Camp for children or to a school campus. **Senior Therapeutic Retreats** provide services to senior citizens either at their location or at CKRH. These activities promote wellness, social interaction and education. We have also provided equine facilitated learning activities to Shriner's Hospital and Fayette County Parks and Recreation.

Vocational Rehabilitation is equine related activities that may include work hardening, work re-entry or vocational exploration. Participants are young adults or adults. CKRH partners with high schools and other organizations to provide these services on a limited basis during the day. This training is provided by a NARHA certified instructor.

Additional helpful terminology:

NARHA Premiere Accredited Center - A member center that has been successfully evaluated to be in compliance with NARHA standards.

NARHA Certified Instructor – An instructor of therapeutic horsemanship who is certified by NARHA at the Registered, Advanced or Master level. At CKRH, certified instructors have completed specialized educational training to ensure competency in the areas of disabilities, recreational therapeutic activities, instructional abilities, horsemanship and equine safety.

Educator - An educator/teacher licensed or sanctioned by the state, school district, department of education or equivalent designation.

NARHA Registered Therapist – A licensed therapist or therapist assistant (PT, OT, SLP, COTA, PTA) who has registered with NARHA upon completion of the American Hippotherapy Association, Inc. approved hippotherapy coursework and the requisite number of hours of practice in hippotherapy.

Mental Health Professional – A licensed and/or credentialed medical professional who specializes in the treatment of individuals with psychiatric, psychological, emotional or behavioral diagnoses.

Horse handler, horse expert, equine professional, horse leader, equine specialist – Terms which may be used to indicate the person handling the equine during a session and/or training and conditioning the equine for participation in equine assisted activities. Usage may vary by discipline. The HPOT session where a horse is long lined might have a horse handler, whereas, the person leading the horse in a therapeutic riding lesson may be the horse leader.

Therapeutic - An activity is therapeutic if a participant derives benefit, shows improvement or feels better once engaged. An activity can be therapeutic without being considered as therapy. In general, EAAs may be described as therapeutic, but they are not therapy or is not considered treatment without fulfilling specific requirements. (See Therapy, defined below)

Therapy – Claims of providing therapy or treatment, or billing for services with a third party, may be done only by a licensed/credentialed professional such as a PT, OT, SLP, psychologist, social worker, MD, among others.



WHO DO YOU CALL?



Office: (859) 231-7066

Fax: (859) 252-5016

website: www.ckrh.org

Absentee Voicemail: (859) 231-7066 press 1 or ask to be transferred to the absentee voicemail

CKRH STAFF:

Executive Director	Pat Kline	pat@ckrh.org	ext. 26
Program Director	Denise Spittler	denise@ckrh.org	ext. 24
Staff Instructor	Jenny Jackson	instructor@ckrh.org	ext. 21
Equine Manager	Amanda Zozgornik	equinecare@ckrh.org	ext. 21
Volunteer Coordinator	Denise Spittler	volunteers@ckrh.org	ext. 24
Instructor/Volunteer Trainer	Joan Wilcoxon	joan@ckrh.org	ext. 22
Resource Administrator	Jeannie Brewer	jeannie@ckrh.org	ext. 29
Administrative Assistant	Vickie Parker	vickie@ckrh.org	ext. 25

Who do I call if I can't come?

Many volunteers give their valuable time! If you must miss a lesson, please let us know as soon as possible, so we can notify volunteers for that day. There is a participant absentee calendar available in the meeting room. Please write the participant's name on the date of the scheduled absence. If there is an emergency and you can't come on the day of class, please call and leave a message in the absentee voicemail box. Please **DO NOT** contact a specific person (such as emailing the program director), because she may not be at work that day. Please **DO NOT** tell the instructor, they may forget to tell staff who are responsible for preparing horses and scheduling volunteers.

How do I find out if lessons are cancelled?

Because consistency is so important for our riders we rarely cancel a lesson. If you are unsure that lessons are being held, please call the CKRH office at (859) 231-7066. If CKRH cancels a lesson, you will be contacted by the best method contact listed on your participant application.

Who do I call for Hippotherapy (HPOT) Sessions?

Please call the hippotherapy coordinator regarding scheduling and cancellations. You will be provided with that number when you become a member of the HPOT team.

How do I know what is going on at CKRH?

The first place to check is the calendar on our website. Our website is a great tool to learn more about our horses, program and upcoming activities. You will receive periodic emails about CKRH activities and lesson schedules. Please contact the Program Director with any questions.

GENERAL GUIDELINES

“In riding a horse we borrow freedom”

The following guidelines are for the safety and well being of our participants, volunteers, staff and our much-loved therapy horses.

- This is a program that celebrates diversity and sees value in all individuals. Respect and cordiality towards everyone is expected.
- All children **MUST** be supervised at all times.

- For the benefit of our horses and participants, please be calm and tranquil in the barn.
- Do not run around the barn or horses. Horses can be startled by fast movements.
- Please do not pet horses through the stall screens or while they are in the grooming stalls or wash racks. Please respect their quiet time while they are stalled. Our therapy horses are “at work” during lesson activities and should not be distracted.
- Do not feed the horses and do not allow participants to feed the horses.
- Participants should not enter stalls or paddocks unless accompanied by an instructor.
- Do not allow children to climb on fences or gates.
- Do not bring pets to CKRH.
- **Smoking** is allowed only in the front parking area. Smoking is **not** allowed in or near the building or around the activity areas.
- **Volunteers should never be alone with a participant!** Always stay in a group area. Participants should be assisted to the bathroom by a caregiver or a staff person. Never by a volunteer.
- Photos or video of participants should not be taken without permission from CKRH staff.
- CKRH is required by law to report any suspected cases of child abuse or neglect. CKRH is committed to ensuring the safety of all program participants and volunteers.
- CKRH will take appropriate measures up to and including calling the local police department if a staff person suspects that a parent, participant or volunteer is under the influence of alcohol or drugs.
- **All persons on CKRH property must sign a volunteer waiver or visitor release form.**
- **A parent or designated adult must be on the premises at all times unless prior agreement has been made with Program Director and Instructor.**

What do I do when I arrive?

- Please obey all speed limits posted at the Kentucky Horse Park and CKRH. Horses and people have the right of way. Drive slowly and safely.
- Please arrive on time. If you are running late, call to let us know.
- Enter using the first CKRH driveway and park in the front parking area designated as participant and handicapped parking.
- When you arrive, please go to the meeting room through the double doors on the patio. Families should not go into the arena unless previously discussed with Instructor.
- For the safety of all, people traffic in the barn should be kept to a minimum.
- If needed, please walk to the bathroom through stable wing 1. This will minimize traffic around the grooming area where everyone is preparing for lessons.

Rider Weight Policy

CKRH will adhere to the following guidelines when making decisions regarding rider weight. Each guideline is in place so that every member of the team (horse, rider and volunteer) may have a safe experience. Horse health, rider's weight distribution, rider's ability to dismount without hurting the horse and each volunteer's ability to safely assist a rider are all very important considerations.

- Each horse will be evaluated as an individual and assigned a maximum carrying weight. Considerations will be made for age and health/soundness.
- Each rider will be evaluated as an individual. Considerations will be made for rider's height, range of motion, balance and ability to dismount independently.
- Each team will be evaluated to ensure that an appropriate volunteer/instructor is available to complete all emergency procedures including an emergency dismount.
- In general the following rider height to weight ratios will be followed.

Rider Height	Maximum Weight
Under 5'0 tall	150 lbs
5' to 5'6 tall	175 lbs
5'7 to 6' tall	200 lbs
6'1 to 6'5 tall	250 lbs
Current CKRH riders not in compliance with the above height to weight ratios must meet previous guidelines of 200 lb weight maximum and an available horse that can carry that weight.	

- The maximum amount of weight each horse can carry is determined using the following formula:
 - 20% of the horse's weight minus the weight of tack minus 10 pounds for degrees of unbalanced rider movement. (Unbalanced rider movement is determined through instructor observation while rider is mounted and through a balance exam while non-mounted.) Other considerations are observation of equine movement while carrying weight and veterinary input.
- Each horse has a maximum number of lessons they may participate in per week. Therefore the number of horses available to carry higher weights may be limited.
- If, after an evaluation by at least two CKRH staff members, a rider is determined to be over the weight limit of any available CKRH horse, the participant has the option to participate in other CKRH programs such as therapeutic carriage driving and therapeutic horsemanship.
- Riders may be asked to weigh-in on CKRH scales at any point during their riding sessions.

What should I wear?

You will be in a barn environment.

- Dress appropriately for the forecasted weather and outdoor activities.
- When selecting your attire, please consider clothing appropriate for a child and family environment.
- Wearing appropriate shoes is very important. Shoes need to be comfortable and safe. Please, no sandals, open toe, open heel or high heel shoes.
- If you wear a hat make certain that the hat fits securely on your head. A flying hat could be scary to an unsuspecting horse.
- Sunscreen or insect repellent is strongly recommended. Minimize the perfume. Heavy perfume can attract bees and other insects and may be a sensory overload for some people.
- Please do not use open umbrellas around the horses.

Participant Attire – Required

- **ASTM-SEI Riding Helmet** – Please purchase one that fits the participant according to the Helmet Fit Guidelines below. If needed you can borrow one from CKRH.
- **Long pants** – such as Jeans or Riding Pants. Participants will not be allowed to ride in a saddle with short pants.
- **Closed toed shoe** – such as Boots or Tennis Shoes. A riding boot with a heel and no laces would be ideal.
- **Cold Weather Gear (when appropriate)** – such as Gloves, Jacket, etc.
- Please insure all hair bands are below the helmet.
- Please do not wear pants that make noise or slip on a saddle.
- Please do not wear jewelry.

Formal riding attire can be found at the following tack and supply stores.

Wise Choice Tack
1019 Georgetown Rd
Lexington, KY 40511
(859) 224-8976

Bob Mickler's
1093 W High St
Lexington, KY 40508
(859) 254-3814

bobmicklers.com

Online options:

www.horse.com

www.statelinetack.com

www.doversaddlery.com

www.bigdweb.com

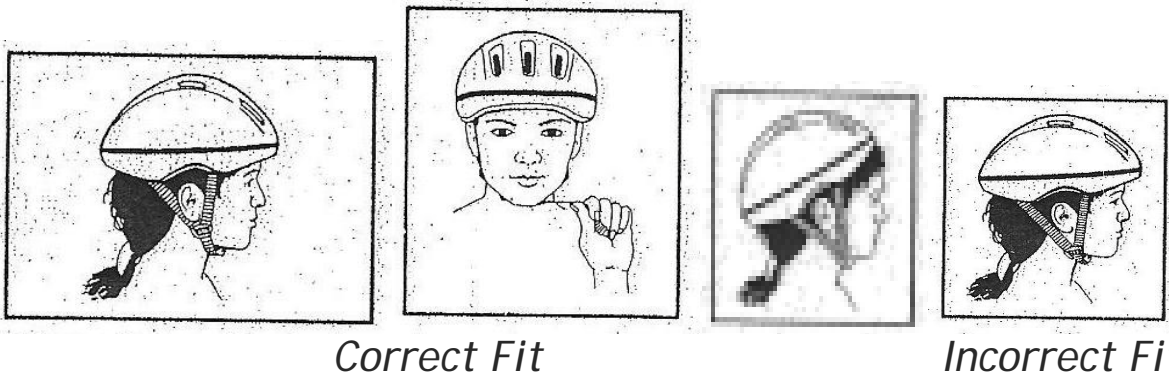
www.sstack.com

www.freedomrider.com

Please save all purchase receipts until a CKRH instructor has approved the helmet fit. CKRH does have some attire available for loan if needed, but sizes are limited.

Helmet Fit Guidelines

- The helmet should be level front to rear and side to side; a common mistake is to wear the helmet tipped too far back. To be sure the helmet is properly positioned, look in a mirror with your head slightly turned.
- Adjust the straps so that the helmet remains level. The front and rear strap of the “V” should be snug and positioned just below the earlobe.
- The buckle strap should also be snug under the chin, but not to the point that it causes discomfort or difficulty swallowing. You should feel the strap against your skin, but be able to slide a finger under it.
- Size your helmet to your head using the right thickness of pads. Change and locate them as needed to make it snug without being uncomfortable.
- To test fit, shake your head from side to side and front to back; if it fits properly the helmet should stay in place.
- It is recommended that you readjust the straps every time you wear your helmet.
- CKRH Instructors will be available to check for proper helmet fit before your child enters the arena.



Delivery of Service

CKRH will provide services January through December. During each session participants attend at least one time per week. Students are grouped into lessons based on continual assessments of participants' goals and abilities. CKRH will assign participants to one of the following lesson categories:

- Private Lesson – 30 minutes, 1 student
- Semiprivate Lesson – 45 minutes, 1-2 students
- Group Lesson – 1 hour, 2-4 students

Participant Lesson Attendance Policy

- If the participant is going to be ABSENT please notify CKRH as soon as possible. This allows us to make any volunteer or horse changes as needed. An absentee calendar will be kept in the meeting room. If you know the participant will be absent, please mark the calendar prior to the absentee date.
- If a participant is MORE than 10 minutes late to their lesson and you have NOT notified staff, you may have to forfeit your lesson for that day.
- After 15 minutes you will forfeit the lesson for the day regardless of notification.
- If a participant misses more than 2 lessons WITHOUT notification, they may be dismissed from the program.

General Dismissal Procedures

Level 1: Verbal Warning

- Not following CKRH guidelines will result in a verbal warning from the executive director or the program director.
- The warning will be documented in the employee, volunteer or appropriate file.

Level 2: Written Warning

- Not following the safety guidelines for a second incident will be followed by a discussion with and written warning from the executive director and/or the program director and the written warning will be placed in the employee volunteer or appropriate file.
- Steps will be outlined to prevent future infractions.
- Actions that will be taken if a further infraction occurs will be outlined.

Level 3: Dismissal from the Organization

- Anyone facing dismissal from the organization will be informed by a written notice and a discussion with the executive director and/or the program director. The following infractions are grounds for immediate dismissal from the organization.
- Theft
- Inappropriate use of the facilities, mailing lists or monies
- Abuse of the animals or properties
- Repeated disregard of the organization's policies and procedures
- Harassment of, or inappropriate behavior toward any staff member, volunteer or participant
- Use of alcohol or drugs while working with or near the participants

HORSE SENSE

“He knows when you are happy. He knows when you are comfortable. He knows when you are confident. And he always knows when you have carrots.”

Horse Safety:

Think of the horse as having a 6-foot danger zone surrounding it. You or a student can be seriously injured by a horse kicking, striking or biting. Approach the danger zone with caution.

- Don't yell, run or make sudden movements near a horse. Be slow and gentle.
- Speak softly as you approach a horse to let them know that you are coming. Like people, horses do not like being surprised by loud noises or unexpected encounters.
- Approach a horse from the side, never from the rear or directly in front of a horse. A horse cannot see what is directly in front or behind them.
- When standing next to a horse, stand very close. If the horse kicks, he can't kick very hard if you are close.
- If you must walk behind a horse, approach from the side, speak softly and gently touch the horse on the shoulder. Keep your hand on the horse and stay close as you move.
- Never walk under a horse's neck. Never walk under a horse. You might not be that short, but some children are.
- It's easy to get your feet stepped on, so be aware of where your feet are in relation to all four of the horse's hooves.
- Hand feeding is an invitation to have your fingers bitten. Please keep your hands away from the horse's mouth. We do not want to encourage nibbling.
- Keep horses well away from each other at all times. Fighting horses are a danger to everyone nearby. Keep an eye on their heads and rear ends. If the ears are flattened, the horse is about to fight. If he lifts his leg he is getting ready to kick. Do not allow horses to sniff each other.
- If a tied horse rears or pulls back, or otherwise acts upset, **stay away**. Let the instructor handle the problem. A panicked horse is very dangerous.

Horse Behavior:

It is important to understand how horses think, use their senses and interact in their environment. To be safe around horses, volunteers must understand horse behavior. Our therapy horses are kind and well trained, but do not let your guard down. They are horses, and have instinctual behaviors that you must anticipate and react to in a calm and confident manner.

- Horses are herd animals. They like to stay in a group and establish a pecking order among the herd. Horses look to the dominant leader for confidence and guidance.
- Horses have a flight or fight instinct. They would much rather flee a perceived danger. If flight is not possible, then a horse will fight for survival by kicking, rearing, charging, striking and biting.
- Horses use all their senses to interact with their environment.

EMERGENCY PROCEDURES

- **A telephone is located in the meeting room and outside the tack room in the hall of the barn. Dial 911 for emergency assistance and follow the instructions on the sheet posted.**
- **Fire extinguishers are located at each exterior door of the barn, offices and indoor arena.**
- **Human first-aid supplies are located in the black cabinets in the barn aisle outside the indoor arena.**
- **Maps for designated storm shelter areas and evacuation routes are posted throughout the facility.**

In the event of an emergency, a chain of command will be used. The **safety coordinator** will be identified on the information board by the volunteer check-in podium. The safety coordinator is responsible to make the necessary decision for the safety of all individuals and animals concerned. The safety coordinator has the final authority to coordinate procedures, and amend, modify, or supersede any policies of this plan in order to ensure any individual's safety. **Instructors** are responsible for the riders and horses in the arena and are positioned to see the entire arena in cases of emergency. Instructors will direct volunteers to stabilize the situation. **Horse leaders** are always in charge of the horse that they are leading and we ask them to stay with that horse at all times. Similarly, **side-walkers** are asked to stay with their rider at all times. **Riders should never be left alone!** The following steps are guidelines for emergency situations:

1. Instructor takes charge of the rider and stabilizes the situation as soon as possible. That may mean removing riders from the arena/situation or performing an emergency dismount.
2. Notify CKRH safety coordinator.
3. The horse leader takes charge of horse and removes the horse from the situation. They should take the horse back to the barn and follow instructions from the safety coordinator.
4. Instructor, CKRH staff, or designated person with current CPR and First Aid certification will administer aid if necessary. If body fluids are involved, universal precautions are to be used. All necessary protective equipment is in the first aid kit.
5. Call 911 if needed. Direct the dispatcher to the barn using the directions posted beside the phone and on the volunteer podium. Call the Kentucky Horse Park Police—they will meet the emergency vehicle at the park entrance.
6. If the emergency involves the health/behavior of a horse, it is the leader's responsibility to tell the instructor. The instructor will dismount the rider and the horse will be removed from the ring and taken to the safety coordinator.
7. At all times—remain calm and in control.
8. When an accident or "near-miss" occurs, the accident is to be documented on a form titled "**Center Occurrence Report.**" The person filling out the report is to be the safety coordinator. The report is to be signed by the safety coordinator filling out the report, if possible the injured person, or a family member who witnessed the accident, witness (es) and the executive director/program director.

1. If a rider falls or loses control of horse:

- Halt all horses and remained with your assigned horse and rider.
- Be prepared to do an emergency dismount if asked to by the instructor.
- If a rider has fallen, the leader should move the horse away from the fallen rider. Keep the horse quiet, still and facing the rider.
- Side-walkers should always stay with the rider, comfort and keep the rider from popping up or moving quickly on the ground.
- The instructor will assess the rider and give further instructions. It may be necessary for an available volunteer to get a parent to comfort the rider.

If the rider hits the ground:

- The rider should be told to remain on the ground and not to move
- The leader should remove the horse from the area
- The instructor is in charge and everyone should follow their direction
- Other riders in the area should be diverted to another location and reassured (an audience is not needed).
- **The rider should be asked, “Do you hurt anywhere?”**
 - If yes, tell the rider to remain still and seek medical attention. Parents should be brought to the rider and all should remain calm. If necessary or requested by caregiver, have 911 called as you stay with the rider.
 - **If no, ask the rider to carefully roll onto their back and remain still. Ask them if they hurt anywhere.**
 - If yes, tell the rider to remain still and seek medical attention
 - **If no, ask the rider to slowly spread their knees apart about 6 inches and close them. Ask if they hurt in their hips or back.**
 - If yes, tell the rider to remain still and seek medical attention
 - **If no, ask the rider to slowly roll to their hands and knees. Ask if they hurt anywhere.**
 - If yes, tell the rider to remain still and seek medical attention
 - **If no, ask the rider to slowly rise to their feet with you supporting them under the arm. Ask if they hurt anywhere.**
 - If yes, lower the rider back to the ground, tell the rider to remain still and ask someone to seek medical attention.
 - **If no, ask the rider to slowly walk around and get their legs working. Stay alert for dizziness or weakness. Take the rider to their parent and ask if they want you to call for emergency help.**
 - If the parents say yes, have the rider sit down and seek medical attention. Wait with the parents and talk to the emergency personnel.
 - **If no, answer any questions calmly and briefly.**

Volunteers of remaining mounted riders:

- Side-walker(s) keep your mounted rider occupied so as not to draw attention to fallen rider and provide reassurance. An available side-walker may be asked to catch a loose horse.
- Leaders, keep your horses quiet. Even if a horse gets loose, do not try to catch the loose horse. In this case, the instructor will ask an available side-walker to get the horse. Remember you have a mounted rider.

In the case of major injury:

- The lesson instructor stays with the injured rider. Someone who is CPR and First Aid certified will attend to that person.
- A volunteer should notify the safety coordinator
- The safety coordinator, or someone they assign, will notify the parent or emergency contact and get the emergency medical information from the file cabinet to give to the instructor.
- If needed, the safety coordinator or someone they assign will call 911 and the KHP police
- Post a person at the entrance of the driveway to direct emergency vehicles to the location of the injured person. **Ask the emergency vehicle driver to cut off sirens and lights so as not to frighten the horses.**
- The instructor will dismount the riders and remove them from the emergency situation. Side-walkers will return the riders to the parent area and then remain in the area for further directions. Leaders will return horses to the barn for further directions.
- Everyone will need to remain on the property until the safety coordinator excuses you. It will be necessary to get information for an incident report.

In the case of minor injury:

- Notify the instructor of the injury to assess the situation. The instructor will dismount the rider and side-walkers will alert the safety coordinator.
- The needs of the individual should be met, for example band-aids, ice, cool water, etc.
- Notify the parent or emergency contact of minor injury and treatment provided.

2. If there is a loose horse:

- Stop all horses facing the area of the loose horse.
- Leaders should keep horses quiet.
- Side-walkers should use arm-over-thigh hold in case the excitement level increases.
- In the event it becomes too intense the instructor and instructor appointed volunteer will dismount riders.
- Side-walkers should return riders to the parent area and wait for further directions from lesson instructor.
- Leaders with rider-less horses should stay standing quietly in the ring until the last rider is in a safe area. Then with quiet control, they should walk the horse to the barn and place in stall and wait for further instructions from the instructor or safety coordinator.

3. If a rider has a seizure while riding:

Many seizures are very mild and will not negatively affect the rider. If it is a grand mal type (major shaking, losing consciousness) support the rider on the horse until the instructor can dismount the rider or assist you in dismounting them.

- Get the instructor's attention
- Leaders should stop all horses immediately.
- If rider is holding onto reins while having a seizure the leader should unclip the reins from the horse.
- Instructor should dismount the rider safely to the ground and away from any obstacles or hazards. Instructor should ask a side-walker to time how long the seizure lasts.
- Leader should instantly move the horses away from the rider.
- Volunteers should keep mounted riders' interest on their horse or involve them in conversation until instructor gives further directions.
- Instructor will assign someone to go get a parent and the safety coordinator.

4. Horse Health Emergency:

During a lesson (ex. Slight colic or lameness):

- Instructor calls to halt all horses and dismounts rider in center of ring.
- Side-walkers take rider out of ring
- Leader takes horse out of the ring into the barn
- Lesson resumes
- Leader should un-tack the horse and the safety coordinator will assess the horse's health and take action, apply first aid or call vet.

If it is highly serious and the horse is not able to walk out of the lesson ring, the staff should immediately call the vet and administer first aid until the vet arrives.

- Instructor calls a line-up and halt.
- Instructor dismounts riders.
- Side-walkers take riders to the parent area for further directions from the instructor such as, the lesson is ending or a ground lesson will take place in the barn. The lesson instructor will issue this directive.
- After the ring is clear of all riders, leaders will return horses to the barn and wait for further directions as to the status of the lesson. The safety coordinator will issue this directive.

In the case of severe weather and fire, staff, instructors and the safety coordinator will take the necessary precautions for human and horse safety. Please follow the instructions below for tornado, severe weather, flood and fire emergencies:

5. Flood Emergency:

- If at any time when you are on the grounds and water starts to rise, call the KHP police for assistance.
- If flooding is heavy in the area, haycrew members should call the program director, equine manager or on-call staff before coming out to feed. It may be that the KHP roads will not be accessible.
- It may be necessary to move horses to higher ground. Before moving horses call the on-call staff for horse placement to ensure horse compatibility in another pasture.

6. Severe Weather (Thunder and Lightning Storms):

See attached map for designated storm shelter areas. These will be posted throughout the facility.

- The safety coordinator may implement evacuation procedures. If there is not an appropriate window of opportunity for people to drive home before the weather begins, people are not to leave CKRH. Driving conditions are hazardous when severe weather is involved.
- Visitors, students, their families, volunteers, and employees are to remain inside the facility until the severe weather has passed.
- There is always a concern involving mounted individuals in the indoor arena during an electrical storm. Due to the construction of the CKRH facility there is no need to dismount an individual from a horse in the indoor arena to reduce the exposure from electrical injury due to a lightning strike. However, there are always reservations as how the horse may react if the building was hit by lightning or may act in response to loud thunder. As well schooled as the horses are, the fact remains no one can simulate a building or a tree being struck by lightning. How the horse would react under these circumstances is an unknown factor. CKRH's storm policies have been written with this information in mind. The safety coordinator will implement emergency procedures and any necessary additional course of action when a storm occurs.
- Individuals on or off horses, in the pastures, trails, outdoor arena, or any pens or lots, on the property are to return to the covered facility immediately. Once everyone arrives at the facility, mounted individuals are to dismount and horses are to be re-stalled. If students are the mounted individuals, they are to be escorted to their family members.
- Once everyone is inside the covered facility, all doors should be closed to prevent flying debris from entering the facility.
- Individuals in the covered arena may be ask to dismount by the safety coordinator or lesson instructor, re-stall horses, and if the mounted individuals are students they are to return to their family members.
- The automated lift is not to be used during an electrical storm. Students are to be dismounted manually.
- The lift is to be shut off and unplugged.
- If there is loss of power during the use of the lift the battery will engage, allowing the instructor to dismount the student.
- Horses inside the covered facility will be placed in a stall and horses outside will remain in their places or they will be cared for in the fashion deemed appropriate by the safety coordinator.

- Visitors, students, their families, and volunteers are to remain inside the facility unless evacuated by the safety coordinator to the designated storm shelter area.
- In the event of an emergency make the necessary emergency phone call, otherwise do not use the telephones.
- In the event the storm develops into a serious condition, a weather radio is to be turned on to receive up-dated weather reports.
- Unplug all computers, copiers, and any other equipment which could be damaged.
- Always call for emergency aid (911), in the event someone is electrocuted. Until the emergency medical team arrives, follow the procedures taught in First Aid/CPR Classes and as outlined in the First Aid/CPR Manuals. First Aid/CPR manuals are located in the First Aid cabinet in the hallway of the barn.
- The safety coordinator may close CKRH at any time due to the severity of a storm.

7. Tornadoes:

- In the event of tornado warnings or watches, a weather radio is to be turned on to receive the weather report. Close monitoring of the report is imperative. The safety coordinator is to be kept informed of weather conditions and changes.
- An emergency management siren is located in the KHP Campground. When the siren is heard the evacuation procedures will be put into effect.
- When weather conditions are becoming severe and the safety coordinator is concerned for people's safety, evacuation to designated storm shelter areas may be put into effect. Horses inside the covered facility will be placed in a stall and horses outside will remain in their places or they will be cared for in the fashion deemed appropriate by the safety coordinator.
- If a tornado approaches, the safety coordinator will direct people to the designated storm shelter areas. Horses are to be cared for in the fashion deemed appropriate by the safety coordinator.
- Once everyone is inside the covered facility all doors should be closed to prevent flying debris from entering the facility.
- This facility is built to withstand 90 mile an hour winds.
- Instructors will dismount riders. Side-walkers will take the rider to a designated storm shelter area of the facility.
- Leaders will un-tack horses and place in a stall.
- Family, visitors and volunteers will go to a designated storm shelter area of the facility.
- Everyone will remain in the designated storm shelter area until a staff person or instructor has determined that the danger has passed.

8. Evacuation Plan

Fire (Fire check in location is the mini paddock.)

***Fire Plan approved by Fayette and Scott County Fire Deprtments.**

SAFETY COORDINATOR:

- Fire Emergency – Emergency 24 will call fire department and KHP police.
- Safety Coordinator call 911 and KHP police.

RIDERS IN THE INDOOR ARENA:

1. Dismount all riders as quickly as possible.
2. **Sidewalkers** lead participants out of the arena through the primary gate. Continue through the exterior exit door to meet parents on the road.
3. **Parents** walk out double patio doors and follow road around to the right to meet participants.
4. **Families**, participants, sidewalkers and visitors follow the road to the mini paddock.
5. **Leaders** exit the arena through the back gate and slide up door. Take the horse to the closest paddock, un-tack horse and leave all tack on the outside of the gate, turn horse loose without head gear. DO NOT put horse in paddock between arena and hayshed. Go to the mini paddock. Check-in at the mini paddock ASAP!!
6. **Barn Help** lead any horses in the barn to the nearest paddock and turn loose with the halter on, leave lead rope at the gate. Go to the mini paddock.
7. **Everyone** not evacuating horses or people, go to the mini paddock.
8. **Everyone** stay in the mini paddock until the safety coordinator gives an all clear.

RIDERS IN THE BARN:

1. **Sidewalkers** lead participants out the back of the barn through exit doors in stable wing two.
2. **Leaders** exit through the nearest door
3. **Everyone** follow directions above

Tornado Warning (Storm Shelter Locations are instructor room, copy room, hallway, therapy room, vet room, women's rest room.)

RIDERS IN THE INDOOR ARENA:

1. Dismount all riders as quickly as possible.
2. **Sidewalkers** lead participants to the office hallway. Stay with participants and families. If not enough room go to therapy room.
3. **Parents** meet participants in the hallway. Stay in the instructor room or copy room if possible.
4. **Leaders** lead horse to the nearest stall and turn loose. Go to the vet room, women's room or therapy room.
5. **Barn Help** make sure all horses in the barn are inside a stall. All horses outside stay outside. Go to the vet room, women's room or therapy room.

Everyone stay in their storm shelter location until the safety coordinator gives an all clear.

9. Hail:

- If the weather becomes so severe the threat of glass breaking is evident, everyone is to go to the designated storm shelter areas until the storm has passed.
- A weather radio is to be turned on to the local station for weather reports.
- Horses inside the covered facility will be placed in a stall and horses outside will remain in their places or they will be cared for in the fashion deemed appropriate by the safety coordinator. When tornado conditions are accompanied by hail, procedures for tornado conditions apply.

10. Heat and Humidity:

If the heat index is greater than 100 degrees at the time of lesson we **may** cancel lessons because of the danger of heat exhaustion or heat stroke to riders, volunteers and lesson horses.

- On hot days during lessons, water breaks will be available for riders and volunteers.
- In extreme heat, staff or authorized personnel will watch for elevated respiration and distress in the horses due to heat. If a horse experiences distress due to heat they will be taken to a cool, shaded area and cooled down with cool water from a hose sprayed directly on them.

11. Extreme Cold, Snow and Ice:

If Fayette or Scott Co. schools have cancelled classes, CKRH will be closed.

12. Fire Emergencies:

- We must act calmly and quickly in case of a fire.
- We love our horses, but our first priority is people. **People first, then horses.**
- Whoever first detects the fire should yell out “**FIRE**” loudly in order to alert everyone.
- The safety coordinator should be alerted immediately.
- If necessary the safety coordinator will announce over the loud speaker in the red panel box between the entry door and the volunteer check-in podium that the fire evacuation plan needs to be activated.
- Whoever first detects the fire needs to go to the nearest phone and call 911 to notify the fire department and call the Kentucky Horse Park Police.
- If the fire is contained, the person nearest to one of the fire extinguishers may attempt to extinguish the fire as the fire evacuation plan is activated. Fire extinguishers are located at each exterior door of the barn and in-door arena.
- The barn, office and interior area are protected by a fire suppression system. This system will sprinkle water when one of three events occur: 1) the fire alarm pull handle is engaged (this is located in the hallway of the office area) ; 2) a smoke alarm detects smoke (smoke detectors are located in the office hallway); 3) a sprinkler head detects heat.
- This fire suppression system is monitored by Emergency24. If water flows through the fire suppression system, Emergency24 will automatically call the fire department. If the monitoring system detects something wrong with fire suppression system or the fire alarm is pulled, Emergency24 will contact the horse park police. Officer on duty from the horse park police will arrive to investigate the situation.

VOLUNTEER OPPORTUNITIES

“I shall pass through this world but once. Any good therefore that I can do or any kindness that I can show to any human being, let me do it now. Let me not defer or neglect it, for I shall not pass this way again.”

Lesson Volunteers

Commitment and Requirements:

Lesson volunteers are asked to commit two hours per week, for consecutive weeks of a class session. Sessions usually run 8 to 10 weeks. Lessons are held year round with a short break between sessions. Reliable attendance is *key*, as we strive to build a team of horse, rider, horse leader and sidewalkers. It is important to keep this team consistent throughout the entire class session. Wranglers are also asked to commit to a complete session to keep the handling of our horses and lesson flow consistent and safe. **All lesson volunteers are required to attend a volunteer orientation and a volunteer training, specific to their volunteer position, prior to participating in lessons.** Current volunteers are asked to participate in continued volunteer education and training provided by CKRH.

Lesson volunteer positions are:

Sidewalker: The sidewalker’s primary responsibility is the rider. A sidewalker walks or jogs along side a mounted rider and acts as a “bridge” between instructor and rider. Sidewalkers are there to assist the rider when needed and to help ensure the rider’s safety. Encourage riders to be as independent as possible!

Qualifications and Responsibilities:

- Attendance at CKRH new volunteer orientation
- Previous horse experience not required
- Minimum age of 17
- Successful completion of CKRH sidewalker training
- Commitment to attend class each week for the length of the session
- Adequate vision and hearing to ensure safety of rider
- Walk/jog alongside the horse for duration of the lesson, occasionally on uneven surfaces
- Ability to hold your arm slightly raised and out to the side for up to 30 minutes thus providing rider support if necessary
- Comfortable working in physical contact with horses and children/adults with disabilities and special needs
- Ability to adapt to change
- Display patience
- Ability to perform emergency dismount
- Meet and greet riders. Remain with your rider ensuring their safety at all times.
- Assist with helmets
- Assist the rider during lesson, mounting and dismounting processes
- Act as the “bridge” between instructor and rider. Repeat directions, redirect attention and assist rider with tasks as needed or directed.

Horse Leader: The horse leader's primary responsibility is the horse. A leader pays close attention to the horse and all that is happening around the horse before, during and after a lesson. A leader focuses on safety and maintains control of the horse while allowing the rider to execute aids and cues asked for by the instructor during a lesson.

Qualifications and Responsibilities:

- Previous CKRH volunteer participation
- Previous horse experience is required
- Minimum age of 17
- Successful completion of CKRH leader training
- Commitment to attend class each week for the length of the session
- Adequate vision and hearing to ensure safety of horses and participants
- Walk/jog with the horse for duration of the lesson time
- Ability to read a horse and to calmly prevent/avoid unsafe situations
- Demonstrate patience
- Ability to adapt to change
- Ensure horse is groomed, tacked, and warming up in arena 10 minutes prior to lesson start time
- Primary responsibility is horse safety
- Listen and respond to the instructor's directions
- Lead horse during lesson and maintain safe spacing between horses
- Help horse follow the rider's cues
- Remove tack and ensure horse is properly cared for after lesson

Wrangler: Wranglers help our lessons run smoothly and on time by having horses in their stalls and groomed before lessons begin. Wranglers are also important in maintaining barn safety and cleanliness throughout the lesson activities. At the end of class, wranglers ensure that our equine therapists are properly "tucked in" for the night, all equipment and tack is put away, and the barn is clean and ready for the next day's activities.

Qualifications and Responsibilities:

- Previous CKRH volunteer participation
- Previous horse experience is required
- Successful completion of CKRH wrangler training
- Commitment to attend class each week for the length of the session
- Understand horse safety concerns
- Ability to read a horse and to calmly prevent/avoid unsafe situations
- Lead horses to and from the pastures
- Groom/bathe horses before/after lessons.
- Clean and organize tack.
- Clean stalls
- Maintain general barn cleanliness
- Ability to adapt to change

Equine Care Volunteers

Commitment and Requirements:

All equine care volunteers are under the supervision of our equine manager. The responsibilities of equine care positions require that volunteers are able to commit to a consistent schedule, with defined days and hours, over a significant period of time. Qualifications and responsibilities vary according to volunteer position. **All equine care volunteers are required to attend a new volunteer orientation. A volunteer training, specific to the equine care volunteer position is also required. This training may be completed in a group or as an individual.**

Equine care volunteer positions are:

Junior Volunteers: Junior volunteers are 12 to 16 years of age and work under the direct supervision of the equine manager or a volunteer mentor. They do not participate directly in lessons. Junior volunteers must be accompanied by a parent or another adult until they have demonstrated that their maturity and skills are at the level where a staff person determines an adult is no longer necessary. Junior volunteers must demonstrate the ability to act responsibly in the barn area, complete task, and follow barn rules and guidelines.

*Our "JV" makes a significant contribution to CKRH with their energy and enthusiasm.
We welcome and appreciate their volunteer service!*

Qualifications and Responsibilities:

- Attendance at CKRH new volunteer orientation
- Previous horse experience is preferred
- Successful completion of CKRH junior volunteer training
- Basic horse skills are required such as picking hooves, grooming, safe leading techniques and leading horses through pasture gates with other loose horses
- Assist CKRH wrangler to get horses ready for lessons
- Assist CKRH wrangler with caring for horses after lessons
- Set up and take down lesson rings
- Prepare stalls for horses coming in
- Clean stalls, feed tubs, water buckets
- Clean tack

Barn Help: Barn helpers keep our facility organized, clean, and safe. Duties will vary. Training will be on an individual basis. Junior volunteers may be barn helpers.

Qualifications and Responsibilities:

- Attendance at CKRH new volunteer orientation
- Previous horse experience is not required
- Duties are assigned according to skills of volunteer

Haycrew: Haycrew is the team of volunteers who feed and care for our horses. Haycrew volunteers are year round and are able to commit on a monthly basis, to a weekly designated time slot.

Qualifications and Responsibilities:

- Attendance at CKRH new volunteer orientation
- Previous horse experience is required
- Successful completion of haycrew training
- Ability to have reliable on time attendance
- Feed hay, grain, and supplements
- Clean automatic waterers
- Clean and fill troughs and buckets
- Check horses for illness or injury
- Bring horses in and out of the barn as needed
- Prepare stalls for horses coming in
- Clean stalls
- Put on or take off muzzles, blankets and fly masks as needed
- Clean and put away feed pans, buckets, rakes, muck tubs and other tools used
- Clean mini pen
- Blow barn aisle and assist in maintaining an obstacle-free, clean barn area
- Assist in maintaining a clean feed area

Pamper Pals: Pamper pals work under the direction of the equine manager to obtain the highest standard of health and well being for our horse herd.

Qualifications and Responsibilities:

- Attendance at CKRH new volunteer orientation
- Previous horse experience
- Successful completion of pamper pal training
- Groom horses
- Bathe horses
- Perform basic first aid on minor scrapes
- Administer hoof treatments
- Set up Equissage treatments
- Take horses for walks
- Feed grain to horses needing an extra meal
- Clean stalls or tie stalls used during your session

Ground Work Assistants: Ground work assistants work under the direction of the equine manager to improve the ground manners of our therapy horses and insure that each horse feels comfortable in lessons. The result of this training and conditioning is a more enjoyable and safe lesson environment for all horses, participants, and volunteers.

**Ground Work Plans are detailed in the training binders and no adjustments should be made unless approved by the equine manager.*

Qualifications and Responsibilities:

- Attendance at CKRH new volunteer orientation
- Intermediate to advanced previous horse experience
- Pass a ground work skills assessment
- Groom, bathe, administer hoof treatments, set up Equissage treatments
- Tack horses
- Walk/trot in hand through a pattern or obstacle course
- Work with lesson objects (balls, noisemakers, other toys, cones, barrels, mounting blocks, etc.) to desensitize the horse
- Work with a partner or two to accustom the horse to sidewalkers
- Clean stalls or tie stalls used during your session
- Clean and condition tack used during your session

Mounted Training & Conditioning Assistants: Mounted training & conditioning assistants work under the direction of the equine manager, training and exercising horses to keep them supple, physically fit, and more responsive to their riders. There are two categories of training and conditioning volunteers. The level is determined by ability, experience, and how long a volunteer has been with CKRH. Responsibilities include those listed below, as well as any of those listed under ‘ground work assistants.’ Horses used during training sessions must be appointed or approved by the equine manager or program director.

**Training & Conditioning Plans are detailed in the training binders and no adjustments should be made unless approved by the equine manager.*

Level I

Qualifications and Responsibilities:

- Attendance at CKRH new volunteer orientation
- Intermediate to advanced previous horse experience
- Pass the level I lungeing & riding test given by the equine manager or have a C1 level Pony Club rating
- May only ride while a staff member is present at CKRH
- Free lunge in the round pen
- Lunge
- Train and condition horses under saddle, including warm up and cool down periods
- Groom horse before and after session
- Clean stalls or tie stalls used during your session
- Clean and condition tack used during your session

Level II

Qualifications and Responsibilities:

- Attendance at CKRH new volunteer orientation
- Intermediate to advanced previous horse experience
- Complete at least 6 months of consistent work as a level I mounted training & conditioning assistant
- Pass the level II lungeing & riding test given by the equine manager or have a C2 level Pony Club rating
- May ride approved horses with another level II rider present, without a staff member present at CKRH, under the condition that the equine manager or program director has authorized the session
- Free lunge in the round pen
- Lunge
- Long-line or ground drive
- Train and condition horses under saddle, including warm up and cool down periods
- Groom horse before and after session
- Clean stalls or tie stalls used during your session
- Clean and condition tack used during your session

Special Event Volunteers

Commitment and requirements:

Special events are annual fundraisers for CKRH. Each event has its own specific needs and time commitments for volunteers. CKRH new volunteer orientation or group training is not required. A volunteer application or liability release form must be on file at CKRH.

CKRH special events include:

Paul Frazer Memorial Horse Show	March
Rolex Three Day Event	April
High Hope Steeplechase	May
Night of the Stars	June
Tack Sale and Trail Ride	October

Administration Volunteers

Commitment and Requirements: Administration volunteers fulfill ongoing needs within the categories below. CKRH new volunteer orientation or group training is not required. A volunteer application or liability release form must be on file at CKRH.

Fund Raising
Newsletter
Photography
Videography
Office help
Staff Assistant

If you have other talents you would like to share with CKRH, please let us know!