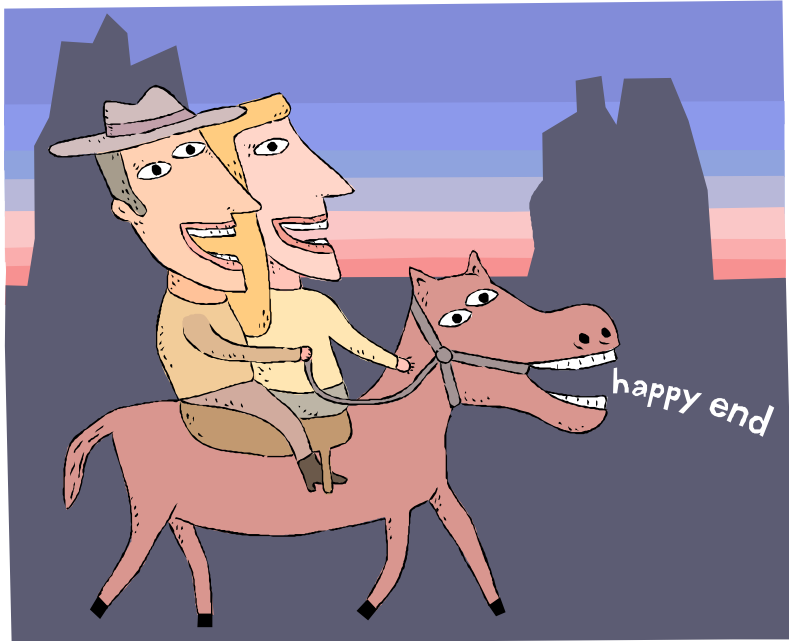


Happy Trails!



Kentucky Foothills
Therapeutic
Horsemanship
Center
Volunteer Manual



www.kfthc.org

mykfthc@gmail.com

606-965-2158

TABLE OF CONTENTS

Page #	Information
1.....	Welcome, Mission Statement
2.....	Contact Information, Scheduling or Cancellations
3.....	Frequently Asked Questions
4.....	What Should I Wear?
5.....	Helmet Guidelines
6.....	Eligibility
7.....	Required Documents
8&9.....	Benefits
10.....	EMERGENCY PLAN- FIRE
11.....	EMERGENCY PLAN –TORNADO
12	EMERGENCY PLAN – CSEPP
13.....	Dismissal Policy
14&15	Behavior and Language Policy
16.....	Rider Weight Policy
17.....	Required Documentation Before Riding

REQUIRED DOCUMENTS

Before volunteering at KFTHC , each volunteer must have on file certain current (within one year) documents. These documents include:

- Registration Form, which includes:
 1. Name
 2. Address
 3. Phone number
 4. Birth date
 5. Parent/guardian/care-giver name and phone number (if appropriate).
 6. Emergency Contacts
 7. Photo Release (consent or non-consent)
- Authorization for Emergency Medical Treatment,
- Agreement to Assure Staff/Volunteer Confidentiality
- Volunteer Waiver,
- Volunteer Release of Liability,
- Volunteer Expectations,
- Riding Agreement (If you want to ride while you're here)

These documents are available at the Center Office, may be emailed to you or can be downloaded by visiting kfthc.org under the "Getting Started" tab.

RIDER WEIGHT POLICY

KFTHC 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, a rider's weight distribution, a 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 to age and health/soundness.

Each rider will be evaluated as an individual. Considerations will be made for the 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

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 lbs 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 He/she may participate in each week. Therefore the number of horses available to carry higher weights may be limited.

Welcome to KFTHC!

You are about to embark on a journey of growth and learning with horses. To make your experience the best it can be we have developed this guide to KFTHC's mission, its services and its guidelines. Please use the following guide to discover how you and your family can get the most from KFTHC's programming.

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

We are looking forward to sharing this journey with you!

OUR MISSION

The Kentucky Foothills Therapeutic Horsemanship Center, Inc., is dedicated to improving the quality of life of individuals with physical, emotional and developmental disabilities by facilitating the exploration of the age-old relationship between horse and human.

KFTHC's mission is to provide a safe, secure environment in which individuals can benefit from experiencing , riding and driving horses in aa manner which acknowledges the special needs and the special abilities of each and every individual.

Contact Information

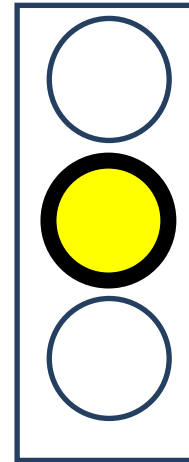
Executive Director, Lead Instructor	Cheryl Martin	606-965-2158 Cell 606-521-0710	mykfthc@gmail.com
Veterans Program Coordinator/ Operations Manager	Mark Martin	606-965-2158 Cell 606-386-0052	
Head Wrangler	Chelsea Ross	859-445-138	caross0915@gmail.com
Volunteer Coordinator	Anna Arunski	216-577-5665	Anna_arunski@mymail.eku.edu
Lesson Coordinator	Kerry Taulbee	859-302-3412	kerry.taulbee@rockcastle.edu

SCHEDULING AND CANCELLATIONS

Scheduling is “Family Friendly” meaning we will schedule lessons at the family’s convenience as much as possible.

A schedule is sent out to email addresses on Tuesday of each riding week and follow-up calls and texts to participants **will** be made by our Lesson Coordinator, Kerry.

If you are scheduled to volunteer on a certain day, at a certain time, or with a certain individual you should be aware that if you do not arrive without informing KFTHC staff, your absence may cause a ride or rides to be cancelled. Please, remember that your presence is important to all of us at KFTHC



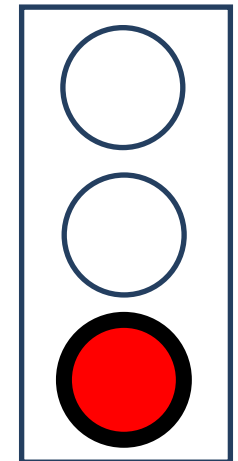
If a volunteer, family member, staff member, visitor or participant witnesses or experiences what they feel is inappropriate language or behavior which **MAKES HIM OR HER FEEL UNCOMFORTABLE**, he or she may call out or express “YELLOW LIGHT”. This means that the language or behavior should immediately stop.

This incident should be reported to a staff member, the instructor or person in charge of the activity, and it should be documented and other appropriate steps taken.

If a volunteer, family member, staff member, visitor or participant witnesses or experiences inappropriate language or behavior which makes them feel **THREATENED OR IN DANGER OF POSSIBLE HARM (PHYSICALLY OR EMOTIONALLY)**, he or she should call out “RED LIGHT” and **IMMEDIATELY** report the occurrence to a staff member, the instructor or person in charge of the activity.

The individual who is responsible for the offensive or threatening language or behavior will be removed from the area, the incident will be documented and other appropriate steps will be taken.

Please remember that the use of “RED LIGHT” is a serious accusation and should not be used lightly or humorously.



FREQUENTLY ASKED QUESTIONS

Inappropriate Language or Behavior Policy

Please also review KFTHC's Dismissal Policy

Any time people are in social situations with others there are opportunities for misunderstandings in use of language or behavior by others. What one person feels is appropriate may make another person uncomfortable, or even angry

To prevent occasions of risk, at no time should a KFTHC volunteer, family member, staff member, visitor or participant be in a strictly one-on-one situation with an unrelated individual when on KFTHC property. This policy will prevent possible accusations of inappropriate behavior, language, or touch.

At KFTHC we use the YELLOW LIGHT/RED LIGHT policy regarding use of inappropriate language and inappropriate actions of behaviors.

What does KFTHC charge for services?

There are several factors which are considered when determining fees. However KFTHC asks \$30.00 for each lesson. This is a fraction of what it actually costs to provide this service. All rides are subsidized by donations.

Group Lessons are approximately 45 minutes long.

Single rider lessons are approximately 30 minutes long.

KFTHC does not refuse services based on lack of ability to pay. Meet with our Executive Director, to discuss your family's needs.

What will the schedule be like?

Scheduling of lessons will be based upon rider preferences. Many riders ride one hour per week, others ride bi-weekly.

Is this a safe activity?

KFTHC operates by the Professional Association of Therapeutic Horsemanship (PATH) "Standards and Regulations", so it is as safe as it can possibly be.

KFTHC's horses are very well trained and gentle and classes usually take place in an enclosed arena. KFTHC cannot however, eliminate all risk.

All riders will have in place an "Emergency Dismount" plan.

Initially all riders will have a leader and two side walkers to act as safety helpers. As the rider progresses the number of helpers can decrease.

What if a participant hits someone?

KFTHC understands that young children and children with some diagnoses may strike out at others. If a child strikes his or her horse, a volunteer or another child during the lesson, he or she will receive a verbal warning. If another strike occurs an emergency dismount may take place and the rider may be escorted from the arena for the duration of the lesson. The fee still applies, however this does not affect further lessons unless it becomes a recurring event.

WHAT SHOULD I WEAR?

You will be in a barn environment. Dress appropriately for forecasted weather and activities.

- * Dress comfortably in durable, outdoor sportswear.
- * Shorts are acceptable but no short shorts, please.
- * Please wear T-shirts that are acceptable for children and families.
- * Wear sturdy, protective and comfortable footwear. No open toed shoes, sandals or flip flops.
- * Hats should fit securely, stampede strings are recommended for outdoor activities.
- * Wearing cowboy hats in the arena should be avoided. This can be a distraction for curious riders.
- * Dangling jewelry may be eaten.
- * Sunscreen is highly recommended during outdoor activities
- * Cell phones off or out of the arena when you're working.

To ensure the safety and comfort of all of our equines, participants, families and visitors we will adhere to the following guidelines:

Level 1: VERBAL WARNING

- * Not following KFTHC guidelines will result in a verbal warning from the executive director or the program director.
- * The warning will be documented in the appropriate file.

Level 2: WRITTEN WARNING

- * If the individual does not follow KFTHC guidelines for a second time a discussion with the executive director or the program director will take place and a written description of the incident and discussion will be placed in the appropriate file.
- * Steps will be taken to prevent future incidents.

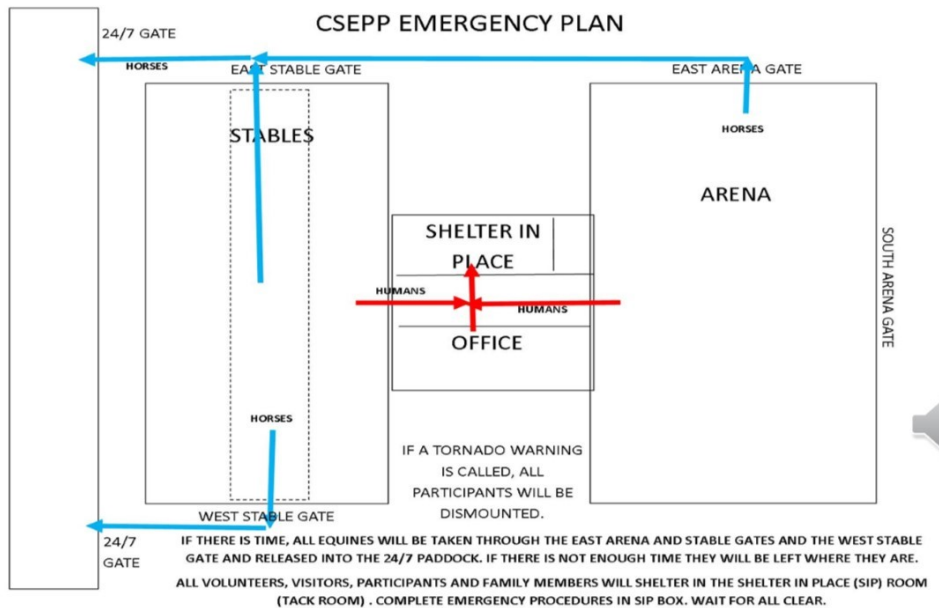
Actions that will be taken if a further incident occurs will be outlined.

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 or the program director. The following are grounds for immediate dismissal from the organization:

- * Theft
- * Inappropriate use of the facilities, mailing lists or monies
- * Abuse or mishandling 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 non-prescribed drugs while working with or near the participants or animals.

CSEPP SHELTER IN PLACE



All of these emergency diagrams are also posted in KFTHC's barn. Thank you for paying attention to KFTHC's safety protocols

HELMET FIT GUIDELINES

One of the ways volunteers can really be of help is to assist participants with correct fitting of their helmets– loaned or owned.

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 snap should be snug under the chin, but not to the point it causes discomfort or difficulty swallowing. You should feel the strap against the skin but be able to slide a finger under it.

Size your helmet using the right thickness of pads. Change and locate them as needed to make it a snug fit 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 helmet straps be checked and readjusted as needed every time a helmet is worn.



ELIGIBILITY CONSIDERATIONS

To ensure the wellbeing of our participants KFTHC follows PATH, Intl. guidelines about:

Contra-indications– that is, conditions for which an individual should not ride a horse.; and

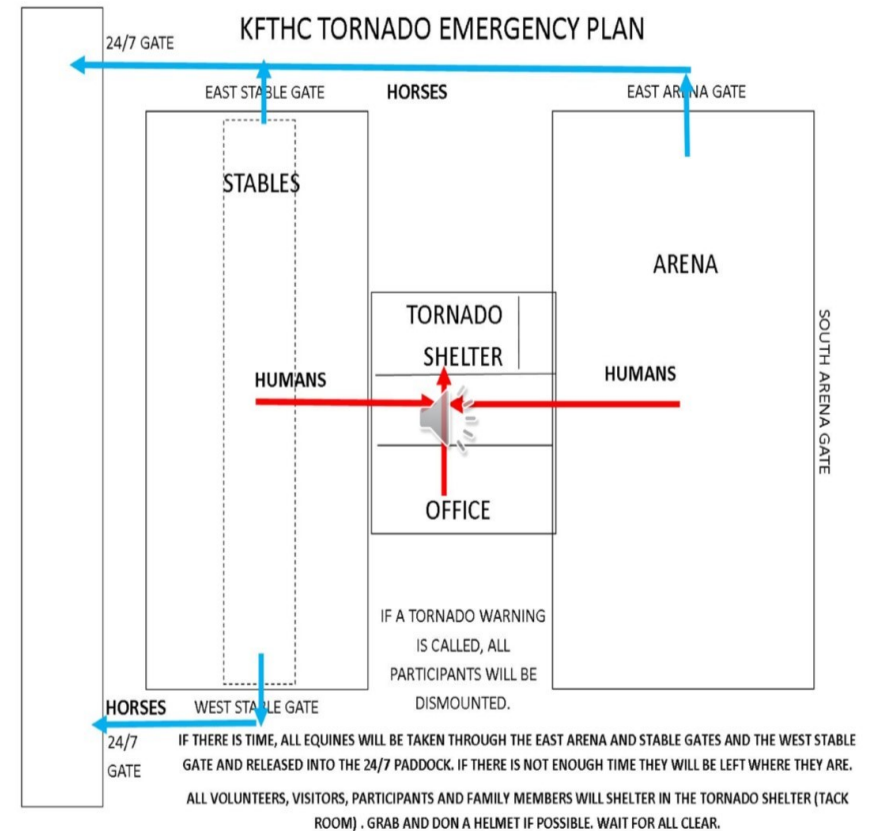
Precautions– conditions which should be strongly considered before horseback riding.

If you have any questions about whether you feel horseback riding might not be safe for you or your child, please talk with one of our instructors.

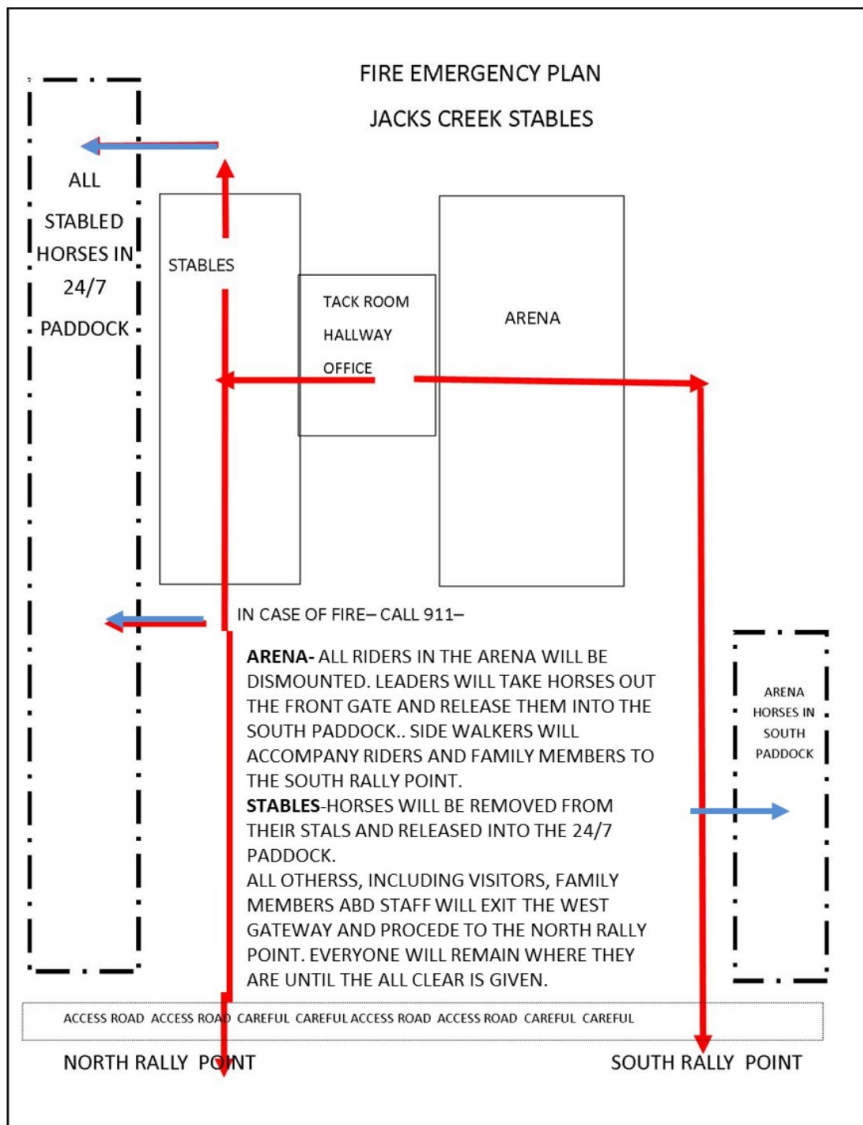
Weight limits may also apply, based on information on page 16 in this booklet.

There is no upper age limit, however it is not considered safe for a child under two years of age to ride a horse.

All individuals, participants as well as volunteers and visitors will be held to KFTHC's Dismissal Procedures.



All of these emergency diagrams are also posted in KFTHC's barn. Thank you for paying attention to KFTHC's safety protocols



Who can ride?

Horseback riding is not considered a safe activity for individuals less than two years of age. There is no upper age limit.

There is a list of Precautions and Contraindications based on PATH standards. If you are unsure about whether riding is an appropriate intervention for you or your child, call KFTHC and speak to our Program Director, Cheryl Martin.

All riders must have a statement from a doctor saying that riding will be a safe activity for him or her. This form will be provided to you as part of the Registration Packet.

Is riding the only activity KFTHC offers?

Most of KFTHC's lessons begin with the participant assisting with grooming and tacking the horse. Individuals who cannot ride may be interested in out on-the-ground natural horsemanship activities. Call and speak to our Horsemanship Instructor, Mark Martin, if you are interested.

KFTHC also offers an Equine Services for Heroes Program which serves military personnel, veterans and their families. This program combines vocational horsemanship activities as well as riding.

All of these emergency diagrams are also posted in KFTHC's barn. Thank you for paying attention to KFTHC's safety protocols

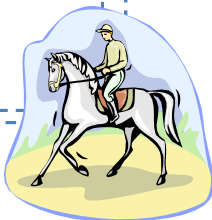


For many centuries, horseback riding was used mainly as a source of transportation. In more recent years, it has become not only a form of recreation but also a highly effective therapy.

Therapeutic horsemanship uses equine-oriented activities for the purpose of contributing positively to the cognitive, physical, emotional and social well being of people with disabilities. The following is just the beginning of what we might see in our riders:

Increased Muscle Strength:

Participants develop and strengthen muscles by performing physical tasks with the horse. The horse stimulates the rider's pelvis and trunk in a manner that closely resembles the normal gait of an individual, working specific muscle groups.



Improved Comprehension:

Participants develop the ability to use judgment and reasoning in riding and working with the horses. This will enhance his/her ability to use judgment when dealing/interacting with situations and changes in the environment

Improved Spatial Organization:

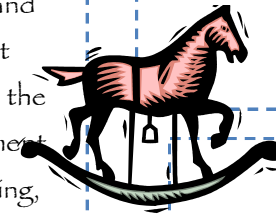
Participants gain a better understanding of their body in space and begin to distinguish between left and right, forward and backwards.

Improved Communication Skills:

Communication skills improve because clear communication between horse and human at the verbal and non-verbal level is the only means to an effective working relationship in riding. As riding is usually a group activity, the students must also be able to communicate with peers, volunteers and the instructor.

Improved Motor Development:

Participants have an opportunity to explore movement patterns and develop gross and fine motor skills. The quantity and quality of movement experiences relates to the development of movement patterns such as walking, running, and jumping.



Improved Balance and Rhythm

Participants develop the ability to maintain gross and fine motor balance and to move rhythmically with the horse. Participants will start to interpret and react to the horse's movements.

Improved Sense of Time and Sequence.

Participants develop an awareness of time and concepts and will develop the ability to perform tasks in a sequential order.

Improved Problem Solving Skills:

Participants learn and practice the practice of problem solving. Problem solving occurs when participants work to accomplish a specific goal/skill.

