



# Volunteer Application

## General Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer/School: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Parent/Legal Guardian/Caregiver Name/Address/Phone Number: (if different than volunteer)

\_\_\_\_\_

\_\_\_\_\_

Current Driver's License: [ ] Yes [ ] No License Number \_\_\_\_\_ State: \_\_\_\_\_

How did you hear about Bennie's Barn? \_\_\_\_\_

## Health History:

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

\_\_\_\_\_

\_\_\_\_\_

Allergies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Check areas in which you are interested:

- |                                 |                       |                           |                       |
|---------------------------------|-----------------------|---------------------------|-----------------------|
| <u>Program</u>                  | <u>Special Events</u> | <u>Administration</u>     |                       |
| [ ] Horse Handling              | [ ] Horse Show        | [ ] Public Relations      | [ ] Photography/Video |
| [ ] Side walking with a student | [ ] Fundraising       | [ ] Grant Writing         | [ ] Budget & Finance  |
| [ ] Stable Management           | [ ] Special Olympics  | [ ] Newsletters           | [ ] Future Planning   |
| [ ] Facility Repairs            | [ ] Trail Rides       | [ ] Volunteer Recruitment |                       |

Dates and Times you are available to volunteer: \_\_\_\_\_

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

Volunteer Signature

Date



**Photo Release:**

I  Do  
 Do Not

Consent to and authorize the use and reproduction by **Bennies' Barn Equine Therapy and Riding Facility** of any and all photographs and other audio/visual materials taken of me for promotional material, educational activities, and exhibitions or for any other use for the benefit of the program.

\_\_\_\_\_  
Signature Date

**Background Information:**

Have you ever been charged with or convicted of a crime?  Yes  No

If yes please explain:

\_\_\_\_\_  
\_\_\_\_\_

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

I understand that such access is for the purpose of considering my application as a volunteer, and I expressly DO NOT authorize Bennie's Barn, its directors, officers, employees or other volunteers to disseminate this information in any way to any other individual, group, agency, organization or corporation.

\_\_\_\_\_  
Signature Date

**Confidentiality Agreement:**

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

\_\_\_\_\_  
Signature Date

**Bennie's Barn, Inc.**  
**Equine Therapy and Riding Facility**  
4914 E. Rupe  
Enid, Oklahoma 73701

Chip Baker, Executive Director  
Keith Siragusa, CTRI Instructor  
Barbi Oliver, ESMHL Instructor

Email: [benniesbarnenid@gmail.com](mailto:benniesbarnenid@gmail.com)  
Phone: 580-548-7258  
Fax: 580-233-5937



## ***WAIVER AND RELEASE OF LIABILITY***

In consideration of the risk of injury while participating in Equine Therapy and events related to riding and volunteering (the "Activity"), and as consideration for the right to participate in the Activity, I hereby, for myself, my heirs, executors, administrators, assigns, or personal representatives, knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights, claims or causes of action of any kind whatsoever arising out of my participation in the Activity, and do hereby release and forever discharge Bennie's Barn, Inc., located at 4914 E. Rupe, Enid, Oklahoma 73701, their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, for any physical or psychological injury, including but not limited to illness, paralysis, death, damages, economical or emotional loss, that I may suffer as a direct result of my participation in the aforementioned Activity, including traveling to and from an event related to this Activity.

**I AM VOLUNTARILY PARTICIPATING IN THE AFOREMENTIONED ACTIVITY AND I AM PARTICIPATING IN THE ACTIVITY ENTIRELY AT MY OWN RISK. I AM AWARE OF THE RISKS ASSOCIATED WITH TRAVELING TO AND FROM AS WELL AS PARTICIPATING IN THIS ACTIVITY, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO, PHYSICAL OR PSYCHOLOGICAL INJURY, PAIN, SUFFERING, ILLNESS, DISFIGUREMENT, TEMPORARY OR PERMANENT DISABILITY (INCLUDING PARALYSIS), ECONOMIC OR EMOTIONAL LOSS, AND DEATH. I UNDERSTAND THAT THESE INJURIES OR OUTCOMES MAY ARISE FROM MY OWN OR OTHERS' NEGLIGENCE, CONDITIONS RELATED TO TRAVEL, OR THE CONDITION OF THE ACTIVITY LOCATION(S). NONETHELESS, I ASSUME ALL RELATED RISKS, BOTH KNOWN OR UNKNOWN TO ME, OF MY PARTICIPATION IN THIS ACTIVITY, INCLUDING TRAVEL TO, FROM AND DURING THIS ACTIVITY.**

I agree to indemnify and hold harmless Bennie's Barn, Inc. against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf, including attorney's fees and any related costs, if litigation arises pursuant to any claims made by me or by anyone else acting on my behalf. If Bennie's Barn, Inc. incurs any of these types of expenses, I agree to reimburse Bennie's Barn, Inc..

I acknowledge that Bennie's Barn, Inc. and their directors, officers, volunteers, representatives and agents are not responsible for errors, omissions, acts or failures to act of any party or entity conducting a specific event or activity on behalf of Bennie's Barn, Inc..

**I ACKNOWLEDGE THAT THIS ACTIVITY MAY INVOLVE A TEST OF A PERSON'S PHYSICAL AND MENTAL LIMITS AND MAY CARRY WITH IT THE POTENTIAL FOR DEATH, SERIOUS INJURY, AND PROPERTY LOSS.** The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, lack of hydration, condition of participants, equipment, vehicular traffic and actions of others, including but not limited to, participants, volunteers, spectators, coaches, event officials and event monitors, and/or producers of the event.

**I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS "WAIVER AND RELEASE" AND FULLY UNDERSTAND THAT IT IS A RELEASE OF LIABILITY. I EXPRESSLY AGREE TO RELEASE AND DISCHARGE Bennie's Barn, Inc. AND ALL OF ITS AFFILIATES, MANAGERS, MEMBERS, AGENTS, ATTORNEYS, STAFF, VOLUNTEERS, HEIRS, REPRESENTATIVES, PREDECESSORS, SUCCESSORS AND ASSIGNS, FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION AND I AGREE TO VOLUNTARILY GIVE UP OR WAIVE ANY RIGHT THAT I OTHERWISE HAVE TO BRING A LEGAL ACTION AGAINST Bennie's Barn, Inc. FOR PERSONAL INJURY OR PROPERTY DAMAGE.**

To the extent that statute or case law does not prohibit releases for negligence, this release is also for negligence on the part of Bennie's Barn, Inc., its agents, and employees.

In the event that I should require medical care or treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

In the event that any damage to equipment or facilities occurs as a result of my or my family's willful actions, neglect or recklessness, I acknowledge and agree to be held liable for any and all costs associated with any actions of neglect or recklessness.

This Agreement was entered into at arm's-length, without duress or coercion, and is to be interpreted as an agreement between two parties of equal bargaining strength. Both the Participant, \_\_\_\_\_, and Bennie's Barn, Inc. agree that this Agreement is clear and unambiguous as to its terms, and that no other evidence will be used or admitted to alter or explain the terms of this Agreement, but that it will be interpreted based on the language in accordance with the purposes for which it is entered into.

In the event that any provision contained within this Release of Liability shall be deemed to be severable or invalid, or if any term, condition, phrase or portion of this agreement shall be determined to be unlawful or otherwise unenforceable, the remainder of this agreement shall remain in full force and effect, so long as the clause severed does not affect the intent of the parties. If a court should find that any provision of this agreement to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

In the event of an emergency, please contact the following person(s) in the order presented:

<u>Emergency Contact</u>	<u>Contact Relationship</u>	<u>Contact Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I, the undersigned participant, affirm that I am of the age of 18 years or older, and that I am freely signing this agreement. I certify that I have read this agreement, that I fully understand its content and that this release cannot be modified orally. I am aware that this is a release of liability and a contract and that I am signing it of my own free will.

**Participant's Name:** \_\_\_\_\_

**Participant's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

PARENT / GUARDIAN WAIVER FOR MINORS

In the event that the participant is under the age of consent (18 years of age), then this release must be signed by a parent or guardian, as follows:

I hereby certify that I am the parent or guardian of \_\_\_\_\_, named above, and do hereby give my consent without reservation to the foregoing on behalf of this individual.

**Parent / Guardian Name:**

\_\_\_\_\_

**Relationship to Minor:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_



## **Program and Volunteer Safety Models and Manual**

### **~ Program Goals**

Bennie's Barn offers developmental and age-appropriate horse activities that promote:

- Physical
- Social
- Language
- Emotional growth through horsemanship and equine assisted activities.

Volunteers are encouraged to interact with the riders as a part of the program (as long as those conversations don't distract from directions from the instructor.) However, it is important to remember that some riders have physical or emotional problems that require special handling. The instructor will inform you of any special "do's and don'ts" regarding your rider prior to each session. For instance, the recent separation of parents or the death of a family member can have a profound effect on a young person with limited verbal skills. Knowledge of such a major life disruption becomes a proactive safety measure when 1200 pound horses are involved.

### **~ Personal Space and Behavior**

It is critical that all volunteers respect the personal space and behavior of each rider. In addition, Bennie's Barn has policies designed to protect both the clients and volunteers:

- At least two volunteers must be with any one client at any given time---NO one-on-one time away from the group.
- All personal needs or situations such as toileting or clothes changes must be conducted by a parent/guardian or teaching assistant --NEVER a volunteer.
- Volunteers are NEVER allowed to discipline a client. Only the instructor may offer "guidance" to a client whose behavior is becoming a safety issue.

### **~ Examples:**

- The instructor might tell the leader to bring a particular horse to the center of the arena to remove the potential disruption from the other horses.
- The instructor might dismount the rider to allow the individual a moment to regain calm.
- Volunteers should proactively direct the Instructor's attention to potentially disruptive situations, but ONLY the instructor should make decisions and take actions to guide a rider's behavior.

### **~ Safety**

Horseback riding has an inherent quality of risk which Bennie's Barn addresses by:

- Selecting and training gentle horses handled only by our trained volunteer horse team.
- Prohibiting hand-feeding, giving treats or running anywhere on our facilities as well as running or shouting near sessions in progress.
- Using quality, well-maintained tack that is inspected for any damage prior to and after every session (including ASTM/SEI equestrian helmets) and ALWAYS safety stirrups.
- Requiring all dogs to remain inside a vehicle...NEVER on the property -- even on leash.
- Providing an observation area for friends and family that is OUTSIDE the arena and requiring all children to be supervised while at the ranch.

- Banning smoking, and the use of alcohol or other controlled substances on our facilities.
- Encouraging feedback, questions and suggestions from clients and volunteers to address concerns before they become issues.

### ~ Dress

Appropriate dress is an important safety issue. Footwear and clothing will be exposed to mud, manure and other substances which will stain. Layers are recommended as the weather changes quickly and Turning Point does not have extra gloves, jackets, socks or boots. Horses may accidentally step on your feet, so closed toe footwear – not flip flops or tennis shoes – is required. (No Steel toed boots as they are more damaging to feet if stepped on than any other type of footwear.) Loose jewelry, gum and strong fragrances are also discouraged.

### Conducting the Session:

#### **The Instructor**

All sessions run under the control of the instructor who is usually stationed in the center of the arena. Sessions are usually limited to five riders with up to three volunteers each.

The instructor's duties and responsibilities include:

- Preparing the Lesson Plan
- Making decisions regarding equipment and how to conduct the class
- Briefing volunteers prior to the session
- Giving all instructions to both volunteers and riders during the session.
- Matching the rider with the horse and tack and checking tack at least 3 times
- Mounting and dismounting all riders
- Assigning volunteers to horses and riders
- Taking charge of all emergency situations

Granting the instructor absolute authority during sessions insures the safety of everyone involved in the program.

### Assisting the Session:

#### **The Volunteer**

There are six distinct parts of a session from the volunteer perspective:

1. Grooming and Tacking/Arena Set Up
2. Opening Procedures
3. Leading
4. Sidewalking
5. Un-tacking
6. Closing Procedures

**Note:** This section of the manual deals with volunteer roles surrounding riding sessions. Medical attention for horses, schooling horses, or feeding horses are covered separately. Those jobs fall under the purview of the Herd Manager and Schooling Manager. If you are interested in volunteering in those areas, give your name to a staff member or instructor. Acceptance to the Feed Team or Schooling Team requires selection by the team manager. If you have extensive experience with horses, you may have learned different methods of working with horses than Bennie's Barn requires. We recognize the value of many other methods; however consistency in technique and procedures are very important both for our horses and the array of volunteers who serve their needs. We ask all volunteers to follow our "Bennie's Barn Way" exactly when helping with our horses.

## Opening Procedures

- Arrive 30 minutes before sessions in order to help with grooming or tacking or arena set up as directed by the instructor and posted on the lesson plan.
- Report to Instructor for briefing and assignments, sign in and put on nametag.

## Sidewalkers:

- Set up cones, barrels, ground poles or other equipment in the arena at the direction of the Instructor.
- Set up mounting ramp/area in the indoor arena.
- Turn on music if requested by the Instructor and help set up sound system.
- Place games required for session in the arena.
- Check games for wear & tear before and after session.
- Pull out helmets for the riders in the upcoming session.

## Horse Leader:

- Assist instructors in bringing up horses if asked.
- Groom horse – checking for any injuries or sensitivities.
- Inspect tack, Tack-up horse and safety tie to indoor arena rail. Ready for session.
- Inform instructor of any unusual behavior, mood changes or injuries to horse

**Note:** In some cases, clients will be assigned to participate in the grooming and tacking process in order to address fine-motor skills and hand-eye coordination. In those cases, the Leader and generally one sidewalker will provide supervision to keep the client safe while participating in grooming and tacking. Always stay between rider and rear of horse.

## LEADING

Experience with horses is mandatory for volunteers selected as horse leaders. A practical test with an instructor is required before a volunteer is assigned to perform this duty in a session.

### Leading the Horse – General Principals

- Lead from the Inside. While horses are generally led from the left, at Bennie’s Barn, horses are led from the side nearest the center of the arena where the Instructor stands. In other words, the leader is always between the Instructor and the horse.
- Keep both hands on the lead rope. Position the “near hand” 6 to 8 inches from the snap while the “far” hand carries the folded rope. NEVER coil the lead rope around your hand! Never "walk" backwards when leading. You may face your horse at a halt.
- Walk beside the horse’s head, watching eye and ears for expressions of disposition
- Use voice, body language and pressure, in that order, to cue the horse;
- Do not let the horse crowd you with his feet, face or body or pass your shoulder;
- Inform the instructor promptly if there is an issue with a horse.
- Follow any decision by the instructor regarding how to proceed.

**NEVER** hit or jerk the lead rope of a Turning Point horse to discipline them!!!!

### Leading in a Class Setting – In the Arena

- Always handle the horse in a manner that creates a safe environment for your team of rider and sidewalkers.
- Never release the horse unless instructed to do so.
- Follow the direction of the instructor regarding patterns, games, mounts and dismounts
- Leave a minimum of one elephant space between you and the horses in front of and behind you when walking.
- To create space between you and another horse, there are three options:



1. **Circle** – make a large circle to the inside of the arena ending in an area that has enough space in front of and behind the horse you are leading.
2. **Pass on the Inside** – if the horse in front of you is going at a slower pace, pass on the inside (leaving one horse width between the sidewalkers) and saying “passing on the inside” as you do so. Pass the slower horse until you have one horse length between you and then fall back into the pattern.
3. **Halt** – perform a short halt to create additional space between you and the horse in front of you. This should only be performed if there is more than ample space behind you and won’t create a short space situation for a horse that’s following you.
  - At halt, stand in front of the horse at 45 degrees, angling toward the horse’s face, maintaining 6 to 12 inches slack in the lead.
  - ALWAYS wait for the rider to indicate they are ready to "walk on" -not all will say it.
  - If it is necessary to relax the horse, rub the side of the neck or the poll. Use quiet hands when close to the horse’s face.
  - Stand on the side of the horse nearest games when they are being played so you can screen the horse from the action as needed.
  - Halt to walk – Rider cues with “walk on”, then and only then begin walking.
  - Walk to halt – Rider cues with “whoa!” and leader gradually slows walking speed to a halt.

## Leading into Mounting Area

**Note:** The instructor is responsible for checking that the rider is appropriately wearing a helmet and that other riding apparel is appropriate to the individual’s safety and particular health or structural issues.

- Rider should be *on the mounting ramp with the instructor or a sidewalker*.
- Leader will bring horse to mount area but halt approximately 10 feet from it.
- Leader waits until instructor asks for the horse.
- Leader then leads the horse close to the ramp listening to instructor positioning cues.
- Leader will then make sure the horse is square, facing the horse at the halt.
- Instructor will check girth and stirrups before assisting rider to mount the horse
- Instructor will then assist rider on the horse.
- Leader will remain in front of the horse until instructor has done all safety checks.
- Instructor will ask rider to give walk on and leader will move horse from mounting area.
- During a session, if there is a need for a tack adjustment or the instructor must focus on a particular rider, the instructor will ask the rider, horse and volunteer team to come to the center of the arena. At this time, the leader will lead the rider to the center of the arena and have a halt. This will get the team out of the way of the other riders.

## Possible Instructions from the Instructor:

- Walk On
- Halt
- Half Halt
- Change of Direction
- Circle
- Weave Cones/Poles
- Come to Center
- Back
- Trot
- Daisy Chain Lead Rope

- Emergency Dismount

## **SIDE WALKING:**

The sidewalker is responsible for the safety of the rider, both on and off the horse. Horse skills are not required to perform this duty. BUT sidewalkers are in close contact with the horse at all times. If are nervous about horses but would like to volunteer in this capacity, please talk with a staff member and they will show you the safest places to walk beside a horse.

- There may be two side walkers for each rider:
- The **Interactive** sidewalker
- The **Supportive** sidewalker
- When supporting a mounted rider, the sidewalker's duties are identical with one exception. The Interactive sidewalker is responsible for pulling the rider off in an emergency or if requested by the instructor.
- The Interactive Sidewalker is also the one to give instructions or prompts to the rider.
- NEVER release your hold on the rider unless instructed to do so by the Instructor!

### **General Duties - Prior To Mounting**

- Arrive 30 minutes before class, check sign-in sheet, and check for assigned rider and duties. Help with arena set up if asked.
- Greet rider upon arrival. Take care of any concerns or questions prior to riding.
- Encourage family or care givers to watch classes
- Fit rider with equestrian helmet bearing their name.
- Check helmet inside and out for dust, spiders, wear and tear on straps. Helmet should fit snugly at level of eyebrows without constricting vision. Loosen Velcro straps on sides of helmet that control length of strap that fits at base of neck. Place helmet on rider and adjust chinstrap to fit firmly under chin. With helmet in proper position, adjust Velcro straps so that strap at base of neck fits snugly.

### **Interactive Sidewalker – Mounting**

- Responsible for rider safety on ground while in arena. Hold rider's hand if appropriate and always stand between rider and rear of horse.
- Take rider up to instructor for mounting the rider on the horse. You should walk on the open side of the ramp nearest the horse. If a wheelchair or other mobility aid is used take directions from the instructor regarding your role.
- Once the rider is securely mounted, you move into position for a walk-on.

### **Supportive Sidewalker -- Mounting**

- Stand on the off-side block to create an alley for the horse to enter for mounting.
- Assist from the block with the rider mount – face the horse's side, feet astride, hands raised in readiness to receive rider. Method and amount of assistance needed will vary with the rider. Assist in positioning the horse close to the ramp and standing steady.
- When rider is securely mounted, instructor approves, both sidewalkers are in position and leader is ready, rider will give the "walk-on" command.

### **Interactive and Supportive Sidewalkers – Supporting Mounted Rider**

- **Emergency Dismount**
- Interactive sidewalker will do an emergency dismount of the rider in an emergency situation.
- Hold safety belt or grab rider around chest or waist, attempting to protect the head as you pull the rider off and slightly backward.

- A small child may be held, but a larger child or adult should be lowered to the arena floor.
- Instructor will give further directions related to the situation
- **General Riding**
- *Keep the rider centered on the horse!*
- If shifting occurs, ask the rider to shift their weight. If they don't or are unable to do so, then assist the rider in shifting back to center.
- Minimal re-centering can be done while walking.
- Major corrections of rider position may require a halt in the center of the arena.
- Cue to leader to whoa, if necessary to shift the rider.
- Repositioning is most easily done using the hips or shoulders as control points.
- The instructor will provide guidance, as needed, in positioning riders.
  
- **Changing Sides**
- *This is to be done ONLY at a halt!*
- If either sidewalker needs to make a change, first alert the instructor, then go to the center of the arena.
- The sidewalker who calls for the change releases hold on the rider, walks in front of the horse then replaces the other sidewalker.
- Once the changing sidewalker has a hold on the rider, the other sidewalker walks in front of the horse to the other side and takes hold.
- Make sure a conversation is taking place so that the rider is securely held by at least one sidewalker at all times during the switch.
  
- **Games**
- Sidewalkers should participate in games as directed by the instructor.
- If you have not been instructed to participate, it is imperative that you remain with your rider using the support hold required. Be creative and interact with the rider.
- DO NOT reach for stray balls, beanbags or other objects unless the instructor tells you to or they are about to injure your rider and you are in a position where you can continue to support your rider while deflecting the object.

## Support Holds

Take cues from the Instructor for the required hold from the following list:

- **Ankle Hold** - used if the rider has better balance.
- With "near" hand, lightly grip the ankle with a slight downward pull.
- Instructor may request "human stirrup" which requires the sidewalker to use the "far" hand under the forefoot to prevent foot drop.
  
- **Hip Hold**
- Place the "near" hand on the rider's thigh allowing your forearm to support the rider's hip/buttock.
  
- **Over Thigh Hold** – is the most common hold.
- Place the "near" arm over rider's thigh applying light pressure.
- Hold surcingle handle or swell of saddle.
- Do not hang on saddle or rider.
- Do not dig elbow into horse.
  
- **Shoulder Hold**
- "Near" hand uses fingertip pressure at shoulder for balance.
- Usually done only for short distances at the walk.

- **Tie On**
- “Near” hand rests on cantle (back saddle swell) or pad just behind rider and “far” hand rest on front swell or surcingle handle.
- There are many other “touch” points on the body to align posture or create a rider’s awareness of their position. The instructor will apply these techniques or demonstrate their use on an as needed basis, but one of the most important jobs of the sidewalker is to keep the rider centered on the horse and to cue to leader, if necessary, to whoa, to shift the rider. Nudge, don’t grab.

## **EMERGENCY SITUATIONS**

- **Rider Falling**
- If the rider is falling and cannot be supported, tell the leader “Rider Falling” and pull the rider off toward the back of the horse while attempting to protect the rider’s head.
- ALL LEADERS STOP HORSES! and move in front of horse.
- All sidewalkers stay with your riders.
- The instructor will assess the situation before proceeding.
  
- **Rider Seizure**
- In the unlikely event of a rider having a seizure, pull the rider from the horse in the same manner as above.
- Do NOT attempt to intervene during the seizure.
- ALL LEADERS STOP HORSES! All sidewalkers stay with your riders.
- The instructor will assess the situation before proceeding.
  
- **Horse Spooks**
- If a horse is startled but does nothing more than move its feet a bit, the **sidewalkers** need to tighten their hold on the rider and stay with the horse – attempting to keep the rider mounted unless the situation escalates.
- The **leader** will lead the horse in the direction of the spook, attempting to regain control of the animal by talking calmly and touching the horse’s neck gently.
- DO NOT turn the horses back to the object that caused the spook as it could stimulate the flight response and cause the horse to run.
  
- **Fire or Tornado Emergency**
- Evacuate the arena and go to the front of the house on the south side for a head count
- Dismount riders first. Sidewalkers escort them out. Instructor decides about horses.
- Instructor will decide whether to remain in shelter or board busses/cars to leave site
  
- **Medical Emergency or Occurrence with Injury**
- Alert the instructor, give details and follow instructor’s direction
- If requested, go to the session phone in the phone basket on the tack room door and call 911 – reading the directions to the arena attached to the board in Mr. Keith’s Office. Stay on the line with 911.
  
- **Accident/Occurrence Report Forms**

## **Rider Incidents**

In the case of an incident involving the fall of a rider from a horse or any mishap with a rider involving a bruise or cut, an Occurrence Report Form must be completed by the Instructor of the session involving that rider whether the session has ended or has not yet begun. Volunteers may be asked to provide additional information to aid in the completion of the form, but responsibility for completing the form lies with the instructor.

## **Staff/Volunteer Incidents**

In the case of an incident involving a volunteer or staff member, whether due to a horse-related event or a fall or accident, an Occurrence Report Form must be signed by the individual who was hurt. Another volunteer or an available instructor may complete the form, but a completed form with the signature of the hurt individual is required unless that person is left unconscious or taken by ambulance from the property.

Occurrence report forms are available in the file slots on the table in the tack room.

## **CLOSING PROCEDURES**

### **Sidewalkers:**

- Clear arena of games, cones and ground poles.
- Return all equipment to storage area neatly. Spray helmets and return to correct bin.
- Note any damaged equipment on the dry erase board in the game room/office.
- View the arena...Is equipment including ramp and bleachers stowed away?

### **Horse Leaders:**

- Remove and put away tack. **Fork horse apples from arena.**
- Groom horse – noting any injuries that might have occurred in the session
- Tell the horse what a great therapist he or she is!
- Check with the instructor regarding where the horse needs to go:
- If there is a session later that day, put the horse in its assigned run.
- If there is a session immediately following, tie the horse to a rail in the indoor arena.
- If yours is the last session of the day, put the horse in the pasture.
- If yours is the last session of the day, turn off indoor and outdoor arena lights.
- Close all gates and make sure locks are fastened.

**All Volunteers: Log hours on calendar or call the office at the end of the month**

## **OTHER SPECIAL EVENTS**

### **Fundraisers and Sponsorships**

Bennie' Barn hosts an annual fundraiser every winter and take part in a multitude of other community based activities throughout the year in order to purchase special equipment and provide rider scholarships. There are opportunities for volunteers as leaders and sidewalkers, as auction hosts, greeters and recruiters and in set-up, horse washing and transport. It's so fun!!

**Finally, THANK YOU! Volunteers are the backbone of the wonderful services Bennie's Barn Horse Therapy and Riding Facility offers individuals with physical, mental and emotional challenges. We thank you for sharing your time and talents!**