Riders Unlimited, Inc.

Equestrian Programs

Policies & Procedures Manual

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RIDERS UNLIMITED, INCORPORATED

Welcome:

Thank you for volunteering at Riders Unlimited, Incorporated (RUI)! We are very glad to have you join our organization! Volunteers are critical to the success of RUI. We could not provide a high-quality program without you and we rely on you to help our program operate as safely as possible. It is very exciting to watch riders develop their riding skills and become physically stronger over time, while achieving improved self-esteem and confidence. We hope your experience at RUI will bring you satisfaction, personal growth and fulfillment. Your willingness to volunteer is a valuable asset and "thank you" is just not enough to express our appreciation for your time and talents. We welcome you as a member of the team! Please do not hesitate to share your opinions and questions with us to help our volunteer program be an enriching experience for you.

Overview:

History:

Riders Unlimited is a 501(c)(3) not-for-profit corporation and a member center of PATH International. It was founded in 1996 by Carol B. Brown with a pilot program in December/January (1996). The first full season of classes began in April 1997 in Marblehead, Ohio. A second location was started by Rebekah S. Recker in April 2002 in Gibsonburg, Ohio. The program continues to grow, serving more riders and utilizing the help of volunteers from Northwest Ohio. To incorporate that growth, RUI purchased their facility on May 3, 2011 north of Oak Harbor. Riders Unlimited currently serves people with disabilities in Sandusky, Ottawa, Erie, Lucas and Seneca Counties. Classes are offered in three 10-week sessions per year and one 5-week session.

Statements:

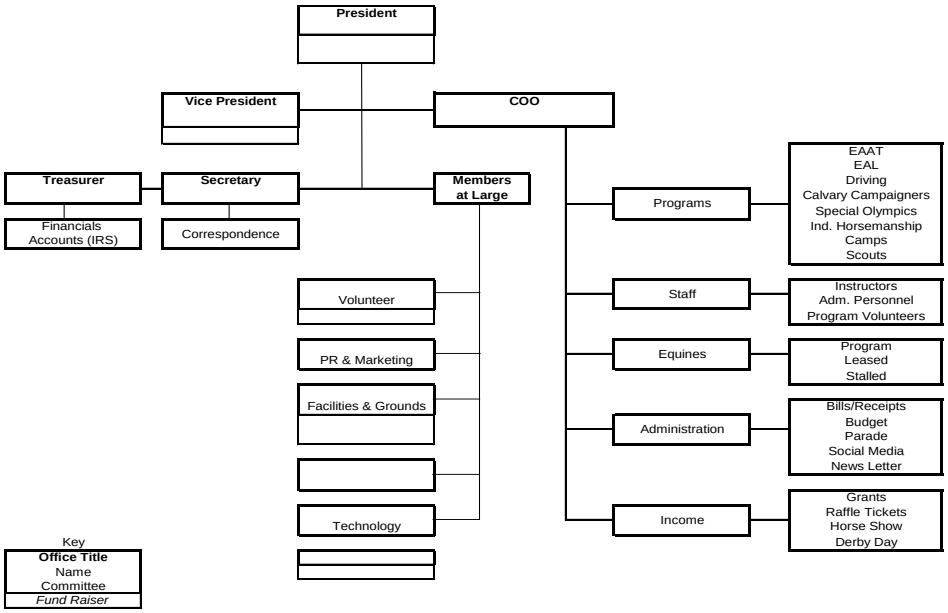
Vision Statement: Enriching mind, body and soul of ALL through the unique connection between horses and humans.

Mission Statement: Harnessing the unique abilities of the horse, Riders Unlimited utilizes the strengths of each individual to promote physical, mental and emotional well-being.

Slogan: Where therapy begins with a whinny.

Organizational Chart:

Riders Unlimited, Incorporated maintains and operates by a written organizational chart depicting a designated leader, relationships within the organization, and formal lines of communication within the organization.



Board of Directors:

President	Maureen Mullins
Vice President	Chuck Bille
Secretary	Randy Laubacher
Treasurer	Amber Barbour
Members-at-Large	Jon Eckel, Liz Marquart, Mary Stricker

Contact Information

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RUI Programs:

Equine Assisted Activities & Therapies (EAAT) Program:

This is our core program serving individuals with disabilities 4 years old and older. The objective is to teach adapted riding skills to the rider. PATH International certified therapeutic riding instructors conduct each lesson for about an hour. The rider receives all the physical, cognitive, and emotional therapy in addition to learning how to ride with the goal of full independence.

Cavalry Campaigners Program:

This is a new program that has been in the works for many years. The program is open to any veterans with disabilities.

EAAT:

EAAT uses equine-oriented activities to contribute positively to the cognitive, physical, emotional and social well-being of people with disabilities. EAAT provides benefits in the areas of therapy, education, sport and recreation, and leisure.

Classifications:

The following classifications reflect the primary fields of EAAT. An integrated approach uses the therapeutic benefits of all four fields, however, each can be practiced as a specialty.

Therapy - Equine activities are used as a form of therapy to achieve physical, psychological, cognitive, behavioral and communication goals. The therapy is provided by a licensed/credentialed health professional. * The use of the horse involves a team approach among licensed/credentialed health professionals, therapeutic riding instructors and clients. The client may be treated in a group or on an individual basis directly by the health professional. Knowledge of the principles of classic Hippotherapy is considered essential for all licensed/credentialed health professionals who provide direct therapy treatment using the horse. Such health professionals also integrate the treatment principles of their profession into the equine activities used in a treatment setting. Several health professions, including Physical Therapy, Occupational Therapy, Speech Pathology and Psychology, have developed specialized forms of treatment using the horse within those professions. These include, but are not limited to, Classic Hippotherapy, Hippotherapy, Developmental Riding Therapy, and Equine-Assisted Psychotherapy.

Hippotherapy - Hippotherapy is a direct medical treatment. It literally means "treatment with the help of the horse" from the Greek work hippos, meaning horse. Medical professionals, primarily physical, occupational and speech therapists, use this medical treatment for their clients who have movement dysfunctions. With hippotherapy, clients can benefit from improvement in dynamic posture and balance, as well as, improvement in sensory processing and functional mobility.

Education - Equine activities are used to achieve psycho-educational goals for people with physical, mental and psychological impairments as well as to provide individuals with skills in the sport chosen (such as riding, driving or vaulting). The emphasis is to incorporate cognitive, behavioral, psychological and physical goals into the program plan while teaching adapted riding, driving or vaulting. The horse is a strong motivator for accomplishing these goals. EAAT instructors, educational specialists and licensed/credentialed health professionals are involved in the design and implementation of the programs. The frequency of consultation with educational specialists and health professionals is determined on an individual basis.

Sport - People with physical, mental and psychological impairments can participate in sport activities – adapted as needed – with the horse. These activities include riding, driving and vaulting as forms of therapeutic recreation and competition. Activities are directed toward the acquisition of skills leading to the accomplishment of specific horsemanship goals. By learning skills needed for the sport, therapeutic and recreational goals are also achieved. Individuals have the option of participating in an EAAT program or pursuing their equine activities independently. EAAT instructors are primarily responsible for the design and implementation of the program. Licensed/credentialed health professionals, educational specialists and recreational therapists may assist the instructor in a variety of ways, and they are generally involved on a consultative basis.

Recreation and Leisure - People with physical, mental and psychological impairments may use equine activities – adapted as needed – as a recreation and leisure experience. The emphasis is on an enjoyable and relaxing experience that provides additional therapeutic benefits in the area of socialization, posture, mobility and an overall improved quality of life. Individuals may participate in horse-related activities to their maximum ability in an atmosphere of support, structure and socialization for the primary purpose of the intrinsic enjoyment of the activity. EAAT instructors and recreational therapists are primarily responsible for program development. Licensed/credentialed health professionals and educational specialists are generally involved on a consultative basis.

Volunteer Manual for NARHA Centers, Rev. 10/00

* "Licensed/credentialed health professionals" refers to physical therapists, occupational therapists, speech-language pathologists, psychiatrists, psychologists, physicians, nurses and rehabilitation specialists. Health professionals providing direct service "therapy" through equine activities should have additional specialized training in the use of the horse as a component of treatment in their respective area of expertise.

Benefits of EAAT:

Physical Benefits:

- Muscle tone normalization
- Improved balance, coordination, spatial awareness, posture, function, cardiovascular, relaxation
- Increased flexibility, stamina, mobility, stimulation, internal body functions

Psychological Benefits

- Improved confidence, self-esteem, sense of responsibility
- Increased ability to trust, take risks, and overcome fears, increased positive behaviors, increased self-awareness, feeling of empowerment, increased attention span

Social Benefits

- Improved ability to create and maintain a relationship, improved social skills and teamwork, listening skills, ability to handle emotions
- developed feeling of trust and ability to share
- chance for recreation and competition
- development of sportsmanship skills

Sensorimotor Benefits

- improved tactile and proprioceptive skills, eye/hand coordination, vestibular senses, body awareness, ability to cross midline, sense of laterality
- stimulated sensory integration

Cognitive and Communication Benefits

- Improved speech, ability to process and sequence information, ability to follow directions, comprehension, retention of knowledge and skills, problem solving skills
- sense of gratification
- increased eye contact, awareness, understanding, and use of body language

Disabilities:

All staff and volunteers should know what is involved with each disability and its special considerations. When you have this knowledge and understanding, the person with a disability will have a safer and more beneficial ride. The following pages contain brief descriptions, associated problems and benefits of riding for several disabilities. The instructor and/or therapist will always guide the team members in the use of special procedures. Never use special approaches or handling techniques without your instructor's or therapist's approval. Always request enough guidance so you are completely confident in what you are asking of a rider.

Disability	Types	Benefits
Autism A self-centered mental state from which reality tends to be excluded.	Unresponsive to the presence of others, withdrawal from physical contact, severely delayed & disordered language, self-stimulating behaviors, unusual/special fears, insensitivity to pain, unawareness of real dangers, hyperactive, passive, unusual response to sounds, ritualistic behaviors, developmental delay, unusual behaviors such as smelling, tasting, licking, mouthing all objects, clumsiness, social withdrawal, resistance to change.	Interaction in a group setting stimulates interest away from self and toward others and the horse. Postural and verbal stimulation.
Cerebral Palsy Brain damage occurring before, at, or shortly after birth. It is a non-progressive motor disorder.	Spastic – hypertonicity with hyperactive stretch reflexes, muscle imbalances and equilibrium. Increased startle reflex and other pathological reflexes. Athetoid – extensor muscle tension, worm-like movements, abnormal posturing and slow and deliberate speech. Ataxic – poor balance, difficulty with quick, fine movements and often have a "rag doll" appearance. * Associated Problems: seizures, general sensory impairment, perceptual problems, communication problems, mental retardation, emotional disturbance, learning disabilities.	Normalization of tone, stimulation of postural and balance mechanisms, muscle strengthening and perceptual motor coordination.
Cerebral Vascular Accident or Stroke Brain hemorrhage, which causes varying degrees of functional impairment.	Flaccid or spastic paralysis of arm and leg on same side of body. May impair mentation, speech, balance, coordination and strength.	Promotes symmetry, stimulates balance, posture, motor planning, speech, and socialization.
Developmental Disabilities A general term applied to children functioning two or more years below grade level.	Varied but can include slow physical, motor and social development.	Provides arena for success, opportunity for sport and recreation, stimulates body awareness.
Down's Syndrome Condition in which a person is born with an extra chromosome resulting in developmental disabilities.	Broad flat face, slanted eyes, neck and hands are often broad and short. Usually hypotonic, have hypermobile joints and tend to be short and slightly overweight. Prone to respiratory infections.	Riding improves expressive and receptive language skills, gross and fine motor skills, balance, posture, muscle tone and coordination.
Emotional Disabilities A congenital or acquired syndrome often compounded by learning and/or physical disabilities incorporating numerous other pathologies.	Trouble coping with everyday life situations and interpersonal relations. Behaviors such as short attention span, avoidance, aggression, autism, paranoia or schizophrenia may be exhibited.	Increases feelings of self-confidence and self-awareness, and provide appropriate social outlet.
Epilepsy Abnormal electrical activity of the brain marked by seizures with altered consciousness.	Petit Mal: brief loss of consciousness with loss of postural tone. May have jerky movements, blank expression. Grand Mal: Loss of consciousness and postural tone. Usually preceded by an aura.	
Hearing Impairment Congenital or acquired hearing loss varying from mild to profound.	Communication difficulties – may use lip reading, finger spelling or sign language. Often phase out and have attention deficits.	Stimulates self-confidence, balance, posture and coordination. It also provides appropriate social outlets and interactions.

Learning Disabilities Catchall phrase for individuals who have problems processing, sequencing and problem solving but who appear to have otherwise normal intelligence skills.	Short attention span, easily frustrated, immature.	Effects depend upon the particular disorder. Stimulates attention span, group skills, cooperation, language skills, posture and coordination.
Multiple Sclerosis Progressive neurological disease with degeneration of spinal column tracts resulting in scar formation.	Most commonly occurs in the 20 – 40 year old range. It is progressive with periods of exacerbations and remissions. Fatigues easily. Symptoms include weakness, visual impairment, fatigue, loss of coordination and emotional sensitivity. * Associated problems – visual impairment, emotional lability, impaired bowel and bladder function.	Maintains and strengthens weak muscles and provides opportunities for emotional therapy.
Muscular Dystrophy Deficiency in muscle nutrition with degeneration of skeletal muscle. Hereditary disease that mainly affects males.	Progressive muscular weakness, fatigues easily, sensitive to temperature extremes. * Associated problems – lordosis, respiratory infection.	Provides opportunity for group activity, may slow progressive loss of strength, stimulates postural and trunk alignment, and allows movement free of assistive devices.
Polio Infectious viral disease.	Flaccid paralysis, atrophy of skeletal muscle often with deformity.	Strengthens non-paralyzed muscles, stimulates posture.
Scoliosis Lateral curve of the spine with a “C” or “S” curve with rotary component.	Postural asymmetry. May wear scoliosis jacket or have had stabilization surgery.	Stimulates postural symmetry, strengthens trunk muscles.
Spina Bifida Congenital failure of vertebral arch closure with resultant damage to spinal cord.	Varying degrees of paralysis of the lower limbs coupled with sensory loss. * Associated Problems - hydrocephalus, incontinence, urinary tract infection, lordosis, scoliosis and hip dislocations.	Stimulates posture and balance, improves muscle strength and self-image.
Spinal Cord Injury Trauma to the spinal cord resulting in a loss of neurological function.	Paralysis of muscles below the level of injury – can be flaccid or spastic. Fatigue, sensory loss and pressure sores.	Stimulates posture and balance, strengthens trunk muscles, is an option for sports participation and recreation.
Traumatic Brain Injury Accidental injury to the head resulting in intra-cranial bleeding with death of brain cells.	Gross and fine motor skills deficits. Often have impaired memory, speech, balance and/or vision. May have psychological effects.	Stimulates balance, posture, gross and fine motor skills, speech and perceptual skills.
Visual Impairment Moderate to total loss of sight.	Insecure posture, lack of visual memory, anterior center of gravity, fearfulness, developmental delay.	Stimulates spatial awareness, proprioception, posture and coordination. Provides social outlet, structured risk taking, and freedom of movement.

Independent Horsemanship Independent Horsemanship Program:

This program is open to anyone without a disability who would like to learn about riding and horsemanship.

Camps:

We offer two-day camps throughout the summer to anyone from the community interested in learning the basics of horsemanship and other specialized areas.

Community Programs

Girl Scouts: RUI is an approved stable for offering instruction to Girl Scout troops.

Boy Scouts: RUI has staff to provide Horsemanship and Disability Awareness badge training.

Program Operations

Schedule:

RUI's programs operate from mid-March through mid-December with the EAAT on 3 evenings per week, Cavalry Campaigners to be determined, Independent Horsemanship scheduled on an individual basis, Camps on Thursdays and Fridays in the summer, and Scouts scheduled on an individual basis. Volunteers are still needed to care for the horses during non-program times.

The EAAT program operates on a ten-week schedule during Spring, Summer and Fall; and a five-week session during Winter. We ask that you commit to a day/time for the full session, which allows us to ensure we have the support necessary to hold lessons and provide consistency for the riders. The smooth operation of our program depends on the commitment and reliability of our volunteers.

2018 Lesson Schedule:

Week	Spring Session	Summer Session	Fall Session	Winter Session
Volunteer Training	March 12 & 14	June 4 & 6	August 27 & 29	N/A
1	March 19 - 22	June 11 - 14	September 5-6 NO Monday	November 19 & 21
2	March 26 - 29	June 18 - 21	September 10 - 13	November 26 & 28
3	April 2 - 5	June 25 - 28	September 17 - 20	December 3 & 5
4	April 9 - 12	July 2 – 5 * NO July 4	September 24 - 27	December 10 & 12
5	April 16 - 19	July 9 - 12	October 1 - 4	December 17 & 19
6	April 23 - 26	July 16 - 19	October 8 - 11	N/A
7	April 30 – May 3	July 23 - 26	October 15 - 18	N/A
8	May 7 - 10	July 30 – August 2	October 22 - 25	N/A
9	May 14 - 17	August 6 - 9	October 29 – November 1	N/A
10	May 21 - 24	August 13 - 16	November 5 - 8	N/A
* Makeup		August 22	November 12	

Closures/Cancellations:

In the event RUI must close due to inclement weather, rider cancellations or other circumstances, we will make every attempt to notify volunteers as soon as possible in advance of their scheduled volunteer time. RUI reserves the right to cancel lessons based on the availability of instructors, volunteers, and/or horses. Further, any factor or situation considered by RUI staff to be a threat to the safety of students, volunteers, staff, or horses is reason for cancellation.

Winter Weather: On the day of lessons, please check the forecasted high for the day for Oak Harbor, Ohio. If the temperature is expected to be below 25 degrees by 5:30 PM lessons will be cancelled. A member of staff will call IF LESSONS ARE CANCELLED.

Cancellations due to weather will also be made if RUI staff determines that the following conditions exist one hour prior to class:

~ Tornado warnings, snowstorms, blizzard or ice storms for Ottawa County.

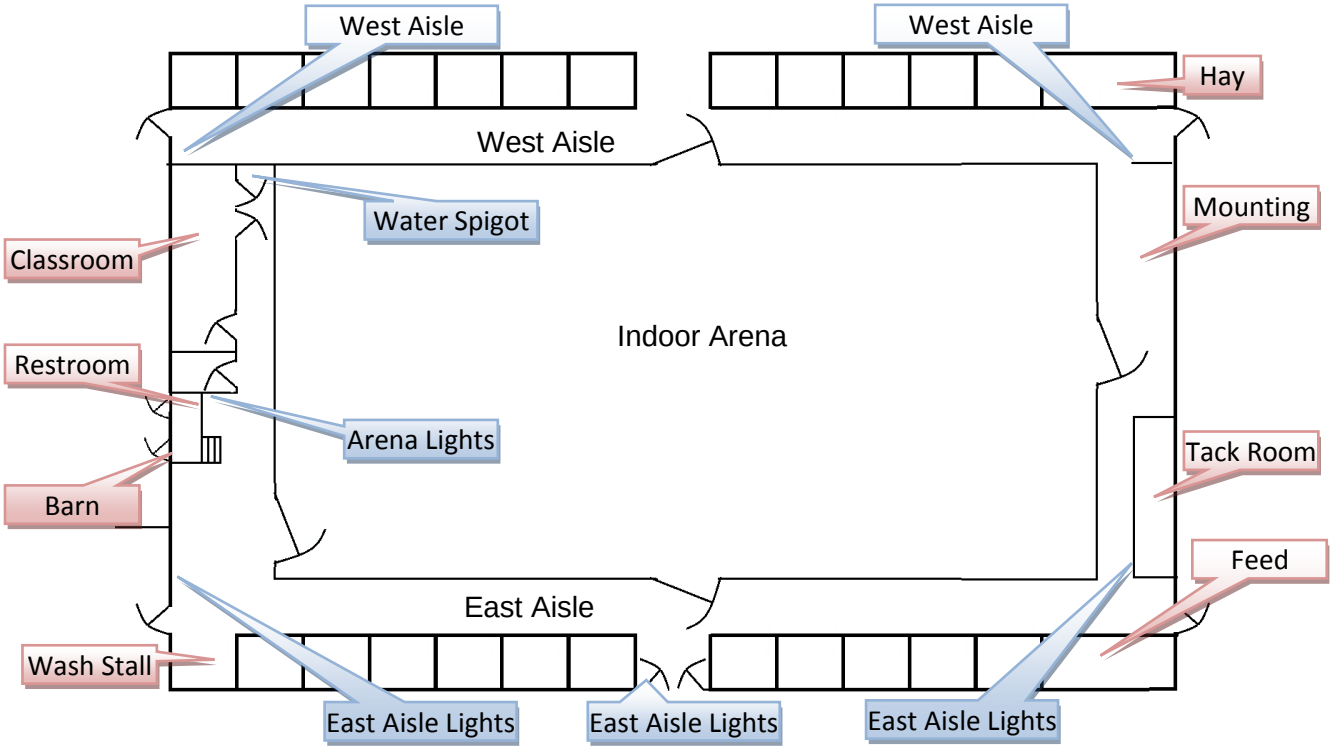
Lesson Routine

1. Try to arrive no later than the start of the first lessons, preferably at least 30 minutes prior.
2. Park along the fence; leave the area closest to the barn & office complex for the riders.
3. If you are a horse leader, make sure your horse has been groomed and is tacked up for the lesson.
4. If you are a side-walker, help as needed with arena set-up, grooming, tacking, meeting your rider, getting their helmet on before going anywhere near a horse, and getting them safely to the mounting area.
5. During the lessons, help according to the job description and as you are assigned:
   - Leaders: help direct the horse as needed and keep the horse quiet and under control.
   - Side-walkers: help the instructor with mounting, providing assistance to the rider, dismounting, untacking, and grooming as directed by the instructor.
   - Ground Assistants: direct ground lessons as noted by the instructor, these may include but are not limited to teaching grooming, parts of the horse, color/markings/breeds, stall/pasture cleaning, feeding, tacking, and tack cleaning.
6. After lessons, help as needed with untacking, grooming, putting horses up, taking down obstacles, storing tack, and sweeping the aisle.
7. Check with the Program Director and/or instructor to make sure everything is done. If all is done, you may leave.
8. If you have any questions, concerns or ideas, feel free to stay after lessons to discuss them.

Maps:

Property:

Facility Layout:



POLICIES & PROCEDURES

Liability:

Ohio Equine Law:

Ohio 1996 Session Law Service, 121st General Assembly, H.B. No. 564 Civil Procedure – Immunity – Equine Activities

AN ACT To enact section 2305.321 of the Revised Code relative to qualified immunities from civil liability for equine activity sponsors, participants, professionals, and other persons in connection with harm sustained by equine activity participants from inherent risks of an equine activity.

Be it enacted by the General Assembly of the State of Ohio:

Section 1. That section 2305.321 of the Revised Code be enacted to read as follows:

(A) As used in this section:

(1) "Equine" means a horse, pony, mule, donkey, hinny, zebra, zebra hybrid, or alpaca.

(2)(a) "Equine activity" means any of the following:

(i) An equine show, fair, competition, performance, or parade that involves an equine and an equine discipline, including, but not limited to, dressage, a hunter and jumper show, grand prix jumping, a three-day event, combined training, a rodeo, driving, pulling, cutting, reining, team penning, barrel racing, polo, steeple chasing, English or western performance riding, endurance or non-endurance trail riding, western games, hunting, packing, and recreational riding;

(ii) An Equine or rider training, teaching, instructing, testing or evaluating activity, including, but not limited to, a clinic,

seminar, or symposium;

(iii) The boarding of an equine, including, but not limited to, normal daily care of an equine;

(iv) The trailering, loading, unloading, or transporting of an equine;

(v) The riding, inspecting, or evaluating of an equine owned by another person, regardless of whether the owner has received anything of value for the use of the equine or is permitting a prospective purchaser of the equine to ride, inspect, or evaluate it;

(vi) A ride, trip, hunt, branding, roundup, cattle drive, or other activity that involves an equine and that is sponsored by an equine activity sponsor, regardless of whether the activity if formal, informal, planned or impromptu;

(vii) The placing or replacing of horseshoes on an equine, the removing of horseshoes from an equine, or the trimming of the hooves of an equine;

(viii) The provision of, or assistance in the provision of veterinary treatment or maintenance care for an equine;

(ix) The conducting of procedures or assistance in the conducting of procedures necessary to breed an equine by means of artificial insemination or otherwise.

(2)(b) "Equine activity" does not include horse or mule racing.

(3) "Equine activity participant" means a person who engages in any of the following activities, regardless of whether the person is an amateur or a professional or whether a fee is paid to participate in the particular activity:

(a) Riding, training, driving, or controlling in any manner an equine, whether the equine is mounted or unmounted;

(b) Being a passenger upon an equine;

(c) Providing medical treatment to an equine;

(d) Conducting procedures of [SIC] assisting in conducting procedures necessary to breed an equine by means of artificial insemination or otherwise;

(e) Assisting a person who is engaged in an activity described in division (A)(3)(a), (b), (c), or (d) of this section;

(f) Sponsoring an equine activity;

(g) Being a spectator at an equine activity.

(4) "Equine activity sponsor" means either of the following persons:

(a) A person who, for profit or not for profit, sponsors, organizes, or provides a facility for an equine activity, including, but not limited to, a pony club, 4-H club, hunt club, riding club, or therapeutic riding program, or a class, program or activity that is sponsored by a school, college, or university;

(b) An operator or promoter of, or an instructor at, an equine facility, such as a stable, clubhouse, pony ride, fair, training facility, show ground, or arena at which an equine activity is held.

(5) "Equine professional" means a person who engages for compensation in any of the following activities:

(a) Training, teaching, instructing, testing, or evaluating an equine or an equine activity participant;

(b) Renting to an equine activity participant an equine for purpose of riding, driving, or being a passenger upon an equine;

(c) Renting equipment or tack to an equine activity participant for use in an equine activity;

(d) Providing daily care to an equine boarded at an equine activity;

(e) Providing or assisting in providing veterinary treatment or maintenance care to an equine;

(f) conducting procedures or assisting in conducting procedures necessary to breed an equine by means of artificial insemination or otherwise.

(6) "Harm" means injury, death, or loss to person or property.

(7) "Inherent risk of an equine activity" means a danger or condition that is an integral part of an equine activity, including, but not limited to, any of the following:

(a) The propensity of an equine to behave in ways that may result in injury, death, or loss to persons on or around the equine;

(b) The unpredictability of an equine's reaction to sounds, sudden movement, unfamiliar objects, person, or other animals;

(c) Hazards, including, but not limited to, surface or subsurface conditions;

(d) A collision with another equine, another animal, a person, or an object;

(e) The potential of an equine activity participant to act in a negligent manner that may contribute to injury, death, or loss to the person of the participant or to other persons, including, but not limited to, failing to maintain control over an equine or failing to act within the ability of the participant.

(8) "Person" has the same meaning as in section 1.59 of the Revised Code and additionally includes governmental entities.

(9) "Tort action" means a civil action for damages for injury, death, or loss to person or property. "Tort action" does not include a civil action for damages for a breach of contract or another agreement between persons.

(10) "Veterinarian" means a person who is licensed to practice veterinary medicine in this state pursuant to Chapter 4741. of the Revised Code.

(B)(1) Except as provided in division (B)(2) of this section and subject to division (C) of this section, an equine activity sponsor, equine activity participant, equine professional, veterinarian, farrier, or other person is not liable in damages in a tort or other civil action for harm that an equine activity participant allegedly sustains during an equine activity and that results from an inherent risk of an equine activity. Except as provided in division (B)(2) of this section and subject to division (C) of this section, an equine activity participant or the personal representative of an equine activity participant does not have a claim or cause of action upon which a recovery of damages may be based against, and may not recover damages in a tort or other civil action against, an equine activity sponsor, another equine activity participant, an equine professional, a veterinarian, a farrier, or another person for harm that the equine activity participant allegedly sustained during an equine activity and that resulted from an inherent risk of an equine activity.

(2) The immunity from tort or other civil liability conferred by division (B)(1) of this section is forfeited if any of the following circumstances applies:

(a) An equine activity sponsor, equine activity participant, equine professional, veterinarian, farrier, or other person provides to an equine activity participant faulty or defective equipment or tack and knows or should know that the equipment or tack is faulty or defective, and the fault or defect in the equipment or tack proximately causes the harm involved.

(b) An equine activity sponsor, equine activity participant, equine professional, veterinarian, farrier, or other person provides to an equine to an equine activity participant and fails to make reasonable and prudent efforts to determine the equine activity participant's ability to safely engage in the equine activity or to safely manage the equine based on the equine activity participant's representations of the participant's ability, the equine activity participant fails to safely engage in the equine activity or to safely manage the equine, and that failure proximately causes the harm involved.

(c) The harm involved is proximately caused by a dangerous latent condition of the land on which or the premises at which the harm occurs, an equine activity sponsor, equine activity participant, equine professional, veterinarian, farrier, or other person owns, leases, rents, or otherwise lawfully possesses and controls the land or premises and knows or should know of the dangerous latent condition, but does not post conspicuously prior to the time of the harm involved one or more signs that warn of the dangerous latent condition.

(d) An act or omission of an equine activity sponsor, equine activity participant, equine professional, veterinarian, farrier, or other person constitutes a willful or wanton disregard for the safety of an equine activity participant and proximately causes the harm involved.

(e) An equine activity sponsor, equine activity participant, equine professional, veterinarian, farrier, or other person intentionally causes the harm involved.

(C)(1) Notwithstanding the immunity conferred by division (B)(1) of this section and the grounds for its forfeiture specified in division (B)(2) of this section, subject to divisions (C)(2)(b) and (3) of this section, an equine activity sponsor, equine activity participant, equine professional, veterinarian, farrier, or other person is not liable in damages in a tort or other civil action for harm that an equine activity participant allegedly sustains during an equine activity and that results from an inherent risk of an equine activity if that equine activity participant or a parent, guardian, custodian, or other legal representative of that equine activity participant voluntarily executes, prior to the occurrence of the harm involved, a written waiver as described in division (C)(2) of this section. Subject to divisions (C)(2)(b) and (C)(3) of this section, the equine activity participant who is the subject of that waiver or the parent, guardian, custodian, or other legal representative of the equine activity participant who is the subject of that waiver does not have a claim or cause of action upon which a recovery of damages may be based against, and may not recover damages in a tort or other civil action against, an equine activity sponsor, equine activity participant, equine professional, veterinarian, farrier, or other person in whose favor the waiver was executed.

(2)(a) A valid waiver for purposes of division (C)(1) of this section shall be in writing and subscribed by the equine activity participant or the parent, guardian, custodian, or other legal representative of the equine activity participant, and shall specify at least each inherent risk of an equine activity that is listed in divisions (A)(7)(a) to (e) of this section and that will be a subject of the waiver of tort or other civil liability.

(b) A waiver in the form described in division (C)(2)(a) of this section shall remain valid until it is revoked in the manner described in division (C)(3) of this section. Unless so revoked, such a waiver that pertains to equine activities sponsored by a school, college, or university shall apply to all equine activities in which the equine activity participant who is the subject of the waiver is involved during the twelve-month period following the execution of the waiver.

(3) A valid waiver in the form described in division (C)(2)(a) of this section may be revoked in writing by the equine activity participant or the parent, guardian, custodian, or other legal representative of the equine activity participant who executed the waiver. The revocation of the waiver does not affect the availability of the immunity conferred by division (B)(1) of this section.

(D)(1) This section does not create a new cause of action or substantive legal right against an equine activity sponsor, equine activity participant, equine professional, veterinarian, farrier, or other person.

(2) This section does not affect the availability in appropriate circumstances of a civil action based on a product liability claim under sections 2307.71 to 2307.801 of the Revised Code.
Section 2305.321 of the Revised Code, as enacted by this act, shall apply only to harm that an equine activity participant sustains as a proximate result of an inherent risk of an equine activity that occurs on or after the effective date of this act. The tort or other civil liability of, and the defenses available to and any immunities from liability of, an equine activity sponsor, equine activity participant, equine professional, veterinarian, farrier, or other person for harm that an equine activity participant sustained as a proximate result of an inherent risk of an equine activity that occurred prior to the effective date of this act shall be determined as if section 2305.40 of the Revised Code had not been enacted by this act.
Date Passed: November 13, 1996
Approved December 2, 1996
Act Eff. March 3, 1997

Occurrences
Any time an unusual event takes place, including but not limited to injuries to a participant, staff, volunteer or horse, and Occurrence Form will be completed. This form will be completed the same day as the occurrence. If the occurrence involves medical treatment, our insurance company will be notified by phone within 24 hours; and copies of all written documentation will then be sent within the next week.

General:

Training:
Riders Unlimited, Incorporated will provide specific written and hands-on training to all members of the Board of Directors, staff, and volunteers. Training will include, but not be limited to: safety regulations, emergency procedures, orientation to the facility and programs, responsibilities, confidentiality, policies and procedures, rules, and clients served.

Barn Rules:
For the health, welfare and safety of all the riders, volunteers, and horses, we must require that the following rules be followed at the barn.

- **NO SMOKING** anywhere on the property. This includes outside the barn and inside the porta jon. We do not want to risk fire or harming the health of participants with asthma or other health related issues.
- **NO DRIVING ON THE GRASS**. Drive and park on areas along the fence or in front of the barn.
- **NO RUNNING** around the horses, down the aisles or outside the end of the barn while lessons are in session. Even though our horses are trained, something suddenly running past them or a doorway can spook them. It can also be distracting for some participants.
- **NO INAPPROPRIATE BEHAVIORS such as, but not limited to, loud noises, yelling, screaming, pulling the hair of horses/volunteers/staff, or slapping/hitting horses/volunteers/staff**. Even though our horses/volunteers/staff are trained to handle a variety of behaviors, each has an undetermined tolerance level to such behaviors. If the behaviors occur and cause the lesson(s) to become too stressful or unsafe, the following steps will be taken:
  1st time – removal from the lesson and consultation with family/guardian for measures that can be taken to improve the behavior/make the lesson less stressful/safer.
  2nd time – removal from the lesson if behaviors continue with no improvement
  3rd time – removal from the program

- **AVOID OFF-LIMIT AREAS.** Off-limit areas for non-participants and non-volunteers include:
  1. the arena
  2. any aisles when horses are in the aisle
  3. the non-program horse aisle
  4. all turn-out areas when horses are in them
  5. mounting ramp/block unless assisted by an instructor or volunteer.
- **ONLY RIDERS AND VOLUNTEERS** of each group of lessons in the arena during lessons.
- **NO HAND FED TREATS**. To help keep our horses from expecting something from your hand and encouraging nipping or biting, all treats should be given to the horses either in a bucket or in the stall feeders.
- **HELMETS REQUIRED** to be around the horses for all participants and any non-volunteers under the age of 18 years.
- **HELMETS REQUIRED** when riding or driving the horses.
- **NO OPEN-TOED SHOES** when near any horses. Preferably wear leather boots or sturdy shoes.
- **KEEP DOORS and/or GATES CLOSED** when horses are in the arena.
- **AVOID NON-RIDERS UNLIMITED HORSES** unless given permission by the owner and with the owner present.

Distractions/Disruptions:

Human: If not actively involved with the program activities, all clients, parents/guardians, and spectators will remain in the observation area on the south end of the arena. If anything happens in the observation area that is disruptive to the activities in the indoor arena, the individuals involved will need to go in the classroom, office complex, or outside the barn.

Equines: If not being utilized in the current program activities, equines will be contained within their stalls during program activities.

Dogs: No dogs are to be on the facility grounds during program activities unless they are assistance dogs.

Maintenance: All maintenance to the facility and grounds must take place during non-activity hours.

Cell Phones: All cell phones of clients and volunteers should be turned off during program activities.

Deliveries: Any deliveries being made to the facility (feed, hay, etc.) must take place during non-activity hours.

Confidentiality Policy:

Any information in regards to the participants of Riders Unlimited, Incorporated including: participants, volunteers, and personnel shall remain privileged and confidential. This information may include but is not limited to any medical, social, referral, personal, and/or financial information. Information concerning riders will be shared with volunteers on a need to know basis. Disclosure of any confidential information shall not be released to anyone not associated with Riders Unlimited, Incorporated. Volunteers must seek staff permission prior to taking any pictures or videos.

All confidential records are maintained in locked cabinets. All members (staff, volunteers, Board members) are required to complete a confidentiality form.

Risk Management:

Riders Unlimited, Incorporated will identify general health and safety concerns and have written procedures to respond to any potential accident and emergency situations unique to the center and services, including but not limited to: natural hazards, manmade hazards, operating and equipment hazards, natural disaster hazards, equine hazards, and human conduct hazards.

Volunteers are responsible for knowing and following all safety rules, emergency policies and procedures as indicated, supporting all efforts to promote safe working conditions, making full use of safety equipment, reporting immediately any unsafe working conditions or behaviors, and knowing the location of first aid kits, fire extinguishers, emergency exits and emergency plans.

Health & Safety

- **Natural Hazards:** Riders Unlimited, Inc. has identified the following as natural hazards along with the procedure to respond to each.
- **Snow/Ice on driveways:** the driveways will be plowed anytime we receive 4" or more of snow and scuffed up to roughen the surface in the event of ice.
- **Snow/Ice on walkways:** the walkways will be shoveled clear of any amount of snow and ice melting solution/kitty litter will be applied if ice is present.
- **Wild Animals:** any wild animals (i.e. coyotes, opossums, raccoons) will be removed from the property according to any legal manners in Ohio.
- **Stinging Insects:** any stinging insects and/or their nests will be destroyed.
- **Manmade Hazards:** Riders Unlimited, Inc. has identified the following as manmade hazards along with the procedure to respond to each.
- **Davis Besse Nuclear Power Plant:** We are very closely located to this plant and are provided with evacuation procedures annually by the county. However, as close as we are, if anything would happen that would be harmful to us, we will not have the opportunity to do anything about it.
- **Operational Hazards:** Riders Unlimited, Inc. has identified the following as operational hazards along with the procedure to respond to each.
- **Prolonged Power Outage during Non-Activity Hours**: equines will be turned out where they can access water.
- **Power Outage during Activity Hours:** activities will be cancelled and all clients sent home. Battery powered lights will be kept on hand in case of a sudden outage to aid in dismounting and getting clients safely to their transportation.

Disasters:

Riders Unlimited, Inc. has identified the following as potential disasters along with the procedure to respond to each.

Fire procedure:

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

1. Riders will be dismounted and remain with their parents or caregiver and go to designated area out of harm's way.
2. All persons will congregate in the yard southeast of the office complex at the farthest point away. No one should leave until a staff member or authorities indicates it is safe to do so.
3. Instructors/ therapists will direct volunteers to remove equipment/ untack horses and turn out in field away from danger. Equipment may remain where it is.
4. Horses will be evacuated by the leaders/staff to fields away from danger – Outdoor Arena and large front pasture.
5. Staff member will attempt to extinguish fire with fire extinguisher. Fire extinguishers are located at each entrance/exit to the barn. Call 911 immediately if fire does not extinguish.
6. All persons will evacuate the facility.
7. Volunteer Coordinator or Barn Staff will assist with a volunteer head count.
8. Instructors/ therapists will assist with a rider head count. Staff person in charge will complete the over-all head count.

Tornado or severe thunderstorm:

The RUI Staff constantly checks the weather forecast for our location. If a severe weather advisory has been announced or there is an imminent threat, all lessons will be cancelled and volunteers will be advised NOT to come to the farm if there is sufficient time to do so. You will be notified by electronic methods (i.e. phone, internet, etc.). If you are NOT notified, programming is operating as normal.

- If life threatening hazardous weather occurs during programming, activities will cease and everyone will take cover in the designated areas.

Designated Shelter Areas:

Office Complex: take shelter in the inner closets and toilet areas of the complex.

Barn: take shelter in the crawl space under the office complex by going under the office deck at the south end of the arena and through the crawl space entrance. Line up along the foundation wall that divides the office complex and barn.

1. Any person that arrives at the farm or is already present will be asked to leave if it is safe to travel.
2. Riders will be dismounted and take shelter with their parent or caregiver in the designated safe areas (crawlspace, under landing, and classroom).
3. Instructors will direct volunteers to un-tack horses and return them to their stall.
4. Equipment can be left safely out of the way.
5. Volunteers will take shelter in the designated areas (crawlspace, under landing, and classroom).
6. Barn staff/Instructors will tend to the horses.
7. Stall doors and windows will be closed with at least one window cracked for ventilation
8. No one should enter stalls for any reason.
9. Lights should be turned off.
10. The large barn doors can be closed.
11. Riding helmets can be worn if needed.

Flooding

In the event of heavy rain, the west aisle and southwest stalls tend to flood. In the event of flooding, portable pumps will be used to remove the water.

Equine Hazards

Fall of a Rider:

In the event of a rider fall, the first thing to do is REMAIN CALM. If you are not actively working with a rider in the ring, stay where you are. Don't run to the fallen rider. If you are leading a horse and your rider falls, your concern is the horse. Stop, stand to the front and left of the horse, and keep it as quiet as possible. If you are leading another horse in the arena, stop the horse and stand in front and left of the horse, and keep it as quiet as possible. NEVER LET GO OF YOUR HORSE! A loose horse in the arena can cause more problems than the fall. If you are side-walking and your rider falls, stay with the rider until the instructor comes over to assess the situation. If emergency treatment is required, the instructor will ask someone outside the ring to call 911.

Unruly Horse:

If a horse becomes overexcited, but the rider seems able to handle the situation, the side-walkers should each place an arm across the rider's thigh and grip the front of the saddle securely. Then side-walkers will be in the best position for their own security, for keeping up with the horse, and for the rider's safety even though the mount may be moving erratically.

Safety Dismount:

The instructor may ask for a safety dismount due to the rider's or horse's behavior or health. He/she will give needed instructions to the volunteer team and rider and provide any necessary first aid.

- The **inside side-walker** (the person away from the arena wall/rail) will inform the rider that he/she will be dismounting. Then clear the rider's foot from the stirrup, wrap your arms around the rider's waist and gently pull he/she off the horse. If the rider is conscious and has no injuries, move them to a safe place. If the rider is unconscious, is having a health crisis, or has an injury, lay he/she on the ground and move as little as possible.

- The **outside side-walker** (the person nearest the arena wall/rail) clear the foot from the stirrup and assist the rider toward the inside side-walker. Listen for instructions from the instructor. If needed, call 911, get help and/or help with first aid.
- The **leader** will make every effort to hold the horse securely while the safety dismount is happening. Once the rider is clear of the horse, move it away to a safe location, making sure to turn the hindquarters away from the rider and volunteer(s).

Behavioral Issues:

Equines with behavioral issues (i.e. biting, kicking, rearing) will not be accepted into Riders Unlimited, Inc. Should an equine start showing these types of behaviors, they will be removed from activities for evaluation of their physical and mental health, tack fit, and training. Once these have been addressed and rectified, the equine will be returned to service. If the behavior cannot be rectified, they will be removed from service.

Fire Prevention:

Fire Extinguishers:

Riders Unlimited, Incorporated has fire extinguishers near each exit of the barn and in the kitchen and fire exits of the office complex. These are checked annually and replaced as needed.

Alarms:

We also have smoke detectors in each room of the office complex that are also checked annually and batteries are replaced as needed.

Smoking:

Smoking is prohibited on the grounds and in the facilities of Riders Unlimited, Inc. unless you are in your personal vehicle.

Emergencies

Procedures:

Procedures for Handling Body Fluids, Injuries and First Aid: The following guidelines provide simple and effective precautions against the transmission of disease for all persons potentially exposed to the blood or body fluids of any other person(s). Good hygiene practices should be used when handling body fluids or blood to prevent the spread of disease and infectious agents. All situations, no matter what bacteria or virus is present, should be treated the same. Contact with body fluids presents a low risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors, including the type of fluid with which contact is made and the type of contact made with it. Use disposable equipment whenever possible.

- Ensure the first aid kit is accessible during program activity hours.
- Direct skin contact with body fluids should be avoided. **Disposable gloves are recommended when direct contact with body fluid is anticipated.**
- Hands should be washed as soon as possible after body fluid contact is made, with or without gloves. Hands should be washed for a minimum of 15-20 seconds with soap and warm water. Antiseptic towelettes or antiseptic washes should be used in the absence of running water.
- Encourage the person to self-manage their own injury whenever possible through the use of paper towels and/or pressure to bleeding wounds or bloody noses.
- Place soiled towels or towelettes in a lined waste container. Urge the person to do as much of this as possible.
- If practical, remove soiled clothing and place in a closed plastic bag for laundering.
- If you have an open wound on your hand, use gloves to handle or clean blood or body fluids. Wash your hands when you are finished.

- All persons with oozing lesions or weeping dermatitis should refrain from direct contact with others until the condition resolves.
- A disinfectant should be used to clean surfaces contaminated with body fluids. Bleach water in a ratio of 10 parts water to 1 part chlorine bleach may be used in an emergency in the absence of a registered disinfectant.

Seizures:

Minor Seizures:

1. A small seizure (lasting 1-2 seconds): Stop the horse, support the rider and check to make sure he/she is normal. Follow the instructions of the instructor. If the rider is not all right after a few seconds, stop the ride for the day.
2. With a seizure that may last "a blink of the eye" without drowsiness or loss of consciousness, the rider may continue to ride **if the instructor or therapist makes this decision**. If the rider continues to ride, place your arm over his/her legs to steady him/her for a while.
3. Be aware of loss of balance even after a small seizure.
4. Do not put demands on the rider after a seizure. There may have been only a pause in awareness with a seizure, but there may be some disorientation. Be sure the rider is completely "oriented" before giving any commands.

Moderate/Major Seizures:

Stop the horse. Calmly lower the rider to the ground, laying him/her on his/her side. All other horses and riders should carefully leave the arena. **Do not try to interfere with the seizure; let it run its course.** Do not give the rider anything to drink. After the seizure, take the rider out of the arena and let him/her rest. The instructor must take charge of the riders ASAP. DO NOT ATTEMPT TO INSERT ANYTHING INTO THE RIDER'S MOUTH. CALL THE PARAMEDICS FOR SEVERE SEIZURES.

Phone:

Riders Unlimited, Inc. has one landline located in the office. During activities, the Instructing Team will carry a cell phone on them in case of emergency. All chore personnel will carry a cell phone on them in case of emergency. Emergency information is posted in the feed stall, on the first aid cabinets, in the observation area, and in the office.

Human First Aid:

A human first aid kit (yellow & black portable tool box) is located a locker by the volunteer entrance. It is stocked with basic human first aid supplies and will be checked quarterly and restocked as needed. Pamphlets for basic first aid and CPR are located with the kit. Emergency information is posted on the outside of the locker, in the feed room, in the observation area, and in the office.

VOLUNTEERS

Volunteer Job Descriptions:

EAAT/Cavalry Campaigners/Camps/Girl Scout Program Volunteers*:* Volunteers assist by leading horses or walking beside riders (side-walking) during lessons. Program Volunteers must be able to walk for an hour on uneven surfaces, jog short distances and hold their arm above shoulder height and support a modest amount of weight. Volunteers also assist with other barn chores and jobs that help the programs run smoothly.

- **Horse Leaders** ensure that each horse is groomed, tacked and warmed up prior to the start of each lesson. They help ensure the safety of horse and rider before, during and after the lesson. Leaders also help with untacking and grooming horses after the lesson. Horse Leaders must possess a basic understanding of horse behavior and demonstrate horse handling skills and the ability to assess and address horse behavior. Volunteers with no previous horse experience may work toward gaining the skills necessary for this role.
- **Side-walkers** walk beside the horse in lessons and provide physical and/or emotional support to the rider. They help the rider to successfully reach their lesson goals, as well as ensure rider safety before, during and after the lesson.

Feed Lot Volunteers*:* Volunteers work directly with barn staff to assist with horse care, feeding, cleaning stalls and pastures, etc. While not the most glamorous job at RUI, these volunteers are essential for the care and safety of our very important horses.

Facility Volunteers*:* Volunteers help with yard maintenance, general maintenance, repairs and improvements to the facility.

Office Volunteers*:* Volunteers assist with word processing, data entry, reception and general office support.

Special Events Volunteers: Volunteers serve on event committees and assist with various fundraising events held throughout the year at RUI.

Special Skills Volunteers: Many volunteers come with special skills and talents such as photography, computer knowledge, grant writing, etc. and we encourage you to share those skills with us.

Volunteer Needs

Requirements

- Due to insurance regulations and our PATH International center accreditation standards, all volunteers must be at least 14 years old. **No exceptions to this policy are possible.**
- Volunteers must be available a minimum of 3 hours per week for the length of a 10-week session. New volunteers will receive their assignment and schedule following attendance at the Volunteer Orientation and Training. Volunteer assignments and schedules are based on interest, experience and availability.
- Volunteer Application and Release forms must be completed and returned to RUI.
- Volunteers must attend training provided by RUI for the role they are covering.
- Volunteering may involve moderate physical activity and working outside in varying weather conditions. Please be sure you are comfortable with the conditions.
- Volunteers must be able to work independently with minimal staff supervision.
- Volunteers must have a positive attitude and be able to adapt to change and be flexible.
- Volunteers must possess the ability to follow directions and take instruction.
- Because of the nature of the services provided, RUI reserves the right to make the final determination as to the appropriateness of volunteers for our organization.

Qualities of an RUI Volunteer

- Reliable
- Empathetic
- Common sense
- Alert
- Positive attitude
* Flexible
* Punctual
* Patient
* Physically fit

Physical Considerations:

Some volunteer roles such as leading, side-walking and assisting in the barn can be physically demanding. Volunteers should inform an RUI staff member or Certified Instructor if a condition that may prevent them from lifting or working a full hour in the arena at a walk or jog. Other volunteer roles are available for those that feel being a lesson or equine volunteer may be too physically demanding.

Commitment & Availability:

Adequate support is critical in serving our participants and horses. RUI requests that volunteers be willing to commit to a minimum of three hours per week (same day and time) for the length of a session. We understand that there are times when emergencies arise. If a volunteer must cancel, they are required to notify RUI as soon as possible so a substitute may be found. Volunteers may make up an absence by volunteering on another day.

Orientation & Training:

Between each EAAT session, RUI provides mandatory initial Volunteer Orientation and Training sessions for all new volunteers. At this orientation session, volunteers are introduced to RUI, the riders we serve, our horses, and our policies and procedures. New volunteers learn how to prepare our equines for lessons and receive hands-on training. Training and practice for leading, side-walking, and emergency situations is provided so that new volunteers will be ready to begin assisting in lessons. Volunteers are encouraged to attend additional training and learning opportunities that are provided by RUI for volunteers to gain more experience and knowledge with horses and in the field of EAAT. Veteran volunteers will be required to go through volunteer training if they have been away for two years or more; and when significant changes have occurred in our programs, operations or policies and procedures.

Volunteer Policies:

Records:

The following confidential information will be maintained on all personnel:

- Registration information
- Health history
- Release of liability
- Photo/Video releases
- Emergency medical information and release
- Attendance records

These records will be maintained in locked areas with access only to the Executive Officer, Chief Operating Officer, Volunteer Coordinator and Administrative Assistant(s). These records must be updated annually with old records being kept on file for 10 years.

Personnel will be required to follow policies and procedures regarding training, communication, confidentiality, attire, conduct and behavior, reassignment and termination, cell phones, emergencies, and prohibited substances.

Conduct:

Behavior: Volunteers are expected to conduct themselves in a cooperative and appropriate manner at all times. Examples of inappropriate behavior include: any form of harassment, aggressive or abusive behavior to self or others, including equines. Volunteers are required to notify staff immediately if they are subject to any inappropriate behavior. Volunteers exhibiting inappropriate behavior will be requested to leave the property immediately. Law enforcement may be called if deemed necessary. Inappropriate behavior may result in dismissal from the program. Volunteers should also notify staff immediately of any concerns regarding the behavior of program equines such as biting, kicking, etc.

Alcohol & Drugs: In keeping with the requirements of Workers' Compensation and maintaining the safety of everyone involved with Riders Unlimited, Inc., the following policy is **effective March 2011**:

The consumption of alcoholic beverages and illegal drugs by any staff, contract labor and volunteers is strictly prohibited prior to and during any programs involving equine assisted activities and therapies. If suspected of having used any substance that could potentially put any person or horse in danger (physical, mental or emotional), the person will be required to leave the premises immediately. This will serve as the ONLY warning. A second incident will mean immediate removal from all program activities. It is the responsibility of any staff, contract labor and volunteers to inform the Chief Operating Officer or any member of the Board of Directors if you suspect any person of violating this policy.

Re-assignments & Termination: RUI policies have been determined to serve the best interest of the entire RUI organization. Safety and respect for riders, participants, staff, volunteers and equines are of utmost importance in order to provide and maintain a high-quality program, and are the primary reasons for the strict adherence to these policies and procedures. Volunteers who are not able to perform their volunteer role, or maintain a reasonable level of commitment, or fail to observe the policies and procedures of the program will be given an opportunity to discuss the situation that is perceived to be in violation of the RUI policies and may be provided with job re-assignment. Because of the nature of the service provided, RUI reserves the right to make the final determination as to the appropriateness of volunteers for our organization and may determine that it is in the best interest of the program to terminate a volunteer's involvement with the program.

Clothing:

Volunteers should dress appropriately for the weather, and in clothing that does not restrict movement or vision. All volunteers must wear protective footwear; a leather boot is recommended or another closed-toe shoe that will not hold footing from the arena. Please respect the following:

- No open-toed or open-backed shoes of any style
- No dangling jewelry
- No perfume (attracts bugs/some participants may have allergies)
- No spaghetti strap tops/halter tops/tube tops
- Modest shorts are permitted, but not recommended due to biting insects
- No obscene logos

Please keep in mind RUI is a professional organization and may often have unannounced visits or media opportunities. Please dress comfortably yet sensibly. Volunteers can purchase RUI logo merchandise.

Miscellaneous:

- Cell phones and car alarms must be turned off as they disrupt lessons and startle horses
- Background checks are not currently required to be a volunteer. However, please make sure that you are never alone with a client/rider and within visual sight of another adult.
- Please refrain from offering food or other gifts to participants without permission as they may have a medical condition such as food allergies, diabetes, etc.
- Please do not perform a volunteer role you have not yet been trained for.

Volunteers On-Site & Hours:

Volunteers are only to be on the property when staff is on site or with the permissions of staff or the Board of Directors for a specific reason associated with the organization. Volunteers are required to sign in and check the daily schedule for their assignment each time they arrive at the barn; and then sign out when they leave. The Sign-In/Out book is located on the desk at the Volunteer & Staff Entrance.

Volunteers should make an appointment and check in at the office when bringing any guests to RUI. Guests are welcome upon appointment to receive tours of the facility and to observe operations. Riders Unlimited, Incorporated reserves the right to dismiss any personnel or guests based on specified criteria.

Anyone who chooses to maintain record of their volunteer hours for Riders Unlimited, Inc. must sign in and out on the given form. A Riders Unlimited representative will initial volunteer hour form. (February 2005)

Communication:

Volunteers are required to report any safety issues as soon as possible to the Chief Operating Officer. The COO is the person responsible for the day-to-day operations of the programs. It is his/her responsibility to make sure all areas of the program are run efficiently; and has the responsibility of making sure the clients, volunteers, and equines are safe and in a healthy environment. The COO will also explain the purpose and reasoning behind why some things are done a certain way.

Volunteers should direct any questions regarding their volunteer role or responsibilities to the Volunteer Coordinator or a Certified Instructor.

During lessons the Certified Instructor is responsible for each rider, horse and volunteer in the lesson. All directions from the instructor should be followed including the assignment of riders, horses and volunteers, mounts/dismounts and lesson structure. For the safety of all, it is crucial to adhere to the instructor's decisions.

Lesson Volunteers:

Team Approach:

The team creates a support system that provides a safe and instructional lesson. Each member of the rider's team is important. A well-functioning team makes the lessons a pleasurable, social, safe and secure experience for the riders and all volunteers. Keeping the same team with each rider allows for each member to get to know their rider and horse, allows the rider to get to know his/her team, allows the team members to get to know each other, provides consistency, provides safety, and encourages skill progression.

Team Members:
The instructor, the horse leader, the side-walker(s), and grooming/ground assistants You are assigned to the same team for the entire session.

Responsibilities of ALL Team Members:
Every volunteer who is part of the team should:

- Be on time and adhere to program policies.
- Call the Chief Operating Officer or Volunteer Coordinator if unable to attend a lesson so that a replacement can be found in time for the lesson. This avoids disappointed riders.
- Be familiar with the emergency procedures.
- Be alert, prepared and responsible at all times.
- Be sensitive and understanding to the needs of the individual riders.
- Know where the first-aid supplies are located and be familiar with basic first aid methods.
- Know the procedure for dealing with seizures, tantrums or other medical problems.
- Know the location of the nearest telephone and numbers to dial for emergency help.
- Know the address of the barn and how to direct emergency help to the barn, include the nearest cross streets.
- Know where to find the veterinarian's name and phone number in case of a sick or injured horse.
- Remember that it is important to smile!!
- Be willing to share your ideas and concerns at any appropriate or indicated time.
- Discuss with instructors, any problems related to disabilities, special equipment, positioning and handling of a rider and any discomfort you or your team member might have.
- Never tease or abuse a horse as it may threaten the safety of all since the horse may develop bad or dangerous habits. Remember: a horse never forgets.
- Never correct a horse in such a way as to endanger the rider; punish it only for blatant disobedience and in the way provided by the instructor.
- Be firm, consistent, gently and kind to horses and riders. Be sure all understand what is wanted.
- Use proper horse-handling techniques. If unsure, ask the instructor how the horse should be handled.
- Remember to have a good time and help the riders to enjoy themselves. A task you are doing may not seem significant, but it is very important to the rider and the program.

Many riders will need assistance in riding their horse. This is when volunteers take an active part in making the program work. There may be up to three with each rider, especially in the beginning stages of riding or with severe disabilities. The following paragraphs explain what is expected of you as a leader or side-walker.

Lesson Job Descriptions:
Leaders and Side-walkers - During the lesson, it is very important that only the instructor gives instructions to the rider, unless the rider needs instructions repeated to them. If the instructions need to be repeated, the side-walker closest to the instructor may repeat them. We also know it is very difficult not to have conversations amongst the team and the rider. However, you must keep in mind that too much talking or noise can be over-stimulating to many of our riders. It also makes it difficult for the rider and team to hear instructions. Please keep talk at a minimum unless the instructor has asked you to converse in order to work on speech/language/communication skills with the rider.

Equine Leader Guidelines - Volunteers acting in the position of Equine Leader shall be a minimum of 14 years old, have some experience working with equines, be capable of keeping the equine calm and relaxed throughout all activities, listen to the Instructor and provide the least amount of input to the equine as needed to maintain safety for the client, be capable of walking approximately one mile per one hour with short distances of jogging

Responsibilities of the Leader

- Mounting from the Block/Ramp: The instructor will give you instructions as to when to take the horse to the block/ramp. DO NOT ATTEMPT TO MOUNT THE STUDENT. The instructor will do all the mounting. Your responsibility while the rider is mounting is to stand in front of the horse and keep him as still and quiet as possible. After the rider is mounted and his/her feet are in the stirrups (if this can be done at the block/ramp), he/she will ask the horse to "walk on".
- Leading in the Arena: Once you are out of the mounting area, walk around the arena as directed by the instructor. Continue with the lesson as directed by the instructor making sure to pay attention to the horse and the cues given by the rider. The proper position for the leader is to walk beside the horse's head. DO NOT GET IN FRONT OR TOO FAR BEHIND. Care must be taken to ensure the mount's head is not pushed up into the air since this may throw the rider off balance. Also, do not let the mount's head get too low to the ground as this may pull the rider forward. A good rule of thumb is to hold the lead rope in your right hand approximately 6-8 inches away from the halter ring. Hold the extra length of lead rope in your left hand so it doesn't get stepped on, but NEVER wrap it around your hand, just loop it and hold tightly.
  Remember, just as the size of the mount varies, so do their steps. With some mounts, you will be able to walk faster than with others. Adjust your step to that of the mount so you are not pulling it forward or holding him back. Allow the rider to do as much as possible. The rider will not benefit from riding if everything is done for him/her. Help only when the rider cannot do it alone. The instructor will point out to you how much help your rider needs.
- At the halt: One of the most important tasks the leader has to do is at the time when they are standing still. They should step to the front and left of the mount to keep him from moving. This is especially true while the riders are doing exercises. Remember this is a breather for the mount and you should not hold their heads too tightly. Allow them the freedom to move their head around. If they are getting restless, rub their neck and talk quietly to them. AVOID TOUCHING OR RUBBING THEIR HEAD OR NOSES.
- At the walk: When walking in the arena, be sure to allow enough room for the sidewalker(s). Many leaders forget that the sidewalker(s) are there and get too close to the sidewalls of the arena. Though none of our animals are known kickers, all horses will kick if aggravated by a sidewalker being too close to their hind legs. GIVE YOURSELF AT LEAST 2 HORSE LENGTHS FROM THE MOUNT IN FRONT OF YOU. If your rider cannot maintain a safe distance, then you may help him/her to do so. USE COMMON SENSE. If you see your rider getting into trouble, and not following directions given by the instructor, you certainly may help him/her.
- At the trot: Often during a lesson, the rider will be asked to trot. Trotting is faster than walking so the leader has to be more alert. MAKE SURE THE RIDER AND ENTIRE TEAM IS READY BEFORE STARTING TO TROT. If the mount is reluctant to trot, and you have a sidewalker, ask them to give the horse a light tap on the stomach. Try to avoid pulling on the lead line, this only makes the mount mad and will fight it. Start to jog and say trot. Stay with the horse when trotting and when asked to stop, do so smoothly and in a straight line so as not to unseat the rider. KEEP THE TROT SLOW AND CONSISTENT as this is also important to keep the rider in position.

- During games: Games are important and may be as simple as Simon Says or Red Light/Green Light or more complex like Musical Stalls. The leader plays an important role in every game. The instructor will give rules for the game. Watch your rider to see if they understand the directions. Allow the student to do as much as possible by himself/herself. The real accomplishment comes when he/she succeeds and knows he/she has done it himself/herself.
- Be calm! Falls are very rare, but can and do happen. If your rider falls, your only concern is with the mount you are leading. The instructor will take care of the rider. If another rider falls, STOP immediately in front of your mount and hold him as you would at the mounting block. NEVER LET GO OF YOUR HORSE! A loose mount can cause trouble. If another mount gets loose, remain with your own horse. DO NOT PANIC. BE CALM! The instructor is trained to handle any situation, so please just keep your mount under control and allow the instructor to do his/her job.
- Dismounting: Unless otherwise specified, the instructor will dismount the rider. You will receive specific instructions as to where to bring the rider. Once again, keep your mount quiet by standing in front and to the left facing the mount while dismounting is taking place. If the rider dismounts without the instructor's assistance, watch that they don't fall as they come down.

Side-walker Guidelines - Volunteers acting in the position of Side-walker shall be a minimum of 14 years old, be at a height so as to appropriately assist the client as needed and be capable of dismounting the client in an emergency, be capable of walking approximately one mile per one hour with short distances of jogging, be comfortable working around equines,

Opportunities:

Lessons:

Purpose: To provide volunteers with opportunities to learn additional skills and gain knowledge about horses, exercise, body movement, horse care, riding, ground work, tack, and EAAT.

Policies:

1. Volunteers must have completed a minimum of 20 hours volunteering hands-on during lessons (as documented by the Program Director) to be considered for lessons.
2. The cost of lessons is: $25 per hour and must be paid prior to or no later than the time of the lesson.
3. You MUST wear an ASTM/SEI certified riding helmet, appropriate pants and footwear.
4. You should not mount the horse until the instructor has checked the tack and given you permission to mount.
5. Horses are not to be trailered off the property without permission from the Program Director.
6. Only tack assigned to each horse should be used and must be put on correctly.
7. All horses must be properly warmed-up and cooled down, as well as, groomed before and after lessons. If the horse is sweaty, please sponge off, hose down or wash.

Procedure:

1. Notify the Program Director that you are interested in taking lessons.
2. The Program Director will place your name on the able-bodied riders waiting list. Insurance does limit the program on the number of able-bodied riders taking lessons.
3. As soon as a spot becomes available, the Program Director will work with you on scheduling lessons.
4. Lessons begin with the basics: learning to groom and tack the horse you are assigned and then proceed based on your abilities, knowledge, and the skills which the instructor feels necessary for your and the horse's benefit.

Equine Conditioning:

Purpose:

1. To keep the EAAT horses healthy, sound, happy and well-behaved; considering their age, current health, size, build, training, and use.
2. To train the EAAT horses for specific tasks required during program lessons.
3. To retrain the EAAT horses for specific tasks required during program lessons.

   ** *Keep in mind the EAAT horses' primary purpose is to provide EAAT lessons, not to be ridden by anyone.*

Policies:

1. Volunteers must have completed a minimum of 20 hours of hands-on volunteering (as documented by the Program Director) to be considered.
2. A conditioning registration packet must be completed to participate.
3. Times, not interfering with lesson preparation or the lessons themselves, must be arranged to allow the Program Director to observe any volunteer working with an assigned horse on assigned tasks to become approved for conditioning/schooling.
4. If assigned to RIDE, you MUST wear an ASTM/SEI certified riding helmet, appropriate pants and footwear.
5. Volunteers will not ride alone. The Program Director, or his/her designee, must be present when riding.
6. Any volunteer under 18 years old must have an adult associated with Riders Unlimited present when working the horses.
7. Horses are not to be trailered off the property without permission from the Program Director.
8. Only tack assigned to each horse should be used and must be put on correctly.
9. All horses must be properly warmed-up and cooled down, as well as, groomed before and after conditioning. If the horse is sweaty, please sponge off, hose down or wash.
10. When finished, you must clean up behind yourself, put everything away in its proper place, make sure all doors/gates are closed and latched, and all lights are turned off.

Procedure:

1. Look in the horse's specific section in the equine notebook to see what needs to be done with your assigned horse.
2. Look further back in the horse's specific section in the notebook to check the specific skills high-lighted that need to be worked on.
3. Work on those skills – including proper warm-up, cool down, and care.
4. Clean up and put things away.
5. Complete conditioning forms in the assigned horse's section and check off what you did.

   * *Failure to comply with the policies or procedures will result in removal from future conditioning/schooling.*

EQUINE MANAGEMENT

Equines:

New:

Policy: The Board of Directors must be notified of any equine coming into the program for a 60-day trial period, loan, purchase, or donation. The Board of Directors must give final approval of any equine becoming the property of Riders Unlimited, Inc. either through purchase or donation. (February 2005)

Procedure for Acceptance

1. Anyone wishing to donate or allow us to use their equine for our programs, must download the Equine Donation file from our website, read the Equine Requirements and Procedures, then submit a completed Equine Profile to Riders Unlimited, Incorporated.
2. The Profile will be reviewed by the Chief Operating Officer to see if the equine fits with the current needs of the programs. If the equine is a potential candidate, the COO will contact the owner and set up a date for a site visit. If the equine is not a potential candidate, the COO will contact the owner to let them know this determination.
3. The COO and at least one member of the Equine Committee will visit the equine on site to determine if it still is a potential candidate for the programs. A Site Visit Evaluation will be completed as part of the determination.
4. If the equine passes the Site Visit, a date will be set for the equine to be delivered to the Riders Unlimited, Inc. facility to begin its Trial Period. This period is a minimum of 60 days, but can be extended to 90 days. A lease/donation contract is completed by both parties upon arrival at the facility.
5. Trial Period, during the trial period, the equine will be worked with by members of the Equine Committee, beginning with staff and then volunteers. Equine Conditioning forms will be completed each time the equine is worked. At the end of the trial period, the Equine Committee will complete the Trial Period Evaluation form. This form will determine if the equine should be accepted for lease/donation.
6. If the equine is acceptable for our programs, the COO will take this recommendation to the Board of Directors who then vote to determine if Riders Unlimited, Inc. has the resources to care for the equine and accept it.

Policy for On-Site Leased Equines:

When a horse owner allows Riders Unlimited, Inc. to lease their horse for lessons, Riders Unlimited will pay for 10% of that horse's board each month as long as the horse is currently being leased that session. Owner still holds all responsibilities for all other horse expenses. (farrier, vet bills, worming, immunizations, feed supplements, etc. Treasurer will reimburse owner 10% of board on monthly basis at the beginning of the following month. (Example – November reimbursement of boarding fees will be paid at the beginning of December.) (August 2005)

Active Equines

Scheduling:

Scheduling of equines for programs will be completed by the Chief Operating Officer so that each horse is not exceeding their workload limits and the entire herd is working as equally as possible per their capabilities. Note: Leased horses may also have additional stipulations set by their owners that need to followed.

Use:

Program horses can only be used for lessons under the direct supervision of a Riders Unlimited Certified Instructor. (July 2005)

Work Limits:

Riders Unlimited, Incorporated has set forth that no equine, either leased or donated, will actively work more than three continuous hours without a minimum of a two-hour rest period without tack and not tied. The maximum workday for any equine will be no more than six hours. Exact workload limits have been determined for each equine and are stated on the Equine Capabilities chart.

Removal:

Procedure

1. All program horses will be evaluated at least one time per year using the Health & Performance Evaluation and at any time the health/wellness of an equine significantly changes. This form will be completed by the program's veterinarian and COO. The form will determine if the equine can still be used in our programs or needs to be retired.
2. Should an equine need to be retired, directions in the lease/donation agreement will be followed. In most of the agreements, the owner wishes to be notified and given first option to have the equine returned to them. If the owner does not wish to have the equine, the Policy for Unusable Equines will be followed.
3. If the veterinarian determines that the equines quality of life of an equine is to such a degree that it should be ended, the equine will be humanely put down and buried on site.

Policy for Unusable Equines:

With recommendations from the veterinarian, farrier, and Chief Operating Officer, the Board of Directors will make final decision regarding retirement, disbursement or disposal of any program equine. (February 2005).

Program Equines

Caymus:	21 year old, 16.0 hand, palomino Paint gelding. Previously used for trail, roping, cutting, search & rescue, and dressage. On loan to us from Martha Day-Slonim.
Heeza:	23 year old, 16 hand, chestnut Quarter Horse gelding. Previously used for a variety of riding activities and styles. Sound for walk, trot and canter. Donated by Christy Fitzpatrick in January 2011.
Glimmer:	9 year old, 15.2 hand, sabino Paint mare. On loan to us from Amber Barbour.
Quest:	26 year old, 15 hand, bay Quarter Horse mare. Previously used for trail riding and the average backyard horse. Has been retired from riding. Used for ground lessons only. Cribs in the stall. Donated to the program in February 2005 by Sue Foos.
Blu:	12 year old, 15.2 hand, bay roan Quarter Horse gelding. Previously moderately trained in English and Western. Sound for walk, trot and canter. Donated by Caroline Gilson.
Rudy:	15 year old, 15.1 hand, chestnut Quarter Horse gelding. Previously used as a child's contesting horse. Can be direct or neck reined. Sound at walk, trot, and canter. Gets pushing and in your space sometimes. Donated in July 2-15
Gracie:	12 year old, 59", Haflinger mare. Previously used for riding and driving. Donated to us by Darrell Maines in July 2013.
Flicka:	17 year old, 60" (15 hand), Haflinger mare. Previously used for driving and backyard riding. Donated to us by the estate of Vernon "Lefty" Roepke in March 2013.

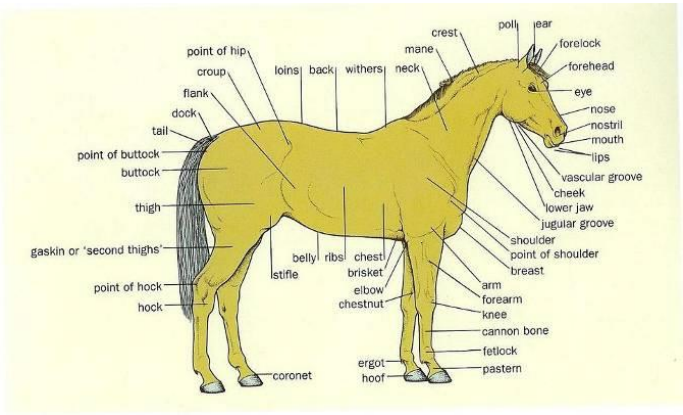
Levi:	15 year old, 54" Haflinger gelding. Previously used for draft riding and driving. Sound for walk, trot and canter. Is blind in both eyes due to cataracts. Donated in June 2011 by Shawna Whitt.
Sprite:	23 year old, Haflinger/Welsh pony gelding. Previously used as a lesson pony at a hunter/jumper barn east of Cleveland. Sound for walk, trot and canter. Beginning to lose his sight. Donated in July 2009 by Jeannine Pelossi.
UP:	24 year old Appaloosa gelding. Previously used as a lesson horse. Sound for walk, trot and canter. On loan from Amber Barbour.

Stabled:

Riders Unlimited, Incorporated is not officially in the "boarding" business; however, we do offer stabling to equines owned by volunteers and a few others that are connected to Riders Unlimited, Incorporated in some other capacity. The individuals understand that the programs of Riders Unlimited, Inc. are the primary focus of RUI. Stabled equines are not covered under RUI liability policies unless being used in the programs. If the individuals wish to be covered for liability, they will need to purchase their own insurance. RUI will stable these equines in an area that is off limits during program activities. All responsibilities are outlined in the Stabling Contract.

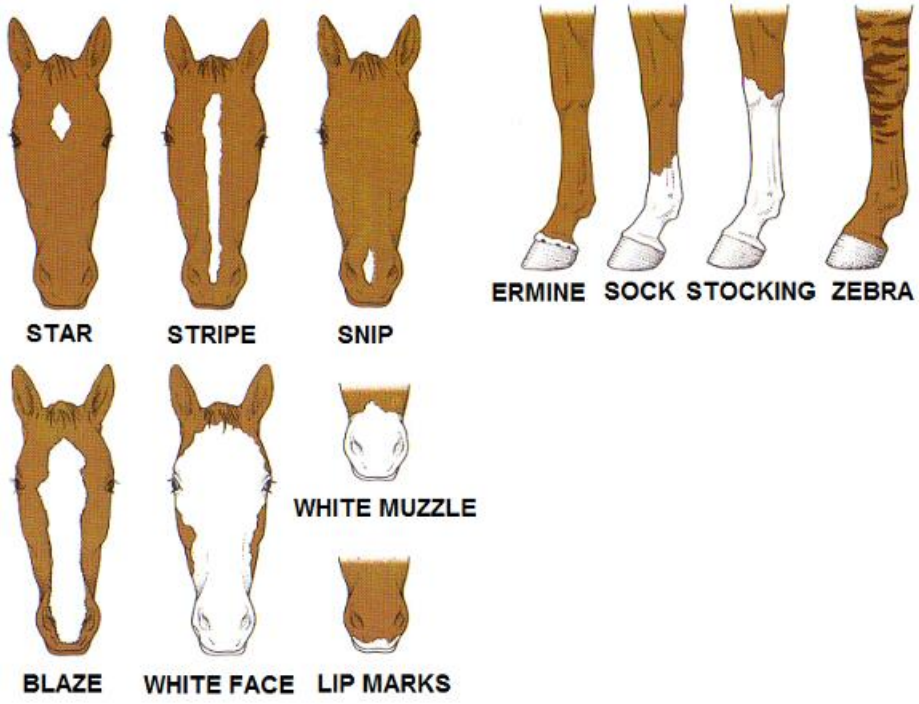
General Information:

Parts:



Colors:

Markings



Senses

When working with horses, communication is key. It is critical to provide a safe environment in a therapeutic riding setting. Beginning a process of understanding the horse senses, instincts and implications is a step in predicting behaviors, managing risks and increasing positive relationships.

HEARING: The horse's sense of hearing is very acute. The horse may also combine their sense of hearing and sight to become more familiar with new or alerting sounds. **"Hearing and not seeing" is often the cause of the fright/flight response**. When working with horses, note the position of the horse's ears. Forward ears communicate attentiveness and interest. Drooping ears indicate relaxation, inattentiveness (easily startled), exhaustion or illness. Flattened ears indicate anger, threat or fear. Ears flicking back and forth indicate attentiveness or interest. If your horse is acting nervous, talk to him in a quiet, calm and reassuring voice. Watch your horse's ears for increased communication.

SIGHT: Horses' eyes are geared to finding danger. They don't have very accurate vision close up, but they can detect tiny movement at a distance. The horse's eyes are set on either side of the head; there is a good peripheral (lateral) vision, but poorer frontal vision. The lens of the horse's eye doesn't change shape as humans do. Instead, a horse focuses on objects by changing their head position and raising and lowering its head. The horse's visual memory is very accurate. Horses are thought to see quite well in the dark, due to the large size of their eyes. There is still controversy as to whether or not horses see in color. The horse may notice if something in the arena or out on a trail is different. Allow the horse an opportunity to look at new objects. Introduce new props that the horse may be unfamiliar with. The horse has better peripheral vision; consider a slightly looser rein, enabling him to move his head when taking a look at objects. Although the horse has good peripheral vision, consider two blind spots: directly in front and directly behind. **The best way to approach a horse is to his shoulder, talking to the horse as you approach**. It may startle him if you approach from behind or directly in front. The horse may be unable to see around the mouth area, which is a safety consideration when hand feeding.

TOUCH: The horse's sense of touch is very sensitive. They can detect very light touch or pressure. Each horse has sensitive areas, and it is important to be familiar with them (i.e. flank and belly areas). Touch is used as a communication between horses and between horses and people. Horses may also use touch to examine strange objects. They will look, sniff and feel an object with their muzzle. The tongue, lips, and bars of the mouth are especially sensitive places, and we need to use caution when a horse has a bit in his mouth. Horses are trained by applying and removing pressure and may be sensitive to soft or rough touch with a person's hands or legs. Handlers should treat the horses gently but firmly. Riders may need assistance to reduce squeezing a horse with their legs. Ask the instructor/therapist what is the best handling technique.

SMELL: The horse's sense of smell is thought to be very acute and it allows him to recognize other horses and people. Smell also enables the horse to evaluate situations. Allow horses the opportunity to become familiar with new objects and their environment by smelling.

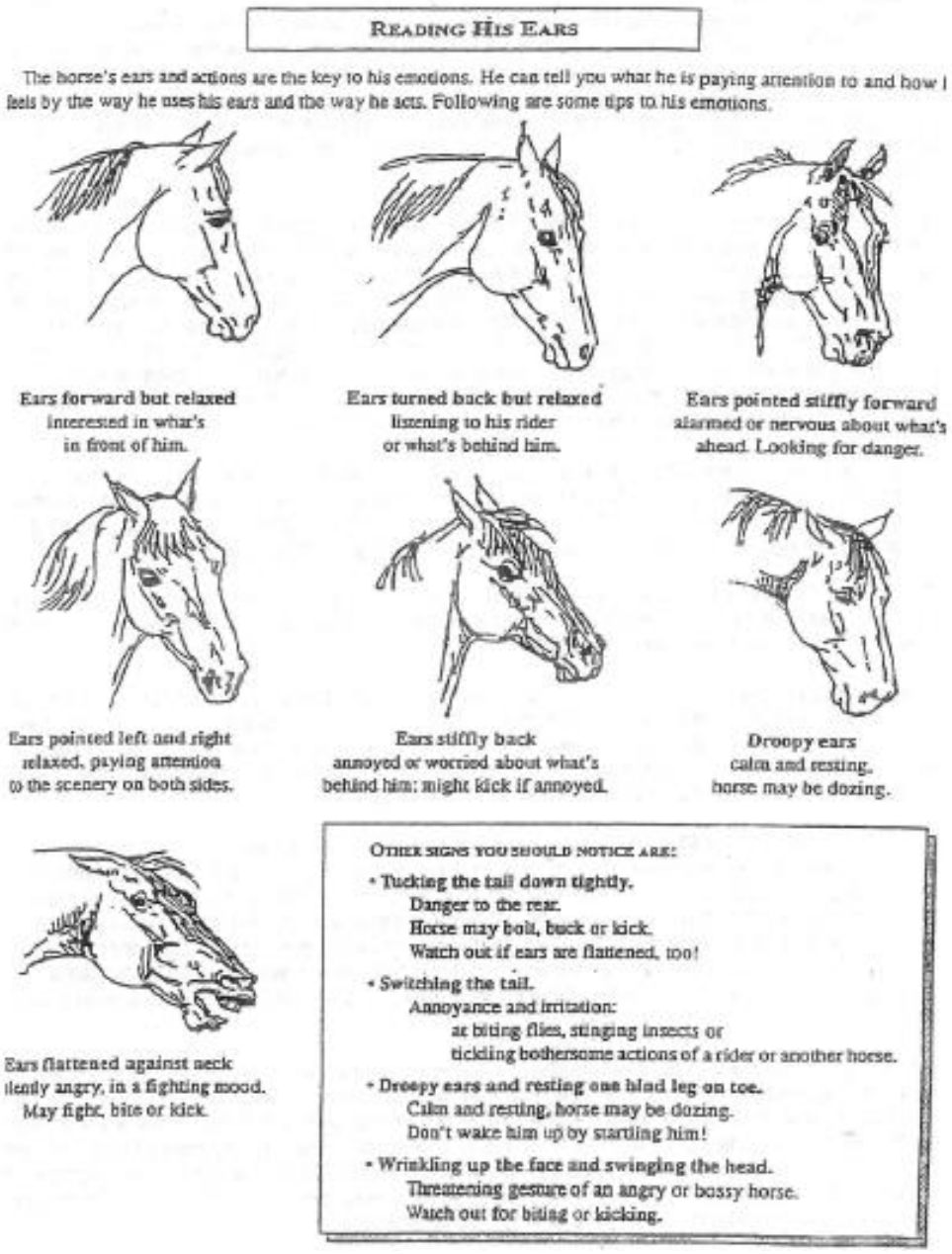
TASTE: Taste is closely linked with the sense of smell and helps the horse to distinguish palatable foods and other objects. A horse may lick or nibble while becoming familiar with objects and people. Be careful, as this could lead to possible biting.

SIXTH SENSE: Horses do have a "sixth sense" when evaluating the disposition of those around him. Horses can be hypersensitive in detecting the moods of their handlers and riders. A good therapy horse is chosen for their sensitive response to the rider. At times there may exist a personality conflict between handlers and horses. It is important to let the instructor/therapist know if you're having a difficult time relating to, or getting along with a particular horse.

FLIGHT AS NATURAL INSTINCT: Most horses in a therapeutic riding setting have less of an instinct to flee. However, if frightened, horses would rather turn and run away from danger than face and fight it. At a sudden movement or noise, the horse might try to flee. Speak to the horse calmly. A frightened horse being held tightly might try to escape by pulling back. Relax your hold or untie him quickly and usually he will relax. If flight is not possible, the horse could either turn to kick out or face the problem and rear, especially in a tight area like a stall. If a horse appears to be frightened or fearful alert program staff.

HERD ANIMAL: Horses like to stay together in a herd with one or two horses dominant, with a pecking order amongst the rest. Some horses may not like being alone. This is a consideration when horses are leaving the arena or a horse loses sight of the others while on a trail ride. Be aware that if the horse in front of a line is trotting or cantering, the horse that is following may also attempt to trot or canter. If one horse spooks at something, the surrounding horses may also be affected. For safety, it is recommended to keep at least one horse's length between horses when riding within a group to respect the horse's space and pecking order.

Body Language:



Care:

Health:

Each equine under the jurisdiction of Riders Unlimited, Incorporated will receive the following:

Veterinarian Care: The veterinarian will perform equine exams in the Spring and Fall of each year. Immunizations will be given. Teeth will be checked and floated as needed. Fecal collection will be done to perform fecal egg counts to determine a de-worming procedure for each horse. The veterinarian will also be called as needed for additional or emergency care as needed.

Farrier Care: The farrier will come every 7-8 weeks to trim each horse and perform any other hoof-related care as needed.

Chiropractic Care: The chiropractor will come to work on each horse a minimum of once per year, and additional times as needed.

Wellness Checks:

Procedure

1. Prior to activities, each equine will be checked for wellness. This can be determined while bringing the equine in from turn-out and during the grooming process. If anyone notices an equine with any injuries, soreness, noticeable stiffness, lameness, showing negative behaviors, or acting unusual, it will be reported to the Certified Instructor.
2. The Certified Instructor will then assess the equine in question to determine if the issue/problem will negatively impact the equine's ability to work. If so determined, another program equine with comparable skills will be substituted until the issue/problem is resolved.

First Aid:

Equine first aid supplies are in the lockers by the volunteer entrance. The lockers are labeled with the category of the contents. Supplies will be checked quarterly and restocked as needed. A basic equine first aid book is in the General locker; additional information can also be found in the Chore Manual in the feed room. Emergency information is posted on the outside of the locker, in the feed room, in the observation area, and in the office.

Conditioning

Purpose:

- To keep the equines healthy, sound, happy and well-behaved; considering their age, current health, size, build, training, and use.
- To train the equines for specific tasks required during program activities.
- To retrain the equines for specific tasks required during program activities.

*** Keep in mind the equines' primary purpose is to provide program activities.*

Policies:

- Volunteers must have completed a minimum of 20 hours of hands-on volunteering (as documented by the COO or Volunteer Coordinator) to be considered.
- A conditioning registration packet must be completed to participate.
- Times, not interfering with activity preparation or the activities themselves, must be arranged to allow the COO to observe any volunteer working with an assigned equine on assigned tasks to become approved for conditioning/schooling.
- If assigned, you MUST wear an ASTM/SEI certified riding helmet, appropriate pants and footwear.
- Volunteers will not ride alone. The COO, or his/her designee, must be present when riding.
- Any volunteer under 18 years old must have an adult associated with Riders Unlimited present when working the equines.
- Equines are not to be trailered off the property without permission from the COO.
- Only tack assigned to each equine should be used and must be put on correctly.
- All equines must be properly warmed-up and cooled down, as well as, groomed before and after conditioning. If the equine is sweaty, please sponge off, hose down or wash.
- When finished, you must clean up behind yourself, put everything away in its proper place, make sure all doors/gates are closed and latched, and all lights are turned off.

Procedure:

1. Look in the equine's specific section in the equine notebook to see what needs to be done with your assigned equine.
2. Look further back in the equine's specific section in the notebook to check the specific skills high-lighted that need to be worked on.
3. Work on those skills – including proper warm-up, cool down, and care.
4. Clean up and put things away.
5. Complete conditioning forms in the assigned equine's section and check off what you did.

* *Failure to comply with the policies or procedures will result in removal from future conditioning/schooling.*

Handling:

General:

- Never approach an equine directly from the rear. Approaching from an angle or the side allows the equine to see you. Also, keep a hand on the equine while walking around it.
- Always speak to an equine in a low voice before approaching or touching him and while around the equine.

Tying:

- Always use a halter and a lead rope to tie the equine or attach cross ties to the halter.
- Tie lead ropes to non-moving objects using a quick-release knot.
- If the equine pulls back, talk quietly while loosening the rope/cross ties. Retie when the equine is calm.
- Always walk around the equine; never cross the lead rope.

Grooming:

1. Starting at the front of the neck and working your way back, make vigorous circular motions with a curry to work up dirt.
2. Use a stiff brush with a flicking motion in the direction of the hair to remove the loose hair and dirt.
3. Using a softer brush, brush with long smooth strokes in the direction of the hair.
4. Using a comb or hairbrush, comb out knots and debris from the forelock, mane and tail.
5. Using a small face brush, brush dirt off the head area in the direction of the hair.
6. Using a hoof pick, pick debris out of hooves making sure to pick towards the toe.
7. Clean out all brushes

Tacking:

- When saddling, have the mount secured, so it will stand quietly.
- Gently place the saddle pad and saddle on the equine's back slightly forward and then slide back into the correct position.
- Tighten girths/cinches SLOWLY – don't pull abruptly. Adjust the saddle carefully with the girth tight enough that the saddle will not shift when mounting. Equines often swell up when first saddled, therefore the girth/cinch must be rechecked and tightened as needed prior to mounting and just after.
- Stand just in front and to the left of the mount's shoulder when bridling. It may throw or raise its head to avoid the bridle. Avoid bridling in close quarters.
- When bridling, first place the reins around the neck. Then, slide the halter down around the neck and put the bridle on. Slide the halter back on over the bridle. Connect the reins to the halter/bridle.

Leading:

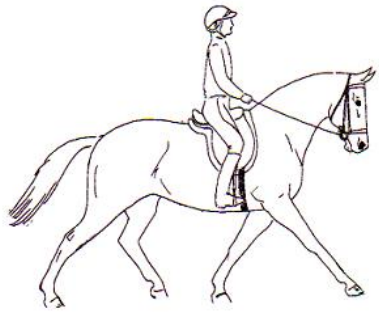
- When leading, walk beside the equine's head.
- Lead from the left side with your right hand six inches from the halter ring and the left hand holding the folded end of the lead rope (do not wrap the rope around your hand or any other part of your body).
- Keep lead lines and reins off the ground so the equine does not step on them.
- If an equine rears up, release your right hand to avoid being pulled off the ground.
- You weigh a lot less than the equine. If the equine balks, do not try to out-pull it. A quick tug on the lead rope will generally move it forward. If the equine continues to pull backward, step back with him rather than pull against him.
- After leading an equine into a box stall, turn the equine so that it faces the door. Close the door enough so that you may exit, not the equine, before releasing the lead rope or removing the halter.

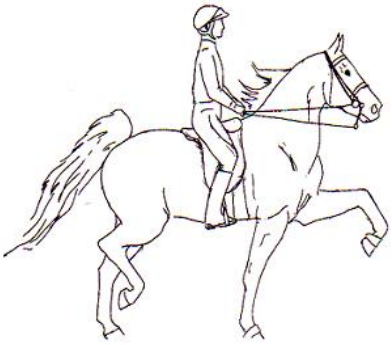
Mounts/Dismounts:

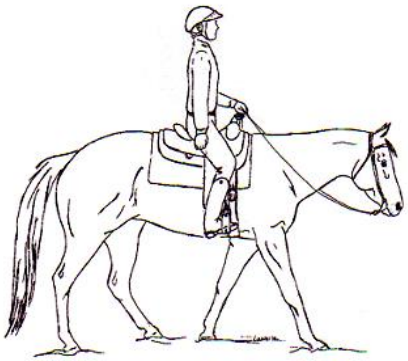
Riders Unlimited requires all mounts and dismounts be under the direction of a member of the Instructing Team, along with assistance from trained volunteers. The Instructing Team is specifically trained in a variety of mounts and dismounts for our clients. All mounts will be done from either a mounting block, mounting ramp, or mechanical lift. All dismounts will be done directly to the ground.

- Never mount a horse in the barn aisle, near fences, trees or overhanging projections. We prefer to use the block/ramp to decrease the chance of sore backs for the horses.
- Make sure the rider's feet are not between the horse and the block/ramp when mounting and always clear feet of stirrups before dismounting.

Basic Seat







In all forms of riding, whether Western or English, the basic seat is the same with only slight variations, and even these are dictated more by whether the rider is holding the reins evenly in one had or in both.

The Basic Seat:

- The rider sits upright.
- The body is aligned with the ear, shoulder, point of the hip, and back of the heel on a vertical line perpendicular to the horizon.
- The eyes are forward, not down.
- The back is straight and flat.
- The seat bones are planted firmly in the deepest part of the saddle.
- the legs are straight down, not out in front.
- the gall of the foot is on the stirrup.
- The toe is pointed up, with the heel down.

Slight Variations for the Single-Handed Rider:

- The rein hand is carried in the middle with special care taken not to allow the one-handed style to cause the rider to tilt the shoulder of the rein hand forward. This applies to Western riders, polo players, and cavalry-style riders.
- The free hand is carried in a relaxed manner straight down at the rider's side, or the rider may hold the excess reins with the free hand.
- The free hand may be used to carry and swing the polo mallet.
- In Mexican-style, sidesaddle riding, the free hand holds the butt of the riding whip, which lies across the lower arm near the elbow of the rein hand.

The basic seat is the same, whether the rider is riding hunt seat, saddle seat, or Western style.

Paces

The Walk:

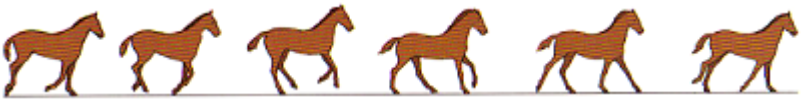
The walk is a pace of four beats marked by the placing of each lateral pair of hooves. When the walk begins with the left hind leg, the sequence of hoof falls is: left hind, left fore, right hind; fight fore. **Medium walk** is the hind hooves touching the ground in front of the prints made by the front hooves. In **collected walk**, steps are shorter and more elevated, with the hind hooves touching the ground behind the front hooves' prints. In **extended walk**, the hind hooves touch down in advance of the front hooves' prints. In **free walk**, the whole outline is extended.

The Trot:

The trot is a two-beat pace in which one diagonal pair of legs is placed down simultaneously and then, following a moment of suspension, the horse springs onto the other diagonal pair. For instance, the first beat is as the left fore and right hind touch the ground (the left diagonal). The second is mace on the touch down of the right fore and left hind (the right diagonal). At the trot, the knee is never advanced beyond a line drawn from the poll to the ground. The extremes of collection in the trot pace are the movements of **piaffe** and **passage**.

The Canter:

The canter is a three-beat pace, the horse leading with the right foreleg, when circling to the right and vice-versa. When the horse attempts to lead with the outside foreleg, i.e. right foreleg on a circle to the left, it is a "false" lead, termed cantering on the "**wrong leg**". The sequence of hoof falls that give the three rhythmic beats are, on the fight lead: left hind, left diagonal, in which the left foreleg and right hindleg touch the ground simultaneously, and then the right foreleg – called the leading leg.



The Gallop

The gallop is the fastest of the four natural paces. It is usually understood to be a four-beat pace, but there are variations in the sequence according to the speed. With right fore leading, the sequence of hoof falls is: left hind, right hind, left fore, right fore, followed by a period of full suspension with all feet off the ground. A Thoroughbred gallops at 30mps (48 km/h) or more. The leading foot touches the ground in line with the nose, even though at full stretch the hoof will be in the air in advance of the line.

Tack

Organization:

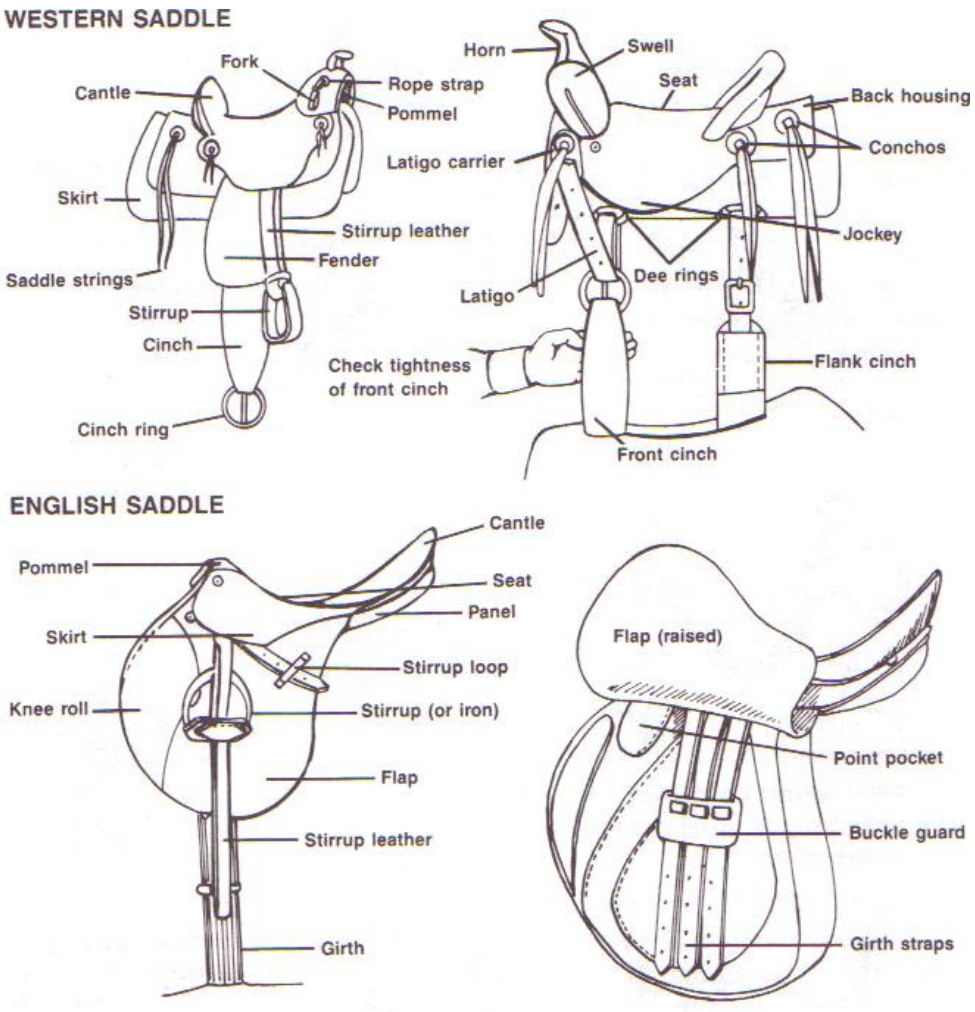
Riders Unlimited, Inc. has tack assigned to each equine. Each equine will be designated a specific style of duct tape and all their tack will then be marked with the corresponding duct tape. All tack is then systematically stored in the tack room. Tack for horses in the west aisle will be on the west side of the tack room; tack for horses in the east aisle will be on the east side of the tack room.

Inspection, Cleaning & Repairs:

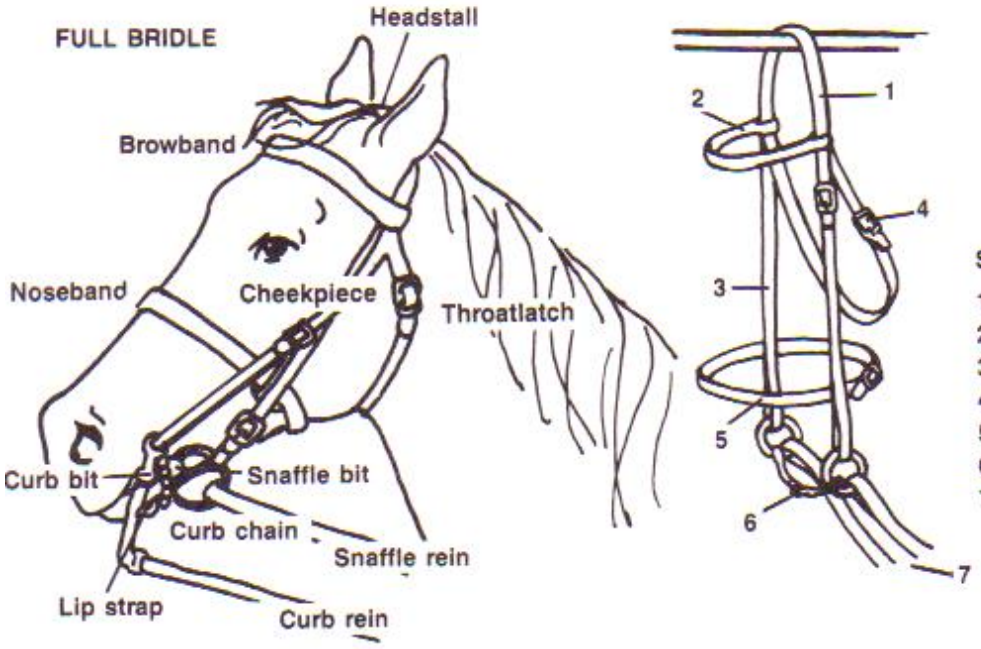
Tack Inspections: Riders Unlimited requires all tack and equipment be checked for safety by the Instructing Team prior to any program activities. Tack and equipment is also checked for correct fit and attachment on/to the equine a minimum of three times per activity: while tacking/hooking up to the horse, prior to mounting the horse/equipment, and once again after mounting the horse/equipment. It is also strongly advised that checks be done prior to/after trotting and cantering. Tack maintenance forms are in the tack room and need to be completed after any cleaning/conditioning and removal of tack for repairs.

On top of that, cleaning and inspection of tack will be done monthly; being documented on the chart in the tack room. Any tack needing repairs will be pulled from service and returned once repairs are completed. This will also be documented on the appropriate form in the tack room.

Saddles:

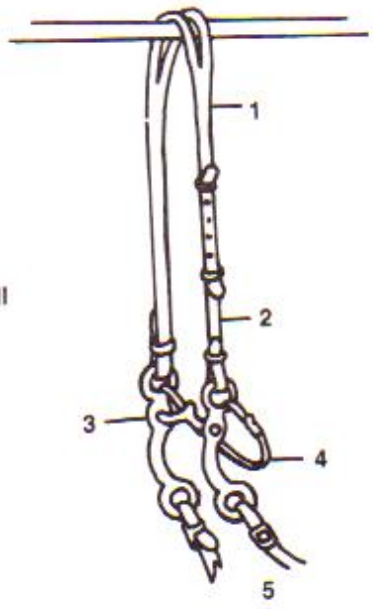


Bridles:



SINGLE-REIGNED BRIDLE

1. Crownpiece, or headstall
2. Browband
3. Cheekpieces
4. Throatlatch
5. Noseband
6. Snaffle bit
7. Reins



SPLIT-EARED BRIDLE

1. Crownpiece, or headstall
2. Cheekpieces
3. Curb bit
4. Curb strap
5. Reins

FACILITIES

General:

Maintenance Routine:

All areas of the facility will be checked for:

- current condition
- repairs/cleaning needed
- replacements/updates needed

Maintenance charts will be completed for inspections and any replacements/updates

Cleaning:

1. Office Complex: cleaned a minimum of once a month, but typically weekly.
2. Barn: stalls are cleaned 1-2 times per day; aisles are swept daily.
3. Storage Shed: will be cleaned and reorganized at least once per year.
4. Maintenance Shed: will be cleaned and reorganized at least once per year.
5. Run-in Sheds: will be cleaned of manure at least monthly.
6. Grounds: yard areas will be mowed weekly; pastures will be mowed as needed to keep control of weeds.
7. Walkways: will be cleared of debris, snow, ice as needed.
8. Indoor Arena: will be cleaned of manure 1-2 times per day.
9. Outdoor Arena: footing will be worked monthly during program activities.
10. Round Pen: will be cleaned of manure and debris daily.

Dust:

During dry periods, the arena will be sprayed with water at least 2 times per week. Aisles are swept at least once a day to remove debris and dust. Cobwebs will be removed within reach at least quarterly.

Ventilation:

During non-threatening weather conditions, all doors and windows will remain open for proper air circulation.

Lighting:

Outdoor: During dark hours, the following outdoor lights will be on during program hours

- 2 east entrance lights
- Office door light
- Office Complex entrance light
- Automatic pole light
- Automatic light on north end of barn

Indoor: During dark hours, the following indoor lights will be on during program hours

- East and West aisle lights
- East and West indoor arena lights

Rodents/Pests:

All rodents and pests (including but not limited to: mice, rats, raccoons, opossums, coyotes, bees, mosquitoes, flies, fleas, and ticks) will be eliminated to the best of our ability.

Mice/Rats: will be eliminated through the use of natural enemies, poisons, and if need be, firearms (during non-program activity times).

Raccoons/Opossums/Coyotes: will be captured in live traps and removed from the property. If they appear to be unhealthy, they will be eliminated on site.

Insects: It is recommended that individuals should use insect repellants. Repellants will be used to maintain the health and welfare of our equines. All stinging insects and their nests/hives will be destroyed.

Cats: Riders Unlimited, Inc. keeps a few cats in order to help control rodents and pests. However, due to the history of the facility, sometimes additional cats get dropped off here. Our policy is: any cats dropped off here or kittens born here will be available for "adoption" on a first come, first served basis, as long as they have been here less than 6 months and they have not been vetted or neutered by/for RUI.

Off-Limit Areas:

Riders Unlimited, Incorporated will post signs designating areas that are off limit to anyone other than personnel such as staff and volunteers.

Buildings:

Office Complex:

January	April	July	September	October
Lighting	Roofing, siding, doors, windows, flooring, plumbing, electric, lighting, appliances, cooling, decking, steps, ramp	Lighting	Heating	Lighting

Barn:

January	April	July	October
Stalls, tack room, feed stall	Roofing, siding, doors, windows, flooring, stalls, tack room, feed stall, hay stall, wash stall, plumbing, electrical, and lighting	Stalls, tack room, feed stall	Stalls, tack room, feed stall

Storage Shed:

Roofing, siding, doors, flooring, and electrical will be checked in April.

Maintenance Shed:

Roofing, siding, doors, flooring, electrical and lighting will be checked in April.

Run-In Sheds:

Roofing and siding in April

Entrances:

Office Complex:

- The southeast door is the main entrance to the office complex. This is accessed via steps and ADA approved ramp.

Facility:

- Clients should access the facility through the southeast Dutch door into the viewing area of the barn. This is where they can safely watch lessons and put on any protective gear prior to being escorted into the activity areas.
- Volunteers should access the facility through the east double door into the barn. This is where they can sign-in and look up their assignments for the day.

Aisles/Walkways:

Aisles and walkways are to be swept daily. If aisles are damp or wet, a thin layer of shavings will be applied to absorb the moisture then removed. Any hazards or safety concerns are reported on the day found and repaired within one week.

Stalls:

Stalls are cleaned 1-2 times per day. Bedding will be put down to absorb wet areas and in stalls horses are kept overnight. Every stall will have at least one clean hanging bucket for water, and one feed pan or bucket for grain if needed. Openings to buckets hooks/snaps will face the wall of the stall. Routine inspection of stalls will follow the scheduled maintenance program. However, if any hazards are seen between inspections, they will be reported immediately to be repaired.

Toilets:
The Office Complex has 3 toilet facilities. A ¾ bath is located adjacent to the office, but is not handicap accessible for individuals with physical disabilities or needing assistance. A full bath is located adjacent to the lounge, but is not handicap accessible for individuals with physical disabilities or needing assistance. A ½ bath is located adjacent to the activity room and is handicap accessible. It can be accessed through the main entrance using the ramp.

Designated Areas:

Activity Areas: indoor arena, east and west aisles, tack room and mounting area are designated during programming hours only for the Instructing Team, lesson volunteers, and clients.
Viewing Areas: the classroom and viewing area are designated during program hours for clients, parents, visitors and others to watch the program activities.

Grooming/Tacking
While grooming and/or tacking, equines will either be:

- on the cross ties in the aisle, or
- in their stall held by the leader.

The location will be determined by the Instructing Team based on the needs of each individual client.

Mounting Area:
The mounting area at Riders Unlimited, Inc. in located at the north end of the barn adjacent to the indoor arena. There is a mounting block, ramp and overhead lift to get clients onto the backs of the equines. A list of trained mounting personnel is in the mounting area, along with the types of mounts each equine can do.

- **Block**: Riders Unlimited uses a mounting block for clients capable of maneuvering steps. It is built of 2"x6" lumber following ADA specifications for the depth and height of steps. It is used for mounting from the left side of an equine with cones and side-walkers as the offside barrier. It can also be used for mounting from the right side of the horse with the mounting ramp as the offside barrier. The block will support one client and the instructor.
- **Ramp**: Riders Unlimited uses a portable mounting ramp for clients incapable of using the mounting block. It was manufactured specifically for mounting onto equines. It is used for mounting the left side of an equine with the mounting block as the offside barrier. The ramp platform will support one client with/without a wheelchair, the instructor and an additional volunteer.
- **Lift:** Riders Unlimited utilizes a motorized lift for clients that cannot be placed on an equine using any other type of mounting procedure. The lift is located directly above the mounting ramp.
- **Motorized Lift Maintenance & Storage:**
    - **Motor**
        - When storing, make sure the emergency stop if switched off.
        - Place the motor on the charging pins on a regular basis, preferably store in this position.
        - If the motor beeps, it needs to be charged immediately.
        - Orange indicator lights, mean the batteries are being charged.
        - Green indicator lights, mean the batteries are fully charged.
        - The motor should be inspected at least once per year by a SureHands approved technician.
    - **Body Support**
        - Clean regularly with a soft, damp cloth.
        - Store with the thigh supports over the arms of the body support to hold the arms closed and keep the thigh support out of the way.
        - The body support should be inspected at least once per year by a SureHands approved technician.

- **Motorized Lift Safety and Emergency Procedures**
  - **Motor**
    - Instructing Team must be trained in the use of the lift for general use; and how to use the emergency stop and emergency down.
    - The Instructing Team will inspect the emergency down, LEDs on the handcontrol, and the emergency switch.
    - The Instructing Team and side-walkers pay attention to the lifted person at all times; the horse leader will pay attention to the equine.
    - Inspect before each use.
    - Never use the motor if not suspended from the rails.
  - **Body Support**
    - The Instructing Team must be trained in the use of the lift body support.
    - The Instructing Team will inspect the thigh support bands, hooks and openings, and cups before each use.
    - The body support and thigh supports must be securely attached to the lift.
    - The client must be positioned safely and comfortably in the body support and thigh supports.
    - Do not use if there are signs of severe wear or damage.
    - Never use the body support with client that have: complete amputation of arms, lack of head control, brittle bone disease, permanent oxygen support or bone cancer.

Activity Areas:

Indoor Arena

January	April	July	October
Walls, gates, posts, footing, lighting	Walls, gates, posts, footing, lighting	Walls, gates, posts, footing, lighting	Walls, gates, posts, footing, lighting

Outdoor Arena

January	April	July	October
Fencing, gates, footing, obstacles	Fencing, gates, footing, obstacles	Fencing, gates, footing, obstacles	Fencing, gates, footing, obstacles

Round Pen

- Panels in March.

Gates:

Stall Guards: All stall guards will be snapped in place during program activities. Stall guards are located between the observation area and non-program equines, between the observation area and the activity area, and the north ends of the aisles.

Aisle Gates: All aisle gates will be closed and latched during program activities. Aisle gates are located midway down the west aisle between the non-program equines and program equines.

Mounting Area Gates: All mounting area gates will be closed and latched during any mounting procedures during program activities. Only the client being mounted, his/her equine, instructor, and volunteer team are allowed in the mounting area during that time. Once the client is mounted, they will proceed to the indoor arena.

Arena Gates: All arena gates will be closed and latched during program activities. They shall only be opened wide enough and long enough to allow the entry a single mounted client and team, or individual at a time. Arena gates will only be opened wide enough and long enough to allow the exit of an unmounted client, volunteer team, equine with leader or individual at a time.

Grounds
Maintenance
Grounds

Monthly	March	June	August	September
Fences, gates	Pasture footing & grass Yard footing & grass Pathways Driveways	Pasture footing & grass	Pathways	Pasture footing & grass

Walkways

- Check monthly.

Parking

Accessible Parking: Riders Unlimited, Incorporated has designated and marked two parking spots nearest the ramp and three parking spots along the southeast side of the barn for handicapped accessible parking.

Personnel Parking: Designated parking for all personnel (staff and volunteers) is locate along the northeast side of the barn, along the outdoor arena, and along the edges of the driveway leading up to the gated entrance.

Equipment

Stable:

All barn cleaning tools and equipment will be stored at the north ends of the aisles. Brooms, pitch forks, and shovels will be hung on the wall racks with sharp points toward the walls. Wheelbarrows will be tipped up along the edge of the wall to keep a clear walking area. All bedding will be stored in the feed stall and/or the storage shed.

Activity:

Obstacles and objects used for activities, when not in use, are to be systematically stored in the mounting area, but not in the way of mounting. Poles will be stored under the mounting ramp. Hoops on the wall and all smaller objects in the cabinet and on the shelf. The bridge will be stored against the outside of the arena wall. Cones will be sat along the outside of the arena wall.

Farm:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Tractor	X			X			X			X		
Bush Hog			X						X			
Pulverizer		X					X					
Manure Spreader						X					X	
Disc		X					X					
Blade											X	
Elevator					X							
Trailer			X									X
Push Mower			X									X
Riding Mower			X									X

CLIENTS

Eligibility:

Riders Unlimited, Incorporated accepts the following:

EAAT Programs

Therapeutic Riding

- Clients with a disability, at least 4 years of age who:
  - complete the registration packet in its entirety, including the Medical History and Release signed by their physician.
  - fall within the weight limits of our current equine herd; or cannot be safely dismounted by our staff/volunteers in the case of an emergency.
  - has a Precaution or Contraindication, that a medical professional has deemed Therapeutic Riding will not cause a decrease in functioning, cause increased pain, or aggravate the client's condition.
  - meets all financial obligations of Riders Unlimited, Incorporated.

Equine Learning

- Clients with a disability, at least 4 years of age who:
  - complete the registration packet in its entirety, including the Medical History and Release signed by their physician.
  - can safely navigate within the program areas and work around our equines; or can be safely navigated by staff/volunteers within the program areas and around our equines, has a Precaution or Contraindication, that a medical professional has deemed Equine Learning will not cause a decrease in functioning, cause increased pain, or aggravate the client's condition.
  - meets all financial obligations of Riders Unlimited, Incorporated.

Independent Programs

Independent Horsemanship

- Clients at least 4 years old without a disability, or have graduated from the Therapeutic Riding program who:
  - complete the registration packet in its entirety.
  - fall within the weight limits of our current equine herd; and can be safely dismounted by our staff/volunteers in the case of an emergency.
  - meets all financial obligations of Riders Unlimited, Incorporated.

Boy Scouts/Girl Scouts

- Clients at least 4 years old and a member of a local Boy Scout or Girl Scout group who
  - complete the registration packet in its entirety and have signed up with their Boy Scout or Girl Scout group to work on a Horsemanship or Disability Awareness badge

Discharge:

Riders Unlimited, Incorporated will only serve clients that are eligible based on specified criteria. Clients will also be discharged from services based on specified criteria, including but not limited to, precautions and contraindications, behaviors, financial obligations and ability to safely serve clients.

Clients of Riders Unlimited, Incorporated will be discharged if:

- He/She has a Precaution or Contraindication, that a medical professional has deemed Equine Assisted Activities and Therapies to be causing a decrease in functioning, causing increased pain, or aggravating the client's condition.
- He/She ceases to complete the registration packet in its entirety, including having the Medical History and Release signed by their physician, ANNUALLY.
- He/She no longer falls within the weight limits of our current equine herd; or can no longer be safely dismounted by our staff/volunteers in the case of an emergency.
- He/She cannot safely navigate within the program areas and work around our equines; or cannot be safely navigated by staff/volunteers within the program areas and around our equines.
- He/She does not meet all financial obligations of Riders Unlimited, Incorporated.
- He/She presents behaviors that put himself/herself, staff, volunteers, spectators or horses in dangerous, unsafe, or unhealthy conditions.

Pre-Cautions/Contraindications:

Should a precaution or contraindication be noticed at any time, Riders Unlimited, Incorporated will:

1. Address their concerns with the client and/or client's representative.
2. Require the client to be evaluated by their physician to determine if EAAT is causing a decrease in functioning, causing increased pain, or aggravating the client's condition.
3. Require their physician to complete the Return to EAAT Participation form if the physician deems EAAT to be safe, appropriate, and beneficial for the client.

Scheduling

Process:

All client scheduling will be completed by the Chief Operating Officer. The procedure is:

Returning Clients

1. New registration packets are available by January 1st of each year online, through email, US postal service, and pick-up at the office. Clients have approximately 6 weeks to return the completed registration packet.
2. Upon receipt of each packet, the Chief Operating Officer dates and numbers it in the order it was received.
3. The database is updated by the Chief Operating Officer or Administrative Assistant.
4. The Chief Operating Officer then:
    a. Completes which sessions the client wishes to ride, costs, and date of medical forms on the Registration Chart.
    b. Puts the client on the Master Schedule based on the sessions he/she has chosen, choice of day and choice of time.
5. Upon receipt of all registration packets from returning clients, the Chief Operating Officer then:
    a. assigns to each client an equine that is of the right size, has appropriate movement and personality, and proper tack for the client. This part also includes making sure the equines are scheduled based on their individual capabilities, workload constraints, and an overall balance of work across the herd.
    b. assigns to each client an instructor has the capabilities to work with the client based on their abilities and needs.
    c. assigns each client the volunteers he/she needs to assist them.
6. Once the schedule is completed for each session, the Chief Operating Officer or Administrative Assistant will notify the client or their representative at least one week prior to the start of the session.

New Clients

1. Complete the Waiting List Registration packet.
2. When an opening is available, the Chief Operating Officer will contact a new client that can fill the particular opening.
3. The current Registration Packet is then submitted and the process continues as with Step 3 for Returning Clients (see above).

Client to Activity Area Ratio

Indoor Arena: Due to the size of the indoor arena, Riders Unlimited will schedule:

- EAAT – no more than 4 clients per group.
- EAL – no more than 1 client with a maximum of 3 equines.
- IH – no more than 3 clients per group working at walk/trot; and no more than 2 clients per group working up through canter.
- Scout Groups – no more than 5 clients per group primarily working at a walk.

Outdoor Arena/Sensory Trail: Due to the size of the outdoor arena/sensory trail, Riders Unlimited will schedule:

- EAAT – no more than 3 clients per group.
- IH – no more than 2 clients per group working at walk/trot; and no more than 1 client working up through canter.
- Scout Groups – no more than 4 clients per group working at walk.

Round Pen: Due to the size of the round pen, only 1 client and 1 equine will be scheduled per activity.

Records:

Annual Information:

The following confidential information will be maintained on all participants:

1. Registration information
2. Health history
3. Medical release
4. Release of liability
5. Photo/Video releases
6. Emergency medical information and release
7. Release of information
8. Attendance records

These records will be maintained in locked areas with access only to the Chief Operating Officer, Instructing Team, and Administrative Assistant(s). These records must be updated annually with old records being kept on file for 10 years.

Evaluations:

Members of the Instructing Team will evaluate the progress of all clients. Clients will be evaluated based on their physical, emotional, educational, and communication abilities and weaknesses, as well as, their riding skills progress. Evaluations will occur:

1. Initially – by review of their registration pack and Initial Client Evaluation
2. Weekly – on the Lesson Evaluation
3. Per Session – using the Progression of Skills and the Ongoing Equestrian Skills Assessment
4. Annually – using the Year-End Client Evaluation

Payments:

Fees:

EAAT: lesson fees are $300 per 10-week session.

Independent Horsemanship: Able-Bodied lesson fees will be $30 per hour for any EAAT volunteer; $40 per hour for private lessons and $35 per hour for semi-private lessons to the public. The Instructor will be paid $10.00 per hour for all Independent Horsemanship lessons (Volunteers or Public). January 2014

Groups (i.e. Boy Scouts, Girl Scouts,4-H, Campfire): The instruction fee for groups up to 20 people is $250 for 5 hours.

Scholarships:

Sometimes RUI receives funding for scholarships. If funding exists and a client wishes to receive assistance, they need to request the scholarship guidelines.

Equipment:

Helmets:

An ASTM-SEI equestrian use helmet is required to be worn:

- by clients when they are working around the equines, riding, or driving.
- by staff and volunteers when they are riding or driving.

Helmets need to fit each person correctly. A properly fitting helmet fits snugly, has the harness strap adjusted correctly, and the bill level and not impeding sight.

Tack:

All tack should be fitted as closely as possible to each client. This includes:

- **Saddles**: seat should not be too big/small, flaps/fenders not too long.
- **Stirrups:** not so wide that the foot slips out and not so narrow that the foot gets stuck. Must also be a safety stirrup (peacock, "S", tapadero/hooded, Devonshire boot). Rubber grips are removed to assist with a quick removal of a client's foot regardless of the type of footwear he/she is wearing.
- **Stirrup leathers**: at a length that the thigh angle matches the equine's shoulder angle, Approximately.
- **Reins**: not too thick/narrow that they are uncomfortable to hold; not so long that they make no contact with the equine; not so short that they pull the rider forward; of a texture that is comfortably held.

BUSINESS

Legal Structure (A1):

Riders Unlimited, Incorporated will maintain a recognized legal structure of a Not-for-Profit Corporation by maintaining and operating by the following documents:

1. 501(c)(3)
2. Written vision and mission statements
3. Bylaws
4. Board of Directors
5. Annual report

Annual Filings:

Riders Unlimited, Incorporated will submit all information required by the State of Ohio for nonprofit organizations.

a. Internal Revenue Service: Annual Return Form 990
   Due Date: 4 ½ months after end of fiscal year
   Internal Revenue Service
   Ogden, UT 84201-0027
   Information: (800) 829-1040
   Forms: (800) 829-3676
   Web Site: www.irs.gov/charities
   Filing Fee: $0

Public Charities:	Refer to the IRS website to determine which form to file (Form 990, Form 990-EZ or Form 990-N).
Private Foundations:	Submit Form 990PF, regardless of revenues.

b. Ohio Attorney General: Annual Report
   Due Date: 4 ½ months after end of fiscal year
   Office of the Attorney General
   Charitable Law Section
   150 East Gay Street
   23rd Floor
   Columbus, OH 43215-3130
   Information: (800) 282-0515
   Web Site: www.ohioattorneygeneral.gov
   Filing Fee: $0-200 (based on assets)
   Note: The Annual Report must be filed online at: www.ohioattorneygeneral.gov/Business/Services-for-Charities/Charitable-Registration

c. Ohio Secretary of State: Statement of Continued Existence
   Due Date: Once every five years, either from the date of incorporation or from the last corporate filing. Organizations should be notified by the Secretary of State when they are required to submit their renewal.
   Secretary of State
   PO Box 788
   Columbus, OH 43216
   Information: (614) 466-3910
   Prepay Fax: (614) 485-7045
   Web Site: www.sec.state.oh.us
   Filing Fee: $25
   Note: The Statement of Continued Existence may be filed online at: bsportal.sos.state.oh.us/

Contracts:
Riders Unlimited, Incorporated will utilize written contracts for any cooperative partnerships, including but not limited to, equine leases/donations, groups being served, and medical/health organizations.

Administration:

Board of Directors Board of Directors (A1):

- The Board of Directors will consist of no more than 15 individuals: 4 Officers and 11 Members-at-Large. Members can be voted in at any time. Each member's term is 3 years, and may serve a maximum of 3 consecutive terms. They may then return to the Board after 1 year.
- Officers will consist of the President, Vice President, Secretary and Treasurer. Officers will be voted on every 2 years in July, or as needed.
- The Board of Directors will follow the standards set forth in the Bylaws.

Financial Responsibilities:
All financial recording will be done through QuickBooks or another similar money management program approved by the Board of Directors. All accounts will be maintained daily and reconciled with bank statements monthly. Reports will be generated through QuickBooks and presented at all Board of Directors meetings.

Accounts

a. Checking: account to be used for all deposits and disbursements.
b. Short-Term Savings: interest earning account to be used to hold money as needed for making disbursements. Transfer of funds from this account can be made as needed without prior approval. Reports of such transfers will be made to the Board of Directors each month.
c. Long-Term Savings: interest earning account to be used in case of emergencies or Short-Term and Checking accounts are depleted. Transfer of funds from this account must be approved by the Board of Directors.
d. Investments: interest earning accounts held in reserve.

Income

- All income will be deposited within 1 week of its receipt and documented in QuickBooks.
- 10% of income from fundraising events will be deposited into the Short-Term Savings account, and an additional 10% will be deposited into the Long-Term Savings account.

Disbursements

- All bills will be paid by their due date and/or within 30 days of the billing date.
- Any checks over $500 must be signed by two designated individuals; the Treasurer, President or Chief Operating Officer. (March 2005)
- Chief Operating Officer and/or current board members may purchase items up to $150 without board approval. Anything in excess of $150 will need prior board approval. Any board member that will be purchasing any supplies must run it past the Program Director. (November 2005)

Budget

- A budget will be created and presented at the Board of Directors meeting in November of each year. The budget will be voted on for approval in December of each year and go into effect January 1st.

Payments & Billing:

A 50% session deposit must be received by the designated date prior to the session to reserve a spot in the upcoming session. The remaining 50% must be received by the end of the first week of that session. **This also applies to anyone requesting funding from another source.** Anyone can pay the full $300.00 by the Deposit date.

If a deposit is not received by the due date, that person will not be scheduled to ride the next session. If the final payment is not received by the due date, that person will not be able to ride the last half of the session.

- If payment is going to be a problem, the parent/guardian/responsible party needs to put in writing the requested payment plan and submit it to the Chief Operating Officer for approval.
- If the parent/guardian/responsible party wishes, they may apply for a scholarship to help pay for part of the lesson fees. Scholarship guidelines are available upon request.
- If a client has any outstanding lesson fees from anything previous, they will not be able to register for any sessions until the balance is paid in full and they are in good standing.
- Parent/legal guardian/independent adult clients are ultimately responsible for lesson fees.

If needing Riders Unlimited, Incorporated to invoice a third party for payment, you must inform the Chief Operating Officer when registering, including proof of coverage from the third party. Riders Unlimited, Incorporated will then:

- Send an invoice for 50% of the fee after the client has participated in the first half of the session.
- Send a second invoice for the remaining 50% of the fee after the client has finished the session.

Fundraising:

Any fundraiser in which monies will be raised for the benefit or in the name of Riders Unlimited, Inc. whether it be a fundraiser solely for Riders Unlimited or in conjunction with another agency such as the Sandusky County Special Olympics, must have prior approval from the Board of Directors. (March 2005)

Records:

All records pertaining to Board of Directors, Staff, Volunteers and Clients will be updated annually, January through February, with new records added throughout the year. All records must be on file in the office before any further participation with Riders Unlimited, Incorporated. Riders Unlimited, Incorporated also requests records to be updated anytime pertinent information (address, phone, health, insurance) changes throughout the year.

Personnel:

Job Descriptions:

Riders Unlimited, Incorporated will have written job descriptions for persons/personnel identified in the organizational chart. We currently operate with the following job descriptions:

- Chief Operating Officer
- Administrative Assistant
- Certified Instructor
- Instructor-in-Training
- Instructing Assistant

Personnel Records:
Riders Unlimited, Incorporated will utilize qualified individuals that meet specified criteria for the role they wish to participate. Riders Unlimited, Incorporated reserves the right to dismiss any personnel based on specified criteria.

The following confidential information will be maintained on all personnel:
1. Registration information
2. Health history
3. Release of liability
4. Photo/Video releases
5. Emergency medical information and release
6. Attendance records

These records will be maintained in locked areas with access only to the Executive Officer, Chief Operating Officer, Volunteer Coordinator and Administrative Assistant(s). These records must be updated annually with old records being kept on file for 10 years.

In addition to the above, Riders Unlimited, Incorporated will require that all professional personnel be credentialed in the area which they are being utilized, maintain membership in their corresponding organization, and maintain first-aid and CPR certification.

Personnel will be required to follow policies and procedures regarding training, communication, confidentiality, attire, conduct and behavior, reassignment and termination, cell phones, emergencies, and prohibited substances.

Staff:

Instructing Team:
Riders Unlimited, Incorporated requires that all ground and mounted lessons be under the direct supervision of a Certified Instructor (i.e. PATH International, CHA) who also has current certification in First Aid and CPR. Documentation of his/her certifications must be on file in the office. Certified Instructors, Instructors-in-Training, and Instructing Assistants make up the Instructing Team. Instructors-in-Training and Instructing Assistants work directly with the Certified Instructors.

Instructor Evaluation Procedure: (June 2006) modified (February 2017)
1. Each Certified Instructor will be evaluated one time per year.
2. Evaluations will be performed by two separate individuals.
3. Each evaluator will contact each instructor to set up evaluation date and time.
4. Each evaluator will watch one evening of lessons and evaluate the instructors based on what they saw during that evening.
5. Completed evaluations will be returned to the Chief Operating Officer.
6. Once both evaluations are submitted to the Chief Operating Officer, a copy will be made and given to instructors.
7. The Chief Operating Officer will share evaluations will board members in a closed executive session to discuss possible increases in compensation based on performance.

3140 NE Behlman Road
Oak Harbor, OH 43449
419-898-6164
www.ridersunlimited.org

Volunteer Manual Acknowledgement

Name: _____ DOB: ___ - ___ - ___ Age: ____

Address: _____
Street City State Zip

Day Phone: _____ Evening Phone: _____ Email: _____

By signing below, I acknowledge that I have received and have read through the entire Volunteer Manual provided by Riders Unlimited, Incorporated; and agree to abide by all guidelines, rules, policies and procedures set forth in the manual. Failure to do so will cause my dismissal from volunteering with Riders Unlimited, Incorporated.

Signature: _____ Date: ___ - ___ - _____

** If under 18 years old, this must also be approved and signed by a parent or guardian.
Parent/Guardian: _____ Date: ___ - ___ - _____