

Physical Address: 4155 Shuswap Road, Kamloops BC V2H 1S8

Mailing Address: PO Box 1497, Kamloops BC V2C 6L8

www.ktra.ca

KTRA Volunteer Handbook

Welcome to KTRA and thank you for wanting to join us as a volunteer!

Volunteers are the backbone of the Therapeutic Riding program. Their continued efforts and commitment are crucial to the success of our program. They not only help with the physical need for horse leaders, but provide the students with the best learning and therapy environment - as their friends, role models, and an extension of the instructor. Most importantly, volunteers provide the safety needed to conduct a program such as this. KTRA relies on the participation of dedicated volunteers to help facilitate daily lessons in a safe and supportive environment. Each of our riders requires the assistance of one to three volunteers in order to achieve their goals. In addition to lesson session volunteers, we need people to work "behind the scenes" helping with facility maintenance, fundraising, marketing, volunteer recruitment and coordination, office management, and other vital operations. If you'd like to be part of our "behind the scenes" team, please ask Ashley.

We hope your experience at KTRA will bring you satisfaction, personal growth, and fulfillment. Your spirit of volunteerism is a valuable asset and a "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 in order to help our volunteer program be an enriching experience for you.

Please note, the minimum age for volunteering at KTRA is 16 years old unless volunteering with an adult supervisor such as a parent etc.

Our Contact Information:

Directions: It is best to search for 'Kamloops Therapeutic Riding Association' in google maps. The location is correctly pinned under that title. If you just google our physical address: 4155 Shuswap Road, Kamloops BC V2H 1S8 it may take you to an incorrect address that someone has incorrectly pinned and that we are unable to update. From Trans Canada Hwy 1 take the Lafarge Exit over the river and turn right at the stop sign and we are approximately 9 mins from there. You may also take Shuswap Rd from Highway 5 (Sun Rivers) out to us (this is a backroad with no lights). We are approximately 24 mins from Sun Rivers.

Phone Numbers:

Ashley Sudds is our Executive Director and her number is 1-604-723-6741. Chrise Avril is our Head Instructor and her number is 250-859-3362. Sara Nunn is another one of our Instructors and her number is 250-540-2550.

Email: <u>asudds@ktra.ca</u>

Website: KAMLOOPS THERAPEUTIC RIDING ASSOCIATION - Home (ktra.ca)

Facebook: www.facebook.com/KamTRA
Instagram: kamloopstherapeuticriding



Physical Address: 4155 Shuswap Road, Kamloops BC V2H 1S8 Mailing Address: PO Box 1497, Kamloops BC V2C 6L8

www.ktra.ca

ABOUT KTRA

Kamloops Therapeutic Riding Association (KTRA) is a local non-profit charitable organization that provides therapeutic horseback riding to children and adults with a medical diagnosis in the thompson-nicola regional district. Therapeutic riding is an equine-assisted service for the purpose of contributing positively to the cognitive, physical, emotional, and social well-being of individuals with special needs. KTRA was formed in 1988 and this year (2023) we celebrate 35 years of service. We are proud to say that volunteering at KTRA not only helps the association, but it also provides our volunteers with life skills such as leadership, problem-solving and adaptability, time management, communication and working as part of a team. Many of our volunteers are former or current riders in our program.

OUR MISSION

To create opportunities for personal growth, healing, and connection through a shared experience with horses.

OUR VISION

A community where all people have opportunities to experience joy, empowerment and personal growth with horses.

OUR VALUES

- 1. We demonstrate and respect integrity, authenticity and transparency in activities and decisions.
- 2. We embrace diversity and community partnerships.
- 3. We recognize capability while ensuring safety (OR we recognize capability and ensure safety).
- 4. We recognize the value of our relationships with our equine partners and provide a level of care that promotes their optimal physical, mental and emotional well-being.
- 5. We value and support personal and professional growth and strive for excellence.

KTRA PROGRAM

KTRA proudly provides Equine Assisted Activities for children and adults with disabilities and other therapeutic or rehabilitative needs. Our CanTRA or PATH Intl certified riding instructors offer the following programs:

Adaptive Riding: Adaptive Riding (AR), formerly known as Therapeutic Riding, is a branch of Equine Assisted Activities in which participants learn a "whole horse" approach to horsemanship and horseback riding skills. At KTRA, AR lessons are provided under the direction of a CanTRA or PATH Int'l certified therapeutic riding instructor and are tailored to meet each participant's needs and desires. In addition to teaching skills, our instructors also include a variety of fun and educational games and activities that enhance each lesson experience.

Our instructors work directly with our riders and their families to design goal-oriented lesson plans and plans of care. We are also happy to work with outside therapists, teachers, and counselors so that we can ensure consistency and goal-alignment for each and every rider.

Equine Assisted Activities - an umbrella term that refers to any and all therapeutic equine activities. This term encompasses a variety of disciplines, including but not limited to hippotherapy, therapeutic riding, carriage driving, interactive vaulting, and equine facilitated learning.



Physical Address: 4155 Shuswap Road, Kamloops BC V2H 1S8 Mailing Address: PO Box 1497, Kamloops BC V2C 6L8

www.ktra.ca

WHAT IS THERAPEUTIC RIDING & WHO BENEFITS FROM IT?

Therapeutic riding programs, like KTRA, offer horseback riding opportunities to riders who may not be able to participate in such activities at a regular riding stable. Our riders have disabilities ranging from cognitive and behavioral, to physical; and often have a combination of several impairments. Horseback riding helps these riders in many ways. Riders learn communication skills, cooperation, and acceptable social behaviors, as well as care and responsibility for another being. Horseback riding exercises and strengthens muscles, improves tone and stamina, increases balance, and helps relax tightness and spasticity. Horses provide a type of therapy that cannot easily be explained or reproduced by humans.

DISABILITIES

At KTRA we teach people with disabilities of all types, and although many have similarities, we need to remember that each rider has their own set of unique abilities and restrictions. It is important that we do not define a rider by their impairment, disability, or handicap. Understanding these terms and their meanings will help us understand our riders.

Impairment: is a descriptive term referring to the loss of abnormality of psychological, physiological, or anatomical structure or function. The loss or abnormality may result from disease, genetic disorder, accident, or environment.

Disability: is any restriction or lack of ability to perform an activity in the manner or way considered normal function. An impairment causes functional challenge (disability).

Handicap: is a disadvantage for a person that either limits or prevents the fulfillment of a role that is normal for that person. Usually a handicap is social in nature and has external causes. It affects relations with peers and society. It can be caused by lack of opportunities, environmental barriers, or social attitudes. Most handicaps can be lessened or eliminated - this is what we strive for!



Physical Address: 4155 Shuswap Road, Kamloops BC V2H 1S8

Mailing Address: PO Box 1497, Kamloops BC V2C 6L8

www.ktra.ca

NONDISCRIMINATION POLICY

KTRA does not, and shall not, discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, riders, volunteers, subcontractors, and vendors.

GENERAL SAFETY POLICIES

- 1. Minors must be supervised at all times. Please do not leave children unattended or allow running, screaming, or loud noises at the barn.
- 2. Family members and other guests should not approach, touch, or feed any horses without permission (there are non-KTRA program horses that live here too).
- 3. Upon arrival, during a shift, and upon leaving, please remain quiet and respectful of lessons in progress.
- 4. Family members and other guests must stay clear of the mounting area during mounting and dismounting procedures, unless assisting.
- Riders should wait for their instructor prior to approaching and beginning work with their horse.

KTRA (KOALROCK) FACILITY POLICIES

- 1. Please do not 'visit' the facility/center without permission.
- 2. Drive slowly (5 mph) while on the property.
- 3. NO SMOKING no exceptions.
- 4. ONLY service dogs are allowed; dogs must be identified as such, on leash and supervised at all times. Please do not bring your dogs in your vehicle. Barking dogs can create distractions for our riders and horses.
- 5. Keep gates closed at all times.
- 6. Please turn cell phones to silent and refrain from answering it during an ongoing lesson.





Physical Address: 4155 Shuswap Road, Kamloops BC V2H 1S8

Mailing Address: PO Box 1497, Kamloops BC V2C 6L8

www.ktra.ca

VOLUNTEERING BASICS

Volunteering Requirements:

- The minimum age for volunteering at KTRA is 16 years old (unless volunteering with an adult supervisor such as a parent).
- Volunteers must be in good health and able to be physically active, mentally alert.
- Volunteers must have a positive attitude and be able to adapt to change and be flexible.
- Volunteers must be able to tolerate heat, cold, dust, and wind.
- Volunteers may be asked to help with barn work, getting horses ready for class, and other duties around the center.
- Volunteers must be able to work independently with minimal staff supervision.
- Volunteers must possess the ability to follow directions and take instruction.
- A background check for volunteers over 18 is mandatory.

How to become a Volunteer:

- 1. Go to our website: www.ktra.ca
- 2. Click on 'Volunteer' at the top.
- 3. Scroll down to the black 'Volunteer Application' button and click to open.
- 4. This will open a PDF file that you can print off to fill out.
- 5. In the volunteer application is a letter that you will need to take to the RCMP to get your background check completed (for FREE) if you are over the age of 18.
- 6. Once you have your volunteer application filled in and background check completed please scan and email everything to our Executive Director, Ashley Sudds, at asudds@ktra.ca
- 7. Once your paperwork has been processed you will receive an email with further information.
- 8. Before you can start supporting our program, you will have to attend a mandatory orientation training session.

Here is an overview of all volunteer positions we offer at KTRA:

GROOMERS/TACK-ER UPPERS: You are responsible for catching, grooming, and tacking the horse before the rider arrives. Horses need to be ready 15 mins before their lesson starts so that Horse Leaders can warm them up. You may be asked to warm up a horse and assist with mounting or dismounting if needed. You are vital in keeping our program horses happy and take the utmost attentive care when grooming them a certain way and tacking them up the 'KTRA way' especially with girths/cinches.

HORSE LEADERS: Horse leaders are an integral part of every riding lesson provided at KTRA. Horse leaders can be responsible for catching, grooming, warming up, and tacking the horse before the rider arrives, or assisting the riders when grooming and tacking in some cases. The horse leader controls and guides the horse during the lesson, ensuring the safety of the riders and volunteers. The horse leader must be able to take direction from the instructor, allow the rider to guide the horse when appropriate, but still maintain control of the horse at all times. Horse leaders must be safety conscious at all times. Volunteers with horse experience are preferred for this position, however, horse leader training is available for volunteers wishing to learn and move into this role.

Physical Requirement: walk 30 mins, jog short distances, and control horses at all times.

- The main responsibility of a horse leader is safe control of the horse. This requires the leader's undivided attention. He/she should always be alert, and have a constant awareness of the horse, the instructor, the rider, and the surrounding environment, including other horses.
- In a therapeutic (adaptive) riding lesson, the leader assists in guiding, stopping, and starting the horse without making the rider feel like simply a passenger. So waiting for the rider to ask the horse to walk on first or ask the horse to woah etc. and then stepping in second.
- In a riding lesson, the instructor will address the rider most of the time, so the handler must "read between the lines".



Physical Address: 4155 Shuswap Road, Kamloops BC V2H 1S8

Mailing Address: PO Box 1497, Kamloops BC V2C 6L8

www.ktra.ca

SIDE WALKERS: Some riders require the assistance of 1-2 side walkers to ensure their safety while mounted. Side walkers greet riders when they arrive until the instructor and horse are ready. Side walkers walk alongside the riders to ensure safety and help facilitate the lesson under the guidance of the instructor. Side walkers may be asked to demonstrate or help the riders with specific tasks, support or assist the rider physically, or facilitate games or activities as directed by the instructor. Side walkers may also be asked to assist with the mounting and dismounting of riders from the horse. Side walkers must be able to take direction from the instructor, work cooperatively with others, and be safety conscious at all times. Side walking does not require prior knowledge or experience with horses and specific training will be provided.

Physical Requirement: walk 30 mins, maybe jog short distances

- As a side walker, your main role is ensuring the safety of the rider in routine lessons and as well as in case of an emergency. The rider is your primary focus.
- During a lesson, you will be walking alongside the rider and may be asked to provide physical support, assist the rider with completing a riding skill or playing a game, and/or reinforcing instruction.
- Although your primary concern is with the rider, you must be comfortable around and aware of the horse at all times.
- Throughout the lesson, stay at the rider's knee whether performing a physical hold or not do not drift back to the horse's flank (danger zone!!!).
- Every few strides you should glance at the rider to check his/her position and comfort. Alert
 the instructor to any potential issues.
- Avoid leaning on the horse while providing physical support/assistance.
- Please keep chatting to a minimum with riders and other volunteers.
- Help the rider maintain focus on the instructor. Reinforce instruction and assist when necessary don't take away the challenge, engage the rider.
- Be patient; give the rider lots of time to process instruction before repeating or assisting.
- NEVER leave the rider to pick up dropped toys or equipment, always stay with the rider.
- Emergencies can and do happen with horses and riders. In the event of an emergency, only take the rider off the horse if instructed to do so.
- Please do not take calls or answer text messages during class. Additionally, we ask that your phone be placed on silent mode so that ringing and other alert sounds do not distract our riders and/or horses.

PADDOCK & BARN MAINTENANCE: We always welcome dedicated volunteers who are willing to help with barn chores and general maintenance. This can include but not be limited to cleaning paddocks, cleaning auto-waters, sweeping the barn, assisting with feeding, emptying trash cans, wiping dust off of surfaces, wiping down the bathroom sink, etc.

VOLUNTEER RECRUITMENT & COORDINATING: Everyone is needed to help with volunteer recruitment. This is not a specific position in and of itself but something all volunteers can help with. Go and tell others about the wonderful experiences you have at KTRA!

We are also looking for a few people who are interested in communicating with current volunteers to help organize and coordinate the volunteer schedule. Let Ashley know if you are interested.

FUNDRAISING: Like most smaller nonprofit organizations, we always have room for people interested in helping with our marketing and fundraising efforts. Let Ashley know if you are interested.

Before you get started:

We require all volunteers to sign the following documents during the orientation training:

- KTRA and Koalrock Waivers

When to Arrive for Lessons

This depends on what you are scheduled to do.



Physical Address: 4155 Shuswap Road, Kamloops BC V2H 1S8

Mailing Address: PO Box 1497, Kamloops BC V2C 6L8

www.ktra.ca

• If you are getting horses ready for lessons then you should arrive a minimum of 30 mins before the lesson starts. Horses need to be ready 15 mins before their lesson starts so that they can be warmed up.

- If you are leading a horse in a lesson then you should arrive a minimum of 15 mins before the lesson starts. You should find your horse ready in a stall and take them into the arena and warm them up. If their bridle isn't already on please take this with you into the arena for the instructor to put on before the lesson starts (ONLY INSTRUCTORS PUT BRIDLES ON AND TAKE BRIDLES OFF).
- If you are sidewalking in a lesson then you should arrive a minimum of 15 mins before the lesson starts. This amount of time will allow you to sign in, check the whiteboard in the arena to see what is happening in the lesson that day, assist the instructor with setting anything else up in the arena and perhaps assisting the rider when they arrive helping them wait for their lesson to start or help them to find their helmet etc.

Example:

Lesson start: 10:15am

Groom/tack up volunteer arrival (for one horse): 9:30am Groom/tack up volunteer arrival (for two horses): 9:15am

Leader arrival: 10am Sidewalker arrival: 10am

Groomers/Tack-er Uppers:

<u>Before lessons:</u> Arrive a minimum of 30 mins prior to the start of the lesson. If you have to get two horses ready you may want to arrive a minimum of 60 mins prior to the start of the lesson. Sign-in, review the tack assignment sheet and then get the necessary tack out for the horses that you need to get ready. Once all their tack is out then bring in each horse to prepare them for their lessons. Make sure when you are grooming them that you are aware of their reaction to how hard you are brushing them, they may be trying to tell you that you are brushing too hard. Make sure to get all dried mud off, horses should go into the arena looking professional so although tack doesn't sit on their legs, legs should be free of any caked mud etc. PLEASE DO NOT BRUSH TAILS (we like tails done a certain way so that they keep their thickness and length).

IMPORTANT: When tacking up please be extra gentle and cautious when doing up the girths/cinches - we try really hard to keep our horses happy and not get "cincy" and we like these done up slowly one hole at a time (you will be shown at the orientation training session).

Please make sure that horses are ready 15 mins prior to the start of the lesson as leaders will be arriving to take them into the arena to warm-up. You may also be a leader so please keep that in mind with time management. You may also be asked to take a horse into the arena to warm it up even if a rider doesn't require a leader. Sometimes if there are two riders in a lesson the instructor needs an extra set of hands until both riders are mounted.

<u>Between lessons:</u> Depending on the schedule you may need to get another horse or horses ready or you may have some time to help keep the barn tidy (make sure stalls are clean, do they have fresh shavings, clean tack, sweep (we sweep the barn numerous times a day), clean a paddock, clean auto-waterers etc.

<u>After lessons:</u> This is when the barn is probably the busiest. Leaders will be bringing horses in and taking other horses out for the next lesson. Make sure to always check the tack assignment sheet before untacking a horse in case they are in the next lesson. You may have to wait for the instructor before you can hook them up in their stall if they still have their bridle on (*you never want to tie a horse to anything with a bit in their mouth*).

<u>End of your shift:</u> Please make sure that stalls and aisle are tidy and that anything you have used while you were there has been put back where it belongs. Don't forget to sign-out of the volunteer binder.



Physical Address: 4155 Shuswap Road, Kamloops BC V2H 1S8

Mailing Address: PO Box 1497, Kamloops BC V2C 6L8

www.ktra.ca

Be extra careful when putting tack back in the lockers, make sure that brush boxes are in the correct locker according to the horse name and that saddles are in the correct lockers according to the saddle number. Everything is labeled but sometimes people have put the wrong saddles back in the wrong lockers and then the next person just assumes that is the correct saddle in that locker. Our horses have been saddle fitted so not every saddle fits every horse and the wrong saddle can make a horse grumpy or reactive.

Leaders:

<u>Before lessons:</u> Arrive a minimum of 15 mins prior to the start of the lesson. Sign-in, review the tack assignment sheet, and then find the horse you are scheduled to lead in a stall (ready) and take them out to the indoor arena to warm-up. Remember to please take the bridle with you if they don't have it on already. Warm-up will be reviewed at the orientation training session but a basic warm-up would be leading the horse around the arena on the rail in both directions, reviewing the white-board and perhaps leading the horse through the pattern drawn on the whiteboard. If there are any obstacles up in the arena, lead your horse around the obstacles to make sure they have seen everything. If there is time, practice leading up to the mounting block and having the horse stand still patiently waiting like they would have to if a rider was mounting. If anything unusual arises in the warm up with the horse (something out of character, overly grumpy, limping, spooking) please notify the instructor before the rider gets on.

After lesson: Take the horse back to the barn. You may have to wait for the instructor before you can hook them up in their stall if they still have their bridle on (*you never want to tie a horse to anything with a bit in their mouth*). Make sure to check the tack assignment sheet before untacking the horse as either you may not be assigned to do that and have another horse that needs to be warmed up for the next lesson or maybe that horse goes again in the next lesson etc. There are 15 mins scheduled between each lesson, you should be able to use the washroom quickly if needed and if your horse pooped during the lesson to go back to the arena to clean that up before you need to warm up the next horse etc.

If there is a longer break between lessons please check the tack cleaning spreadsheet or ask Ashley or one of the instructors if there is anything that needs to be done, there is always something at the

<u>End of your shift:</u> Please make sure that stalls and aisle are tidy and that anything you have used while you were there has been put back where it belongs. Don't forget to sign-out of the volunteer binder.

Side walkers:

<u>Before lessons:</u> Arrive a minimum of 15 mins prior to the start of the lesson. Sign-in and then review the tack assignment sheet to see who you will be assisting. Check the whiteboard in the arena to see what is happening in the lesson that day, assist the instructor with setting anything else up in the arena and perhaps assist the rider when they arrive helping them wait for their lesson to start or help them to find their helmet etc.

After lessons: Assist the rider to put their reins and helmet away. Allow riders to do this, do not take the reins from them but you may help them to take their helmet off only if they are unable to do it (ask them first if they can try) and then you can put their helmet away. If a helmet falls hard on the ground we are unable to continue using the helmet in the program. There are 15 mins scheduled between each lesson, you should be able to use the washroom quickly if needed and if any horses pooped during the lesson to go back to the arena to help clean that up.

<u>End of your shift:</u> Please make sure that stalls and aisle are tidy and that anything you have used while you were there has been put back where it belongs. Don't forget to sign-out of the volunteer binder.



Physical Address: 4155 Shuswap Road, Kamloops BC V2H 1S8

Mailing Address: PO Box 1497, Kamloops BC V2C 6L8

www.ktra.ca

Volunteers Sign In/Out Binder

On the barrel in the barn you will find a teal binder that says 'Volunteers'.

Recording attendance is necessary for writing recommendations for schools and employers, applying for grants, board reports, and most importantly to be accountable for all individuals on the property in the event of an emergency.

Attendance & Cancellations

Commitment and consistency are vital to the success of our lessons. We cannot emphasize enough the importance of your commitment and consistent attendance as a volunteer at KTRA.

If you are unable to attend the lessons you have signed up for, please inform Ashley via email at asudds@ktra.ca as soon as you know you will be absent (upcoming holiday etc.). If an emergency arises, please call or text Ashley and the instructor right away.

If your instructor needs to cancel lessons for any reason, they will send out a text message to all scheduled volunteers as soon as possible. *Please let us know if you cannot receive text messages.*

<u>Please note:</u> Our volunteers come from near and far, so if driving is hazardous in your area, please do not feel obligated to attend your regularly scheduled volunteer shift and let us know immediately.

DRESS CODE AND PERSONAL APPEARANCE POLICY

Why does dress code matter?

- We want to be professional: Your appearance can create a positive or negative impression that reflects directly on you and our organization as a whole.
- We want to be safe and protect ourselves from injury. While volunteering at KTRA, you may
 encounter biting insects, ground wasps, rattle snakes, uneven terrain, horse hooves, and
 more.
- We want to be comfortable, but practical. All clothes must be appropriate for working in a ranch/outdoor environment, with children and adults with disabilities, and with horses.
- We want to be respectful of the sensibilities of others. All clothes must be clean, neat, and non-revealing. Discernible rips, tears or holes, and offensive or inappropriate designs/images aren't allowed.

Ideal to wear:

- Jeans, riding pants, or other opaque pants that cover the ankle
- Polo shirt, button-up shirt, or t-shirt
- Hard-soled, closed-toe, and closed-heel shoes/boots
- Work/riding gloves are recommended

Not ideal to wear:

- Low-cut/revealing tops
- Spaghetti-strap tank tops
- Short shorts (above mid-thigh)
- Baggy clothing
- Non-sturdy footwear (such as TOMS or Crocs)
- Steel toe boots (too heavy)
- Loose, long, dangling jewelry
- Perfumes, colognes etc.



Physical Address: 4155 Shuswap Road, Kamloops BC V2H 1S8

Mailing Address: PO Box 1497, Kamloops BC V2C 6L8

www.ktra.ca

Please remember to dress appropriately for the weather:

- Bring warm layers, hats, and gloves in winter
- Bring sunglasses, hats, and sunscreen in the summer
- Remember to bring water

Communication and Questions

While you are volunteering: If at any time, you are unclear regarding your volunteer role or responsibilities, please direct questions to Ashley or an instructor. During lessons, the 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. This is the same for in the barn, all directions from KTRA staff should be followed including preparation of the horse for lessons, assignment of volunteers, and tasks to be completed. Always ask if you are unsure of anything or do not feel comfortable completing a task.

EMERGENCY PROCEDURES

Refer to Emergency Procedures booklet

HORSE SAFETY

Horses are large animals - we trust them with our own safety when riding and handling them. It is important that we handle them properly to ensure our own safety, as well as the safety of our riders and the horses themselves.

<u>Important note:</u> Only volunteers who have attended the orientation training are allowed to handle our horses. Detailed instructions on horse handing, leading, and tacking/grooming will be given in the dedicated volunteer training for horse leaders/side walkers.



Kamloops Therapeutic Riding AssociationPhysical Address: *4155 Shuswap Road, Kamloops BC V2H 1S8* Mailing Address: PO Box 1497, Kamloops BC V2C 6L8

www.ktra.ca

The 'DO's' and 'DON'Ts' of Side Walking

DO	DON'T
Arrive on time to help with lesson/therapy session preparation	Start lessons without staff
Listen to and follow instructions provided by the instructor	Mount/dismount riders without an instructor
Prompt riders to use physical and verbal cues, as instructed	Attempt to adjust tack
Alert instructor/horse leader to potential safety hazards	Hang onto/hold riders or tack (unless asked)
Physically help riders when instructed	Distract your rider
Communicate with other volunteers, horse leaders, instructors if needed	Teach your own lessons or override instructor
Escort/spot riders at all times	Chat excessively with other volunteers or the rider
Ask if you are uncertain	Touch horse during lesson unless necessary
Clean up arena after class	Leave rider unattended
	Look at or answer texts/calls while with a rider or horse
	Pick up equipment from ground i.e. rings, bean bags used during an ongoing lesson



Physical Address: 4155 Shuswap Road, Kamloops BC V2H 1S8 Mailing Address: PO Box 1497, Kamloops BC V2C 6L8

www.ktra.ca

Side Walker Support & Holds

Independent	No volunteer needed, or volunteer stands in center of arena
Spot	Stay near the rider's leg but no holds - constantly ask yourself "am I close enough that if the rider were to fall off, I could catch them?" Your hands should be by your sides. Use when: the rider is progressing to independent riding; needs someone there just in case (slight balance issues, if horse make unexpected movement, certain seizures); needs the moral support or additional focus/verbal prompts; needs a spot for mounting/dismounting
Ankle Hold	Hold behind the ankle, or with a thumb on top of the ankle to add some downward weight; hold the ankle, not the shoe (or the rider's heel/foot could come out of the shoe) Use when: the rider's lower leg needs help staying in place; the rider needs only a little balance support (enough that some downward pressure on the ankle will keep them in place); the rider's feet tend to slide in the stirrups; a thigh hold would increase the rider's spasticity
Thigh Hold	Grip the front of the saddle and lay your forearm over the rider's thigh, without resting the elbow on the horse or saddle - it naturally acts as a clamp, especially if the horse suddenly goes forward quickly Side walker must make sure their grip is not too tight or interfering with the rider's posture, and that it's even on both sides - the volunteers' arms lie across the thigh in the same place on both sides - uneven location or pressure can cause a rider to lean Use when: rider has poor balance and/or restricted use of their legs; rider feels very insecure; always use in an emergency regardless of the rider; in the mounting area; when adjusting stirrups; when you don't know the rider (always assume the most support then remove as needed) Don't use when: thigh pressure increases the rider's spasticity
Thigh & Ankle Hold	Use when: all the reasons above & a thigh hold is not enough and the rider needs additional stability of the lower leg