



## **Kamloops Therapeutic Riding Association**

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

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

[www.ktra.ca](http://www.ktra.ca)

### **KTRA Center Information Policies & Procedures**

Welcome! KTRA has developed the following policies for the 2024 season. As a Center with a goal of becoming an Accredited Center through the Professional Association of Therapeutic Horsemanship, Intl. (PATH), KTRA abides by all Standards, Guidelines, Policies (including Precautions and Contraindications) and the Code of Ethics as set forth in the PATH Intl. Standards for Certification & Accreditation Manual.

**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 is a BC Society (S0024843) and registered charity (139095640RR0001).

**Our Program:** Partnering with our horses, our program is developed to foster a community environment that promotes learning, inclusion, respect & independence.

• Therapeutic Riding TR (taught or supervised by PATH Intl. or CanTRA Certified Instructors)  
Student goals include grooming, horsemanship, tacking skills (barn lesson), and horseback riding skills.

**Lesson Description:** All therapeutic horseback riding lessons are planned for safety and therapeutic benefit with the individual's educational, physical, social, emotional and/or recreational goals in mind. Participants with similar goals may be grouped together. Lessons may include warm-up exercises, skill development, activities or games to reinforce goals, and trail rides. Some lessons/activities may take place in the barn or on the ground, thus are unmounted. Classes may be individual (private) or semi-private (2 riders) depending on participant needs and schedule availability. Winter session is 10 weeks in length. Spring session



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is 12 weeks in length. Summer session is 6 weeks in length and Fall session is 8 weeks in length. The horses have a break November-December annually.

### **STAFF**

- Ashley Suddse, Executive Director & Instructor (CanTRA & PATH) [asudds@ktra.ca](mailto:asudds@ktra.ca)
- Cherise Avril, Head Instructor (CanTRA)
- Sara Nunn, Instructor In Training (PATH)
- Sukhi Lidder, Administrator, [admin@ktra.ca](mailto:admin@ktra.ca)

**KTRA Equines:** The well-being of our horses and ponies is of utmost importance to our center. Written policies regarding their care are available in our PATH Intl. Standards for Accreditation Manual.

**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.

**Non-Discrimination Policy:** KTRA considers/accepts participants or volunteers regardless of income, race, color, nationality, ethnic origin, gender identity or sexual orientation. Eligibility: Therapeutic Horseback Riding may not be suitable for all individuals with disabilities. Upon reviewing completed paperwork and evaluating prospective participants, the KTRA ED/Staff will make a determination regarding participation.

**Confidentiality:** Any information pertaining to the participants of KTRA must be held in strict confidentiality. It is critical that we respect the privacy of each participant and their families. This is considered one of the most important responsibilities of our staff and volunteers. All records are securely stored indefinitely in the KTRA office both physically and electronically via secure web-based platform. Failure to comply with this policy may result in dismissal from center activities. All information regarding participants is confidential and will not be shared with outside sources unless the participant/participant's guardian requests this information in writing. A Release of Information form is available in the event participants request that personal information be shared.

**Safety and First Aid:** The safety of all center participants, staff, & volunteers is paramount. All KTRA Certified Instructors are trained in CPR/First Aid/AED (Automated External Defibrillator) and at least one certified instructor, who is in charge during an emergency, is onsite during all center activities. The Human First Aid Kit is located in the helmet bin (outside the arena) and under the desk in the barn near the bathroom. \*\*In an emergency a KTRA instructor will give



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directions based on the KTRA Risk Management Plan and Emergency Procedures – call 911 as necessary.

**Waiting List:** Due to the numbers of individuals seeking services, KTRA may carry a waiting list. Wait times vary depending on resources such as: instructor expertise/availability, horse suitability, participant availability and/or need for private instruction. Please contact us for more information or to request a visit.

### **Lesson Fees:**

Fees are subject to change, invoices are sent by email upon registration.

The list of our lesson fees can be found on the very last page of our rider application.

**Weight Considerations:** Weight is generally limited to 200 pounds, but decisions regarding participation will be based on current resources including the availability of a suitable horse relative to the height, cognition, balance and/or behavior of the participant. The results of a risk/benefit analysis will also be considered. Due to the nature of therapeutic riding, it may be deemed inappropriate for some individuals. Therapeutic horseback riding is contraindicated:

- 1) If staff/volunteers are unable to safely manage the participant in any situation, including an emergency dismount or transfer from a wheelchair or mounting ramp.
- 2) If staff/volunteers cannot manage participant behaviors (including any mal-adaptive or extreme behaviors) with verbal prompts and/or light touch.
- 3) If safety, comfort or well-being of staff, volunteers or the horse is compromised in any way for any reason.
- 4) If medically inappropriate based on PATH Intl. guidelines, precautions, contraindications.

### **Dress code:**

ASTM/SEI approved helmets must be worn while mounted and will be provided if necessary.

KTRA helmets are periodically sanitized. If purchasing your own helmet, make sure that it is ASTM/SEI certified for horseback riding. Bike or ski helmets are not acceptable.

Participants should wear long pants (no shorts!) and sturdy shoes with a ¼" heel or riding boots.

NO sandals, and sneakers are not recommended but permitted if using safety stirrups. All KTRA participants will use safety stirrups or Devonshire boots for mounted activities. KTRA uses only safety stirrups on all of our saddles (including our Western Saddle) *MA4 Path Standard*

**Liability Waivers:** There are two waivers that need to be signed to participate in KTRA services. One is a KTRA Waiver and the other is a Koalrock Equestrian waiver (as KTRA doesn't own the buildings/property). These waivers both need to be signed before a participant can engage in therapeutic horseback riding or be in close proximity to a KTRA horse.



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**Participation in/Discharge from Therapeutic Horseback Riding Policy:** Recognizing that equine related activities hold inherent risks, all prospective participants will be evaluated by PATH Intl. Certified Therapeutic Riding Instructors to ensure a safe and beneficial experience. In compliance with PATH Intl. guidelines/Accreditation Standards and KTRA policy, the following criteria must be met:

- Participants for therapeutic riding must be at least 5 years of age.
- Participant/parent/guardian/volunteer/staff/ must complete, sign (e-signatures accepted), and date all center paperwork including releases, prior to participation. Forms can be found online at [ktra.ca](http://ktra.ca). Some of these forms must be updated annually. Note: Complete paperwork, containing all required signatures must be received and approved by KTRA before the first day of a lesson. Lessons will be forfeited if paperwork is late or incomplete.

If an individual is discharged from participation, KTRA will provide a reason for discharge. Reasons for discharge might include, but are not limited to the following:

- 1) Participant progresses to a level of skill such that they may be better served by a riding school for individuals without disabilities or special needs.
- 2) Participant's mobility or weight prevents center personnel from serving client safely.
- 3) Participant's status or behavior becomes a threat to the safety of self, horses or others.
- 4) Center does not have suitable horse or pony for participant.
- 5) Center personnel cannot safely manage the participant in any situation including an emergency dismount or transfer from wheelchair or ramp/block.

Alternatives to mounted lessons may be offered to individuals who may not be best served by therapeutic riding. These might include participating in ground lessons or barn activities. KTRA reserves the right to discontinue an individual's participation in any program should it be deemed to be in the best interest of either the participant or KTRA.

Returning participants will be re-evaluated annually or as necessary for changes in medical, physical, cognitive and behavioral status, and KTRA must be notified of any changes. Our professional staff will assess participant involvement with a risk/benefit analysis (benefit to participant exceeds any potential risk associated with TR) during an intake evaluation taking into consideration PATH Intl. Precautions and Contraindications provided in the PATH Intl. Standards and Accreditation Manual. Requirements for TR include, but are not limited to:

- Physically able to independently sit symmetrically with torso upright and legs astride the horse during dynamic movement; this includes adequate head and neck control to maintain proper alignment.
- Tolerate a safety helmet approved for equestrian use.
- Behave in a manner that is safe for self, horses and others.
- Ability to accommodate the movement of the horse without pain or risk of harm.

KTRA instructors/staff will make final determination for participation based on the intake evaluation and on available resources such as: class availability, volunteer availability, and instructor expertise or horse suitability.



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**Cancellations:** KTRA may cancel riding in the event of extreme weather in consideration of all center personnel, participants, parents and equines (e.g., thunderstorms, extreme heat, weather advisories, extreme cold etc.). KTRA will make an attempt to reach participants by phone/text in the event of a cancellation.

If a participant must cancel, please call or text your instructor as soon as possible, so that our volunteers/horses will not be waiting. Two “no shows” in a session may result in removal from that session with no refund of fees.

KTRA reserves the right to cancel lessons in the event the safety of all personnel, participants and horses is compromised. We will make an attempt to notify participants of a cancellation at least 2 hours prior to cancellation. Lessons canceled by KTRA may or may not be made up depending on available resources, i.e. arena space, instructor and/or volunteer staff.

Koalrock Equestrian maintenance/facility upgrades may impact KTRA activities resulting in cancellations.

**Late Arrivals:** In order to conduct a beneficial and productive lesson, students arriving late (after the gate is closed and all riders are mounted) will not be mounted. If mounting is still in progress as in a group class, you will be permitted to participate in the lesson. Final decisions will be left to the discretion of the instructor in the case of a private lesson. Lessons will be forfeited if volunteers have returned the horse to the barn.

**Refund/Make-up policy:** Regular attendance is expected of participants. In the event KTRA must cancel a lesson we will attempt to either schedule a make-up class at the end of the session if possible or credit\* towards the next session (\*credits are only for riders who pay out of pocket. Funded riders are billed after lessons take place so if KTRA cancels a lesson it won't be billed to the funder). KTRA cannot offer refunds or make up classes for lessons missed due to incomplete paperwork, vacations, illness, or scheduling conflicts on the part of participants or for lessons that we are unable to re-schedule within the specified makeup periods.

**Competitions:** There are three options for competing:

1. Participating in the BCTRA Annual Video Competition
2. Participating in the Equestrian Canada Para-Dressage Video Competitions
3. Working towards qualifying for the BC Summer Games in Para-Dressage

Please contact us for more information.

**Miscellaneous:** Our host - Koalrock Equestrian Center requests that you abide by the SPEED LIMIT of 5 MPH on the property (signage is posted)! Siblings, parents, guests should wait in areas designated by the instructors so that lessons are not disrupted. Children may not climb, run or be on the mounting ramp outside the arena, and parents/caregivers are responsible for



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monitoring siblings, friends and other family members during sessions. Any staff, participant, parent, sibling, or volunteer who demonstrates behavior deemed inappropriate, disruptive or unsafe by any KTRA Instructor may be asked to leave the premises and dismissed permanently from center activities. No one is allowed in the barn/paddock areas unless accompanied by KTRA staff or designated trained volunteers or unless they have permission from their instructor (a rider who gets their own horse ready for their lesson). Children who need to use the washroom which is located in the barn need to be supervised.

**Volunteer Opportunities:** Volunteers are the backbone of this center! If you or someone you know would like to assist with lessons, fund-raising, center development, office work, or even doing barn chores please contact Ashley at [asudds@ktra.ca](mailto:asudds@ktra.ca) Parents/caregivers of participants often volunteer during their child's lesson time. However, for the most beneficial experience we may ask that parents assist students other than their own children. There are 3-4 volunteer orientations held each year: one at the beginning of each session (spring, summer, fall) or as needed. Contact us for more information regarding each training session date. Orientation and training are required and are ongoing during each session.

**Telephone:** All instructors will carry a cellular phone for emergencies.

### **The following policies apply to all staff, participants, volunteers, and visitors:**

- All staff, participants, and volunteers must have completed, signed, dated, current paperwork on file that is updated annually.
- All staff, volunteers, participants and guests will treat one another with kindness and respect. No abusive, threatening or violent behavior will be tolerated on the premises.
- Behavior deemed inappropriate by KTRA staff may result in removal from the premises and dismissal from center activities permanently.
- Horses must be treated with kindness and respect by using gentle hands and feet.
- Never tie horses/ponies to fence boards or other movable objects, and never tie by using the lead rope attached to the bridle. Consult a staff member about appropriate methods for tying horses.

Never wrap lead rope around your hand, body.

- Follow tacking procedures carefully: staff only bridle horses, do not leave saddle on horse without securing girth, keep reins from touching ground, bring concerns regarding tack (including worn equipment to staff's attention), do not kneel, or sit on ground near horse while grooming/tacking.
- All participants/personnel must wear ASTM/SEI approved helmets while mounted or driving. This may be provided if needed.
- All participants will use safety stirrups and/or have appropriate hard-soled shoe with ¼" heel. No sandals in the barn. Shorts or sneakers are not recommended.
- No participant (or participant's family member/caregiver) or guest is permitted in stalls, or barn area, including paddocks, unless a staff member or trained volunteer is present.





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- No one may feed horses from their hands. All feeding, petting, and horse handling must be supervised by a staff member. Use a “goodie bowl” or bucket to feed treats.
- A staff member/credentialed instructor must be present for any program activity.
- Alcohol and/or illegal drug use is strictly prohibited on the premises. No weapons, firearms permitted. Failure to comply may result in removal from all center activities.
- Absolutely NO smoking in or around the barn areas.
- No running in barn areas or around horses.
- No pets on the property. Service dogs permitted on a leash or under the control of owner/handler.
- Barn areas and aisle ways must be kept clear and free of obstructions.
- Siblings, guests, family members must be supervised at all times. No climbing on mounting ramps.
- All incidents, accidents, injuries, occurrences or hazardous conditions should be reported immediately to a KTRA staff member. An occurrence/incident report must be filed and reviewed by the ED.
- No photography or videography without permission of KTRA staff member.
- Only KTRA staff may operate center equipment: e.g. Gator \*Trained volunteers may operate Gator after receiving instruction.
- KTRA or Koalrock staff only in hay loft – loft is off limits to volunteers, participants, guests.
- Please adhere to Koalrock’s posted speed limit of 5 MPH
- Volunteers, participants and staff will follow all rules for personal hygiene, personal safety and public safety as required by KTRA for the safety of Participants, Volunteers, Guests and Staff.
- Volunteers, Staff and Participants will complete any additional paperwork as requested by KTRA.

KTRA will keep Volunteers and Participants informed regarding changes or updates to procedures and policies. Separate policies/procedures may be necessary and will be shared with the KTRA community.

Thank you for reviewing these policies which have been developed to provide a positive, safe and enjoyable environment for all members of the KTRA community.

If you have concerns, questions or comments please call 604-723-6741, or email Ashley at [asudds@ktra.ca](mailto:asudds@ktra.ca)

Kamloops Therapeutic Riding Association at Koalrock Equestrian

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Email: [asudds@ktra.ca](mailto:asudds@ktra.ca) or [admin@ktra.ca](mailto:admin@ktra.ca)