



VOLUNTEER HANDBOOK

5th Edition
April 2015

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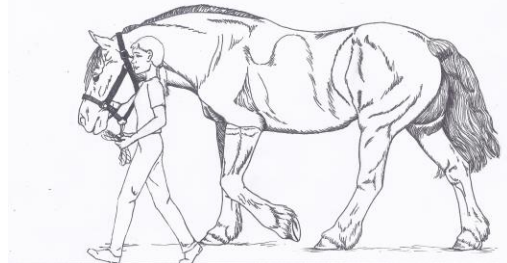
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I Saw A Child

By John Anthony Davies

*I saw a child who couldn't walk,
Sit on a horse, laugh and talk.
Then ride it through a field of daisies,
And yet he could not walk unaided.*

*I saw a child, no legs below,
sit on a horse and make it go
through the woods of green
and places he had never been
to sit and stare.*

*I saw a child who could only crawl,
mount a horse and sit up tall.
Put it through degrees of paces
and laugh at the wonder in our faces.*

**I SAW A CHILD BORN INTO STRIFE,
TAKE AND HOLD THE REINS OF LIFE!**



A Brief History of Chakota Therapeutic Riding Center

Chakota Therapeutic Riding Center (Chakota) of Germantown, IL is a community-based human service organization which provides Therapeutic Horseback Riding for children and adults with disabilities. The dream started June 14, 2005, when Dave and Kay Langenhorst decided to host an Open House at their farm to see if there would be any interest from the local community that would support such an undertaking. The response was overwhelming and Chakota was born. It took two years of training, planning and asking a million questions before the dream would be realized, but on May 25, 2008, Dave and Kay launched the Pilot Season with four Clients. The response from the parents was encouraging, supportive, and hopeful. They believed in what Chakota could offer. Even today, when asked, the parents will share their delight with all who ask. Therapeutic Horseback Riding has been proven through extensive studies in the medical field, to improve the quality of life, health and well-being for people with disabilities. Through therapeutic equine activities our Clients learn horsemanship skills, which stimulate physical, mental and emotional growth. It is obvious that the uniqueness of our program lies on the back of the therapy horse. It is there that our wonderful Clients can find the hope of a better existence, a spirit of freedom from impairments, and a sense of "being able".

Chakota is the only facility within an 80-mile radius to offer Therapeutic Horseback Riding. Our Board of Directors consists of individuals from the community who care about the program and have graciously volunteered their time, expertise and enthusiasm to help maintain and grow the program. Chakota is a 501(c)3 non-profit organization that depends on fundraisers, contributions, grants, and in-kind donations to operate. All donations are greatly appreciated and are tax-deductible. Our volunteers are an essential part of our program as they assist in the riding sessions, maintenance, and fundraising.

The Chakota family has been through an enormous amount of training and workshops. They also participated in several national conferences for PATH (Professional Association of Therapeutic Horsemanship, International). PATH has been around since 1969 and has set the high standards that most Therapeutic Riding Centers try to operate their programs through. Chakota is actively working on becoming a PATH Certified Center.

Disabilities We May See

Amputation: The absence of limb(s) due to congenital condition, injury, or disease. Some individuals use prostheses (artificial limbs) as a substitute. Usually an amputee enjoys the same level of health as a non-involved person.

Aphasia: A difficulty in speaking, often found in stroke victims. This is a language disorder in which the processing of words is interrupted, resulting in confusion and misunderstandings. To the untrained person, this behavior can be mistaken for not following directions or inattention. Patience is most important here. Encourage the Clients to think of the specific words they want, and then use those words several times to facilitate retention.

Autism: Autism is a complex disorder of the central nervous system that has the following 3 defining core features: Problems with social interactions-- Impaired verbal and nonverbal communication-- A pattern of repetitive behavior with narrow, restricted interests. A number of other associated symptoms frequently coexist with autism. Most people with autism have problems using language, forming relationships, and appropriately interpreting and responding to the external world around them.

Blind and Partially Sighted: Blindness may be due to disease, injury, or be congenital in origin. Blind people may have intensified senses of hearing, touch, taste, or smell. You need to know exactly how much your Client can see.

Cerebral Palsy: A non-progressive disorder of movement or posture, due to a malfunction or damage to the brain, usually resulting from problems during pregnancy or at time of birth. Improvement of muscle movement helps prevent wasting away of muscle tissue. There are several types of "CP":

Spasticity: Limb muscle is tight; with sudden movement or stretching the muscle contracts strongly.

Athetosis: Limbs have involuntary purposeless movements.

Rigidity: Appears to be a severe form of Spasticity, which the increased stretch reflexes are dampened.

Ataxia: There is a lack of balance sensation, a lack of position sense in space, and uncoordinated movement.

Tremor: Shakiness of the limb involved.

Deaf and Hearing Impaired: Communication occurs through signing, lip reading, or partial hearing. You need to know how to best communicate with each individual.

Developmentally Disabled: A disability that is attributed to intellectual disability, cerebral palsy, epilepsy, autism, and other conditions similar to intellectual disability that requires treatment similar to that required by intellectual disability.

Epilepsy: Seizures can occur because of a brain injury or disease. The two most common forms are the Grand Mal and Petit Mal:

Grand Mal: The Client may have warnings prior to an attack. Once in seizure, the person may exhibit exaggerated limb movements, emit frightening crying sounds, lose bowel/bladder control, froth at the mouth, and/or turn blue. In most instances, the seizures last less than one minute.

Petit Mal: These seizures usually only last a few seconds, and are frequently overlooked initially; you may think the Client is daydreaming. The eyes may stare, and a slight twitching of the face may be noticed.

Multiple Sclerosis: Progressive disease of the nervous system. Parts of the nerve tissue in the brain and spinal cord degenerate, with resulting Spasticity of the legs and arms; the speech may become slurred, and vision may be impaired.

Hemiplegia: Paralysis of the limbs on one side of the body.

Paraplegia: Paralysis of the legs.

Quadriplegia: Paralysis of both the arms and legs.

Always give your Client the benefit of treating him, as you would like to be treated.

Benefits of Equine Activities

MUSCULAR STRENGTH

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

MOTOR DEVELOPMENT

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

BALANCE AND RHYTHM

Participants develop the ability to maintain gross (large) and fine (small) motor balance and to move rhythmically with the horse. Participants become involved in interpreting and reacting to the horse's movements.

DIRECTION

Participants learn and practice responding to the right, left, up, down, forward, and backwards. Activities focusing on directing the horse in a specific direction are used to aid the Client in developing sensitivity to directionally of his/her body and space.

BODY LOCALIZATION

Participants are provided with an opportunity to learn and locate parts of the horse's body. This activity aids in developing awareness and understanding of one's own body by making comparisons.

HEALTH AND HYGEINE

Participants can learn, practice, and develop an understanding of the principles for health and hygiene. In caring for horses (i.e. grooming) participants are led to understand and utilize good habits.

TIME ORIENTATION

Participants develop an increased awareness of time concepts, by involving him/her in determining feeding time, exercise time, and resting time for the horse; participants develop an awareness of the effect of weather and seasonal changes on riding activities. Individuals learn to anticipate riding activities based on weather conditions.

COMPREHENSION

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

PROBLEM SOLVING

Participants have an opportunity to learn and practice the process of problem solving. Problem solving occurs when the participant is working to accomplish a specific goal or skill.

PERCEPTION

Participants interact with their environment through feeling, hearing, seeing, smelling, and tasting. The barn is a unique environment with a variety of shapes, objects, noises, and smells.

Confidentiality at Chakota

Every (Professional Association of Therapeutic Horsemanship International) PATH accredited therapeutic riding program must have a confidentiality policy for its staff and volunteers in order to maintain the privacy of its Clients. This means that staff and volunteers keep confidential all medical, social, personal, and financial information regarding a Client and his or her family. It is important to remember our Clients' rights to respect and privacy. One of the ways we do this at Chakota is to not talk about Clients in front of them or in front of anyone else. If a volunteer is curious about a particular Client's diagnosis, please ask the instructor in private after lessons are completed.

Remember, it is important to use discretion whenever discussing a Client, at the barn or anywhere else; you never know who may overhear your conversation. If you are asked by a Client's family member about the Client, please graciously respond that you are not allowed to discuss the Client with anyone but the parents.

We encourage and support our volunteers to use your experiences from Chakota in school projects. It is not a problem for you to share your experiences as long as you do not use any Client's names or pictures without getting permission from the Chakota Staff.

Anyone who works or volunteers for, or provides services to, Chakota is bound by this policy. This includes all staff, volunteers, independent contractors, and board members. This policy also applies to anyone connected to Chakota who could obtain confidential information either accidentally or on purpose. A breach of a Client's confidentiality can result in a reprimand, loss of responsibility, or termination.

It is necessary that everyone at Chakota maintain a high level of trust and professionalism with the confidentiality of our Clients. If you have any questions regarding the confidentiality policy, please ask the Executive Director, Volunteer Coordinator, or Program Director to talk about it with you.

General Rules and Guidelines

Since Chakota has become a member center of the Professional Association of Therapeutic Horsemanship International (PATH), we follow their rules and guidelines, and use their forms and procedures in all aspects of our activities. PATH was founded in 1969. Their focus is on safety and appropriate conduct, as well as outstanding service to equestrians with and without disabilities.

We believe that PATH has developed an outstanding system of keeping equine assisted therapy sessions safe, challenging and satisfying for everyone involved. If you have a question about any of these rules and guidelines, please do not hesitate to ask a staff member for an explanation. We also have books and videos available, including the PATH Standards and Guidelines, for you to review upon request.

Because our horses could be handled by multiple people every day, it is essential that everyone follows the same procedures for activities including haltering, grooming, saddling and leading. Whatever methods you employ at home may or may not be the same as the ones we require that you get in the habit of using at Chakota. **For the well being of our horses, we insist on consistency so that they do not become frustrated or sour.**

Other rules; like Dress code, Barn Etiquette, etc. are for your safety and comfort during a session. We do not wish to restrict personal style or individuality, yet we want to keep you free of injury, harm or frustrations without offending anybody. As with this and everything else included in this handbook, if you have a question about why we ask you to do something a specific way, please ask. Remember that you are leading by example for Clients, their friends and families, and other volunteers. Follow the rules to keep yourself and everyone around you as safe as possible.

Please remember sign in and out. Also you will need to pick up your name badge and be sure to return it at the end of the lesson/job. Keeping track of volunteer hours helps Chakota apply for grants and other funding.

If you are unable to make your shift, please call the Volunteer Coordinator as soon as possible so we can plan accordingly.

Most importantly, if you don't understand something, ask questions. There are no stupid questions, except the ones that aren't asked.

Some Rules:

- No Tabaco (smoking and smokeless) products anywhere on the property.
- No music.
- Cell phones are allowed but must be on silent vibrate at all times while on Chakota property. Cell phone checks will be done prior to each lesson.
- No weapons, alcohol or illegal drugs. Only medications that are prescribed and that the Therapy Instructor is aware of are allowed. If you require an EpiPen for any reason, please let the staff know and show us where it is when you are at Chakota. Especially during summer, please do this EVERY TIME you are at Chakota.
- NO unattended children ages 13 and under.

- The therapy lesson is to be under the control of the PATH Certified Instructor at all times.
- All information that you are privy to concerning Clients and their disabilities, other volunteers or staff members is confidential. Please do not discuss – other than in general terms – the content of the sessions to the general public. Do not divulge Client names, history, or the names of other volunteers to the general public. Chakota uses names for PR reasons only and we have prior consent of the Clients and their families before we do so.
- **Do not make derogatory statements about the Clients, staff, volunteers, horses or other aspects of the program.** If you have a complaint, please bring it to the attention of the Program Director. If you feel they have not addressed your complaint, you may then take your complaint to the Executive Director.
- No foul language – refrain from cursing, lewd, racist, insensitive comments or remarks.
- **Do not represent yourself as an agent of Chakota to request money or funding without first speaking to the Executive Director. Please join the fundraising committee if you are interested in helping Chakota raise money.**
- No animals are to be on the property at any time other than Chakota approved animals.
- **Obey the Speed Limit of 10mph on the lane road.**
- Enter the Barn through the South Doors.
- Volunteer break area will be near the picnic table between the barn and hay barn.
- **What to Bring:**
 - Your enthusiastic self!!
 - Although drinks are usually provided, you may want to bring your own water bottle, especially on a hot day.

Dress Code

- Wear comfortable shoes that protect your feet and ankles. Waterproof is preferred for walking outside, especially in the spring and winter. **(NO sandals, open toed shoes or open backed clogs or slides are allowed.)**
- Long pants are preferred but not mandatory. This is requested because shorts will not provide enough protection against the elements. This also depends on the task you are assigned to. **Shorts must be finger length at the hem and straps must be 1 inch width on all shirts. No midriff shirts or tanks.**
- Gloves and muck boots if you are doing stable work or leading a horse in the winter. No mittens as you will need to use your fingers.
- Hats and sunscreen are highly advised during the summer. However, some of our Clients may remove your hat without warning - be prepared.
- No dangling jewelry is allowed during lessons. If you wear necklaces, please tuck them inside of shirt.

- No clothing with offensive or suggestive messages or slogans that promote alcohol, sex, political views, or drug use.
- Dress for the ever-changing weather in Illinois - layers in winter, and sometimes in the spring and fall!
- Everyone **MUST** wear a helmet while on horseback.

Barn Etiquette

- Please park on the South side of the barn in our designated parking area in the southwest corner near shed. Please keep parking spots near barn available for clients.
- Leave pocketbooks/wallets and personal items in your vehicle. There is **NO** secure place to store them in the barn. Chakota is not responsible for lost or stolen items.
- No running, screaming, loud noises or boisterous behavior or roughhousing.
- Leave pets at home. Only therapy animals are allowed with prior permission.
- Please practice courteous behavior with staff, Clients, volunteer, horses and each other.
- There will be a phone inside the Barn Office at a designated area with emergency contact numbers (on the wall). This phone is for emergency use only. Emergency contact information for Clients and Volunteers is located in the Barn Office in a small file box.
- If a gate is closed when you need to go through it, make sure it is closed when you have passed through. If it is open, leave it open. When in doubt, ask, if no one is around to ask, shut the gate!
- All gates in the pasture that lead to the outside world are to be kept shut and latched at all times. **NO EXCEPTIONS!** Don't plan to go back and shut them later – shut them right away!!
- If the bathroom needs attending, please report any problems to the staff.
- The human first-aid kit is located in the Barn Office. Please alert a staff member if it is needed for any reason. If someone is injured in a way that is beyond what can be cared for by the first-aid kit, a staff member will call for emergency medical treatment.
- While lessons are in progress, no one but Horse Handlers and assigned volunteers will be allowed in the stall area. The horses need privacy in their stalls.

- For safety reasons, when horses are under tack, they are at work and must have their heads up. Therefore, when horses are wearing their tack, they are not allowed to graze, put their heads down to sniff the floor, or rub their faces on their front legs. To allow them to do so will teach them that it is acceptable. **DO NOT LET THE HORSE EAT GRASS IF THEY ARE UNDER TACK**



- Clean up your area at the end of your lesson:
 - ❖ Make sure all tack, brushes and equipment are returned to its proper place after each session unless the next session requests that you leave it out for them. There are labels indicating areas for all tack and equipment.
 - ❖ When sweeping the aisle, please pick up the remains at the end rather than sweeping it out the door.
 - ❖ Please do not leave food wrappers, trash, etc. out. We have a lot of mice – don't advertise for more.
 - ❖ Put Recyclables in proper bins
 - ❖ If you borrow a helmet, please clean helmet with provided disinfected wipes, please put it back in its original container and back in the pigeon hole.
 - ❖ After the last lesson of the day, the certified instructor may ask that all therapy props and equipment are taken out of arena and put away.
 - ❖ Sign out/return badge

Stall and Barn Safety

- Always approach a horse from the side or front, speaking to them to alert them to your presence. **Never approach a horse from the rear.** Encourage them with your voice or by holding your hand out for them to turn towards you.
- Always lead the horse on the inside of the arena, unless you are asked to change sides by the Certified Therapy Instructor during the lesson.
- When leaving a stall or walking through a gate, make sure that the gate is opened all the way. Stall doors should be slid open all the way. Corral gates should be opened far enough to comfortably move the horse and yourself in or out, but not wide enough for other horses to escape.
- Horse Handlers - Ask for help if you are not comfortable turning out or bringing in the horses when they are in a group. Make sure the horse you are leading is all the way through the gate before turning them so that they do not hit their hips on the frame of the gate.
- When using the cross ties in the wash bay, always face the horse towards the aisle so that if they pull back, they do not back into the aisle.

- When walking behind a horse, always keep a hand on them so that they know you are there. Do not walk under a horse's neck – always go around the front of their head. Do not crawl under a horse's belly. Reach under from a standing position facing the front or go around, when you have to get the girth for the saddle or anything else.
- Do not leave horses alone in the cross ties or tied in the aisle. Set out grooming equipment and tack before you get your horse.
- Never leave tack (saddle, pads, reins, etc.) on a untied horse in a stall.
- When releasing a horse, turn them around so that they are facing you and your back is to the door or gate before taking the halter off. Shut the door or gate before you begin to release the horse so that they will not try to get back out. If you are unsure of the horse or if they are being troublesome, place the lead rope over their neck to give you something to hold onto while you remove the halter. After releasing them, turn and walk calmly away. Do not encourage them to take off as soon as the halter is off.
- Do not drag the lead rope or reins on the ground at any time. When hanging them up, make sure they are not hanging on the ground. **Please do not lay tack on the ground.** Use racks and hooks provided in the aisle. Do not allow girths or cinches, etc. to drag the ground either.
- **Do not tie a horse with a bridle and reins.**
- When grooming, do not kneel on the ground – bend over instead so that you can leave the area quickly if the horse becomes agitated.
- Clean up manure immediately if your horse soils the aisle or stall. Return the apple picker and wheelbarrow to the equipment area.

Reasons for Volunteer Dismissal

Volunteers are subject to rules and regulations to help produce a safe experience for everyone involved with activities at Chakota. While it is not pleasant to think about, there are 'zero tolerance' instances that call for dismissal but are not limited to:

- Creating an unsafe situation through careless behavior, disregard for rules, or ignoring the needs of the Client.
- Arriving at Chakota for volunteer duties under the influence of alcohol, illegal drugs, or abuse of medication.
- Bringing a weapon – firearm or knife, hunting tools, etc. to Chakota. If you carry a sidearm for your profession (sheriff, police officer, etc.) please leave the weapon locked in your vehicle.
- Breaking confidentiality. If you are found to have distributed confidential information about Clients, incidents occurring at Chakota, financial information regarding Clients or

Chakota activities, or any information that you have been instructed by Chakota staff as being confidential, you will be asked to retire from the program.

- Physical or emotional mistreatment or abuse of a Client, horse, staff member, volunteer or visitor to Chakota.
- Acting as an agent or representative of Chakota to request money or fundraiser without prior consent of the Executive Director.
- If you miss 3 lessons without calling to cancel.

In extreme cases where a Client is put in an unsafe situation or is harmed due to the behavior of a volunteer, **legal action may be taken.**

Less serious infractions of rules, such as failure to hand in signed releases, tardiness, failure to attend mandatory volunteer classes or seminars/meetings, dressing inappropriately, use of foul language, etc. will be dealt with first with a verbal warning, then written, and then possibly dismissal. Volunteers who are late or disruptive during sessions may be reassigned to other activities.

**** You May Wonder *****

Q. What if I want to bring the horses a treat?

A. Horses have a special diet so they don't become sick and develop colic. Horses can't throw up. Therefore, if you want to bring the horses a treat, please clear it with the Equine Director. Please put the treats in a bucket. The horses will be sure to receive it at the end of the day. It is important that during the lesson the horses are concentrating on the client and Leader, not on treats.

Never hand feed the horses this causes them to bite!

Q. What if the weather looks questionable?

A. If you think that the lessons or an event may be cancelled due to weather conditions, please call or text the volunteer coordinator at 618-334-0885.

Q. What if I need to cancel?

A. If you know ahead of time that you can't make it, please call the Volunteer Coordinator (618-334-0885) and leave a message. The sooner we know the sooner we can find a substitute for you. Even if it is a last minute cancellation please call the number and leave a message. This will allow the Instructor to start the class without any delay, waiting for your arrival.

Emergency Procedures

Stable Emergencies:

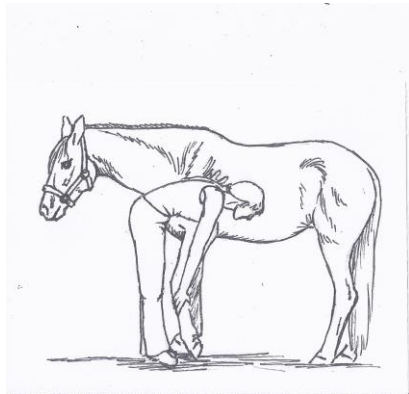
- Never leave a Client alone in the barn during an emergency. Have them wait in the Barn Office or in the parking area, depending upon where the emergency occurs (keep Clientele as far as possible from the situation for their safety) with another volunteer, staff member, or with the caregiver that comes with them.
- If a horse gets loose, alert other staff, take a halter and lead rope and bucket of grain and attempt to head the horse back towards the barn and away from the road. If the horse enters the road, attempt to coax him back with a bucket of grain. If there are enough people (NOT CLIENTS) to flag down traffic FROM A SAFE DISTANCE without entering the road, do so. Do not risk your life to get the horse back. Never allow Clients or their caregivers to help catch a loose horse (unless the caregiver has completed the volunteer training and has signed a liability release). Have Clients wait in the barn or in the tack room. They need to be in a safe location where they will not be run down by a running horse.
- Keep in mind that horses are herd animals and would prefer not to leave their companions. Try to allow the horse to circle back to the barn by going out and around them, blocking their exit and beyond.
- If a horse falls in the aisle or is cast in a stall (has attempted to roll over and wedged itself against the wall) do not attempt to get them up alone. Alert other volunteers or staff. Try to let the horse get up alone in the aisle, move any obstacles and other people if they are present out of the way. If they are cast in the stall do not try to grab their legs. Notify Dave immediately who can direct the rescue efforts; **do not go in the stall alone**. If you are alone when this happens, notify Dave or someone on the emergency contact list immediately. Horses will drown in their own fluids if left upsidetown.
- If a horse becomes agitated and bites or kicks a client, staff or volunteer, help that person to a chair or safe location away from the horse and alert the staff. Allow them to perform any first aid necessary.
- You may be asked to call emergency assistance. The directions to Chakota are posted by the phone and other locations for you to give to 911 operators. Follow any directions given to you by the 911 operator.
- **Fire:** Get out of the building, take your Clients with you, and use any available cell phone to call 911. Do not attempt to save belongings or items. Do not attempt to save horses. Your life and the Client's life are the priority.
- **Building emergencies** – broken equipment, such as gates or doors breaking, fences down, etc.: Alert Dave or a staff member if he is unavailable, make sure you and the Client are safe, then assist the staff member or Dave if asked.

Grooming

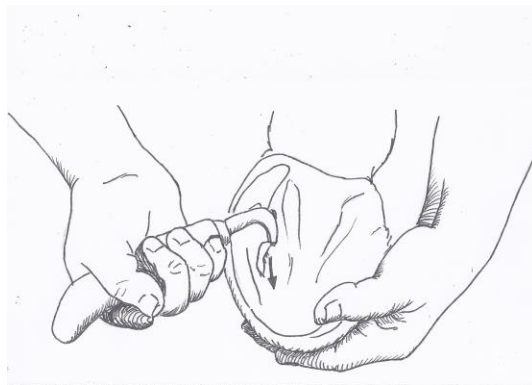
Remember when you are grooming to look for any problems on the horse, i.e.: cuts, scrapes, a runny nose/eye, bumps, swellings, heat in the hooves, etc. Notify the instructor or equine director of any problems you notice. When grooming, start at the front of the horse and work your way back with each tool.

Grooming sequence:

1. Pick out all four hooves using a hoof pick. Dirt and rocks can be trapped in the hollow grooves on the underside of the hoof, causing problems such as lameness.



To get the pony to pick up their hoof, start at the top of the leg and while running your hand down their leg, say “Hoof” or “Up”.

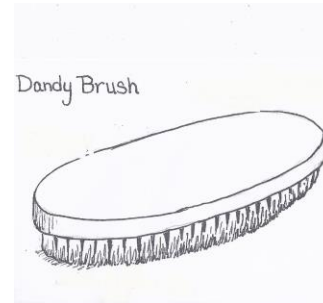


To pick out the hoof, run the hoof pick from heel to toe, beside the frog, getting any dirt or rocks out. Be careful not to dig the pick into the frog.

2. Using a circular motion, use a currycomb over the neck, barrel, and rump. Do not use the currycomb on the legs or face.



3. Brush the entire body except for the face with a stiff/dandy brush. Use short, flicking strokes, following the direction of the coat. Be sure to brush the belly as well, especially where the girth will touch.



4. Next use a soft brush over the entire body, including the face. Use long, sweeping strokes going with the direction of the coat, to clean sensitive areas and to polish the whole coat.



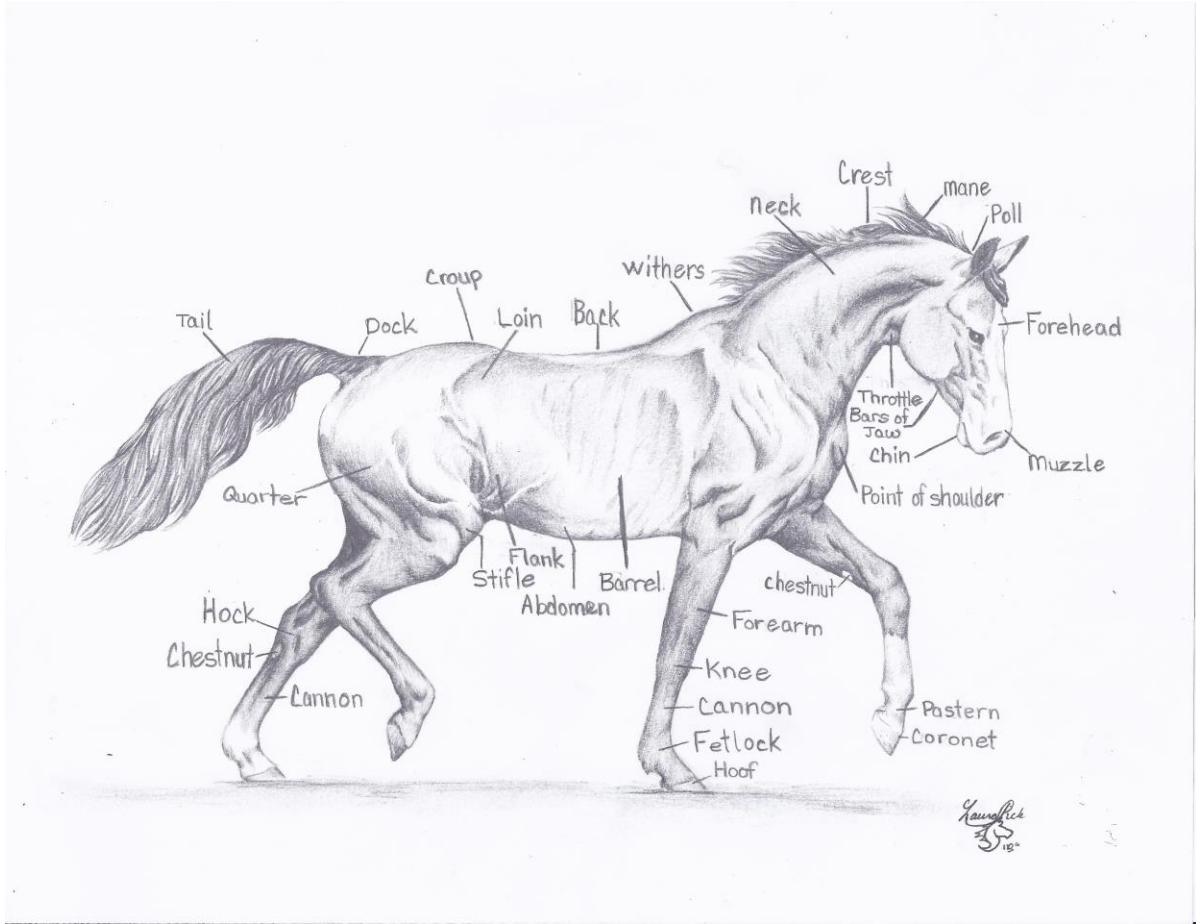
5. To brush out the mane and tail, use a comb. If there are a lot of tangles, use a mane and tail conditioner and then brush with a dandy brush so that you do not break or pull out the hairs.



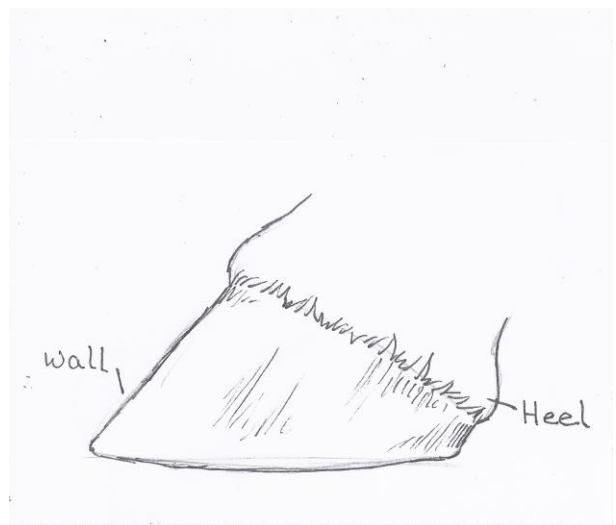
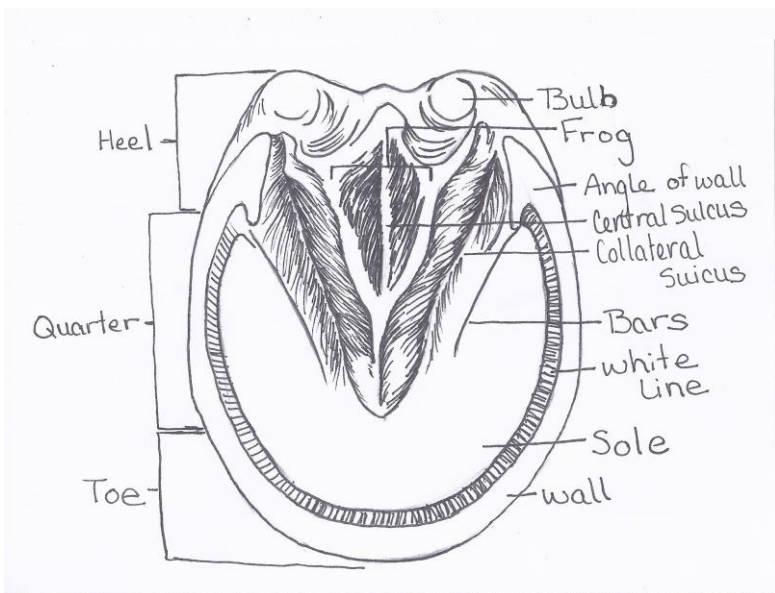
Start at the bottom and work your way up, always brushing in a downward motion.

For any serious, lingering stains that won't come off with brushing, get a bucket of water and a rag and wipe off the spot. Be sure not to make any area wet that will be covered by tack.

PARTS OF THE HORSE



Parts of the Hoof



Horseman's Talk and Simple Terms

If you want to talk with horse people, you should know the words they use to describe horses and horse terms. Here are some of the most common terms:

Stallion:	A mature male horse that can be used for breeding.
Mare:	A mature female horse over four years of age.
Foal:	A young horse of either sex still with its mother.
Colt:	A young male horse less than four years of age.
Weanling:	A young horse of either sex that has just been taken from its mother. It is usually between 6 months and 1 year of age.
Yearling:	A horse that is officially 1 year old. Some horses have an "official" birthday on January 1st of the next year after their birth, regardless of their actual birthday.
Gelding:	A male horse that has been castrated or altered. Most male riding horses are geldings.
Pony:	A mature equine of either sex that is under 14.2 hands high (58 inches). Do not confuse ponies with foals that will grow larger than 14.2 when they mature.
Mule:	A cross between a horse and a donkey.
Tack:	Bridles, saddles, and other equipment worn by the horse.
Green:	An untrained or inexperienced horse.
Off-Side:	The right side of the horse.
On Side:	The left side of the horse. Also called the "near" side.
Hands:	The method of measurement. One hand equals four inches. The horse is measured from the ground to the withers, the highest part of his backbone just behind the neck.

Terms We Use in Class

“Across the Arena”: Ride from one long side to the other, through the center.

Circle: Each client makes a big circle off the rail, without changing gait or tempo, and continues in the same direction.

Collection: The ultimate goal is to have your horse moving from his hindquarters, with his neck slightly arched, and his body bent gently in the direction of travel. Collection does not mean cranking the horse’s nose down without impulsion from the hindquarters. Bending your horse involves an even, slight bend from nose to tail in the direction he is moving. Hands and legs work together to achieve this.

“Come Down the Center Line”: Track straight down the center of the arena, from one short side to the other.

Diagonal: From one corner of the arena to the other, sometimes called a “change of rein”. Diagonal also refers to the horse’s footfalls at the trot when posting, such as “change your diagonal”.

Direct Reining: With English bridles, we rein by pulling the rein in the direction we wish to go. A beginning Client needs to learn how to pull out with one hand while giving with the other hand to make a graceful turn, and to “let go” once the horse has turned. You will see some Clients riding with reins on a halter instead of attached to the bit. This saves the horse’s mouth if a client has trouble with hand/arm control.

Gate: Generally ground poles configured so that the Clients can stop, back up, or perform an exercise.

Ground Poles/Cavaletti: Heavy poles placed on the ground for Clients to ride over. They are usually expected to go right down the center of the poles. Often ridden in “two point” position.

“Hold this Horse”: During mounting and dismounting, if we ask you to “Hold this horse”, we want you to stand directly in front of the horse’s head and keep him still. Use your voice and, if necessary, hold tightly on the reins or lead rope.

Inside/Outside: Applies to the position of the horse in the arena. The rail is at the outside of the horse; the center of the arena is the inside. For example, if left/right is a program for your Client, ask her to “use the inside rein towards (or away from) me” to reinforce the words left/right with the actions.

“Left Shoulder to Left Shoulder”: When meeting another client, horses meet with their left shoulders toward each other...one Client must track from the rail.

“Line Up in the Center”: All clients line up facing the same direction, leaving plenty of space between each horse.

“Pass the Horse in Front of You”: Client should pass with a minimum space of three (3) horse widths, tracking in from the rail early and back to the rail when past by the other horse. Safety is a must!

Reining: We use the squeeze and release procedure when reining...the Client learns to pull gently and give back until a turn is made.

Reverse: At the rail, each client turns to the inside, therefore; changing direction. This creates a teardrop shaped figure.

“Shorten/Lengthen Your Reins”: We usually want our client’s hands in contact with the bit. We will show you the proper way to help your Client.

Spacing: We want a minimum of three (3) horse lengths between clients. The ideal situation is to have your clients “spaced” evenly around the arena during a lesson. There are several ways to achieve proper spacing:

1. Stop and wait for the horse in front of you to move on.
2. Make a big circle on the rail, first looking carefully behind.
3. Cut across the arena to an empty space on the rail.
4. Pass the horse in front of you.

Each of these spacing techniques depends on the ability of the client. The instructor will direct a client on how to accomplish proper spacing.

Standing Poles/Pylons: Poles which stand upright and are arranged for reigning exercises such as “weaving the poles”, where a client begins on the outside of the first pole and weaves left and right through the line.

“Tracking to the Right/Left”: When a Client is cutting “across the arena”, we want the client to walk in a straight line from one side to the other, then turn right (“Tracking to the Right”) or left (“Tracking to the Left”) and proceed along the rail. Clients must position themselves between other clients with safe spacing.

Two Point: The client gets into a “pre-jump” position, with buttocks off the saddle, and balances between feet and hands.

Whoa: Your client will be shown how to ask for whoa with voice and hands, and how to immediately release the hands when the horse responds.