

Safety and Emergency Guidelines for Shane Center Volunteers and Personnel

2021



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Professional Association of Therapeutic
Horsemanship International

Welcome to The Shane Center for Therapeutic Horsemanship's Volunteer Program! We are excited to have you as a volunteer. You are an important part of a team that enables riders with DIFFERENT abilities to learn the fundamentals of horseback riding and horsemanship! We are a 501(C)3 organization founded in 1993 as Equine Assisted Therapy, Inc. by Karen & Joel Sanchez.

Our Mission: To improve the quality of life for people with disabilities through innovative equestrian activities.

Our Vision: To provide sustainable, exceptional equine programs that remain responsive to the community needs, collaborative with community partners and progressive in standards and effectiveness.

Our Values

- **Transparency:** Committed to consistent communication and full disclosure in all aspects related to our organization.
- **Excellence:** Exceeding the highest standards in our program, its administration and its governance.
- **Innovation:** Excelling through state of the art methodologies and techniques as well as in creative, resourceful problem solving.
- **Individual respect:** Committed to a responsive environment that nurtures the needs, independence, achievements, advancement and well-being of every participant, volunteer, staff member and stakeholder.
- **Integrity:** Ensuring steadfast, reliable commitment to the highest standards of practice.
- **Stewardship:** To manage time and contributions invested in our program with efficiency, effectiveness and integrity.

Organizational Framework:

BOARD OF DIRECTORS Joel Sanchez Adonyah Whipple Kathie Sanchez John Hinton Ronda Seligman Raj Hora Tom Shovelton Angie Kaiser	The Shane Center for Therapeutic Horsemanship Staff: <i>Karen Sanchez, Executive Director / CTRI ATRI</i> <i>Jessie Wolgast, CTRI</i> <i>Laura Alcantara, CTRI</i> <i>Sally Cable, CTRI</i> <i>Mindy Ingalls, Grants Manager, CTRI</i> <i>Emily Kinzer, Lesson Aide & Fundraising Coordinator</i> <i>Katrinka Orr, Facility Manager / StableMates Instructor</i> <i>Travis Thomas , Facility Maintenance</i>
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Fingerprinting:

In 2008, The Shane Center implemented a fingerprinting policy for all volunteers as a best practice. According to Amended Ohio Senate Bill 187 (Ohio Revised Code sections 109.574-577, 121.401, 121.402), The Shane Center for Therapeutic Horsemanship, Inc. is required to inform you:

- ✓ ***All volunteers 18 years old and older are required to provide proof of a BCI&I fingerprint/background check prior to volunteering.***

Confidentiality Policy:

All volunteers and personnel are required to sign a Confidentiality Agreement to protect The Shane Center, its staff, clients, and volunteers. Your association with The Shane Center may involve learning or developing sensitive information that relates to operations or client diagnoses, personal or family situations, and the like. By signing this form you are agreeing that you will not disclose pertinent information to anyone outside the center or with anyone inside the center other than those people who have a need to know.

Whistleblower Policy:

This policy addresses The Shane Center for Therapeutic Horsemanship, Inc.'s continuing commitment to integrity and ethical behavior by helping to foster and maintain an environment where employees, directors and officers can act without fear of retaliation by establishing procedures for (i) the receipt, retention, and treatment of complaints received by the Corporation regarding accounting, internal accounting controls, or auditing matters; and (ii) the confidential, anonymous submission by employees, directors and officers of the Corporation of concerns regarding questionable accounting or auditing matters.

The purpose of this policy is to encourage all employees, directors and officers of the Corporation to disclose any wrongdoing that may adversely impact the Corporation, the Corporation's employees, directors or officers, or the public at large. This policy also sets forth an investigative process of reported acts of wrongdoing and retaliation. Employees are strongly encouraged to discuss with supervisors, managers or other appropriate personnel when in doubt about the best and ethical course of action in a particular situation.

Reporting Wrongdoing:

An employee, director or officer who becomes aware of any wrongdoing or suspected wrongdoing is encouraged to make a report as soon as possible by contacting the Executive Director or his/her designee (in case a designee is selected, notice of such selection shall be given to all employees). Acts of wrongdoing may be disclosed in writing, telephonically or in person. The current contact information of the Executive Director is as follows:

Karen M. Sanchez, Executive Director
The Shane Center for Therapeutic Horsemanship, Inc.
Telephone / Facsimile # 740-625-9324 Cell# 740-398-2298
E-Mail: Karen@ShaneCenter.org

In the event the act of wrongdoing concerns the Executive Director or his/her immediate subordinates, the report of wrongdoing should be filed with Board of Directors through the Secretary who is Angie Kaiser. angie@shanecenter.org

Except as otherwise provided below with respect to confidential and anonymous submissions by employees, directors or officers of concerns regarding questionable, accounting, auditing or internal accounting control matters (see below), to the extent practical, the identity of any employee, director or officer who makes reports pursuant to this policy shall not be revealed to persons in the employee's department, division, or work location or to other directors or officers. The Corporation will make good faith efforts to protect the confidentiality of employees, directors and officers making reports; provided, however, the Corporation or its employees and agents shall be permitted to reveal the identity of the reporting employee, director or officer and confidential information to the extent necessary to permit a thorough and effective investigation.

Volunteering at The Shane Center for Therapeutic Horsemanship

Lesson Volunteer Qualifications:

Prior experience working with horses and/or people with disabilities is helpful. All volunteers need to have the desire to learn safety procedures and follow the policies set by The Shane Center for Therapeutic Horsemanship. Lesson volunteers must be at least fourteen years old. Lesson volunteers need to have some degree of physical fitness to be able to walk and jog for a sixty-minute lesson. Some of the lessons may take place on the trail, which will require walking up and down hills, through the grass and in the woods (volunteers are on foot, not horseback).

Stable Mate (Barn) Volunteer Qualifications:

Prior experience working with horses is helpful but not necessary. Barn volunteers must be at least ten years old, with adult supervision. Barn volunteers need to have some degree of physical fitness to perform various barn chores (i.e., groom horses, clean stalls, and clean tack) as directed.

Horse Buddy Qualifications:

The Horse Buddy volunteer opportunity is open to EXPERIENCED volunteers and Horsin' Around program participants who are at least 12 years old as well as interested parents of our riders & volunteers. Horse Buddy volunteers will be paired up with a horse and assist in their care, training, and exercise. Horse Buddies will be expected to adhere to our barn rules, training guidelines, and horse training protocols as all horses in our care have training/exercise goals and objectives.

Expectations:

A volunteer is expected to be reliable and adhere to a pre-determined schedule. Volunteers are also required to have updated paperwork on file with The Shane Center prior to volunteering.

Training Requirements:

All volunteers will be required to attend regularly scheduled training sessions. New volunteers will **SHADOW** experienced volunteers or volunteer trainers until both the Instructor and the volunteer feel they are ready to assist riders without direct supervision.

Volunteer Cancellations:

Please remember it is very important to let the Instructor know **as soon as possible** if you are unable to make the class(es) for which you are scheduled to volunteer. If the Instructor does not have time to replace you, the client you are partnered with may not be able to ride. Leave your name, date and time(s) of the class(es) you will be missing.

**PLEASE CALL THE MAIN PROGRAM LINE AND LEAVE A MESSAGE IF CALLING THE DAY OF YOUR ABSENCE
T# 740-625-9324**

There is a volunteer calendar in the tack shed to record known absences in advance so the Instructor can make arrangements for substitute coverage (i.e., vacation).

Shane Center Cancellations:

The Shane Center will cancel classes with the following guidelines in mind and with approximately 2 hours notice:

- Heat: Classes will be cancelled if the heat index is over 100 degrees. Indoor or ground activities may be substituted in the case of excessive heat.
- Cold: Classes will be cancelled if the daytime high temperature for Centerburg is going to be below 25 degrees according to the www.weatherchannel.com
- Severe Weather Advisories, Watches, and Warnings: will be carefully monitored and cancellations made as necessary to ensure the safety of the participants, volunteers, staff and horses.

Risk Management:

All volunteers and personnel 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.

Professional Conduct:

Volunteers are required to be polite and respectful to our clients, staff, fellow volunteers and horses at all times. Only perform tasks you are trained and qualified to perform. **REMEMBER:** Whenever you are wearing “The Shane Center for Therapeutic Horsemanship, Inc. Gear” (e.g., t-shirts and hats with The Shane Center’s logos), you are an ambassador of our program ... your behavior is a reflection of The Shane Center!

Under no circumstances are volunteers permitted to assist any client in the restroom. Only the client’s parent or care provider is permitted to assist the client, NO EXCEPTIONS. DO NOT put yourself in a situation where you would be alone with a client.

Volunteers are not permitted to transport clients or other volunteers as part of The Shane Center for Therapeutic Horsemanship’s programming. Volunteers/clients may ride share at their own discretion. The Shane Center for Therapeutic Horsemanship assumes no responsibility and does not offer any implied or arranged transportation services.

Volunteer Dismissal:

The Shane Center staff reserves the right to terminate a volunteer’s involvement within our programs. Dismissal of a volunteer will occur only as a last resort, and will generally take place following progressive disciplinary actions when possible.

Immediate dismissal of a Volunteer may occur in extreme cases.

Grounds for volunteer dismissal may include, but are not limited to the following:

- illegal, violent or unsafe acts
- failure to abide by agency policies and procedures
- gross misconduct
- theft of property or misuse of Agency funds, equipment or materials
- being under the influence of illegal drugs or alcohol while performing Volunteer duties
- failing to perform volunteer duties as agreed

The Shane Center will investigate and document all performance concerns and incidents which may serve as grounds for dismissal. This investigation will include hearing the Volunteer’s account of the incident, or perspective on the situation.

Where appropriate, verbal warnings may be issued to the Volunteer, and documented in his/her file.

Dress Code:

NOTE: During all sessions, dressing in layers is strongly recommended. In general, it is usually windy and 5-10 degrees cooler here than in town.

DO:

- ☺ Always appear neat and tidy
- ☺ Wear sensible and comfortable clothing
- ☺ Be prepared to be outside in the elements on various footing
- ☺ Wear hard-soled shoes (boots are preferred, tennis shoes are acceptable) with a hard top
- ☺ T-shirts and jeans, slacks or walking shorts are appropriate
- ☺ Bring a sweatshirt or jacket on cool/windy days
- ☺ Wear hat and gloves on cold/windy days and consider long underwear, cover-alls, and/or snow pants
- ☺ Sunscreen, visors/ball caps and sunglasses are recommended on sunny days
- ☺ Long hair should be pulled back neatly
- ☺ Protect yourself from the mud, wet grass, sun, wind, bugs (including ticks), as well as from light showers
- ☺ Bring water
- ☺ Wear your name badge during lessons (will be provided and stored in the tack room); leave your name badge in the tack room before you leave
- ☺ Turn cellular phones / electronic devices *OFF*
- ☺ Keep conversations "G" rated ... this is a family farm!

DON'T:

- ❖ Answer your cell phone during a lesson
- ❖ Wear revealing clothes (e.g., halter/crop tops, short shorts), sandals/open shoes ... such items are inappropriate
- ❖ Chew gum
- ❖ Wear long jewelry that could get caught and cause injury to yourself, the student or horse
- ❖ Wear perfume

Responsibilities:

1. Be aware of parking. Park in designated areas only. Know what time to arrive.
2. Be punctual. When you arrive: SIGN IN, get your nametag, and then check with the Instructor OR dry erase board to get your assignment.
3. Check in with the Instructor so you know the lesson plan and what will be expected of the student during the lesson.
4. Make sure you know your rider's name. Many instructions are directed to the rider, not to the volunteers or horse. Be aware of your surroundings and be "present" during the lesson.
5. Establish a rapport with the student you are working with. Help your student focus on the lesson. Learning information about handedness, likes/dislikes as it pertains to grooming, riding and goals for that rider is very helpful. Be sure to report signs of fatigue, discomfort or unusual behavior to the Instructor. If you have a question about a client you are scheduled to assist during a lesson, ask the Instructor.
6. Be prepared to keep your rider interested and occupied during times when they need to wait. Once the rider is under your care, their whereabouts and safety are your responsibility! Never leave riders unattended! Safety is our **Number One** concern for humans and horses at all times!
7. Get to know your horse. Ask the horse for "permission" to enter his space to begin interacting with him. Be aware of the horse's mood and temperament. Be aware of your own body language and intent as you begin interacting with the horse.

8. When you meet a person with a disability, be yourself! Be a friend and treat him/her as an equal. At the same time, be aware of the disability. One of the hardest aspects of volunteering is standing back and letting the student do things for him-/herself. Lend a hand if asked, or if you see an unsafe situation arising. Be patient. Try not to predetermine the student's abilities. They will always surprise you! Do not talk **about** the student in front of him/her; talk **to** the student.
9. **Use appropriate language.** Don't say "what's wrong with ...", rather tactfully ask the parent "Can I ask what your child's diagnosis is?" or "Would it be okay if I ask ...". If you're unsure, ask the Instructor for guidance on what is appropriate to ask and how to phrase your question.
10. Know what to do in the event of an emergency! This includes falls, seizures and weather-related emergencies.
11. Know general procedures for handling body fluids, injuries and where to find the first aid kit, fire extinguishers, and telephone.
12. Be sure to log your volunteer hours in the designated notebook before you leave.

Volunteer Job Descriptions

Horse Handlers:

Responsibilities:

- Guide and control the horse's movement/gait while allowing the rider to steer and control the horse as much as possible. If the Horse Handler is having trouble, the Instructor will assist the Horse Handler and horse to obtain the desired movement/gait.
NOTE: Side Walker(s) should not intervene with cuing the horse.
- Be aware of the surroundings as it pertains to horse safety, as well as Side Walker(s) and rider safety.
- Be aware of possible dangers and distractions.
- Be aware of what the rider is doing.
- Be sure the rider is prepared before changing gaits (i.e., holding the saddle/grab strap for trotting), and for mounted activities/games.
- Clearly communicate with the Side Walker(s).
- Be able to handle the horse in a variety of situations including at the mounting area, in the arena, on the trail and during an emergency.
- Be skilled in techniques needed to calm a horse in an emergency.
- Know appropriate training and discipline techniques as it pertains to leading, maintaining the desired gait, and maneuvering the horse around or over obstacles.
- Assist in reinforcing the Instructor's commands, comments, rewards and/or discipline when the Horse Handler is the only volunteer needed by the rider.
- Know how to dismount the rider in case of an emergency.
- Obtain specific instructions on where and how far to be away from the rider, as well as how to assist the rider during the trot when asked to remove the lead rope and act as a spotter.

Side Walkers:

Responsibilities:

- Assist the rider by repeating or rephrasing directions given by the Instructor.
- Be prepared to demonstrate instructions, including hand-over-hand assistance.
- Help keep the rider focused.
- Notify the Horse Handler and/or Instructor of problems or concerns, as well as accomplishments!
- Notice, *but don't change* the rider's position (i.e., stirrup length, saddle slippage) and notify the Instructor of what you see. If severe, immediately halt and notify the Instructor.
- Know how to dismount the rider in case of an emergency.
- Maintain an awareness of the horse, the Horse Handler and their actions.
- Stay next to the horse's shoulder/rider's leg while at various gaits, going over obstacles and during dangerous situations.
- Know what type of assistance the rider requires ... the less physical support given to the rider, the more the rider has to do for him-/herself, ultimately, the better off the rider is.
- *Side Walker(s) should not intervene with cuing the horse.*

NOTE: Side Walkers need to decide before the start of each lesson who the "Talker" will be. In addition to the rider taking direction from the Instructor, the rider can become very confused and frustrated when more than one volunteer is offering assistance to the rider.

REMEMBER: Many riders start riding with a Horse Handler and two Side Walkers, but eventually ride independently. Your job is to help the clients be safe on and around the horses while assisting them in learning the skills they need to be as independent as possible.

Instructor's Assistants:

This person assists the Instructor by helping coordinate pre-/post lesson activities, helps get horses/tack ready for each lesson, assists Horse Handlers & Side Walkers, cleans/straightens the barn during lessons and/or assists the Instructor during class as needed.

Stable Mate (Barn) Volunteers:

Barn volunteers assist either the instructor or the facility manager or other volunteers in the care of the horses, the facility, and the equipment. Duties may include: Cleaning stalls, grooming horses, cleaning tack, sweeping, dusting, raking, etc., helping prepare the horses or facilities for lessons, feeding horses, and turning horses in and out.

Horse Buddy Volunteers:

A Horse Buddy Volunteer will be paired up with a horse and/or with other Horse Buddies to help care for, develop a relationship with, continue the training of, and exercise horses in our program. This program will be supervised by a Shane Center staff member. Some activities include: grooming & "playing" with your assigned horse (riding/exercising is available for qualified volunteers), helping get the horses turned in/out, cleaning your horses stall or run in area, watching Parelli horse training DVD's, helping feed the horses, fill troughs and buckets, etc. Horse Buddy Volunteers do not ride, rather they help care for an assigned horse and continue the on line and/or liberty training of assigned horse. Horse Buddies must be actively studying and employing the Parelli Natural Horsemanship program.

Basic Horse Safety Guidelines

- ✓ Before petting a horse, assume a friendly body position and reach your arm out with the back of your hand up. If the horse touches you, you have permission to touch him. Touch him gently by placing your hand on his jaw, neck or shoulder. Use caution around the muzzle and lips. Fingers resemble carrots! Do not hold your hand out with your palm up as if you are going to feed the horse something.
- ✓ Make no assumptions and teach no assumptions! This means do not assume that if the horse or client did something one day, they will automatically do it the next.
- ✓ Know how to protect your personal space, the personal space of side walkers and clients, and the personal space of your horse. Know how to read the horse so you can respond to negative feedback **BEFORE** it escalates into biting or kicking.
- ✓ If a horse steps on your foot, lean into the horse and PUSH them to get their weight off of your foot!
- ✓ **NEVER** wrap a lead rope around your hand, wrist or any other part of your body!
- ✓ **NEVER** leave a client unattended in a stall or other enclosure with a loose horse. Stay on the same side of the horse as the client.
- ✓ **ASK permission** from the instructor prior to giving a horse treats or assisting a client in feeding a horse treats.
- ✓ **Keep reins off the ground at all times! Horses and humans can get a foot caught.** Lead ropes may rest on the ground only when no one is mounted and there is assured cleared space around the horse in case the horse steps on the rope and panics.
- ✓ If a horse is frightened, give the horse a chance to LOOK at and even sniff the offending fright. Avoid “making” the horse touch it or smell it. Instead, help him feel you will protect him from it.
- ✓ If a horse suddenly pulls or shies, release the pressure on the rope and then distract the horse by turning. Do not let go of the rope if a rider is mounted!
- ✓ Remember that communication is two or more individuals **sharing** and **understanding** an idea.¹

¹ Copy Write 2000: Pat Parelli Introduction and Theory/The Harmony Program

Emergency Procedures

Medical Emergencies

SCTH staff must be notified of any injury or medical emergency and are responsible for managing the emergency, This includes evaluating the scene, determining if additional medical assistance is required, and providing any first aid if required. An occurrence report must be completed by staff and involved individuals for every incident.

Calling for Emergency Medical Assistance

In the event of an emergency, volunteers may be asked to call for emergency medical assistance. Telephones are located in the main barn next to the feed room door and the horse halters, as well as in the observation room/office on the main desk. Emergency call information is posted near each telephone as well as in the tack shed.

First Aid Kits and Fire Extinguishers

Human and equine first aid kits are located in the observation room /office in marked containers.

Fire extinguishers are located throughout the facility. The extinguishers are located as follows: (1) by the observation room door leading to the arena (2) indoor arena (3) main barn aisle way (4) tack room.

Mounted Emergency Instructions

If a rider falls and does not get up on their own, **DO NOT MOVE OR PICK THEM UP. REMIND PARENTS NOT TO DO SO EITHER.** The horse needs to be immediately moved away from the fallen rider. The fallen rider's sidewalker should remain with them. All other horses must be halted. Follow the instructor's directions regarding what to do next. If medical help is summoned, volunteers will be instructed to dismount riders and return to the barn.

If a rider has a seizure or a horse is out of control, all other horses should be halted immediately. If your horse is upset by the commotion, immediately dismount your rider. Follow the instructor's directions regarding what to do next.

Fire Safety

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

1. All persons will evacuate the area to designated safe areas. If riders are mounted they will be dismounted immediately and remain with their parent/caregiver out of harm's way.
2. Horses will be evacuated by the staff to fields or other barns/buildings away from danger. If turned loose, bridles & halters & equipment must be removed. If horses do not want to leave their stalls, something can be placed over their eyes (e.g. towel, shirt) and then they should be taken outside. Loose horses are very dangerous to fire personnel, as they will often run back into a burning building!
3. A staff member will extinguish the fire with a fire extinguisher if the fire is smaller than a kitchen trash can.
4. Call 911 immediately if the fire does not extinguish.
5. Staff member/designated volunteer will take a head count and report to staff member in charge.

Designated Safe Areas

If fire is located in the observation room or indoor riding arena, the designated safe area is the Tack Shed. Participants, parents, volunteers, and guests are to remain there until authorities have indicated it is safe to leave the area.

If fire is located in the main barn, the tack shed, or the hay barn the designated safe area is the Picnic Shelter. Participants, parents, volunteers, and guests are to remain there until authorities have indicated it is safe to leave the area.

Horses will be evacuated away from all human traffic. If fire is in the main barn, the horses are to be evacuated to the round pen paddock or to the pastures behind the indoor arena using the series of gates in the paddock/pastures to avoid having to cross paths with humans. If fire is in the indoor arena, horses in the arena should be taken to one of the pastures behind the arena.

Emergency Weather Instructions

In the event of emergency weather conditions, seek shelter immediately! Human safety is the top priority.

Tornado

If you are outside, seek shelter in a ditch or other depression in the ground. Lie flat. If there is time, you can seek shelter in the basement of the Executive Director's house—all staff will know how to access the house. Horses should be left where they are. If you are outside, remove the horse's bridle, reins or lead strap and turn him loose.

Lightning

Seek shelter inside the barn and close the doors if possible. If it is safe to do so bring the horses inside. If you are outside, immediately dismount all riders and seek shelter away from tall trees. If horses are too spooked to handle, remove their bridles and turn them loose.

General Procedures for Handling Body Fluids/Injuries/First Aid

The following guidelines are meant to 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.

- 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 any 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 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 participant to do as much of this as possible. (This may not always be a practical solution).
- If practical, remove soiled clothing and place in a closed plastic bag.
- 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.

GUIDELINES FOR AUTHORIZED & RESTRICTED AREAS

Authorized Areas: Any area where potential risk of injury may occur.

Who can enter "Authorized" areas? Rookie Volunteers and above

Where: Barn, feed room, hay barn, trails, & riding arenas

Barn:

- Always be on the lookout for hazards: tools left where horses can reach them, protruding nails, broken latches, etc.
- Announce approach to horses inside.
- Do not feed treats including hay.
- When you have the horse's attention, greet them with your palm down allowing them to sniff you. Pet them on the cheek or neck.
- Know when horses do not want attention: ears back, nostrils flared, moving away, pushing your hand away, and raising head.
- Do not put your fingers through the wire stall fronts and do not allow others to do so.
- Close doors on horses with stall guards if you cannot safely supervise the number of people with you.
- When horses are being led in or out of stalls people should be out of the way. The group should stay together a full stall length away from moving horse or the group should wait outside the barn. If waiting inside the barn by a horse with a stall guard, be aware that the horse may try to smell or bite the horse that is being moved.
- Keep close control/supervision of young children or children who may not understand/obey the rules.
- Do not enter the stairway or loft.
- Do not handle the fire extinguisher unless there is a fire.
- Objects should not be left where a horse with a stall guard can reach them or where they will try to reach them.
- When you leave the barn:
 - One bottom snap on stall guards should be unsnapped if the door is shut.
 - Feed room door should be shut.

Feed room:

- Keep feed bin lid closed when not in use.
- Protect yourself and others from these hazards: equipment and tools that are hanging or in cabinets, and horse medications and feed supplements.

Hay barn:

- Not a place to play, enter only if necessary.
- Be aware of tripping hazards: pallets, equipment, twine.
- There will be hay and straw dust in the air as well as the possibility of mold.
- Stacks of hay/straw can be unstable.
- Do not play, rest or hide in or around equipment.

Trails:

- You will need to check in with the instructor and/or Joel prior to heading out on the trails. When you are walking, be alert for riders and make noise so you do not startle the horses (singing or talking are good).
- Other hazards that might be encountered on the trail:
 - Hunters (Joel & Karen would know about hunters on their property, but not on adjoining property).
 - Wildlife, briars, poison ivy, rocks, holes, trash, fencing, etc.
- Let an instructor or staff member know of any hazards that need to be remedied before a lesson takes a trail ride.

Arenas:

- Call out "DOOR" when approaching the indoor riding arena.
- Enter the arena with permission the first time and then with caution at other times being very careful not to startle horses or interrupt the flow of lessons. Be aware that horses like to migrate towards an open gate.

Restricted Areas: Any area where there is immediate danger to yourself or others in your care.

Who can enter "Restricted" areas? First Level Volunteers with Supervision, Second Level Volunteers, and above.

Where: Hay loft, pastures/paddocks/arenas with loose horses

Hay Loft:

- Electrical panel is on the wall just inside the door. Do not touch.
- Stairs are very steep. It is best to treat them as a ladder and ascend and descend facing the stairs. It is safer to lower objects to a person in the aisle than to bring them down the stairs.
- There is no wall or railing along the edge of the hay loft. Use caution!
- Loose hay/straw on the floor is slippery.
- Use caution when dropping hay/straw down. Do not get your hand caught in the strings around the bales. Do not drop bales on people or horses. Call out a warning before dropping items even if you think you are alone. If the barn is busy, you may need to post a guard at the barn entrance.
- Hay/straw stacks can be unstable. Use caution when climbing and getting bales.
- Always be on the lookout for hazards: broken light bulb, wires damaged or dangling, etc.

Pastures/Paddocks/Arenas with Loose Horses

- Notice what horses are doing before you enter. If they are playing games or racing around they may not notice you.
- Know the herd dynamics. Less dominate horses will move away from more dominate ones. If they feel you are less dominate they may bump into you to get away from the other one.
- Alert the horses to your presence.
- Stay far back if passing behind a horse. The horse may give a warning kick to a horse that is behind you and inadvertently kick you.
- Always be on the lookout for hazards: tools, lost shoes, fence down, broken boards, etc. Fix or alert an instructor.
- If you are there to get a horse:
 - Protect your space; protect the space of the horse you are getting.
 - Anticipate which way your horse will move if he feels threatened by another horse or if he tries to intimidate another horse while you are there.
 - Flies, wind and other factors may make the horses uncooperative and frantic. You may need to get a different horse first or get help.
 - Be sure you can keep the other horses from getting out while you get your horse through the gate. In an emergency it is better to let one horse loose than to let the whole herd out.
- If you are there to do something other than get a horse:
 - Remain aware of where the horses are and what they are doing.
 - Let them know before doing something that may startle them.
 - Keep your tools where they are not hazardous to the horses.

Off Limit Areas: Any area that is not part of The Shane Center's jurisdiction.

Who can enter "Off Limit" areas? Staff

Karen & Joel's House, Yard, and Driveway, the Creek in Front of the Main Barn, the Mechanical Barn.

- There may be dangers such as dogs, vehicles, equipment, etc.
- In the event of a weather related emergency, the house basement can be used for shelter. All staff will have a key to enter premises and know the dogs well enough to enter safely.

Lesson & Stable Mate Volunteer Levels

RATING → AREA ↓	Rookie (knows facility policies & procedures but needs direct supervision for most tasks)	First Level Volunteer (needs indirect supervision for most tasks)	Second Level Volunteer (needs some guidance for most tasks)	Lead Volunteer (independent and competent* Able to train others)
Access Level	“AUTHORIZED” on own “RESTRICTED” with supervision	“AUTHORIZED” on own “RESTRICTED” with supervision	“AUTHORIZED” & “RESTRICTED”	ALL ACCESS
Barn	Be able to safely enter barn Lead a tour of facility Help with feeding Fill/empty water buckets	Help with feeding Fill/empty water buckets Fill water trough	Feed lunch on own	Feed on own w/training Prepare barn as needed without supervision
Horses: Leading	Able to greet and interact with horses Side walker Get horse with assistance	Horse handler Get horse from stall	Get horse from paddock	Get horses to and from pastures Turn horses out in proper groups or pairs
Grooming	Learn grooming routines	Knows how to groom	Proficient at grooming and able to use the vacuum	Groom any of the horses
Training	Learn games 1-3	Knows how to play games 1-3 effectively	Able to play Parelli games 1-7 at Level 1	Able to work with any of the horses
Tacking	Assist in getting tack ready	Learning games 4-7 Learning how to properly tack	Able to warm horses up Able to tack horses	Recognize problems with tack
Working	Know where tools are Learn how to clean shed, stalls, sweep, rake		Clean stalls with horses in Can get straw from loft	Able to train & supervise others

*Capable of identifying existing and predictable hazards in the facility and in horse behavior and health.
Capable of taking corrective measures to resolve or eliminate them.

Riding Eligibility Guidelines

Skills	Beginner (Needs direct supervision.)	Intermediate (Needs guidance.)	Advanced (Independent and competent.* Able to train others.)
Grooming & Tacking	Able to get horse, tack & equipment	Able to prepare own horse and tack	Groom & tack any horse Knows saddle fitting guidelines Knows how to fit any style saddle Can supervise others
Groundwork	Parelli Level 1	Parelli Level 2	Parelli Level 2++
Pre-Ride Checks	Able to perform & know if horse is safe to ride	Able to perform in arena or playground	Competent
Riding Skills	Can walk and trot without using the reins for balance. Understands and can demonstrate that they don't need to kick to go or pull on reins for whoa.	Can walk, trot, and canter proficiently without holding the saddle for balance or balancing on the reins. Understands basic riding/training theory and can identify as well as start to correct problem behaviors.	Independent Hands & Seat Able to ride English or Western or bareback with a bridle or halter/ Able to correct and prevent problem behaviors.
Environment	Enclosed arena	Can ride under supervision on a beginner horse out in playground or on the trails. Can ride intermediate horses in arena.	Can ride in open areas & on the trails at all gaits
Horse	Beginner Horse	Intermediate or Sensitive Horse Can give beginner horses more training & conditioning.	All Shane Center program horses
Supervision	Direct supervision by Instructor	Ride in enclosed area with instructor on site and parent or advanced rider supervision. Ride in the open with instructor supervision.	Ride on own with an adult knowing and confirming that riding session has ended safely.

*Capable of identifying existing and predictable hazards in the facility and in horse behavior and health.
Capable of taking corrective measures to resolve or eliminate them.