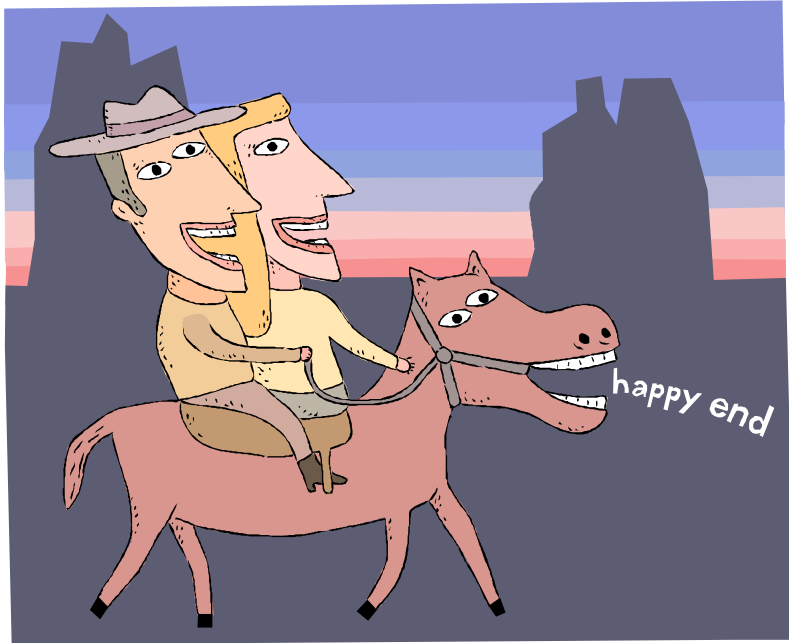


Happy Trails!



Kentucky Foothills
Therapeutic
Horsemanship
Center
Participant Manual



www.kfthc.org

mykfthc@gmail.com

606-965-2158

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Welcome to KFTHC!

You are about to embark on a journey of growth and learning with horses. To make your experience the best it can be we have developed this guide to KFTHC's mission, its services and its guidelines. Please use the following guide to discover how you and your family can get the most from KFTHC's programming.

KFTHC wants your experience to be safe, rewarding, therapeutic and fun. It is essential for our participants and horses that we uphold consistency in activities, procedures and policies. The hows and whys of the KFTHC way of doing things will be explained in this manual. If you have any questions, please don't hesitate to ask.

We are looking forward to sharing this journey with you!

OUR MISSION

The Kentucky Foothills Therapeutic Horsemanship Center, Inc., is dedicated to improving the quality of life of individuals with physical, emotional and developmental disabilities by facilitating the exploration of the age-old relationship between horse and human.

KFTHC's mission is to provide a safe, secure environment in which individuals can benefit from experiencing , riding and driving horses in a manner which acknowledges the special needs and the special abilities of each and every individual.

Contact Information

Executive Director,	Cheryl Martin	606-965-2158 Cell 606-521-0710	mykftnc@gmail.com
Veterans Program Coordinator/ Facilities Manager	Mark Martin	606-965-2158 Cell 606-386-0052	
Lead Instructor Head Wrangler Lesson Coordinator	Chelsea Ross	859-445-1398	caross0915@gmail.com
Volunteer Coordinator	This position is open. Interested??		

SCHEDULING AND CANCELLATIONS

- Each horsemanship lesson, either mounted or groundwork will be \$40.00.
- Schedules will be sent out to all participants on Tuesdays. Confirmation calls or texts will take place on Wednesdays.
- Confirmation of a scheduled visit means that this is your time for a lesson. Changes in schedule times are possible based on family needs.
- If you confirm and do not show up for your lesson, you will be asked to pay the full fee of \$40.00.

The reasoning behind these changes in fee responsibility is based on the fact that if you miss a ride without cancelling, another rider is possibly missing out on a chance to ride. We will still try to be patient, but patience doesn't pay the bills.

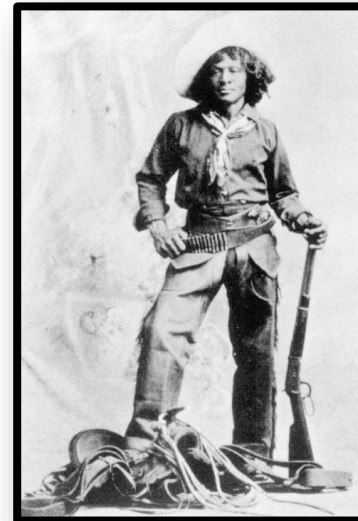
KFTNC's Board hopes that these changes do not cause financial hardship. Please feel free to discuss other options with Cheryl.

WHY BANDANAS?

The cowboy bandana, or "Glad Rag" is perhaps the most versatile piece of clothing to survive into the 21st century. From back in the early days of America, all the way to the present, cowboys and cowgirls have used bandanas for many purposes.

Bandanas were used and are still used to keep dust out of cowpokes' noses and mouths, as a washrag, to filter drinking water, to wipe sweat from their brows and for warmth and protection from the sun. They can also be used for wiping noses and as a headband for keeping hair out of the way. The cowpoke can also tie the four corners together to make a sack for carrying things.

The cowpoke never tied his bandana when he was working, it could be dangerous. A tie ring could be used as in the photos below.



FREQUENTLY ASKED QUESTIONS

What does KFTHC charge for services?

Each horsemanship lesson, either mounted or groundwork will be \$40.00.

Group lessons, containing 2 participants or more, will last 45 minutes.

Private lessons, containing a single participant, will last 30 minutes.

Schedules will be sent out to all participants on Tuesdays. Confirmation calls or texts will take place on Wednesdays.

KFTHC does not refuse services based on lack of ability to pay. Meet with our Executive Director, to discuss your family's needs.

What will the schedule be like?

Scheduling of lessons will be based upon rider preferences. Many riders ride one hour per week, others ride bi-weekly.

Is this a safe activity?

KFTHC operates by the Professional Association of Therapeutic Horsemanship (PATH) "Standards and Regulations", so it is as safe as it can possibly be.

KFTHC's horses are very well trained and gentle and classes usually take place in an enclosed arena. KFTHC cannot however, eliminate all risk.

All riders will have in place an "Emergency Dismount" plan.

Initially all riders will have a leader and two side walkers to act as safety helpers. As the rider progresses the number of helpers can decrease.

What if my child hits someone?

KFTHC understands that young children and children with some diagnoses may strike out at others. If a child strikes his or her horse, a volunteer or another child during the lesson, he or she will receive a verbal warning. If another strike occurs an emergency dismount may take place and the rider may be escorted from the arena for the duration of the lesson. The fee still applies, however this does not affect further lessons unless it becomes a recurring event.

WHAT SHOULD I WEAR?

You will be in a barn environment. Dress appropriately for forecasted weather and activities.

PARTICIPANT ATTIRE- REQUIRED

ASTM-SEI Riding Helmet- All participants are required to wear equestrian helmets for all equine activities (riding and ground work) at KFTCH. ***Bike helmets are not appropriate for riding, sorry.*** It is recommended that purchase your child his/her own helmet, however “loaner” helmets are available at KFTHC for anyone who needs to borrow one. Due to materials breakdown, helmets should be replaced every 5 years so beware buying a used helmet.

Long Pants such as jeans or riding pants **are strongly recommended-** Wearing short pants when riding can cause skin breakdown, chafing, blisters or other discomfort.

Closed Toed Shoes- such as boots or tennis shoes. A riding boot with a heel and shallow tread would be ideal. PROTECT THOSE TOES!!

Cold Weather Gear- such as gloves, jackets, etc. (A pull over hat can be worn under a larger helmet.)

Please do not wear dangling jewelry

PARTICIPANT ATTIRE- RECOMMENDED

Gloves- recommended to protect hands when handling reins or lead ropes. Gloves should fit snugly for a strong grip.

REQUIRED DOCUMENTS

Before participating in Therapeutic Riding Lessons each participant must have on file certain current (within one year) documents. These documents include:

- Registration Form, which includes:
 1. Name
 2. Address
 3. Phone number
 4. Birth date
 5. Parent/guardian/care-giver name and phone number (if appropriate).
 6. Emergency Contacts
 7. Photo Release (consent or non-consent)
- Medical Release– signed and dated by physician
- Authorization for Emergency Medical Treatment
- Consent for Treatment and Release of Liability
- Health History

These documents are available at the Center Office, may be emailed to you or can be downloaded by visiting kfthc.org under the “Getting Started” tab.

RIDER WEIGHT POLICY

KFTHC will adhere to the following guidelines when making decisions regarding rider weight. Each guideline is in place so that every member of the team (horse, rider and volunteer) may have a safe experience. Horse health, a rider's weight distribution, a rider's ability to dismount without hurting the horse and each volunteer's ability to safely assist a rider are all very important considerations.

Each horse will be evaluated as an individual and assigned a maximum carrying weight. Considerations will be made to age and health/soundness.

Each rider will be evaluated as an individual. Considerations will be made for the rider's height, range of motion, balance and ability to dismount independently.

Each team will be evaluated to ensure that an appropriate volunteer/instructor is available to complete all emergency procedures including an emergency dismount.

In general, the following rider height to weight ratios will be followed:

Rider Height	Maximum weight
Under 5'0" tall	150 lbs.
5' to 5'6" tall	175 lbs.
5'7" to 6' tall	200 lbs
6'1" to 6'5" tall	250 lbs

The maximum amount of weight each horse can carry is determined using the following formula:

20% of the horse's weight minus the weight of tack minus 10 lbs for degrees of unbalanced rider movement. (Unbalanced rider movement is determined through instructor observation while rider is mounted and through a balance exam while non-mounted.) Other considerations are observation of equine movement while carrying weight and veterinary input.

Each horse has a maximum number of lessons He/she may participate in each week. Therefore the number of horses available to carry higher weights may be limited.

HELMET FIT GUIDELINES

The helmet should be level front to rear and side to side: a common mistake is to wear the helmet tipped too far back. To be sure the helmet is properly positioned, look in a mirror with your head slightly turned.

Adjust the straps so that the helmet remains level. The front and rear strap of the "V" should be snug and positioned just below the earlobe.

The snap should be snug under the chin, but not to the point it causes discomfort or difficulty swallowing. You should feel the strap against the skin but be able to slide a finger under it.

Size your helmet using the right thickness of pads. Change and locate them as needed to make it a snug fit without being uncomfortable.

To test fit, shake your head from side to side and front to back; if it fits properly the helmet should stay in place.

It is recommended that helmet straps be checked and readjusted as needed every time you wear your helmet.

KFTHC volunteers will be available to check your helmet fit before you enter the arena.



ELIGIBILITY CONSIDERATIONS

To ensure the wellbeing of our participants KFTHC follows PATH, Intl. guidelines about:

Contra-indications– that is, conditions for which an individual should not ride a horse.; and

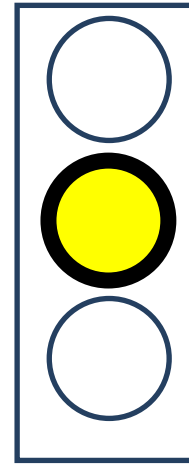
Precautions– conditions which should be strongly considered before horseback riding.

If you have any questions about whether you feel horseback riding might not be safe for you or your child, please talk with one of our instructors.

Weight limits may also apply, based on information on page 16 in this booklet.

There is no upper age limit, however it is not considered safe for a child under two years of age to ride a horse.

All individuals, participants as well as volunteers and visitors will be held to KFTHC’s Dismissal Procedures.



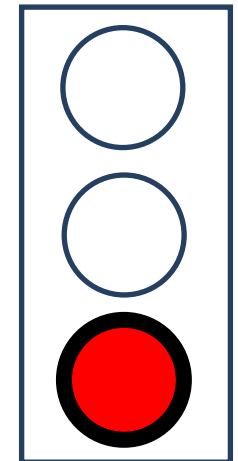
If a volunteer, family member, staff member, visitor or participant witnesses or experiences what they feel is inappropriate language or behavior which **MAKES HIM OR HER FEEL UNCOMFORTABLE**, he or she may call out or express “**YELLOW LIGHT**”. This means that the language or behavior should immediately stop.

This incident should be reported to a staff member, the instructor or person in charge of the activity, and it should be documented and other appropriate steps taken.

If a volunteer, family member, staff member, visitor or participant witnesses or experiences inappropriate language or behavior which makes them feel **THREATENED OR IN DANGER OF POSSIBLE HARM (PHYSICALLY OR EMOTIONALLY)**, he or she should call out “**RED LIGHT**” and **IMMEDIATELY** report the occurrence to a staff member, the instructor or person in charge of the activity.

The individual who is responsible for the offensive or threatening language or behavior will be removed from the area, the incident will be documented and other appropriate steps will be taken.

Please remember that the use of “**RED LIGHT**” is a serious accusation and should not be used lightly or humorously.



Inappropriate Language or Behavior Policy

Please also review KFTHC's Dismissal Policy

Any time people are in social situations with others there are opportunities for misunderstandings in use of language or behavior by others. What one person feels is appropriate may make another person uncomfortable, or even angry

To prevent occasions of risk, at no time should a KFTHC volunteer, family member, staff member, visitor or participant be in a strictly one-on-one situation with an unrelated individual when on KFTHC property. This policy will prevent possible accusations of inappropriate behavior, language, or touch.

At KFTHC we use the YELLOW LIGHT/RED LIGHT policy regarding use of inappropriate language and inappropriate actions of behaviors.

Who can ride?

Horseback riding is not considered a safe activity for individuals less than two years of age. There is no upper age limit.

There is a list of Precautions and Contraindications based on PATH standards. If you are unsure about whether riding is an appropriate intervention for you or your child, call KFTHC and speak to our Program Director, Cheryl Martin.

All riders must have a statement from a doctor saying that riding will be a safe activity for him or her. This form will be provided to you as part of the Registration Packet.

Is riding the only activity KFTHC offers?

Most of KFTHC's lessons begin with the participant assisting with grooming and tacking the horse. Individuals who cannot ride may be interested in out on-the-ground natural horsemanship activities. Call and speak to our Horsemanship Instructor, Mark Martin, if you are interested.

KFTHC also offers an Equine Services for Heroes Program which serves military personnel, veterans and their families. This program combines vocational horsemanship activities as well as riding.

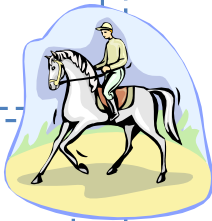


For many centuries, horseback riding was used mainly as a source of transportation. In more recent years, it has become not only a form of recreation but also a highly effective therapy.

Therapeutic horsemanship uses equine-oriented activities for the purpose of contributing positively to the cognitive, physical, emotional and social well being of people with disabilities. The following is just the beginning of what we might see in our riders:

Increased Muscle Strength:

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



Improved Comprehension:

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

Improved Spatial Organization:

Participants gain a better understanding of their body in space and begin to distinguish between left and right, forward and backwards.

Improved Commun

Communication skills improve be horse and human at the verbal and an effective working relationship activity, the students must also b volunteers ar

DISMISSAL PROCEDURES

To ensure the safety and comfort of all of our equines, participants, families and visitors we will adhere to the following guidelines:

Level 1: VERBAL WARNING

- * Not following KFTHC guidelines will result in a verbal warning from the executive director or the program director.
- * The warning will be documented in the appropriate file.

Level 2: WRITTEN WARNING

- * If the individual does not follow KFTHC guidelines for a second time a discussion with the executive director or the program director will take place and a written description of the incident and discussion will be placed in the appropriate file.
- * Steps will be taken to prevent future incidents.

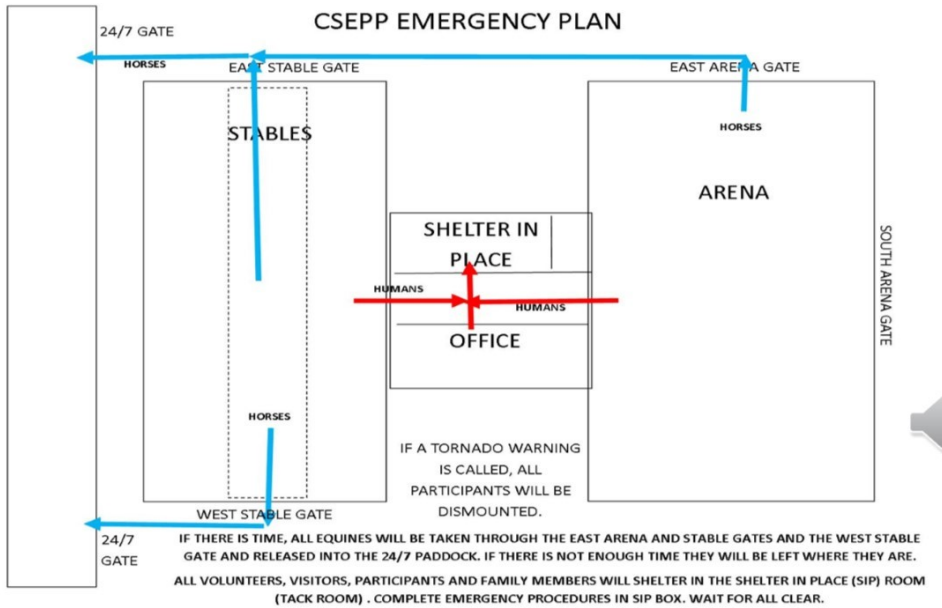
Actions that will be taken if a further incident occurs will be outlined.

Level 3: DISMISSAL FROM THE ORGANIZATION

Anyone facing dismissal from the organization will be informed by a written notice and a discussion with the executive director or the program director. The following are grounds for immediate dismissal from the organization:

- * Theft
- * Inappropriate use of the facilities, mailing lists or monies
- * Abuse or mishandling of the animals or properties
- * Repeated disregard of the organization's policies and procedures
- * Harassment of or inappropriate behavior toward any staff member, volunteer or participant
- * Use of alcohol or non-prescribed drugs while working with or near the participants or animals.

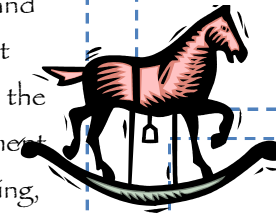
CSEPP SHELTER IN PLACE



All of these emergency diagrams are also posted in KFTHC's barn. Thank you for paying attention to KFTHC's safety protocols

Improved Motor Development:

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



Improved Balance and Rhythm

Participants develop the ability to maintain gross and fine motor balance and to move rhythmically with the horse. Participants will start to interpret and react to the horse's movements.

Improved Sense of Time and Sequence.

Participants develop an awareness of time and concepts and will develop the ability to perform tasks in a sequential order.

Improved Body Localization:

The participants develop the ability to locate and identify parts of the horse's body, this will aid in developing awareness of and understanding of his/her own body.



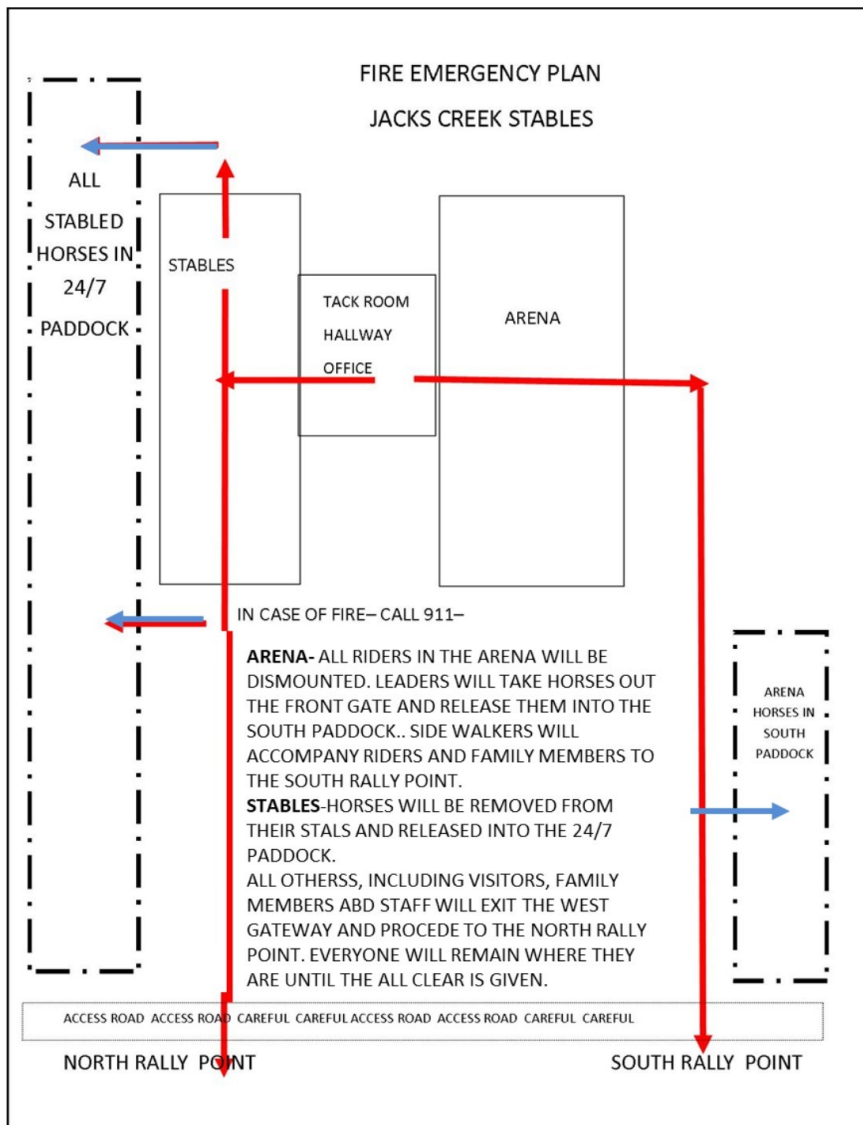
Improved Problem Solving Skills:

Participants learn and practice the practice of problem solving. Problem solving occurs when participants work to accomplish a specific goal/skill.

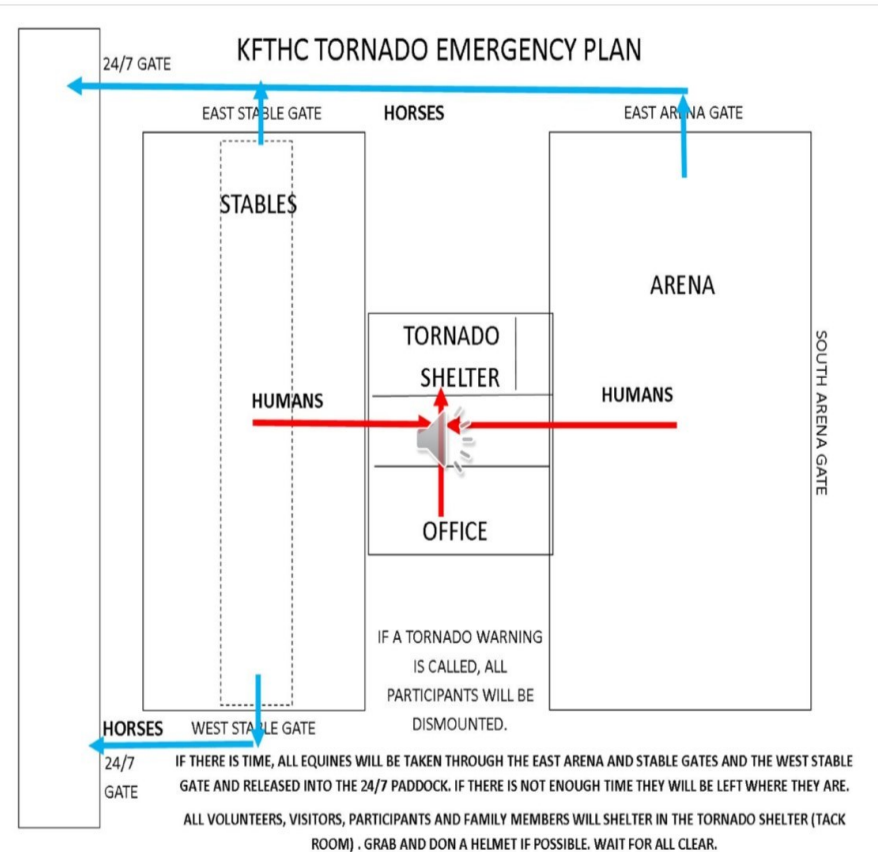
Communication Skills:

Because clear communication between the rider and non-verbal level is the only means to succeed in riding. As riding is usually a group activity, participants are able to communicate with peers, and the instructor.





All of these emergency diagrams are also posted in KFTHC's barn. Thank you for paying attention to KFTHC's safety protocols



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