

DREAM RIDERS



*A Premier Accredited
PATH International program*

Rider Handbook

2015



Dream Riders

Mission

To provide an opportunity for people with special needs to benefit from equine assisted activities in a safe environment.

We will pursue our mission in a manner consistent with

Our Values

Respect for the clients/athletes with Special Needs-

Dream Riders program commitment to a relationship of total satisfaction and mutual trust

Respect for Volunteers/ Participants-

providing opportunities for personal and professional growth in a healthy and productive program environment

Respect for Facts-

focusing on a rigorous and objective understanding of all program issues

Respect for Contributors-

delivering an acceptable return to our contributor's investment in the program

Our guidelines for strengthening Dream Riders' equine assisted activities program are:

Strategic Directions

- **Provide a safe equine assisted activities program.**
- **Substantially improve the dreams of the special need equestrians.**
- **Strive to be an innovative equine assisted activities program.**
- **Become a model program for the state of South Carolina.**
- **Provide growth and fulfillment for our participants.**
- **Develop and promote a meaningful equestrian competition for participants.**
- **Develop a state-wide network of equine assisted activities program.**

Welcome To Dream Riders!

We are pleased that you have become a rider at Dream Riders.

Our Rider Handbook is designed as a reference to policies, rules and regulations for riders at the Dream Riders' program. In this handbook you will find facts and information on the following;

- ❖ An overview of Dream Riders
- ❖ General rider information
- ❖ Dream Riders' Rider Policies
- ❖ Riding Lesson Policies
- ❖ Action Policies During Emergency Situations
- ❖ Opportunities to help support Dream Riders

We hope this information will be of benefit to you and that you will refer back to it throughout your involvement with Dream Riders.

For participants wanting more information about horses, disabilities, or equine assisted activities we encourage you to visit the PATH Intl. web site www.pathintl.org.

Where Dreams Become Reality

Dream Riders became operational in October 1998 in Lexington, SC with 2 horses and eight soon to be equestrian participants. Dream Riders program through the direction of a dedicated board of directors, committed instructors, and trained volunteers has expanded to over 1,000 hours of therapeutic riding yearly with future Dream Riders on our waiting list. Dream Riders growth was made possible by the community's need for this type program and funding from general public, donations, fundraising projects, and grants. Dream Riders is a premier Accredited PATH Intl. center and the Area 7 Special Olympics Equestrian program covering Lexington, Richland, Fairfield, and Kershaw counties.

Current Program

Dream Riders is a non-profit 501-C-3 corporation providing a unique approach to physical, emotional, and recreational opportunities for both children and adults with special needs. Each rider is assessed before acceptance into Dream Riders equestrian program for medical releases and program's ability to provide a safe equestrian experience for the rider. A monthly review is held by our certified instructors on each rider as to their progress and if any changes are needed to their present goals. Riding contracts and Emergency Medical Treatment forms are updated yearly. Participant's Medical History & Physician's Statement is updated every three years and the Medical update will be issued the two years in between. This keeps the instructors aware of medical and personal information changes.

Dream Riders offers the Equine Assisted Activities of Therapeutic Horsemanship and Therapeutic Riding:

Equine Assisted Activities are those services provided by a trained professional that focus on recreation, leisure, sport or education. These activities are based on an educational model. The professional guiding the experience is a specially-trained, PATH-certified instructor. The professionals' training provides them with expertise in specialized, adaptive teaching methods which allow people with a variety of disabilities to learn horsemanship skills and experience the equine environment.

Therapeutic Horsemanship – equine activities organized and taught by instructors specifically trained to work with people with disabilities or diverse needs. The intent is for students to progress in equestrian skills while improving their cognitive, emotional, social and/or behavioral skills.

Therapeutic Riding (TR) – therapeutic horsemanship that involves mounted activities including traditional riding disciplines or adaptive riding activities conducted by a Professional Association of Therapeutic Horsemanship International Certified Instructor

Through certified instructors, dedicated volunteers and specially trained horses Dream Riders enables riders of ages four years old and older to benefit from equine assisted activities. Riders not only enjoy our home facility, but also have the opportunities to participate in other equestrian and non-equestrian events throughout the year, including shows, demonstrations, and fun social events. Every year Dream Riders host a Therapeutic Riding horse show which is for riders to demonstrate the riding skills they have worked on throughout the year.

Dream Riders offers weekly therapeutic riding lessons from September until June in a small group setting. In July Dream Riders offers summer day camps to children from local children's homes and shelters

Dream Riders is entirely operated by volunteers and our certified instructors, with 100% of all donations and funds received going right back into the Dream Riders program.

BENEFITS OF THERAPEUTIC RIDING

Therapeutic riding uses equine-oriented activities for the purpose of contributing positively to the cognitive, physical, emotional and social well-being of people with disabilities. Therapeutic riding provides benefits in the areas of education, sport, recreation, and leisure opportunities.

Physical: The three-dimensional motion of the horse provides the rider with hip and back action that stimulates natural walking. Riding relaxes and strengthens muscles and improves body tone, posture, balance, joint mobility, and coordination.

Emotional: Contact with the horses and horsemanship training provides a noncompetitive setting for learning. New abilities, self-discipline and improved concentration build self-confidence.

Social: Horseback riding helps nurture a positive self-image. Riders may, for the first time in their lives, experience some independence and a sense of being part of a team.

Dream Riders' Rider Policies

We want you to be aware of the inherent risks of horseback riding. Further understand that you must be careful while on the property of Dream Riders and particularly while horses are being handled. Dream Riders cannot and does not assume any liability for accidents, injury, or death to person or persons. Review the content of South Carolina's Liability Law which is below and also posted at drive entrance, barn, and riding ring. Realize you are fully responsible for friends and visitors accompanying you on Dream Riders property.

SOUTH CAROLINA LIABILITY LAW

Under South Carolina Law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in an equine activity resulting from an inherent risk of equine activity, Pursuant to Article 7, Chapter 9 of Title 47, Code of Laws of South Carolina, 1976.

Please note that horseback riding is contraindicated for some conditions/ individuals. As a PATH Intl. (Professional Association of Therapeutic Horsemanship International) Premier Accredited program, we **must** follow PATH Intl. guidelines for physical restrictions of riding. Refer to the PATH Intl. Precaution and Contraindication Guide (located in Dream Riders' office) for detailed information. Dream Riders reserves the right to deny services to any individual based upon concerns for the applicant's safety and/ or the safety of the volunteers, staff, property owners, horses, or for other reasons in accordance with PATH Intl. operating center guidelines. Final determination for participation will be made by the instructors at Dream Riders.

Age Policy

Minimum Age: 4 years old for therapeutic riding lessons.

Maximum Age: There is not a maximum age. The only requirement is that the person is able to physically and safely perform what is required in a therapeutic riding lesson.

Weight Policy

According to PATH Intl. guidelines, riding is contraindicated:

1. If the staff is unable to safely manage the participant in any situation, including an emergency dismount.
2. If safety or comfort of the horse is compromised during mounted activities.

Weight considerations for all riders: Maximum weights are listed below, but decisions regarding participation will be based on the availability of a suitable horse relative to the height, weight, cognition, and balance of the participant. Dream Riders reserves the right to weigh all participants at any time. If the rider has surpassed the weight limit during the session they will no longer be able to participate in the lessons. Riders who surpass the weight limit during the session will not receive a refund for remaining lessons.

Dream Riders Height and Weight Table (maximum weight is with clothing on)

<u>Height</u>	<u>Maximum Weight</u>
4' and under	115 lbs
4'1"-5'	150 lbs
5'1" to 5'6"	175 lbs
Above 5'7"	200 lbs

*For the safety of riders, instructors, volunteers and horses we require riders weighing over 40 lbs to be able to sit on a horse and balance independently by holding on to the therapy surcingle with one hand. They must also be able to assist in transfer on and off of the horse. Applicants who are unable to sit unassisted may require direct treatment by a therapist in a hippo therapy program, which is not offered at Dream Riders.

I further accept that Dream Rider's Head Riding Instructor reserves the right to release a rider due to: unsafe situations, behaviors that are not conducive to a group lesson, rider not fitting the criteria of therapeutic horsemanship and therapeutic riding, rider not fitting into the height/weight chart given in the rider handbook, physical stress to the rider resulting from riding and/or any safety/medical problems that may arise or implications that the continuation of therapeutic riding is a contraindication.

Seizure Policy:

Riding is a contraindication if:

- Recent seizure activity accompanied by strong, uncontrollable motor activity or atonic or drop attack seizures due to their sudden and complete loss of postural muscle tone
- A change of frequency or type of seizure until the condition is evaluated
- Inability to manage a participant during an emergency dismount should a seizure occur

If any of these contraindications apply Dream Riders has a six month wait period before rider is able to participate in mounted activities. After wait period rider must provide a Doctor's notice stating evaluation of condition and date/ type of last seizure.

Program Enrollment Policy:

Once Dream Riders program receives a fully completed enrollment packet, the rider's name will be put on the waiting list to be evaluated. Official acceptance into the program will only take place after the rider completes an onsite evaluation by the Head Riding Instructor which will issue a riding contract when the rider is accepted by the Board of Directors. **Riders will be reevaluated by the instructors if a need arises such as physical or behavior changes that have become dangerous to the rider, staff or volunteers.**

Riders Goal Setting Policy:

Dream Riders rider's goal policy is that each rider will have a personal set of documented goals, which will be set on a 12-month time frame. These will be available to parents, volunteers and staff only.

- The goals will be set and documented for each rider after the second lesson of a new rider.
- In the case of a continuing rider, the goals will be set and documented at the start of a new year in January.
- Documented riders goals will be located in the rider's file.
- Head Riding Instructor will be the sole responsible party for setting each rider's goals and may use input from the rider, assistant instructor, volunteers, and parent or guardian in setting the yearly goals.
- Dream Riders is specifically a Therapeutic Horsemanship and Riding program. It is our policy that riders demonstrate basic equestrian/ riding skills within a year of acceptance in the Dream Riders lesson program.

General Conduct Policy For Parents, Riders, And Guests During Dream Riders Lesson Time:

Important areas used during riding Lesson

- Parent/Rider waiting area is located in front of the small silver gate on the wide part of the concrete.
- Rider holding area is located in front of mounting ramp with chairs in it.
- There is a bulletin board at the bathroom that will have upcoming events or important information posted on it.

Riding apparel

For safety as well as comfort, riders should dress in close-fitting clothing and in a professional way- no spaghetti strapped shirts or short shorts. Loose, floppy clothing can get caught and tangled with equipment. Long pants are strongly recommended and preferred for protection from the saddle rubbing/ pinching the riders legs!! Riders must wear sturdy closed toe shoes (no sandals, slide/ slip on shoes) Boots with a 1/2 inch heel are recommended and preferred if a rider can wear boots. The support of a boot helps to stabilize the riders ankle in the stirrup and is safer. All Dream Riders' saddles are equipped with safety stirrups. An SEI-ASTM approved riding helmet which fits properly with an attached harness is required while riders are around the horses

and mounted on the horses. Helmets are provided by Dream Riders, unless the rider has his/her own approved safety helmet.

Dress in layers that you can shed as you exercise, especially during cooler months. Bring a jacket, even if you don't need it in town --it's cooler at the barn than you may think!

Lesson Policy Standard

A lesson is 45 minutes in length and is to consist of mounting each rider and tack adjustments, exercises while mounted, 20-30 minutes of lesson activity, cool down time, and dismounting. Please note a lesson starts when the riders enter the mounting holding area. Parent, Guardian or Staff (not Dream Riders Staff) are responsible for their rider until the rider enters into the fenced in area with a volunteer or instructor. For those riders who are skilled enough and the facility can provide the needed safety for the special needs rider, grooming, tacking up, and putting up the horse may be included into the 45 minute riding lesson. The Head Riding Instructor additionally has the responsibility of safety for riders, volunteers, and horses at all times so therefore, the instructor has the right to deviate from the above lesson outline when safety is a concern.

Example: the lesson could be full time as barn management-classroom activities, grooming, tacking up, types of tack, tack cleaning, etc.

Arrival to lesson

- Please, come down the drive no faster than **10 MPH**. There may be people or horses in or near the driveway area.
- **Be on time**. If you must cancel please let an instructor know by email or phone as soon as possible. While we realize that situations can occur unexpectedly, any advance notice of absence from your scheduled lesson would be appreciated. We can make arrangements for a substitute rider or cancel unneeded volunteers. If riders are 15 minutes late for their scheduled lesson time, their horse will be un-tacked and volunteers excused, unless you have made prior arrangements. Understand that even if the rider is late the time for ending the lesson will remain as scheduled.
- If a previous lesson is in progress or dismounting stay in your car or quietly go to parent/ rider waiting area. Avoid loud noises such a door slamming, loud laughing, screaming, etc.
- All riders are to wait at parent/ rider waiting area with a parent/ guardian until a volunteer or instructor comes to escort them to the barn or rider holding area. **No rider will be left unattended before their lesson.** Accompany the rider or other young guest to the bathroom/refrigerator area.
- The only people who are to be in the rider holding area are the instructors, volunteers and riders that are getting ready to ride in current lesson.
- If you need to talk to the Head or Assistant Riding Instructors about medical or physical problems which may have a safety implication for the current lesson, please do so before the mounting phase of the lesson gets started. All other information can be emailed to Dream Riders, dreamr2@mindspring.com or a message put in the message box located below bulletin board by bathroom.
- We encourage parent/guardian to stay on the premises while the rider is riding. If you have to leave the premises during the lesson time you are required to leave a number where Dream Riders can contact you in case of an emergency. Put your name, date and number on dry erase board by the restroom door and inform a staff person.

During lesson

- While a riding lesson is in progress all parents, family members, and guests must stay in waiting area or in their vehicles. If you need to move around use driveway and area at end of driveway. You may only enter fenced area if asked by an instructor or volunteer.
- No loud noises (clapping, door slamming on cars, loud talking/ laughing, calling to riders, etc.)

- No umbrellas, flash cameras while horses are present.
- No ball playing, tag games, or fast type movement games allowed before, during or after scheduled lesson times.

After lesson

- After lessons the rider will be returned to their parent/ guardian.
- Drinks are in the refrigerator for the rider to have **ONE** after a lesson free. If anyone else would like one, they will need to make a donation by putting money in donation box in refrigerator.

Attendance Policy:

Dream Riders attendance policy is any rider missing 2 consecutive lessons will be dropped from the riding program, unless absences are for medical reasons with a doctor's signed excuse or death in one's family. Additionally any rider missing 2 lessons during a session for non-acceptable excuses without prior notification to the Head or Assistant Instructor will not be allowed to enroll in the next session. If the rider wants to re-enroll in the Dream Riders program he/she may but their name goes to the bottom of the waiting list.

Lesson cancellation Policy

Dream Riders policy is that the head-riding instructor is totally in charge of all lessons and therefore the only staff member with authority to cancel a planned lesson. The assistant instructor may cancel lessons in the event of the head instructor's absence. If rain or bad weather looks likely, please check your email. If the lesson will be canceled an email will be sent out no later than 1 hour before lessons start for the day or call the office at 957-7906 if you have a question. Dream Riders make-up lesson policy is a make-up lesson will only be rescheduled for a lesson missed for the following reasons;

- Lesson canceled by Head or Assistant Riding Instructor (bad weather, heat index, instructor schedule conflict, sick instructor, etc.)
- Rider's medical absence with a doctor's signed excuse.
- Death in the immediate family

All approved make-up lesson scheduling will be at the discretion of the Head Instructor.

Disciplinary Policy:

Dream Riders disciplinary policy has been developed to ensure a safe and conducive environment for all involved in our therapeutic riding program.

Warning Policy:

Dream Riders Head Riding Instructor has the right to discipline a rider, parent/guardian, and/or volunteer

1. First offense a documented verbal warning. If this is a rider, he or she will be removed from the horse and will sit in holding area until lessons end.
2. Second offense a written warning. If a rider, he or she will be dismissed from the riding lesson for that day.
3. Third offense is final warning. The rider will be removed from horse and dropped from the Dream Rider program.
4. Likewise, if the offender is a parent, guardian or volunteer, they will follow the same disciplinary policy and will be dropped from the program on the third offense, in the case of a parent or guardian this will include the rider.

Examples of reasons for disciplinary actions: disruption to class, behavior problems that are unacceptable or unsafe, disrespect to instructor and/or volunteers, failure to follow program stated policies, rules, instructions, etc..

Immediate Termination Policy:

A rider, parent or guardian, volunteer, or instructor will be immediately removed from the Dream Riders program for sexual comments or sexual conduct.

General Rules:

- Riders are not to be left unattended at Dream Riders under any circumstances. Parent, Guardian or Staff are responsible for their rider until they enter the fenced in area with a volunteer or instructor.
- No entry into feed/hay storage areas without program staff's permission.
- No climbing, sitting, or standing on stall doors, fences, or gates (this includes ring).
- Smoking is prohibited on the premises of Dream Riders.
- No illegal activities will be tolerated on the Dream Riders grounds or at any Dream Rider event, including but not limited to: smoking or drinking of alcoholic beverages, illegal drug use, sexual misconduct or harassment, assault, physical or verbal abuse, animal abuse etc.
- You are responsible for your friends and visitors conduct and safety while on the property of Dream Riders. Infractions will follow the Dream Riders' disciplinary policy.
- No dogs or pets are allowed on the Dream Riders facility property except for the animals owned by Sunrise Farm.
- No running around horses or riding areas.
- All trash to be disposed of in trash barrels.
- Always respect others when speaking or socializing.
- No entry into tack room areas unless accompanied by program staff or directed to by program staff.
- Approved safety helmets must be worn by everyone when mounted on horses.
- Only authorized personnel (instructors, trained volunteers, staff and accompanied riders) are allowed inside fenced class lesson area.
- Observe and obey all safety signs posted.
- Unauthorized personnel are not allowed in the barns or pastures.
- No loud noises (talking, laughing loudly, banging, etc.) around horses or riding ring

Dream Riders' Action Policies During Emergency Situations

Dream Riders is a PATH premier accredited therapeutic riding center serving individuals with physical, mental and emotional disabilities is in compliance of all PATH standards. The main focus in providing our equine services is to ensure everyone involved (riders, volunteers, staff, visitors and horses) are afforded the safest conditions possible. Protection of the rider is always the first priority. Therefore Dream Riders has adopted the following emergency action procedures.

Being familiar with Dream Riders' Emergency Action Procedures will help staff and volunteers to be prepared in an emergency situation. Participation in periodic drills of emergency procedures will also enhance an individual's ability to handle a crisis.

General Information:

The Dream Riders' head instructor is responsible for all people before, during, and after riding lessons therefore the head instructor is the primary director during an emergency incident.

* The keys to handling most all emergencies are:

- 1) Remain calm at all times
- 2) Be prepared for action ahead of time
- 3) Work as a team
- 4) Maintain communication

When an emergency occurs, REMAIN CALM and SURVEY THE SCENE to assess any other potential dangers.

- First Aid kit for emergencies is located in the building by the ring on the second shelf of the cabinet to the right of the doors.
- Telephones are located in front of the bathroom, at the upper barn by the tack room door and in the Sunrise Farm residence. Emergency information is posted next to each telephone.

The following is a list of situations which 911 should be called before any other action is taken:

- Cardiac arrest / chest pain /possible heart attack Respiratory arrest / breathing difficulty
- Unconsciousness
- Drowning
- Electrocution
- Head / Neck injury -Severe bleeding -Choking -Paralysis
- Seizures of unknown origin or of a prolonged nature
- Critical burns
- Obvious fractures -Multiple injuries
- Poisonous snake bite

When 911 is called, be prepared to give the dispatcher the following information:

- location of the emergency - **156 Sandy Hill Rd. Lexington, SC 29072** -the telephone number you are calling from **(803) 957-7906** and your name
- the nature of the emergency {e.g. heart attack, possible spinal cord injury) -the victim's condition { i.e. conscious, breathing) and the first aid measures which are being administered (i.e. CPR, pressure to control bleeding)

An appointed person should locate a copy of the victim's Authorization for Emergency Treatment form and any other pertinent health-related forms to accompany the victim to the emergency room/ hospital. These are located in the residence at Sunrise Farm in Dream Riders' office in the middle drawer of the black file cabinet. The instructor will notify the parents/ caretakers indicated on the forms or will designate another staff member or volunteer to do the notification.

Accident while mounted or in the ring

In the event of an incident occurring to riders while mounted, it is left to the discretion of the instructor to decide whether or not to dismount riders.

When any emergency occurs during a class of mounted riders, the following procedure will be implemented:

- 1) All side walkers and leaders are to stay with their rider and horse!!
- 2) All horses will be moved away from the incident.
- 3) Halt horses and turn them so they can see what is going on.
- 4) Leaders will position themselves in front of their horse without obstructing the horses view.
- 5) Side walkers will be very aware of the emotional state of their rider. .
- 6) Side-walkers will stabilize their riders.
- 7) The instructor will appoint (if needed) someone to:
 - telephone the emergency number 911 and give directions to the center
 - get the Emergency Medical Release Forms of the rider from the black file cabinet in the office located in the residence on the farm and give them to the instructor

- direct the emergency vehicle to the accident site from directions posted by the phone, **asking that all lights and sirens be turned off to avoid frightening the horses**
- 8) The instructor will supervise (if needed) the dismounting and evacuation of riders first, then horses from the riding area. The side-walkers will escort the riders to their caregivers in the parent / rider waiting area and the leaders will be responsible for returning the horses to their stalls or other assigned area.
 - 9) Initial Response First Aid will be administered to the injured / ill rider by the instructor or other qualified personnel until more advanced medical care arrives if needed.

Accident occurs in another area:

If an emergency occurs in another area (i.e. the stall area), the instructor or, other trained staff personnel will direct the uninjured parties to the parent / rider waiting area and appropriate action (as indicated in "emergency in the ring" section) will be taken to assist the victim. If an emergency occurs during a classroom lesson, the Dream Riders staff facilitating the activity will direct volunteers, students, caregivers, etc.

Following an accident:

After appropriate action has been taken, a completed Incident Report is required. The incident report logbook is located to the right of the restroom doorway in the book rack under the bulletin board. The incident report is to be filled out by the instructor or staff member who was involved. Details of the incident, actions taken and interviews with 3 witnesses should be included.

Fire Procedures

If a fire occurs:

- 1) Remove everyone quickly from area and have them assemble in the emergency meeting place for a head count. **The primary emergency meeting place is the parking area.**
- 2) Call 911 from a safe location
- 3) If horses are in the barn, remove them only if able to do so without risking injury to self or others. If possible, place a halter and lead on horse, cover his/her eyes and lead out of stall.
- 4) Assemble horses in pasture with **RED GATE** just above parking area. Be sure to shut and chain gate after delivering horse to pasture.

** Before trying to fight any building fires the electricity feeding the building must be disconnected first.

- **Fire extinguishers are located in the lower barn, upper barn, building by the ring, and at the restroom doorway. Only attempt to extinguish a fire if it is small and you have a clear route of escape. Aim the extinguisher at the base of the flame and make a sweeping motion across the flame base.**

If clothing or hair should become engulfed by fire, try to extinguish the flame by using the "drop and roll" method. Do not run or let the victim run. If available, use water and/or woolen blankets to aid in extinguishing the fire.

Tornadoes, High Wind, Lightening, Hail

If a tornado or bad storm is predicted, all classes and activities will be canceled by the head instructor. If a storm arises somewhat unexpectedly and there is time to travel to a safe shelter, all nonessential personnel should be directed to go home or to the closest designated shelter. Other personnel should meet in the lower barn tack-room for further instructions from the head instructor.

If a storm occurs suddenly while students are riding or are in the ring, the instructor will direct the leaders to "hold hard" to their horses (holding the snap of the lead in hand, placing your hip at the horse's point of his shoulder and your elbow into his neck) and speak reassuringly to them while the students are dismounted. Everyone will seek appropriate shelter. If possible humans will be directed to the restroom or lower barn tack room, trying to minimize exposure in open high places and trees especially if lightening and high winds are involved. A wheelchair is located in the wash rack of the lower barn in case a rider needs to be placed in one after being dismounted. Leaders will separate the students from the horses as well as possible if having to share the same shelter area.

Situations that Frighten Horses

Some examples of things that might frighten a horse while students are mounted are: loud cars coming down the driveway, cars driving too fast, doors slamming loudly, loud talking in the parent waiting area, volunteers talking and laughing near the riding waiting area during a lesson and, noise from the surrounding neighborhood and road traffic. Natural hazards to be aware of are insect bites or stings, snakes, deer in the woods at lower end of the ring. In case of frightened horse, the instructor will have the leaders "hold hard" to the horses and speak reassuringly to them. Everyone should be prepared to dismount students as directed if necessary.

Vehicle/Equipment Accidents

If someone is struck by a vehicle, anyone approaching the scene should assess the scene for safety concerns before proceeding (i.e. all vehicles in the area are in "park" with brakes set and engines off, front end loaders on tractors should be placed in lowered position, traffic in area should be stopped, etc.). Victim should be assessed using standard first aid/CPR procedures. Activate EMS if necessary.

Earthquake

If an earthquake should occur, the instructor will stop the class. The leaders will "hold hard" to their horses and speak reassuringly to them while the students are dismounted. The students will be taken to the center of the arena to wait for further instructions from the instructor. If students are in building areas then they will be assisted out of the buildings to clear area in front of the ring and sit or lie on the ground. Leaders will place horses in the pasture with **RED GATE** just above parking area. Be sure to shut and chain gate after delivering horse to pasture.

Disease Precautions

Universal precautions should be employed when contacting all blood and bodily fluids-see included procedures.

Please be familiar with the following emergency procedures:

Exposure Control Plan

Universal Precautions

There are some universal precautions that we would suggest all individuals take. They apply to situations involving:

- Blood and blood components: Semen and vaginal secretions; Fluids: cerebrospinal (brain/spine), synovial (joint), peritoneal (body cavity), pericardial (heart), amniotic, body tissue, pleural (lung), saliva from a bite
- Situations of less urgency include: feces, nasal secretions, sputum, sweat, tears, urine, and vomit. These assume that no visible blood is present. We still advise taking general infection control.

Standard universal precautions include:

1. Wash hands frequently, using soap, warm water, and a fresh paper towel to dry. Lather hands with soap for 10-15 seconds before rinsing. Wash hands before eating, after visiting the restroom, and before and after donning gloves.
2. Avoid direct contact with blood or other body fluids. Use latex gloves and/or other protective clothing as a protective barrier. Use latex gloves when cleaning up blood or other body fluids. Wash hands and skin surfaces immediately and thoroughly after potential exposure incidents.
 - Gloves are located in the cabinet of the rest room and in the building by the ring on second shelf of shelves by the First Aid Kit. Remove and launder contaminated clothing.
3. Cover open cuts, sores, or abrasions with sterile dressing or bandage, or other protective barrier.
4. Clean up spills in a timely fashion, using appropriate disinfectant solution, found in cabinet in the restroom area.
5. Decontaminate mops, brooms and towels used in cleaning up blood or body fluid spills by soaking in health code standard cleaning solution, towels should then be laundered.
6. Decontaminate bathroom facilities and other high-risk exposure areas with appropriate health code standard cleaning solution.
7. Maintain individual personal hygiene items, they should not be shared.
8. If it is necessary to perform CPR, it is advisable to use a mouthpiece or mask located in the emergency first aid kit.

Responding to an incident

Incidents may arise during classes that may put us at risk of possible exposure to blood and body fluids. As instructors we are expected to respond to any instance that may occur and provide first aid assistance until a more qualified individual arrives. Because of this expectation, Dream Riders recommends that we stay prepared for such occasions.

- We have latex gloves and tissues located in the restroom and arena storage building.
- The **first aid kit** is located in the arena storage building, second shelf on right. If the seal on First Aid Kit is broken an inventory needs to be done and replace items missing on inventory list.

OPPORTUNITIES TO HELP SUPPORT DREAM RIDERS

FUND RAISING: Interested individuals are welcome to form and/or chair a committee to help meet the financial needs of Dream Riders. Our riders pay \$20.00 a lesson but it cost Dream Riders \$78.00 each. We have to fundraise or find donors for the rest of these funds.

CORPORATE CHALLENGE: Identify and enlist corporations, businesses, and interested groups willing to participate in/support our benefit horse show usually held in May.

CORPORATE CAMPAIGN: Identify and solicit corporations and small businesses for general contributions and assist in follow up and recognition of corporate donors.

CLUBS & ORGANIZATIONS: Identify and cultivate clubs and organizations in the community willing to offer financial assistance and/or volunteers.

HORSE CLUBS: Contact horse clubs for funding, exhibition rides, tack donations, etc. Establish relationships with large horse clubs for club- sponsored special events benefiting Dream Riders.

FOUNDATIONS & GRANTS: Help identify foundations or grants with a potential for donating to Dream Riders.

GIFTS IN KIND: Contact vendors to donate needed items, thereby reducing Dream Riders budgeted expenses.

ORGANIZE SPECIAL SOCIALS: Help raise money, coordinate food, organize volunteers, obtain equipment, make posters, and arrange publicity or entertainment for various occasions. Organize and oversee the non-horsey part of the rider recital.

LONG RANGE PLANNING: Provide your insight and expertise to promote a financially successful program for the next decade. Help identify possible successful special events and ways of balancing activity levels more evenly. Identify new rider groups and evaluate marketing and communications.

PUBLIC RELATIONS / MARKETNG: Submit periodic press releases as needed. Obtain media coverage, striving for higher community visibility. Assist in writing proposals and other written materials. Assist in developing and doing program presentations to various clubs and civic organizations.

RIDER RECRUITMENT: Solicit new clients, both individuals and organizations, to maximize the utilization of the program and to help create community awareness. Provide support to riders and parents to assist in the communication of our growing organization.

VOLUNTEERS: Arrange and oversee volunteer support for the riding program, special events, and office needs. Establish contacts with various groups interested in Dream Riders.

OFFICE HELP: Join a group of volunteers at the Dream Riders office to help assemble mass mailings to go out to our extended Dream Riders family. Send out Birthday cards to volunteers and riders.

PHOTOGRAPHER: take pictures at lessons, all special events and social events.