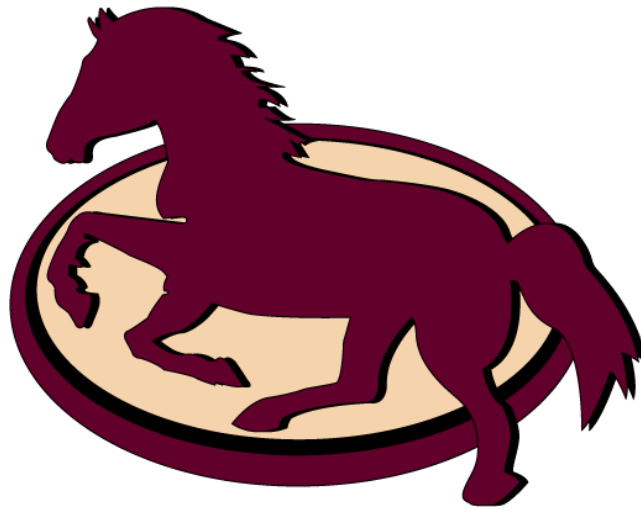


THERAPEION THERAPEUTIC RIDING CENTER, INC.



VOLUNTEER MANUAL

Therapeion's mission is to facilitate the healing of body and spirit through the interaction between humans and horses.



Therapeion Therapeutic Riding Center Volunteer Manual

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Therapeion Address:
Therapeion Therapeutic Riding Center
11030 South 200 West
Brookston, IN 47923
(765) 414-8066

Welcome to Therapeion Therapeutic Riding Center. We are excited you have made the commitment to join our team of volunteers! You are an important part of an organization that enables riders with disabilities to learn fundamentals of horseback riding while working on life skills, increasing their physical strength, and stimulating their minds. We are a 501(c)(3) organization founded to provide Equine Assisted Activities and Therapies (EAAT).

OUR VISION: To provide exceptional equine programs that meet our community's needs, allow for collaboration with surrounding partners, and remain progressive in standards of effectiveness.

Background Check:

All volunteers are required to submit a background check prior to volunteering. Individuals under 18 must have their parent's signed consent.

Confidentiality Policy: All volunteers and personnel are required to sign a Confidentiality Agreement to protect Therapeion, its staff, clients, and volunteers. Your association with Therapeion 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.

Therapeion is a member of the Professional Association of Therapeutic Horsemanship International (PATH Intl) and is a Premier Accredited Center. A link to the PATH Intl website can be found on our website.

Volunteering at Therapeion Therapeutic Riding Center (TTRC)

Volunteer Qualifications:

Prior experience working with horses and/or people with disabilities is helpful, but not necessary. All volunteers need to have the desire to learn safety guidelines and follow the policies set by Therapeion. Volunteers must be at least fourteen years old to sidewalk with a rider, and at least 16 years old to work with TTRC horses. Volunteers need to have some degree of physical fitness to be able to walk, and occasionally jog, for a fifty-minute lesson.

Expectations: A volunteer is expected to be reliable and adhere to a predetermined schedule. Volunteers are also required to have updated paperwork on file with Therapeion. All required hours of continued education are to be completed by each volunteer annually.

- Park in designated areas only. Please arrive 15 minutes prior to your class time.
- Be punctual. When you arrive sign in, get your nametag, and then check on the cork board to get your assignment.
- Make sure you know your rider's name. Most instructions are directed to the rider, not to the volunteers or horse.
- Be aware of your surroundings and attentive during the lesson.
- Establish a rapport with your rider and help him/her focus on the lesson. Learning information about likes/dislikes and goals for the rider is very helpful. Be sure to report signs of fatigue, discomfort, or unusual behavior to the instructor. Ask the instructor if you have questions about your rider.
- 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.
- When you meet a person with a disability, be yourself. Remember to treat each rider as an individual, not as a disability.
- Be patient and try not to predetermine the rider's abilities. One of the hardest aspects of volunteering is standing back and letting the student do things for him/herself. Remember, this is a riding lesson, not a "pony ride"!
- Talk directly to your rider even if they are non-verbal. Do not talk about the student in front of him/her. Even if they can't speak they can still hear and understand.
- Know what to do in the event of an emergency.
- Know general procedures for injuries and where to find the first aid kit, fire extinguishers, AED, hydrants, and telephone.
- Be sure to log your volunteer hours in the designated log book.

Volunteer Cancellations: Please remember it is very important to let the volunteer coordinator know as soon as possible if you are unable to make the class(es) for which you are scheduled to volunteer. **If the volunteer coordinator does not have time to replace you the rider you are partnered with may not be able to ride.** An e-mail prior to the day of class is best. Do not e-mail with a last-minute cancellation the day you will be gone!

If you have a last-minute cancellation CALL THE VOLUNTEER COORDINATOR and leave your name, date, and time(s) of the class(es) you will be missing on the volunteer coordinator's voicemail.

Therapeion Cancellations:

Therapeion will cancel classes under the following conditions with at least a 2-hour notice:

- Heat: riding classes will be canceled if the heat index is over 100 degrees. Indoor or ground activities may be substituted in excessive heat.
- Cold: classes will be canceled if the daytime high temperature is below 30 degrees.
- Severe Weather Advisories, Watches, and Warnings will be carefully monitored and cancellations made as necessary to ensure the safety of participants, volunteers, staff, and horses.
- Call the volunteer coordinator if you have questions about if we have classes or not.

Risk Management:

- All volunteers and personnel are responsible for knowing and following all safety rules, emergency policies, and procedures.
- If you find something in need of repair be sure to report it.
- Unusual horse behavior should be reported to the instructor on duty and recorded in the equine book.
- An injury serious enough to warrant attention or any fall, etc. must have an incident report completed.

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. If you are asked to do a task that you are not checked off to do remind the asking staff member that you are not yet at a level to do that task.

REMEMBER: Whenever you are wearing “Therapeion” gear (e.g., t-shirts and hats with Therapeion logos), you are an ambassador of our program ... your public behavior is reflected onto Therapeion.

Dress Code:

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

DO:

- Always appear neat and tidy.
- Wear sensible and comfortable clothing.
- Wear hard-soled shoes (boots are preferred; tennis shoes are acceptable). No open toed shoes or sandals. Rain boots are quite handy in damp weather.
- 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, coveralls, and/or snow pants in cold weather.
- Sunscreen, visors/ball caps, and sunglasses are recommended on sunny days.
- Bring water on hot days.
- Wear your name badge during lessons and return it to the cork board near the tack room before you leave.
- Keep conversations “G”-rated ... this is a family-orientated program.

DON'T:

- NEVER answer your cell phone, check a text, make a call, or send a text during classes. **Turn cellular phones and electronic devices OFF!** There is a drawer in the classroom where you can stash your keys and phone.
- Wear revealing clothes (e.g., halter/crop tops, short shorts), shirts with bar names or inappropriate slogans or logos, or sandals or open shoes. Remember that your rider will be sitting up higher than you and can look straight down into a low cut shirt.
- Revealing clothes include tight leggings. If you are wearing leggings please wear a shirt long enough that it would be considered “modest”.
- Chew gum or eat candy during classes. Our riders are not allowed to do so and we ask you to lead by example.
- Wear long jewelry that could get caught or pulled, including long or loop earrings.
- Wear perfume or cologne. Your rider may have an allergy and you will attract bugs.

Emergency Procedures:

Natural Hazards:

Be aware that snakes, wild animals or other conditions of nature may pose a risk to humans and equines. Please notify a staff or volunteer if encountered while on site.

Manmade Hazards:

Although on a dead-end road, please be aware that CR200W does lead into TTRC and is used by other vehicles, i.e. postal courier, county highway vehicles, so please be cautious of other traffic.

If you see children that are unattended by adults please ask them to return to their parent(s) or other adult and report it to the instructor or a volunteer coordinator (if one is present).

The fencing that appears to be white rope is electric fence. Please do not touch and do not allow families or riders to touch it.

The upstairs and back areas of the old barn are off limits due to safety issues.

Stay out of areas marked as Private or Authorized Personnel Only.

Medical Emergencies:

TTRC 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 incident 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. Every TTRC instructor will have a cellphone on and ready to use in the case of an emergency.

A card with our address, directions, and our phone number is located on the wall below the AED box.

Mounted Emergency Instructions:

- If a rider falls do not allow them to get up or move around and the fallen rider's side walker should remain with them. Remind parents to not move them as well. The horse needs to be immediately moved away from the fallen rider. All other horses must be halted on the wall. 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 medical emergency while mounted notify your instructor immediately. The instructor will determine how to proceed and give directions.

Horse Emergency:

- In the event of a runaway horse all other horses should be immediately halted next to the wall.
- Follow the instructor's directions regarding what to do next.

Fire Safety:

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

- Call 911 immediately. Pull the Emergency Information Card from the wall and carry it with you.
- The instructor is responsible for making sure all are accounted for and for directing the evacuation.
- All humans will proceed to the small (lesson) arena. Side walkers are responsible for getting their rider to the arena. After all humans are in the small arena the gate should be closed.
- Horses will be evacuated by the horse handlers and staff to the large arena. If turned loose bridles, halters, and tack must be removed. If a horse refuses to leave their stall or the barn something can be placed over their eyes (e.g. towel, shirt) to assist their removal.
- A staff member will extinguish the fire with a fire extinguisher if the fire is smaller than a kitchen trash can.

Emergency Weather Instructions:

Tornado

- If you are outside dismount riders and seek shelter in a ditch or other depression in the ground. Lie flat.
- If there is time return to the barn and seek shelter next the back wall of a stall on the east side of the barn. Assume the tornado tuck position.
- Horses should be left where they are. If you are outside remove the horse's bridle, reins and lead rope and turn him loose.
- The instructor will let everyone know when it is okay to leave the safe place.

Thunder and Lightning:

- If you are outside immediately dismount all riders and escort your rider back to the barn.
- Horses should also return to the barn, untacked, and placed in their stalls.
- If possible, we will continue the lesson with classroom activities.

Winter Storms:

- If the Frontier Schools and/or Tippecanoe County schools are closed for winter weather Therapeion is closed.
- If you have any questions, please call Therapeion (765) 414-8066.

SAFETY GUIDELINES FOR & RESTRICTED AUTHORIZED AREAS

Authorized Areas: All volunteers have access to these areas: classroom, TTRC tack room, wheelchair ramp area, grooming and tacking area, and small arena.

Barn:

- When horses are being led in or out of stalls, people should be out of the way and made aware that you are coming. (verbalize “horse passing”)
- Closely supervise your rider, especially those who may not understand/obey the rules.
- Take all halters/leads off horse while in stall unless instructed to do otherwise.
- No rider should be around horses without a helmet.
- No Running or Yelling in the barn.
- Familiarize yourself with the Barn Rules so you can reinforce them with our riders.

Arena:

- Never leave rider unattended to open a gate while entering or leaving the arena. Ask an instructor or someone who has a free hand to do so.
- Always close the arena gate behind you while entering or leaving arena.
- Never leave rider unattended while in arena.

Restricted Areas: ONLY Staff and Level Three and Four volunteers have access to these areas:

Feed room:

- Keep feed bin lids closed when not in use to deter rodents.
- Keep the gate closed at all times unless retrieving something from the feed room.

Pastures/Turn Out Arenas:

- Never enter any area where horses are loose without a “buddy” present.
- Pay attention to what horses are doing before you enter. They may not notice you if they are playing games or running around.
- Understand herd dynamics. Less dominant horses will move away from more dominant ones.
- Verbally alert the horses to your presence.
- Keep a safe distance from horses you are not handling.
- If you see anything in the turn out area that needs repair report it to the instructor.

If you are there to get a horse:

- Never get a horse without a “buddy”. There should be one person leading the horse while the other one is assisting with the gate.
- Protect your space by letting the horses know you are there with words and hand motions.
- Anticipate which way your horse will move if he feels threatened by another horse.
- Storms, wind, and other factors may make the horses jumpy. If your horse is not acting normally let the instructor know.

If you are there to do something other than get a horse:

- Always have a “buddy” present. No one is allowed to work with or handle a TTRC horse without a buddy present.
- Remain aware of where the horses are and what they are doing.
- Let them know before doing something that may startle them.

Round Pen:

- Always shut the gate when you are working in the round pen.
- Protect your space using appropriate blocks and body language.
- Know how to use the lunge line and make sure it doesn’t get wrapped around your legs or arms.
- All volunteers must be checked off before lunging and have a buddy present.

Off Limit Areas:

- Any area of Shepard Stable not listed above, including but not limited to the house and porch, personal driveway, hay barn, upstairs old barn, and any equines not owned or leased by TTRC.
- All farm equipment and tools.
- All vehicles besides your own.
- All yards, including fenced in dog yard. Do not approach any dogs in the fenced yard.

Horse Guidelines

- Speak to a horse as approaching him to avoid startling him.
- Approach a horse from the side, never from the front or back.
- Before petting a horse, assume a friendly body position and reach your arm out with the back of your hand up. Wait for him/her to smell your hand before reaching towards him/her.

- Know how to protect your personal space, the personal space of side walkers and riders, and the personal space of your horse.
- NEVER play with the horse's ears, muzzle, or face.
- NEVER discipline a horse while a rider is mounted or near the horse.
- If a horse steps on your foot, lean into the horse and PUSH them to get their weight off your foot.
- Never wrap a lead rope around your hand, wrist, or any other part of your body. Fold the lead rope in your hand instead of looping in.
- Never leave a rider unattended with a horse.
- Stay on the same side of the horse as the rider.
- Ask permission from the instructor prior to giving a horse treats or assisting a rider in feeding a horse treats. TTRC horses have special treat buckets that should be used. Never feed a TTRC horse by hand.
- Keep reins and lead ropes off the ground at all times. Horses and humans can get a foot caught.
- If a horse spooks, release the pressure on the rope. Give the horse a chance to LOOK at and even sniff the offending fright. Avoid "making" the horse touch it or smell it.
- Do not feed treats, hay, or grain unless authorized to do so.
- Learn to recognize horse body language so you know when a horse does not want attention or is upset.
- Do not put your fingers through the wire stall fronts and do not allow others to do so.
- Do not remove a horse from stall unless authorized to do so.
- Close all stall doors behind you.

Volunteer Job Descriptions

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.
- Never let the rider wander away. If a rider runs, follow them and direct them back to safety.
- If necessary, review the barn rules with your rider.
- Notify the 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. Halt and wait for the instructor to fix the situation.
- Stay next to the rider's leg at all times.

- Know what type of assistance the rider requires. If you don't know ask the instructor.
- Side walker(s) should not cue the horse. Encourage the rider to do so to the best of their ability.
- One side walker will be assigned to be the person who communicates with the rider in order to avoid over stimulation and distractions.
- Know how to dismount the rider in case of an emergency.

Horse Handlers:

Responsibilities:

- Remember this is a riding lesson, not a "pony ride", so please let your rider do as much as possible before stepping in.
- Remain at the horse's head during grooming and tacking.
- Lead between the horse's head and shoulder so you can see the eyes and ears of the horse.
- The commands used are "Whoa", "Walk On", "Walk Up", "Back", "Stand", and "Trot."
- Guide and control the horse's speed and direction while allowing the rider to steer and control the horse as much as possible.
- Allow your rider to make mistakes as long as he or she remains safe. We learn from our mistakes!
- Remain a safe distance from other horses at all times. (an elephant's length between horses)
- Leave enough room to accommodate your side walkers during turns and when close to obstacles.
- Be aware of what the rider is doing but don't interfere with side walker or instructor prompts.
- Be sure the rider is prepared before changing gaits (holding the saddle/grab strap for trotting, side walkers in proper position with proper holds) and for mounted activities/games.
- Clearly communicate with the side walker(s) as necessary.
- 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.
- Assist in reinforcing the instructor's instructions when the horse handler is the only volunteer needed by the rider.
- 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.

REMEMBER: Many riders start riding with a horse handler and two side walkers but eventually their goal is to ride independently. Your job is to help the riders be safe on and around the horses while assisting them in learning the skills they need to be as independent as possible.

Reference sheet for working with TTRC Riders “Key Words”

Note: Each one of our riders have individual needs that we strive to accommodate the best we can. Please take the time to read each phrase and take notes of ways to help your rider have an enjoyable and productive lesson.

Runner: You may hear a rider be referred to as a “runner”. If you are not paying close attention this rider is likely to wander off or “run”. This term is used when you need to keep a hand or arm on your rider at all times.

Touch Sensitive: Some riders are hypersensitive to touch. Some are sensitive to the point that they will shut down and withdraw if someone grasps their hand, pats their shoulder, etc.. Although this may come as a natural action to a volunteer, please refrain from doing so. We want this to be a positive experience for every rider.

Full Assist: These are riders that will most likely have two side walkers. Some individuals will be in a wheelchair and will need to mount from the wheelchair ramp. This also means we will likely need to be more supportive to these riders while mounted to ensure their safety.

Limited Assist: These riders can do most things without help. Always stay close by your rider and be ready to help or encourage when needed.

Independent Rider: These are riders who usually have a horse handler only. They are able to do things independently with guidance.

Non-verbal: Some of our riders cannot give verbal commands but sometimes can give a sign or sound for the command needed. (“Walk on” may be done with a gentle tap) Just because some riders aren't verbal this doesn't mean they don't understand what everyone is saying to them or around them. Talking to these riders and encouraging them to give commands is still needed.

What you can do to help riders: While paying attention to the personal needs of a rider, here are some tips to use to encourage your rider.

- When assisting a “runner” try to remind them of what they are supposed to be doing and keep their attention on those tasks. You can hold their arm or let them hold yours. Talk to them and encourage them to keep doing the task. NEVER leave your rider. They need your complete attention at all times.
- If a rider has issue with being touched don't touch them. You can still talk a rider through what they are doing. If you need to assist them physically for some reason, such as when trotting, ask permission and explain it is to keep them safe.

- Some riders process information slowly and may need up to a few minutes to respond. If you have said it twice chances are your rider heard you. If they are not in a harmful situation let it go or try again later.
- When fully assisting a rider make sure you are paying close attention to their safety. If your arm gets tired when side walking, ask to halt and get the attention of an instructor. You can switch sides with your other side walker or we can send in a replacement when available. A tired arm is not going to do a very good job of holding someone when they need it.

Volunteer Dismissal: Therapeion staff reserves the right to terminate a volunteer's involvement with our program. 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 any of the following:

- Illegal, violent or unsafe acts.
- Failure to abide by TTRC policies and procedures.
- Gross misconduct both in and out of classes.
- 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.
- Inappropriate conduct inflicted upon the horses.
- Unauthorized activities with the horses.

Therapeion will investigate and document all concerns and incidents. This investigation will include hearing the volunteer's account of the incident or perspective on the situation.

- For a first occurrence a verbal warning may be issued to the volunteer will be documented in his/her file.
- In the event of a second occurrence a written warning will be given and the volunteer will be required to retrain.
- A third occurrence will result in dismissal.

HIPPOTHERAPY

Hippotherapy is defined as “the use of horseback riding as a therapeutic or rehabilitative treatment, especially as a means of improving coordination, balance, and strength.”

Therapeion offers hippotherapy in conjunction with Wee Speak Therapy and Learning Center. If you desire to work with out hippotherapy program you will need to attend a specialized training

**VOLUNTEER LEVELS CHECK OFF
LEVEL ONE
SIDEWALKER**

Name _____

Evaluator _____

CRITERIA	Date	Date	Date
	P/F	P/F	P/F
Identify Grooming Tools by Name & Use			
Demonstrate Grooming Routine, using tools in the correct order			
Can describe the class routine/schedule			
Identify classroom, grooming & tacking area, outdoor arena, tack room, wheelchair ramp			
Know location of fire extinguisher, first aid kit, AED, hydrants			
Can identify the location of helmets, tack, grooming supplies			
Able to describe emergency procedures for: fall, fire, tornado, winter weather			
Knows who to contact for absence or late arrival			
Able to demonstrate the following holds: floating, thigh, barrel, ankle			
Knows how to fit a helmet			
Knows how to fit a gait belt			
Able to demonstrate the correct way to approach and greet a horse			
Demonstrate how to assist a wheelchair ramp mount as the off side SW			
Understands how to enforce the barn rules/location of printed barn rules			
Demonstrate how to properly greet and interact with their assigned participant and his/her family or caregiver			

**VOLUNTEER LEVELS CHECK OFF
LEVEL TWO
HORSE HANDLER**

Name _____

Evaluator _____

CRITERIA	Date	Date	Date
	P/F	P/F	P/F
Identify Tack by Name & Use			
Demonstrate how to tack			
Able to recognize common tacking errors and knows how to correct them			
Can recognize if tack is not fitting properly and knows who to ask to fix it			
Demonstrates proper leading techniques and body position for horse handling, including for both assisted and off clip riders			
Able to demonstrate three body blocks before horse handling			
Demonstrate the safe way to halter a horse			
Demonstrate proper use of the lead rope, including folding instead of looping			
Demonstrate how to safely bring a horse from their stall to the grooming wall			
Demonstrate the correct way to use the tie ring and clips on the grooming wall			
Demonstrate proficiency as HH: Walk-Trot-Halt-Turn-Back			
Demonstrate how to assist a wheelchair ramp mount as the near side SW			
Able to describe the areas of the stable that TTRC uses in order to be able to give barn tours			
OPTIONAL			
Is able to stow the stirrups so they don't bounce during lunging			
Demonstrates how to free lunge in the round pen W/T/C			
Is able to recognize when a horse is becoming overly stressed or excited when lunging and is able to calm them instead of allowing them to continue			

**VOLUNTEER LEVELS CHECK OFF
LEVEL THREE**

Name _____

Evaluator _____

CRITERIA	Date	Date	Date
	P/F	P/F	P/F
Is proficient at saddle fitting and is able to assist with saddle fitting sessions			
Know the names of the parts of the saddle and bridle			
Demonstrates how to put on a rope halter and knows when to use one			
Demonstrate correct use of a lunge whip and training (carrot) stick			
Demonstrate how to tack a pad and surcingle			
Is able to stow the stirrups so they don't bounce during lunging			
Demonstrates how to free lunge in the round pen W/T/C			
Demonstrates how to lunge on a lunge line in the round pen W/T/C			
Demonstrates proper and safe rope control when lunging			
Demonstrate the ability to reverse the horse when free lunging			
Demonstrate the ability to reverse the horse when lunging on a lunge line			
Is able to recognize when a horse is becoming overly stressed or excited when lunging and is able to calm them instead of allowing them to continue			
Can demonstrate the Parelli 7 Games: Friendly game, Porcupine game, Driving game, Yo-Yo game, Circling game, Sideways game, Squeeze game with a horse that has been trained in the games.			
Demonstrate effectiveness during a pre-ride safety check			
Demonstrates how to saddle and tack for an exercise ride			
Show how to safely bring horses in from the turn out area			
Show how to safely turn horses out			
Demonstrates how to safely HH outside of the arena: awareness, body position when leading, rope control when leading, reading the horse's body language			
Demonstrates how to desensitize a horse to a "scary" object using approach and retreat			
OPTIONAL			
Pass the CHA Level I riding test (may have caller during test) if desiring to ride W/T			
Demonstrate the ability to both post and sit the trot			
Demonstrates light hands when using reins.			
Pass the CHA Level II riding test if wishing to ride W/T/C			
Demonstrate how to properly mount and dismount a rider using the mounting block			

**VOLUNTEER LEVELS CHECK OFF
LEVEL FOUR**

Name _____

Evaluator _____

CRITERIA	Date	Date	Date
	P/F	P/F	P/F
Is proficient at saddle fitting and is able to fit independently			
Is proficient at the Parelli 7 Games: Friendly game, Porcupine game, Driving game, Yo-Yo game, Circling game, Sideways game, and Squeeze game.			
Demonstrates how to instruct another volunteer to free lunge in the round pen W/T/C			
Demonstrates how to instruct another volunteer to lunge on a lunge line in the round pen W/T/C			
Demonstrates how to teach another volunteer proper and safe rope control when lunging			
Demonstrates how to teach another volunteer to use a lunge whip and training (carrot) stick when lunging			
Demonstrate how to teach another volunteer to reverse the horse when free lunging			
Demonstrate how to teach another volunteer how to reverse the horse when lunging on a lunge line			
Demonstrates how to teach another volunteer to recognize when a horse is becoming overly stressed or excited when lunging and is able to calm them instead of allowing them to continue			
Demonstrate effectiveness during a pre-ride safety check, including tightening the girth			
Pass the CHA Level II riding test (may have caller during test) if wishing to ride W/T/C			
Demonstrates the proper use of lateral aids			
Demonstrates the proper use of seat and leg aids for turns and gait changes			
Demonstrates light hands when using reins.			
OPTIONAL			
Demonstrate how to properly mount and dismount a rider using the mounting block			