



HOOFBEATS WITH HEART
 Equine Assisted Activities & Therapy Center
 Mail to: P.O. Box 2098 Physical Address: 5079 S. 156th St.
 Higley, AZ 85236 Gilbert, AZ 85298
 www.hoofbeatswithheart.org

DATE: _____
YEAR: 2010 2011

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

In the event emergency medical aid/treatment is required due to illness or injury during the process of receiving services, volunteering or while on the property of the agency, I authorize Hoofbeats with Heart ~ Equine Assisted Activities and Therapy Center to:

1. Secure and retain medical treatment and transportation if needed.
2. Release client records upon request to the authorized individual or agency involved in the medical emergency treatment.

Name: _____ Date of Birth: _____ Age: _____
 Street Address: _____ City: _____ Zip: _____
 Phone: _____ Alternate Phone: _____ Email: _____

Consent Plan

This authorization includes X-rays, surgery, hospitalization, medication and any treatment procedure deemed "life-saving" by the physician. This provision will only be invoked if the person below is unable to be reached.

Date: _____ Consent Signature: _____
(If volunteer is under 18, Parent/Guardian must sign)

Print Name: _____

Emergency Contact Information

Name (1st): _____ Phone: _____ Relationship: _____

Name (2nd): _____ Phone: _____ Relationship: _____

Physician: _____ Phone: _____

Preferred Medical Facility: _____

Health Insurance Carrier: _____ Policy #: _____

Allergies, Medical Conditions & Medications (please list any pertinent medical issues, special situations, seizure activity, etc.): _____

Non-Consent Plan

I DO NOT give my permission for emergency medical aid/treatment if required due to illness or injury during the process of receiving services, volunteering or while on the property of the agency. In the event emergency aid/treatment is required, I wish the following procedures to take place:

Date: _____ Non-Consent Signature: _____
(If volunteer is under 18, Parent/Guardian must sign)

Print Name: _____



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LIABILITY RELEASE AND HOLD HARMLESS AGREEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

SERIOUS INJURY MAY RESULT FROM YOUR PARTICIPATION IN THIS ACTIVITY.

A. REGISTRATION OF VOLUNTEER AND AGREEMENT PURPOSE AND CONSIDERATION - In consideration of my enrollment in the Hoofbeats with Heart ~ Equine Assisted Activities and Therapies program and the signing of this agreement, I, the following listed individual and the parents or legal guardians thereof if a minor, do hereby voluntarily request and agree to participate in activities and events at THIS STABLE. This agreement shall be legally binding upon the PARTICIPANT and the parents or legal guardians thereof if a minor, my heirs, estate, assigns, including minor children and personal representatives. It shall be interpreted according to the laws of the state and county of THIS STABLE'S physical location. Any disputes by the rider shall be litigated in and venue shall be in the county in which THIS STABLE is located.

B. INFORMATION ABOUT VOLUNTEER:

Name: _____ D.O.B: _____ Age: _____

Address: _____

C. DEFINITIONS – The term “THIS STABLE” shall herein refer to Hoofbeats with Heart ~ Equine Assisted Activities and Therapies, its Board of Directors, Instructors, volunteers and employees. The term “HORSEBACK RIDING” or “RIDING” shall herein refer to riding or otherwise handling of horses whether from the ground or mounted. The term “HORSE” shall herein refer to all equine species. The terms “PARTICIPANT” and/or “STUDENT/RIDER” and/or “VOLUNTEER” shall herein refer to a person who rides a horse mounted or otherwise handles or comes near a horse from the ground. The terms “I”, “Me”, “My”, “Participant”, and “Rider” shall herein refer to the above registered rider and the parents or legal guardians thereof if a minor.

D. ACTIVITY RISK CLASSIFICATION, INHERENT RISKS AND NATURE OF THE HORSE WARNING -

Horseback riding is classified as a RUGGED ADVENTURE RECREATIONAL SPORT ACTIVITY. There are numerous obvious and non-obvious inherent risks always present in such activity despite all safety precautions. According to NEISS (National Electronic Injury Surveillance Systems of United States Consumer Products) horse activities rank approximately 64th among the activities of people relative to injuries that result in a stay at U.S. hospitals. Related injuries can be severe requiring more hospital days and resulting in more lasting residual effects than injuries in other activities. **NO HORSE IS A COMPLETELY SAFE HORSE.** Horses are 5 to 15 times larger, 20 to 40 times more powerful and 3 to 4 times faster than a human is. If a rider falls from a horse to the ground it will generally be at a distance of from 3 1/2 to 5 1/2 feet and the impact may result in injury or death to the rider. Horseback riding is the only sport where one much smaller, weaker predator animal, the human, tries to control and become one unit of movement with another much larger, stronger prey animal, the horse, with each having a limited understanding of the other. If a horse is frightened or provoked it may divert from its training and act according to its natural survival instincts which may include but are not limited to: stopping short; changing directions or speed at will; shifting its weight from side to side, bucking, rearing, biting, kicking or running from perceived danger.

E. VOLUNTEER ACCEPTANCE OF RESPONSIBILITY - PARTICIPANT AGREES that he/she has in some way satisfied himself that the condition of the premises and the facilities will provide an adequate and reasonable level of safety for PARTICIPANT. THIS STABLE is not responsible for any property damage, injury or loss of life incurred by or as a result of any horse(s) on this premises to PARTICIPANT. **PARTICIPANT IS AWARE IF THE RISKS AND DANGERS OF THIS ACTIVITY AND AGREES TO ACCEPT RESPONSIBILITY FOR ANY AND ALL INCIDENTS OCCURRING DURING THIS ACTIVITY.**

F. **CONDITIONS OF NATURE** - THIS STABLE is not responsible for total or partial acts, occurrences, or elements of nature that can scare a horse, cause it to fall or react in some other unsafe way. *SOME EXAMPLES ARE:* Thunder, lightening, rain and wind. Wild and domestic animals, insects, reptiles which may walk, run, fly near, bite or sting a horse or person; and irregular footing on indoor and out of door groomed or wild land which is subject to constant change in condition according to weather, temperature and natural or man-made changes in landscape.

G. **ACCIDENTAL/MEDICAL INSURANCE** - Should emergency medical treatment be required, I and/or my own medical insurance company shall pay all such incurred expenses. My accidental/medical insurance company is: _____ My policy # _____

H. **RIDING HELMET WARNING** – RIDER/VOLUNTEER is hereby warned and informed by THIS STABLE that all horse handlers and riders should wear a properly fitted and secured protective EQUESTRIAN riding helmet that meets ASTM standards. Such helmets are available at THIS STABLE; however, THIS STABLE recommends the PARTICIPANT purchase their own helmet to receive the benefit of a custom fit. Wearing such headgear while mounting, riding, dismounting, and being around horses may prevent death or reduce the severity of head injuries resulting from a fall or other incident involving a horse. THIS STABLE abides by the NARHA Helmet Standards and requires children under the age of 14 to wear an ASTM approved EQUESTRIAN helmet when mounted at all times.

I. **LIABILITY RELEASE** - In consideration of THIS STABLE allowing my participation in this activity, under the terms set forth herein, I, the PARTICIPANT and the parent or guardian thereof if a minor, do agree to hold harmless and release THIS STABLE, its Board of Directors, instructors, agents, volunteers, employees, officers, members, affiliated organizations and insurers from legal liability due to THIS STABLE'S ordinary negligence. I do further agree that except in the event of THIS STABLE'S gross and willful negligence, I shall bring no claims, demands, actions, causes of action and/or litigation against THIS STABLE and its associates as stated above in this clause, for any economic and non-economic losses due to bodily injury, death, property damage, sustained by me and/or my minor child or legal ward in relation to the premises and operations of THIS STABLE. This Includes while riding, handling, or otherwise being near horses owned by or in the care, custody and control of THIS STABLE or on the property of THIS STABLE for any reasons.

J. **BREACH OF CONTRACT**- Should either party breach this contract, the breaching party shall pay for the other's court costs and attorney fees related to such breach.

ALL VOLUNTEER, RIDERS, PARENTS, LEGAL GUARDIANS OR AUTHORIZED AGENTS FOR SUCH PARTIES MUST SIGN BELOW AFTER READING THIS ENTIRE DOCUMENT.

STATEMENT OF AWARENESS AND CONFIDENTIALITY

I/WE the undersigned, have read and do understand the foregoing agreement, warnings, assumption of risk and release agreement. I/WE further attest that all stated facts are true and accurate.

Client/Volunteer/Parent/Guardian (Please Print): _____

Client/Volunteer/Parent/Guardian Signature: _____
(If volunteer is under 18, Parent/Guardian must sign)

State of Arizona

Title 12. Courts and Civil Proceedings. Chapter 5. Limitations of Actions. Article 3. Personal Actions. § 12-553. Limited liability of equine owners and owners of equine facilities; exception; definitions.

Citation: AZ ST § 12-553

Citation: A. R. S. § 12-553

Summary: This Arizona statute provides that an equine agent or owner is not liable for injury if the participant took control of the equine prior to injury, if a parent or guardian signed a release on behalf of a minor, if the owner or agent has properly installed suitable tack or the participant has personally tacked the equine, or the owner or agent assigns a suitable equine based on a reasonable interpretation of the person's representation of his or her skills, health and experience with and knowledge of equines. Liability is not limited, however, when an equine owner or agent is grossly negligent or commits willful, wanton or intentional acts or omissions.



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*"Kindness is the language which the deaf can hear and the blind can see."
~Mark Twain*

Welcome to Hoofbeats with Heart!

Thank you for serving as a volunteer! This program would not be possible without your assistance and service. The proceeding information along with the training sessions should answer many questions. However, always feel free to ask for clarification from the Instructor or any other staff member.

Some Facts

The movement of the horse helps promote three-dimensional movements of the human body improving balance and coordination, and increasing muscle strength and muscle tone. Therapeutic horseback riding also enhances physical, emotional, social and cognitive skills, and increases self-confidence. Clients benefit from the friendships developed with the horses, peers, and the volunteers that make this program possible.

Volunteering has a meaningful, positive impact on your community. But did you know that it can have many benefits for you too? Here are some reasons to volunteer:

1. Learn or develop a new skill
2. Be part of your community
3. Motivation and sense of achievement
4. Boost your career options
5. New interests and hobbies
6. New experiences
7. Meeting a diverse range of individuals
8. Send a signal to your employer, teachers, friends and family....

Parking

The parking area at Hoofbeats with Heart is limited. Volunteers and staff are asked to park to the North end of the facility parking lot or along 156th St. to allow our clients better access to the arena.

NARHA Membership

You can take an active role and learn more about Therapeutic Riding or any other Equine Assisted Activity or Therapy (EAAT) by becoming a NARHA member. There are several types of memberships available, each with different benefits. Visit their website today: www.narha.org

Incident Reports

The HBwH Equine Program Director and NARHA Certified Instructors are the HBwH staff that will determine the severity of any accident, and what course of action needs to be taken for an injured person(s). In the event of an accident, whether injury results or not, an Incident Report shall be filled out within 24 hours of the accident ~ this is mandatory and is a NARHA standard. Blank incident reports are kept in the office filing cabinet. Incident Reports will be kept on file for a minimum of three years following any such occurrence. Should you have any questions or concerns, please see a HBwH staff member.



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*"The smallest act of kindness is worth more than the grandest intention."
~Oscar Wilde*

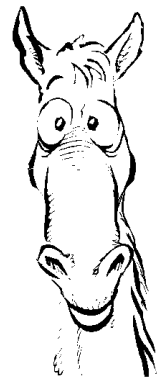
When You Meet a Person with *Dis*Abilities

1. Relax and treat him/her like any other person.
2. Talk about the same things that you would with anyone who comes to ride.
3. Do not offer too much help. It will be requested by the Instructor, if needed.
4. Be patient. A *dis*abled person will set his/her own pace walking, talking and thinking.
5. Do not show pity or sentimentality. The *dis*abled person wants to be treated as an equal.
6. Do not expect less from a *dis*abled person. You may be surprised at how wrong you are at judging his/her interests and abilities.
7. Enjoy your friendship. Individuals with a *dis*ability often have a super abundance of good humor, wisdom, acceptance, courage, and ability.
8. Do not ask embarrassing questions. If a student would like to talk about his/her *dis*ability, he/she will bring it up.
9. Do not separate the *dis*abled person from his/her wheelchair or crutches unless he/she asks you to take them away: always revert back to the Instructor if you have questions.
10. Do not make up your mind about the person with a *dis*ability before getting to know him or her.

Basic Horse Safety Rules

NOTE: All Horse Leaders will be required to take our specialized training and must be signed off prior to leading in a class.

1. Never approach a horse directly from the rear. Even in a stall, the horse should turn to face you.
2. Approach your horse at his shoulder, talking to him in a calm voice and demeanor. REMEMBER: Horses are creatures of REACTION (fight or flight); so always let the horse know where you are.
3. Horses may kick, bite, strike and/or bolt if startled. If this occurs, relax and remain calm, as that will help the horse.
4. REMEMBER horses cannot see your hand when you pat their noses and this may cause them to jerk their heads up (probably because they do not want to be patted there) so keep your head in a protected position when handling a horse.
5. Use a safe lead rope and both hands when leading. The excess lead should be folded (NEVER WRAPPED OR LOOPED around your hand), and held in the hand farthest from the horse.
6. Do not allow the lead or reins to drag on or near the ground.
7. If the horse rears, release the hand closest to the horse's head so that you will not be jerked off the ground.
8. Always lead the horse between the throatlatch and shoulder.
9. Do not pull down on the lead as this causes pressure on the horses' head and can make him irritable.
10. You weigh a lot less than any horse; you cannot "out pull" him.
11. If a horse pulls back, step with him rather than pull against him.
12. If the horse will not move, try turning his head away from you.
13. ALWAYS walk AROUND your horse, preferably in front UNLESS your horse is tied to the rail – be sure you have physical contact on the horse's rump so he knows you are there.
14. NEVER duck under or step over the lead.



15. ALWAYS tie your horse with a lead (NEVER the reins) at wither height to a strong pole.
16. If walking behind your horse, either walk BODY TO BODY with your hand on the horses rump, or at least 15 feet away.
17. When releasing a horse, always turn him to face you, stand at his side and pat him quietly before removing the halter.
18. Never yell and try to make the horse run from you. In turning, he may kick out or knock you down. Make sure that you have room to move away quickly if necessary.
19. Make sure that all gates and stall doors are always closed and secured. If it is open, close it.
20. Keep tack and equipment off the ground and in proper places. Do not leave things where people or horses could damage or be hurt by them.
21. When grooming and tacking, do it from the side with your back toward the horses' head.
22. NEVER squat, sit, or kneel near a horse.
23. THINK SAFETY! The student will be more likely to do as you do.

ALWAYS ask the Instructor if you have ANY questions – they are there to help!

Hoofbeats with Heart Job Descriptions

NARHA Certified Instructor

Our NARHA certified instructors answer directly to the HBwH Equine Program Director and is responsible for many things at HBwH such as, but not limited to: familiarity with all client information; NARHA precautions and contraindications for riding; development of appropriate, detailed lesson plans to meet the needs of the clients; familiarizing volunteers with each lesson plan prior to each lesson; knowledge of the characteristics of each equine utilized for HBwH; client/equine assignments; volunteer/client assignments; tack and equipment assignments; equipment fit and safety checks prior to mounting each participant and throughout entire lesson; making sure the arena is clear of objects that might injure horses, participants, and personnel; and any other duties deemed appropriate by her or his supervisor. Minimum qualifications include current NARHA Instructor Certification, and current First Aid and CPR certifications. If you are interested in becoming a NARHA Certified Instructor, please let us know – we'd be happy to assist you within our Instructor-in-Training Program that helps you prepare for certification.

Horse Leader

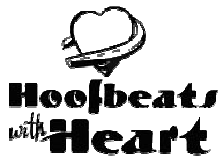
A horse leader's first responsibility is to focus on the horse and the horse's comfort level, but at the same time maintaining an awareness of the rider, instructor, sidewalkers and the environment ~ all are important components of horse leading. The horse leader will follow the Instructor's directions and guide the horse. A good leader will be aware of just how much or how little assistance to offer the client during the lesson. If an accident occurs, the horse leader's responsibility is to stay with the horse not with the student/rider or sidewalkers. The horse leader will be taught how to work with the horses, including grooming, leading and tacking the horses, including a check of tack prior to leading the horse to the mounting area for a lesson. The Equine Program Director will need to feel comfortable with the horse leader's abilities before being allowed to handle a horse during the lesson (specialized training will be provided).

Sidewalker

The Sidewalker works directly with clients, helping to stabilize them in the saddle, helping them with steering and offering assistance when needed. A sidewalker's first concern is always the safety of the rider, and as a sidewalker never leaves the rider unattended. If an accident occurs, the sidewalkers' responsibility is to stay with the client not with the horse. The sidewalker will need some endurance and physical strength. Lesson times are ½ hour to one hour and will require walking and jogging alongside the mounted rider.

Coach

The Coach is responsible for greeting each client upon arrival and supervising them at all times until the lesson is complete and the parent/guardian has taken their child in their care. In addition to their arrival, the coach will fit the client with a helmet in preparation for class. The coach will then introduce the client to team and encourage them before, during and after class, as per the Instructor's instructions. The coach is the only *voice*, other than the Instructor; during the lesson (the horse leader and sidewalker are 'silent' partners).



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*"The world is hugged
by the faithful arms of
volunteers."
~Everett Mámor*

POLICIES AND PROGRAM RULES

For some of you, this will be your first time around either horses or individuals with *disabilities*, or both. NARHA (formerly known as the North American Riding for the Handicapped Association) has established many guidelines and standards to provide for the safety and comfort of clients, volunteers, and horses. These guidelines and standards will strictly be followed at HBwH.

The following guidelines are not debatable:

1. The instructor and/or therapist is in absolute control of the lesson/arena/ring ~ he/she is responsible for everyone's safety!
2. For our students/riders, helmets will be worn and secured at all times while on the HBwH property and while mounted.
3. Any injury will be reported immediately to the Instructor, and an incident report completed within 24 hours.
4. All new volunteers will be assigned a volunteer leader.

1. PAPERWORK & TRAINING

- The Volunteer Registration forms **MUST** be complete and received by the office prior to the beginning of any activity at HBwH. There will be **NO** exceptions.
- At HBwH, we have a series of training protocols that all volunteers are required to attend. To start, there is a mandatory orientation and training lessons include: Emergency Procedures and Dismounts, Sidewalking, Coaching, and Horse Leading.

2. LESSONS

- If you are an assigned Horse Leader, you should arrive 30 minutes prior to the class start; if you are a Sidewalker or Coach, you should arrive at minimum 15 minutes prior to the start of class. The Instructor will have the assignments upon arrival for class.

3. CLOTHING

- Appropriate attire is essential to the comfort and safety of anyone working around our horses. Long pants/jeans are recommended attire and should be worn during lessons regardless of weather. Female riders are not permitted to wear skirts.
- All volunteers should preferably wear a boot (paddock or riding boots), however, toe/heel closed shoes (i.e. tennis shoes) are acceptable (**NO** clogs, sandals, flip-flops, etc.). This policy applies for **ALL** volunteers.
- Please be careful of wearing over-powering scents/perfumes. People and horses can be allergic or sensitive to perfumes, after-shave lotion, suntan lotion, and/or hair sprays. These can also attract insects! In addition, refrain from wearing 'dangly' earrings, bracelets, etc., as they can get tangled on tack, etc.

4. RIDER'S CONDITION

- The Equine Program Director and Instructors must have current information about all elements of the client's condition in order to be able to provide the most effective instruction and ensure the safety of all participants. This information will be strictly kept confidential and any information shared by the Instructor is only for the purpose of getting the best outcome in any equine assisted activity or therapy for the client.

5. BARN RULES

- Children and guests of volunteers must be supervised and must adhere to the rules and policies at all times.
- No one is permitted in the barns or barn area other than HBwH staff or trained volunteer(s).
- All students/riders in the program must wear a helmet at all times when near the horses.
- There is absolutely no hand feeding of the horses; please advise the HBwH staff if you brought horse treats and they will supervise and accommodate you ~ our horses are grateful for any treats you can provide!
- No one is permitted on the property unless a staff member is on the premises.
- No running or screaming.
- No one may enter a pasture containing horses.
- No outside pets (i.e. dogs, cats, etc.) are allowed on the property.
- Infectious diseases (if you have equines yourself): please be considerate of our therapy horses – some equine diseases are contagious (i.e. strangles) and we would not want that brought into the barn area.

6. GENERAL

- No abusive, threatening or violent behavior will be tolerated from **ANYONE** for **ANY REASON**.
- Absolutely **NO SMOKING** on the property.
- Report all accidents, injuries or hazardous conditions to a HBwH staff member as soon as possible.
- Parking is permitted in designated areas of the property. Please drive slowly (5 mph), as classes may still be in progress.
- The restroom is located outside on the north side of the parking lot.
- No one is permitted in the private residence area.