



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

McGaw YMCA Camp Echo

Horse Staff Manual

Updated May 2011

Camp Echo in Fremont

3782 S. Triangle Trail
Fremont, MI 49412
231-924-0829

McGaw YMCA in Evanston

1000 Grove Street
Evanston, IL 60201
847-475-7400



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Horseback Riding Program Statement

Updated March 30th, 2011

Activity Leader Training and Experience

- The Horseback Riding Area Head (Wrangler) shall be at least 21 years old and shall have completed a CHA course in horsemanship or have received the equivalent training. The Area Head shall also have at least one year's experience in working with horses and teaching horseback riding.
- All staff working in the Horseback riding area shall be trained by the Wrangler **(ACA PH-1B)**.
- All tractor drivers must be at least 18 years old. Each tractor driver will be checked out by the Property Manager or designate.
- There will be a 1:6 adult staff to camper ratio at all times around the horses **(ACA PH-1B, 5)**.

Arrangement, Maintenance, and Inspection of the Area (ACA PD-4)

- The Wrangler should inspect the area at the beginning of each day. The barn, stalls and hitching rail should be in good repair **(ACA PH-6)**. Hay should be neatly stacked. The trough should be clean and working. The fence around the ring should be in good shape and the barn area, ring, and the trails should be free of unnecessary debris.
- A supervisor (Director or Manager) shall inspect the area once each week.

Appropriate Equipment and Maintenance of Equipment (ACA PD-4)

- Camp Echo rents up to seventeen horses for the summer.
- Tack is also rented. It is stored appropriately in the Tack Shed (Annex).
- The Wrangler shall inspect the horses and tack at the beginning of each day **(ACA PH-9)**. Horses that appear injured or ill, or tack that is worn or broken, must not be used **(ACA PH-1B, 8)**. Problems must be reported to the horse owner as soon as possible so corrective action can be taken. Hay is ordered and delivered as needed **(ACA PH-6, 9)**.
- The Wrangler shall assign duties to his or her staff that include brushing, grooming, feeding, watering, and inspection of the horses on a daily basis; cleaning of the stalls and removal of manure on a daily basis; and inspection and replacement of hay as necessary. More specific details regarding care of the horses and cleanliness of the stables are included in the Horse Care Policy and Stable Procedures, with which all barn staff are expected to be familiar.

Safety Precautions: (ACA PH-11, 12)

Staff must do a Safety Orientation with campers prior to starting this activity

- Horse meds will be secured in an area away from campers, locked up when not in use, and handled only by persons trained or experienced in their safe use. **(ACA SF-2, PH-10)**
- Use of the horses is permitted only when the area is opened by the Area Head or a designated member of their staff. No campers or staff are to go horseback riding alone or after hours.
- Visitors are not permitted to use horses without prior approval of the Camp Director.

- All riders must wear long pants, closed-toed shoes, and riding helmets of an appropriate size **(ACA PH-1A, 15)**.
- Campers enter the area quietly, with no running, and wait until they are told what to do. No one should enter the barn or the stalls or attempt to hook or unhook a horse without direction to do so. Everyone going on a trail ride must be given a pre-ride briefing, regardless of ability. This briefing shall include how to approach a horse, lead it, mount, and hold the reins; how to move, turn, and stop; and how to dismount. If all riders have ridden within the past two days, the briefing may be a quick review.
- Everyone going on a trail ride must be informed of the trail ride rules, as follows:
 - Stay on the designated trails **(ACA PD-3)**.
 - No passing.
 - Do not grab at leaves or branches.
 - Do not pass items back and forth between riders.
 - Stay alert and ride properly.
 - Do not dismount unless given permission to do so by the staff.
 - Do not hold the horse back in order to have to trot or canter to catch up.
 - Leave loose items behind or make sure they are fastened down.
 - Do not let the horses eat.
 - Do not change gaits without permission of the staff.
 - Ask for help if you need it.
 - Above all, remain calm and do not yell or scream.

Rules and Procedures For Conducting a Trail Ride:

- All groups must have a pre-ride briefing, regardless of ability, as described above.
- Trail rides must have at least two adult staff members, one of whom must be carrying a two-way radio to communicate with the horse barn or to report an emergency **(ACA PH-5)**.
- Three or so riders come through at a time and are assigned horses. The barn staff attempts to match horses with riders based on the ability level of the riders.
- Any non-barn staff adults accompanying the ride should wait in line just like the campers. An adult may be mounted and placed first in line to help keep pace. Adults should never unhook horses, mount riders, hook up horses, dismount riders, or in any other way interfere with the ride unless directed to do so by a member of the riding staff.
- For rides departing from the Hitching Rail, campers are directed to an appropriate horse. They mount the horse, which remains tied up. A staff member then moves along the line checking cinches.
- For rides departing from the Barn, staff members unhook one horse at a time and mount the rider, leading them down to the gate, returning to continue mounting. Check all cinches as riders are mounted. Do not allow riders in the stalls with the horses **(ACA PH-1B)**.
- When down to the last rider or so the lead staff rider can mount and head down toward the front of the line. For rides departing from the Barn, the others follow. For rides departing from the Hitching Rail, a staff member will release one horse and rider at a time. The ride should not leave the barnyard area until all the riders are mounted and all horses released. Riding staff may then mount and join the ride.
- Get riders mounted and the ride underway as quickly as is safely possible.

- In the event of a lost hat, boot, or an accident, riding staff should dismount and handle the problem. The lead rider never dismounts or leaves the front of the line unless instructed to do so by the other riding staff; rather they slow down or stop the ride until the other staff member has rejoined the ride.
- Trot only in safe areas where all riders can be seen, not around corners or through the woods. If several do not want to then do not trot. Do not canter unless the group is competent and desires to canter. The canter should be for a short distance only.
- The lead rider should watch for gaps in the line or slow down or stop to eliminate them as they develop. The other staff rider should watch for gaps and ask the leader to slow down if necessary. Gaps of more than two or three horse lengths are unsafe. Tailgating may be dangerous as well and may cause horses to kick. Encourage the campers to keep the horses at safe distances from each other.
- As the ride returns and crosses the last field toward the barn, give dismounting instructions. Riders should be told not to dismount without help from the staff; that staff only may hook up the horses; and to leave the stable area promptly.
- Serious rule infractions, injuries, near-misses, damage to equipment, or unusual incidents should be reported to the Wrangler who will in turn report them to the Program Manager.

Accident Procedure (ACA PH-11)

- The lead staff member halts the ride. Riders stay mounted, in line. If horses persist in trying to eat, instruct the riders to allow it.
- The lead staff member takes charge of the group, keeps the group calm and under control, and should never leave the front of the line. The other staff member dismounts and determines a course of action.
- A rider who is able to get up under their own power may be assisted with remounting if they desire to continue with the ride. A rider who prefers not to remount, but is not hurt, will be walked back to the stable. The rider-less horse should be unbridled but kept in line.
- If the rider can not or will not get up, the staff member with the two-way radio will put out an emergency call to the Program Manager, Health Officer, and Facility Director. The Facility Director or one of his staff members will proceed to the barn and notify the staff there of the emergency.
- If the radio fails, a responsible runner will be dispatched from the accident site and will notify the Program Manager and the Health Officer. Going for help on horseback is dangerous and should be avoided.
- The ride should return to the barn with the lead staff member.
- EMS should be called only by the Health Officer or the Camp Director. An accident report must be completed by the Wrangler within two hours of the incident and filed with the Camp Director.

Horse Care Policy

- Fill feeders with hay each morning. Keep them filled throughout the day unless otherwise instructed by the Wrangler, Property Manager, or horse owner. Grain each horse according to weight and condition.

- Allow horses water before lunch break and dinner break. Increase the frequency of watering as the heat increases (**ACA PH-9**). Allow horses that are not being used adequate feed (grass and hay) and water. Be sure there is a supply of salt blocks in the pasture.
- Keep horses tied in a safe manner, to a sturdy post and on short ropes.
- All horses are to be brushed thoroughly where any tack touches the body. Other dirt also should be removed in order to make the horse presentable. When grooming, inspect the horse for any cuts, scrapes, rash, or unusual shapes on bones or tissues. Any cuts or scrapes should be cleaned and treated with appropriate medicine. Serious wounds should be reported to the Wrangler. Be sure to brush the pastern area above the bulbs of the heels to prevent swamp sores.
- Clean the hooves daily. Apply moisturizing agent when the hooves become dry.
- Watch horse health, weight loss, coughing, appearance, and eyes. Report problems to the Wrangler.

Stable Procedures

- Stalls should be cleaned daily. Manure should be moved a minimum of ten feet away from the rear of the stalls. Piles should not be placed in a position that inhibits easy access to the stalls.
- Good hay that has been dropped from mangers should be replaced. Aisles must be kept clean with no hay underfoot.
- The tack area should be cleaned daily. No accumulation of broken or unused tack, tools, or medications is permitted in this area.
- Hazards should be repaired or removed; damage should be reported to the Wrangler.
- Horses must remain tied up unless they are being ridden or in pasture. All tie ropes on a fence should be secured to a post. All tie ropes in stalls are secured to a beam at the head of the stall. Keep ropes short enough that horses can reach their feed, yet not so long that the horses become entangled.



**FOR YOUTH DEVELOPMENT
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McGaw YMCA In Evanston Camp Echo Job Description

TITLE: **Wrangler**
REPORTS TO: Program Manager
SUPERVISES: Senior Barn Staff, Barn Staff, Ranch Camp Instructor,
and WIT Director

I. SPECIFIC DUTIES

- Assists the Camp Director in meeting licensing and regulatory needs of the state of Michigan.
- Develops lesson plans for Campactivities, including an alternative plan for rainy days.
- Coordinates the sharing of horses and the Ranch Camp site (HBO) with the Ranch Camp Instructor.
- Coordinates the horse test for the campers on the first day of camp.
- Responsible for the feeding, watering and care of all horses, including medical care.
- Ensures all equipment and tack is in good repair.
- Ensures and supervises the cleaning of stalls and horse barns.
- Ensures that all horse medication is securely locked at all times it is not in use.
- Orders hay and feed as needed.
- Organizes a systematic maintenance schedule for trail work and repair.
- Trains and supervises the Senior Barn Staff and Barn Staff in all their duties.
- Supervises all instruction during Campactivity classes.
- Enrolls campers for, and schedules staff for, the afternoon trail rides.
- Enrolls cabins for, and schedules staff for, the horseback overnights.
- Reports any maintenance needs to the Property Manager.
- Promotes the riding program enthusiastically to other staff and campers.
- Helps develop and oversee WIT (Wrangler In Training) program and participants.

II. ADDITIONAL DUTIES

- Maintains the cleanliness of the living space to which he or she is assigned.
- Assists the Main Camp Director in the assignment of campers to Campactivity classes.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Aids in the development and education of LITs and CITs
- Shares responsibility of staffing layovers with other staff members.
- Maintains positive relationships with campers, parents and other staff.
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

III. QUALIFICATIONS

- Minimum age of 21
- Certified in CPR and First Aid
- Previous experience of at least 3 summers in a supervisory position in a similar horseback program
- CHA certified
- Leadership ability and teamwork oriented
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals

GOALS OF HORSEBACK RIDING PROGRAM

The goals for each camper may vary. But as instructors, our goals should be the following:

1. **SAFETY**- Above all else, safety must be our number one concern. Without it, we cannot reach any of our other goals. Always remember that horses are dangerous. There is probably more potential for injury in the horse program than in all other areas of camp combined and **YOU** are responsible for the safety of all your students. (See the Safety section of this manual for more information).
2. **FUN**- Kids come to camp to have FUN. They do not come to be lectured, yelled at, put down, ridiculed, etc.... Present your lessons with fun in mind along with keeping the students and animals safe at all times. Remember, you students will have fun if you too are having FUN.
3. **EDUCATION**- Not only do we want a fun and safe experience, but we want the campers to leave feeling as if they have learned something during their time with us in the horse program. Try hard to encourage the campers to try new things so they can leave feeling as if they know new things about horses and riding.
4. **DEVELOP POSITIVE CHARACTER TRAITS**- It is important that we boost esteem, confidence, encourage good sportsmanship, teach responsibility, etc.... Much of this will come naturally through learning new skills.
5. **DEVELOP A GOOD RELATIONSHIP WITH THE HORSE**- This will happen through exposure to horses and a good example set by **YOU**.

Please remember that **YOU** are the one who is going to be responsible for the experience that the campers have. So, don't be afraid to share your knowledge and love of horses in a very enthusiastic way. If you are enjoying yourself, your campers will too and the experience will be satisfying for everyone.

PROFESSIONALISM

As camp staff, I know that you already possess such professional traits as maturity, punctuality, good attitude, and that you will adhere to all camp policies, but as Horse Program staff you must be sure to:

1. **DRESS APPROPRIATELY**- Anytime you ride a horse you must be dressed appropriately. This means that you need to wear long pants, boots, and a helmet. Closed-toe shoes must be worn at all times t the barn.
2. **HAVE AN EDUCATED EYE**- This means that you must always be on the lookout for unsafe situations. There are many things that can occur that are not covered under the safety section of this manual. Please use your knowledge and maturity to take care of unsafe conditions before they become a problem.
3. **BE ALERT AT ALL TIMES**- Don't let your guard down. You **MUST** have your eye on the campers at all times. This means that you are not to find a comfortable place to sit down while in the barn. If you are sitting down, you cannot possibly be watching all of the campers. Also, if you need to leave the barn area for any reason, make sure you have another member of the barn staff there to watch the campers until you return. Be alert, you must take good care of yourself. You should always get enough sleep and eat well. This job is very demanding both physically and mentally. It is extremely rewarding when it is done right. Please take care of yourself and you will find it to be an excellent experience.

SAFETY

A safety check **MUST** be done before each rider mounts. There are five points to a safety check: *dress, tack, horse/rider, horse and environment.*

1. DRESS

- a. Footwear- While at the Stables, Everyone must have on full shoes (no sandals or open-toed shoes). While working with the horses or riding, campers and staff must have on full shoes at all times.
- b. Pants- Campers and staff must have on long pants when working with or riding horses. Sweat pants, riding pants, and jeans are all acceptable.
- c. Helmets- Helmets are provided by camp. Helmets should fit so that that they stay on the head when the chin strap is unbuckled or when the rider bends over. Campers should remove hats and other hair accessories before putting helmet on for fit. Campers are allowed to bring their own helmets. If they bring their own helmet, you must make sure that the helmet fits properly and is ASTM-SEI approved. (There should be a mark on the inside if it is approved). Also, make sure the camper has his/her name in it so it does not get mixed up with the others. The care of helmets is another important issue. Please make sure that if they are not in use they are put away on shelves properly. These helmets are very expensive to replace and we need to take very good care of them.
- d. Accessories- No dangling jewelry (earring, necklaces, etc...) is to be around the horses. These can get caught and cause injury. Watches, rings, and post earrings are OK. Also no sunglasses, chewing gum, anything tied around the waist or hanging around the rider's neck.

2. TACK

- a. Saddle Pad or Blanket- Must be free of debris on both sides. Not only is it very uncomfortable for the horse to have debris on the blanket, but it will also cause sores. Why is it a safety issue? Because an uncomfortable horse will try to get rid of the source of discomfort- the rider. It will also make the horse cranky and therefore more likely to bite and kick. The blanket must be centered across the horse's back and there must be an air pocket between the withers and the saddle pad. This air pocket is created by pushing the saddle pad into the gullet of the saddle before tightening the girth. *A comfortable horse is a happy horse!*

- a. Saddle- After the pad is properly in place, the saddle may be put on. Make sure the leather is in good condition EVERY TIME you use the saddle. Pay close attention to the stirrup leathers, short latigo, long latigo, etc... (i.e. parts that have a lot of stress on them). Also, check girth carefully and make sure that the saddle is lying properly on BOTH sides of the horse.
- b. Bridle- Check the bridle for leather wear and make sure that the bit is attached properly to both the bridle and the reins. If there is a chin strap, make sure there is room for two fingers between the strap and the horses chin. Make sure you are using the correct bridle for each horse and that the bridle is on completely and correctly. A bit put into a horses mouth backward may cause the animal to rear and be uncontrollable.

3. HORSE/RIDER

The Head Wrangler and all other barn staff will do all that they can do to see that the horse and rider's abilities are compatible. However, it is your job to use your "educated eye" to watch for horses that are just too much for riders to handle. If this happens, please bring it to the attention of the person in charge.

4. HORSE

Watch carefully for ill or lame horses. Please bring it to the attention of the Head Wrangler immediately.

5. ENVIRONMENT

Make sure that gates are closed, the areas are free from dangerous objects, there is nothing hanging on the fence that shouldn't be there, ect.... The trails need to be walked occasionally so that debris may be removed from them especially after a storm. Keep all areas clean of things that may cause injury to the horse or rider.

Horses are sensitive animals. It is up to all of the barn staff to be attuned to their comfort and well-being. If a horse is exhibiting poor behavior, please look for a cause to this behavior before trying to correct it. Many times a horse will bite, kick or be moody because of a problem that it is having with comfort not because of a poor attitude.

SAFETY RULES

These rules will also be posted in the barn. Please make campers aware of these rules. Be sure to reinforce these rules and not break them yourself. Campers learn more by the example that we set than the words that we speak.

- A. No yelling or loud noises in stables or around horses.
- B. No campers or staff allowed in pastures, padlocks or stalls unless accompanied by a horse staff member.
- C. No running in or around stables.
- D. No sandals or open-toed shoes in or around stables.
- E. Long pants must be worn while working with and riding the horses.
- F. Riding helmets must be securely fastened while riding and worn at all times while a person is mounted on a horse.
- G. No gum chewing.
- H. No loose or dangling jewelry, clothing, etc... items may be worn while riding.
- I. Do not change gaits while riding unless instructed to by a horse staff member.
- J. Do not mount or dismount until instructed to do so by a member or the horse staff.
- K. While riding in the ring, make sure to only pass another horse on the inside.
- L. Always keep one horse's length between horses.
- M. Do not let horses eat while they have their bridles on.
- N. Do not feed horses from your hands.
- O. No passing while riding on the trail.
- P. Do not grab at leaves or branches or pass items back and forth while trail riding.
- Q. Stay alert and ride properly.
- R. Ask for help if you need it. Above all, remain calm and do not yell or scream!

SAFETY PRECAUTIONS

- Use of the horses is permitted only when the Area Head or a designated member of their staff opens the area. No campers or staff are allowed to go horseback riding alone or after hours.
- Campers must enter the area quietly, with no running and wait until they are told what to do. No one should attempt to enter the barn or stalls or attempt to hook up or unhook a horse without supervision by a horse staff member.
- Everyone going on a trail ride must be given a pre-ride briefing, regardless of their ability or prior riding experience. This briefing should include information on how to approach the horse, mount it properly, hold the reins; how to move, turn, and stop; and how to dismount correctly. If all the riders have ridden in the past two days, this briefing may be a quick review.
- Only barn staff members should mount riders for rides. Barn staff members need to do a full safety check at the time of mounting. This will include checking the saddle and bridle for fit and wear and adjusting the stirrups to the appropriate length for each rider. We do have Little Dudes, which are stirrups that fit over the saddle horn, for riders whose legs are too short for the saddle's stirrups. Please make sure to use these appropriately and to take care of them.
- Horses are to be mounted and dismounted outside the barn. Do not allow riders on horseback into the stalls.
- Get riders mounted and the ride underway as quickly as is safely possible.
- Trail rides must have at least two staff members. One will ride in the first "lead" position. The second will ride last "tail" position. Do not get trail ride underway until everyone is correctly mounted including the staff members.
- In the event of a lost hat, boot, stirrup, etc., one of the riding staff should dismount and handle the problem. The lead rider should never leave the front of the line unless instructed to do so by the other riding staff members.
- Trotting should only be done in safe areas where all the riders can be seen, not around corners or through the woods. Only trot if all people on the trail ride have agreed to do it. Even if one person does not want to trot, do not attempt to trot.

- Canter on trail rides is strictly prohibited to all but the best riders who come to camp. These riders must demonstrate that they have the ability to handle a horse at a canter in the ring first. Do not canter unless the entire group is competent and wants to canter. Only canter in safe areas where the ground is flat and open and all the riders can be seen. Never attempt to canter through the woods, around corners, up or down hills or in an area of deep sand and mud.
- The lead rider should watch for gaps in the line and slow down or stop to eliminate them as they develop. The other staff who are on the trail ride should also watch for gaps and ask the leader to slow down as necessary. Gaps of more than two horse lengths are unsafe. Tailgating is also dangerous. Staff members should always remind the riders to keep a safe distance from the other horses.
- As the ride returns to the barn area, the staff members should give dismounting instructions to the riders. Riders should be told not to dismount without help from the staff, only staff may hook up the horses; riders should put helmets away neatly where they found them and to move away from the dismounting area while all the other riders are dismounting.

EMERGENCY PROCEDURES

ALL ACCIDENTS SHOULD BE KEPT LOW KEY AND CALM!

IN THE RING

- If a camper falls off a horse in the ring, STOP EVERYTHING. If you have an assistant in the ring with you, have them catch the loose horse and supervise the rest of the campers. If you do not have another staff member with you in the ring, call for the nearest available staff member.
- Do not let the camper get up until you have assessed if there are any injuries. If there is no dizziness or pain, assist them slowly to a sitting position and then to a standing position. If there is dizziness or pain, do not let them get back on the horse. If they do remount and you notice any signs of dizziness or pain, have them dismount immediately. If the camper is all right and decides to remount and continue the lesson, please make sure and tell the Head Wrangler after the lesson is over and fill out the proper report as soon as possible.
- In the case of dizziness or pain, have the remainder of the campers in the ring dismount and hold their horses a safe distance away from the injured rider (please make sure that there is no loose horse before you have the class dismount). Call the Health Officer. If the injured rider cannot be moved, have your assistant direct the other riders to lead their horses out of the ring and back to the barn.

ON THE TRAIL

- If an accident occurs on the trail, STOP THE TRAIL RIDE, and make the other staff members who are on the ride aware of the situation. The lead staff member halts the ride. The staff member who is riding tail should dismount and tie up their horse with a lead rope (never tie up a horse using the reins) and attend to the injured rider immediately. Meanwhile, the lead staff member should take charge of the rest of the group, keep the group calm and under control and never leave the front line. The lead rider should instruct the other riders to keep their horses away from the fallen rider. Riders should stay mounted and in line unless they cannot keep their horses still and are scared themselves. If this happens, the lead rider should dismount and tie up the lead horse with a lead rope then proceed to help the other riders dismount and hold onto their horses a safe distance from the fallen rider (make sure there is not a loose horse before allowing the other riders to dismount).
- Follow the same procedures as above to determine whether or not the rider should re-mount. Only the "tail" staff members should be with the fallen rider and it is this person who determines the course of action. If the fallen rider can be remounted, the trail ride can continue. A rider, who prefers not to re-mount, but is unhurt, will be walked back to the barn. The rider less horse can be ponied by the lead staff member, unbridled and left in line or walked back by the staff member who is taking the fallen rider back. The trail ride should return to the barn with the lead staff member.
- If the fallen rider requires medical attention, the "tail" staff member will radio the Health Officer and the Camp Director for help. Outside emergency services should be called only by the Health Officer or the Camp Director.

MINOR ACCIDENTS

- If a minor accident occurs on the trail or in the ring, the staff members should use their good judgment in handling the situation. There is a first aid kit located in the barn. Also, the "tail" rider of every trail ride should carry a portable first aid kit with them on every trail ride. If there is any blood, the rider must dismount and have the injury bandaged immediately before continuing to ride.

ALL ACCIDENTS

- An accident report must be completed by the head of the horse program within eight hours of the incident and filed with the Camp Director.
- When calling for help on the radio, do not say anymore than is necessary but make sure to state exact location and what equipment you might need.

HORSE CARE POLICY

Camp rents the horses that we use each summer. As part of our rental contract it is imperative that we keep the horses in good, healthy condition. Of course, ill, lame, hungry, or otherwise mistreated horses can be dangerous to be around.

- Fill the feeders each morning with a flake of hay. Keep the feeders filled throughout the day unless otherwise instructed by the Area Head or horse owner.
- Allow the horses to walk into the stalls from the pasture each morning and then put their halters on them. The horses should not wear their halters while turned out in the pasture because they can injure them.
- Once all the horses are secured in their proper stalls, grain each horse according to their weight and condition. The Area Head should have a chart that outlines each horse's feeding needs. It works best to have one person designated to measure out the grain.
- Allow horses adequate water before lunch and dinner break. Increase the frequency of watering as the heat increases. Always use lead ropes.
- Be sure there is a supply of mineral blocks in the pasture for the horses to use.
- Always keep horses tied in a safe manner, to a sturdy post and on short ropes so they cannot become entangled in the rope. Make sure when horses are bridled that the reins are secured so that the horse cannot get tangled in them.
- All horses are to be brushed thoroughly where any tack touches the body. Pay special attention to the girth area on the sides and underneath the horse, along with the area between the front legs and the area behind the elbow. Always brush the pastern area above the bulbs of the heels to prevent swamp sores.
- When grooming the horses, other dirt should also be removed in order to make the horse presentable. Inspect the horse for any cuts, scrapes, rash or unusual shapes on bones or tissues. Any cuts or scrapes should be cleaned with antibiotic soap and treated with appropriate medicine from the Horse First Aid Kit in the barn. Serious wounds should be reported to the Area Head.
- Clean the hooves daily. Apply a moisturizing agent as needed. You can use prepared hoof dressing or motor oil in a squirt bottle. When using the motor oil, apply it while the horse is standing in dirt so the dirt absorbs the excess oil.
- Watch general horse health, weight loss, coughing, etc...and report problems to Head Wrangler or horse owner.

HORSE INJURIES AND ILLNESSES

While you are grooming the horses each day be sure you are inspecting them before you put the tack on them. This by no means is a complete guide to horse health, but it may help you recognize some more common problems. Any time that you are uncomfortable with anything you see, do not hesitate to bring it to the attention of the Area Head.

HEALTH SIGNS

- A. Appearance and attitude
 - a. Is the horse alert?
 - b. Does it have bright eyes and a glossy coat?
 - c. Is his appetite normal?
- B. Temperature (99-101)
- C. Respiration (8-10 breaths per minute at rest)
- D. Pulse (30-40 beats per minute)
- E. Normal excretions

INJURIES

- A. Bites and kicks from other horses
 - d. Hair missing, maybe some blood.
 - e. Swelling

Note: If injury is anywhere that tack touches, check VERY carefully to make sure that it is not sore. Remember, that when the weight of the saddle and rider is added to the back of the horse, it can intensify the injury. Also check the area where the bridle touches the horse. Sores in this area can be made worse by the rubbing of the bridle and/or bit.

ILLNESS

- A. Types of Illness
 - 1. Colic
 - a. Not eating
 - b. Discomfort (pawing, kicking stomach, biting at sides, etc...)
 - c. Desire to roll
 - d. Sweating
 - 2. Founder or laminitis
 - A. Very sore on feet
 - B. Fever

 - 3. Colds and viral infections.
 - A. Runny nose
 - B. Cough
 - C. Fever

LAMENESS

- A. Front leg lame- lame leg takes a shorter step. Horse's head will also come up when lame leg hits the ground.
- B. Hind leg lame- hip carried higher on the lame side. Head will go down when hind leg hits the ground.
- C. Causes
 1. Sprain or strain (usually accompanied by swelling)
 2. Foreign object in foot
 3. Cut on leg
 4. Puncture wound in foot
 5. Abscess in foot

BASIC HORSE FIRST AID

What would you do to stop bleeding before the vet arrives? How about diagnosing lameness? Deal with all the problems in a calm, sensible manner until more help arrives.

BLEEDING

- Generally, the type of first aid that you would use on humans can be applied to horses. For example, if a person is bleeding profusely, you would apply pressure to the area to stop the flow of blood. Do the same with the horse. If the horse will not allow you to apply pressure, you can throw ordinary flour at the wound to coagulate the blood. If near the stable, cobwebs can be quickly gathered and used in the same way as the flour. Never remove an item that has punctured the skin and is still imbedded. Leave that for a professional to do.

COLIC

- Belly aches (colic) are easily recognized by the horses refusal to move, looking back at his belly, laying down, getting up in obvious stress. You can suspect colic for these reasons: too much food, too little, poor quality, irregular feeding, sudden changes in diet, poor water, poor cooling after a workout. Vet help is needed except for the milder cases. If you notice any of the symptoms of colic in a horse, alert the Area Head immediately. The horse should be walked around using a lead rope until help arrives.

EYE INJURY

- Horse's eyes are very sensitive. If you notice anything unusual in or around the eye alert the Area Head. The eye should be irrigated with warm salt water and antibiotic eye ointment applied within 24 hours.

Good management can properly minimize illness and disease. Consider how man prevents illness through habits of sufficient rest, cleanliness, proper diet and exercise. The same principles apply to good horse management!!!

STABLE PROCEDURES

The entire barn staff is required to work together as a team to maintain a clean and safe place for the horses and the campers as well. The following are the guidelines for keeping the stable area clean and safe. As always, if you notice something that does not appear right to you, bring it to the attention of the Area Head immediately.

- Manure in the stalls and mounting area should be removed on a regular basis. Use the manure wheelbarrow for this task and make sure it is emptied into the appropriate place once it is full.
- Hay will be neatly stacked in the hay storage area. Climbing on stacked hay bales is dangerous and should be avoided. Use the hay wheelbarrow to transport the bales for usage. Always make sure you remove the ropes completely and dispose of them before you start putting hay into the feeders.
- The tie stalls should be kept free of excess hay that has been dropped from the feeders. Good hay can be picked up and placed back into the feeders or raked into a pile and put into the pasture. Hay that becomes soiled should be removed from the stall along with the manure. Make sure the aisle is kept clean at all times with no loose hay underfoot.
- The water troughs should be thoroughly cleaned at least once a week. To do this, empty the trough and use a scrub brush to remove all scum, rinse well and refill with clean water. If it is particularly bad, you can use a small amount of bleach to kill the algae buildup. Make sure to rinse the trough well after this. Remember, if you wouldn't drink the water in the trough, neither will the horse. Clean water is essential to their good health. A healthy horse should drink an average of 12 gallons of water a day and more in hot weather. Make sure there is always an adequate supply of fresh clean water for them to drink.
- Horses must remain tied up unless they are being ridden or are in the pasture. All tie ropes on a fence should be secured to a post, never to a rail. All tie ropes in stalls are secured at the head of the stall to the metal bar below the feeders. Keep the ropes short enough that the horse cannot become entangled in them or pick on a neighboring horse but long enough

for them to reach their feed. All chains/gates should be fastened/closed when the barn is unattended.

- The tack area needs to be kept clean and free of debris. Any broken or unused tack must be stored away from the area. In the case of broken tack, make sure the Area Head is aware of what is broken and where it is located.
- There is a place for everything. Make sure to pick up after yourselves and have the campers do so as well. Any item found in the barn should be taken to the Lost and Found box in the Dining Hall at each day's end.

LESSON PLANS

The following lesson plans are to serve as a guideline for horse staff to use when preparing lessons for the campers. All horse staff are expected to be familiar with and use the CHA Horsemanship Manual for the information that is to be used in teaching horseback riding.

Please remember to incorporate both fun and safety into your lessons!!!

DAYS ONE AND TWO

- The campers will have had an initial evaluation of their ability on the day that they arrived at camp. They should be placed in campactivities as Beginners, Intermediates or Advanced riders.
- On the first day of campactivities, the barn staff will introduce the appropriate CHA level manual to the whole group and explain to the campers that they can be working toward being certified by CHA this week. Let them know that there will be a written and riding test at the end of the week to see if they have mastered the requirements. This is optional and the campers may choose not to do it. Also, go over all the barn rules that are on the laminated CHA sheets in the barn. Go over all the barn rules and safety issues. Make this as fun and as informative as you can. Make sure that you have the campers participate and that you are not lecturing them. Make sure they understand the importance of the rules and why we have them.
- Divide the group in half according to assessed ability and assign half the group to stay in the barn and the other half to the riding ring where there are horses tacked up and ready to ride. Make sure the riders all have helmets on which fit correctly. One half of the group will spend one day in the barn and the other half will spend the day in the ring. The following day the groups will change.

IN THE RING (Always do a safety check before allowing campers to mount)

- Using the CHA Manual as a guide, show the campers how to mount, hold reins, sit (with legs properly underneath), turn, stop, and dismount properly. More experienced riders may be asked to do the demonstration for the group.
- Help the campers mount, showing them how to do a thorough safety check. Have them ride around the ring at a walk to get comfortable. Some inexperienced riders

may want a staff member to lead them. Experienced riders may want to go faster. The instructor should evaluate the riders and decide how fast each group may go. Always teach to the lowest ability. Challenge them by having them do circles, figure eights or other patterns at a walk and/or trot. Make sure to explain ring etiquette.

- The goal of today is to get everyone comfortable. No one should be depending on the saddle horn for balance. Using the information in the CHA manual, introduce the four basic aids used in riding and have the campers practice these. Have them do some of the exercises that are in the first level of the manual.
- If you have more advanced riders, have them tell you and demonstrate the four basic aids. If all the campers in the ring are comfortable with it and you feel it is safe, the more advanced riders may trot. You may have them do some circles and figure eights also to see how well they can control the horse.
- Make sure that all riders are using the whole ring and that they are always using proper ring etiquette. Have fun with them and encourage them with a lot of praise.

IN THE BARN

- Teach them how to groom a horse. Include the names of the brushes and the parts of the horse as you demonstrate the grooming procedure. Show them how to pick a hoof and the parts of the foot. Explain the importance of each phase of grooming. (NOTE: Campers **do not** pick hooves). Review everything with them.
- Show how to enter the stalls safely. Demonstrate a halter and how to use it. Show how to lead a horse properly. Assign each camper a horse to groom. As the campers are grooming the horses, explain why grooming is so important and how it establishes a bond and trust between horse and rider. Make sure that you and your assistant are moving around the stalls and helping when needed. Keep an educated eye open for all safety issues.
- If time permits, have each camper lead a horse out of its stall and to the water trough, making sure that the camper is doing it safely and properly.

DAYS THREE AND FOUR

- Greet the campers enthusiastically and ask if any of them have any questions, as a group, before you get started.

TAKE A TRAIL RIDE (**Always do a safety check before allowing campers to mount**)

On these days, the campers who are riding will take a trail ride as a group. The Instructor will determine if this trail ride is to be a walk, trot or canter based on the riding abilities of the weakest rider in the group. At no time should a camper feel pressured or forced to go faster on a horse if they are not comfortable.

IN THE BARN

- Demonstrate how to saddle and bridle a horse properly. Explain the difference between English and Western saddles. As you are demonstrating continue to teach the parts of the horse. Ask the campers to identify as many parts as they can. Make sure the campers know how to check if a horse is groomed well enough to be

saddled. Have 1 or 2 horses that are not groomed and see if the campers can figure it out.

- Have the campers pair up in groups of two and assign each pair a horse to saddle. Campers should not bridle a horse unless under the direct permission and supervision of a barn staff member.
- This is a day to review absolutely everything that they have learned in the barn. You may have some of them groom, some of them saddle, some of them water the horses. Make sure that you and your assistant are in control of what is being done. Have the campers take the initiative and be the ones who are teaching each other at this point. Make sure and review the material that will be on the test.
- Have games ready for this review. Ideas—have all the parts of the horse/saddle written on 3X5 cards with masking tape on the back. Have the kids tape them to the proper parts. You may use an actual horse and saddle or use a poster of a horse. Or take washable paint and have the campers paint the parts of a horse onto a horse. Make sure to choose a horse who will allow this and who will be willing to be bathed afterward.

DAY FIVE

The campers will be divided into two groups. Take the first group of campers who arrive at the barn to the ring. The other half of the group will start the captivity in the barn. Half way through the captivity the groups will switch with the campers in the ring returning to the barn and the campers in the barn going to the ring to ride.

IN THE RING (Always do a safety check before allowing campers to mount)

- The instructor will need to assess each group of campers and decide what will best suit their needs and abilities today in the ring. The CHA certified instructor should use this time to do the riding portion of the CHA test for those campers who choose to do it.
- Another option for the instructor would be to have some games set up to play that will reinforce all the things which the campers have been taught this week. Consult the Games Book that is in the barn for ideas for these games. Bareback riding may also be introduced.
- The more advanced riders may be taught a turn back on the rail. Explain the importance of this and its use in getting and maintaining control over the horse. Be particular with the advanced riders on their riding position and control of the horse. Have them do transitioning exercises to demonstrate the control.

IN THE BARN

- For those campers who are being CHA certified, they will use this time to take the written portion of the CHA test. Barn staff should make sure that the roster pages contain the information necessary for them to assess whether the campers are eligible to be certified by CHA.

- Explain to them that the CHA tests will be graded later and that they will get any CHA certificates that they qualify for at the awards ceremony at the end of camp.
-
- For those campers who choose not to take the CHA test, they may spend this time grooming, feeding or watering the horses. The barn staff may also use this time to play review games with them to review all that has been taught the past week.

RAINY DAY IDEAS

If the rain is light and you feel safe with continuing lessons as usual, that is what you should do. However, if there is heavy rain, causing dangerous footing or if there is lightning or thunder along with rain, you should use the following ideas for your class.

- Demonstrate how to properly clean and store tack (saddles and bridles). While you are demonstrating, continue to teach the parts of the tack. Have the campers clean the tack themselves.
- Go over the parts, markings, breeds, etc... of the horse. You can make a game out of this by having them guess these things.
- Teach the campers about feeding, watering, first aid, etc... of the horse. Have the campers clean stalls, rake hay, etc...
- Go over diseases that horses may get and how to combat these. Also go through the first aid box with them and tell what things are there and how we use them.
- Discuss what has been learned thus far and ask the campers how they feel about their experience.

RAINY DAY IDEAS TO USE

Play **games** with the campers that teach them things. Here are some examples:

Use flash cards for:

Colors and Markings

Breeds

Horse Emotions

Riding Aids

Use 3X5 cards to make flashcards. Cut out colors and markings of horses from magazines or the CHA manual and paste them on the cards. On the backs write the answers. Allow the campers to work together then quiz them on it and give a small prize.

Play Pin the Parts on the Horse:

Hoof

Saddle

Bridle

Use a poster of a horse and the hoof. Have the parts written on post-it notes or contact paper. Ask the camper to go to the poster and stick the part that is written on the paper on the part of the horse or hoof. You can do the same thing for the saddle and bridle using the real saddle and bridle. If you have a real horse who will stand for it and have washable paint, you can have the campers paint the parts of the horse on the live animal. Please use discretion in choosing the horse for this activity and monitor it closely.

Teach the foot falls of the:

Walk

Trot

Canter

Demonstrate the footfalls of the gaits of a horse and then pair campers up. Have one camper stand behind the other with hands on the shoulder of the camper in front of them. The camper in front pretends that they are the horse's front legs. The camper in the back pretends that they are the back end of the horse and their legs are the hind legs. Have them coordinate footfalls of the different gaits. You can have them do races this way too!

Tying the Quick Release Knot

Teach the campers to tie the quick release knot. Pair campers up, one student will pretend they are the horse and the other be the rider. The rider can practice tying their "horse" with the quick release knot.

Bit Up Your Buddy

Have campers pair up and one of them pretend to be the horse and the other pretend to be the rider. Drape the bridle over the back of the neck of the student who is the "horse" and have the "rider" stand behind with the reins in hand. The camper who is the horse holds the bit in their hands out in front of them. The "rider" tries to communicate to their horse where they want to go only using their reins and voice aids.

Quiz Games

Using color-coded cards with questions on them like jeopardy, have the campers roll color coded dice or have the questions split into categories and have the campers choose a category. Then have them answer the questions. They can do this in teams also.

Make a Dream Horse

Using the cutouts provided and the PVC provided, have the campers color or decorate their horse head and mount it on the PVC pipe. Then have them "ride" around and practice different gaits of the horse.

Fantasy Horse Purchase

Give the campers pieces of paper and pens/pencils. Using the horse supply catalogs, have them "purchase" their dream horse and furnish the horse with all necessities.

Feed

Have different types of grain, hay and supplements in baggies for demonstrations. Teach them to the campers and then quiz the campers on them.

Quiz Game Horse Race

Use a long piece of paper that has furlongs marked on it. Have plastic horses to move along the track. Ask questions about prior lessons and the correct answer lets them advance to the next block toward the finish line. You can use foil for winners cups and/or badges.

TEACHING TECHNIQUES

The Camper As A Student

- I. Needs
 - A. Security- Protection from danger, may be expressed as fear.
 - B. Physical Needs- Freedom from pain, fatigue, hunger, thirst.
 - C. Emotional Needs
 1. Feel Secure
 2. Feel Liked
 3. Power (I can do or control this)
 4. Praise or Recognition
- II. Why Do Children Ride?
 - A. Fun and a way to fulfill certain needs.
 - B. Relationship with the animal.
 - C. Achievement
 - D. Other reasons (parents, peers, etc.)

The Riding Teacher (YOU)

- I. Instructor is the example that the students will copy.
- II. Desirable Qualities-
 - A. Liking of children and horses
 - B. Know the material you teach and don't teach over your head
 - C. Skills- ability to ride and handle horses, school horses
 - D. Good Communication Skills
 - E. Good Organization
 - F. Self-discipline- get the job done, teach by example, do it right
 - G. Patience- with kids, horses, self and situations
 - H. Judgment- an "educated eye"- experience plus applied intelligence

Riding Class

- I. A good class must consist of the following:
 - A. **Preparation-** You must prepare your class before you start. If you need cones, barrels, trotting poles, etc. in the ring, make sure they are

out in the ring before you start your class. If you need assistance setting up, ask someone to help you before class starts. Know what you want to accomplish and how you are going to accomplish it BEFORE the class starts.

B. Explanation- Explain thoroughly what you want to accomplish to your students. Ask if there are any questions. Have them repeat it back to you if they look puzzled.

C. Demonstration- You've heard the saying "A picture is worth a thousand words", well, the same theory applies to a demonstration. A demonstration does not necessarily need to be on horseback. For example, to teach riding a circle or figure eight, you can walk the figure on foot.

D. Application- Simply means, let your students have a try at jt.

E. Correction- Correct mistakes positively after showing and explaining the right way.

F. Review- End your lesson with a review of the whole lesson.

II. Progression- Lessons should move from the KNOWN to the NEW.

III. Other Teaching Tips:

A. Please do not let students abuse horses. Abuse comes in all sorts of forms from pulling on the horses mouths to kicking their sides unnecessarily to giving conflicting aids. Abuse sours the horses and therefore makes them poor school horses; it makes them insensitive in their mouths and on their sides and it will also give them a bad attitude. Our horses have long days and a long summer. Do as much as you can to make their day pleasant. Many times a student will abuse a horse when they get frustrated. Most of the time, a student will not realize that he/she is doing something to harm the animal. Be on the lookout and correct the behavior.

B. Gear your class to your least advanced student. Although the campers will be put in groups according to skill, there will still be some variation in skill levels. If a student is WAY below the level of the other students, we may need to switch him/her to the other group. Use your best judgment in how much your group is capable of doing.

NOTES ON TACK FITTING AND ADJUSTMENTS

Our horses come with tack that is to be used for that horse only. Please do not switch saddles, pads, bridles or halters from one horse to another without the permission of the Ranch Director.

- I. Basic Principles- In order to ride safely, stay in control and prevent incapacitating saddle sores, horses must work in comfort with correctly fitted tack.
 - A. Careless grooming (i.e. dirt under the girth, elbows, between the front legs or in the saddle area) can cause saddle sores, especially on soft horses. So can dirty tack, rough or twisted girths and saddle pads which are wet, matted with dirt or which have picked up burrs, hay, etc
 - B. Once formed, an open sore puts a horse out of action. There is no way to pad a sore so that it won't hurt if it is touched by the saddle, girth or pad. Using horses with sores is cruel and leads to a worse sore and possible infection. Sores can put the horse out of action for weeks.
- II. Saddle Fitting Basics-
 - A. Saddles must fit without pressing on the horse's spine, especially at the withers. It must also fit the back closely and not twist, pinch or rock. The width of the tree must be right for the width and shape of the horse.
 - B. A saddle must also be properly positioned. The girth should lie about one hand's width behind the elbow. The saddle must be centered on the horse's back.
 - C. Possibly the most important part of saddling is in how tight the cinch needs to be. On a Western saddle, there is the option of double cinching (having the latigo go around twice before you knot it) or single cinching (the latigo only goes around once before the knot is tied). Double cinching is more secure but it is also very easy to get the girth too tight and cause sores when double cinching. Single cinching should be used as much as possible. To test if girth is too tight, put a hand between horse's front legs and under girth. You should be able to fit 4 fingers between horse's belly and girth. If you can get your whole hand in, the girth is too loose. If you cannot get 4 fingers in it, the girth is too tight. Adjust as needed.
 - D. To make the rider comfortable and balanced, make sure the stirrups are the proper length. There should be a slight bend in the rider's knee when the foot is placed in the stirrup. Make sure the stirrups are even and the rider's leg is positioned beneath them.

III. Bridle Fitting Basics- Make sure the head is brushed clean of all dirt before putting the bridle on. Dirt under the bridle can rub and cause sores where the bridle touches the head and ears.

- A. The browband should be straight and long enough to keep from rubbing the ear.
- B. The headstall should be adjusted so that the bit lies against the corners of the horse's lips and makes two small wrinkles at the edge of the lips. If the bit is too low, it may hit the canine teeth, causing the horse great discomfort. Similarly, if the bit is too high in the horse's mouth it will cause discomfort and the horse will fight it by throwing his head and pulling on the reins.
- C. The throatlatch should be loose enough to fit a fist between the strap and the horse's cheek.
- D. The curb strap or chain should be slack and should admit two fingers between the strap and the chin groove.
- E. Make sure that the bit is neither too wide nor too narrow. Always make sure that the bit is attached correctly to the bridle and that the bit is inserted into the horse's mouth correctly. A bit that is backward when it is put in can cause a horse to react violently.

Note: If you are unsure about the fit of the tack ask the Head Wrangler. Remember, a horse with ill-fitting tack can be dangerous and it is always much better to ask.