

FIVE RIVERS METROPARKS



Volunteer PowerPoint Trainings

Carriage Hill MetroParks Riding Center

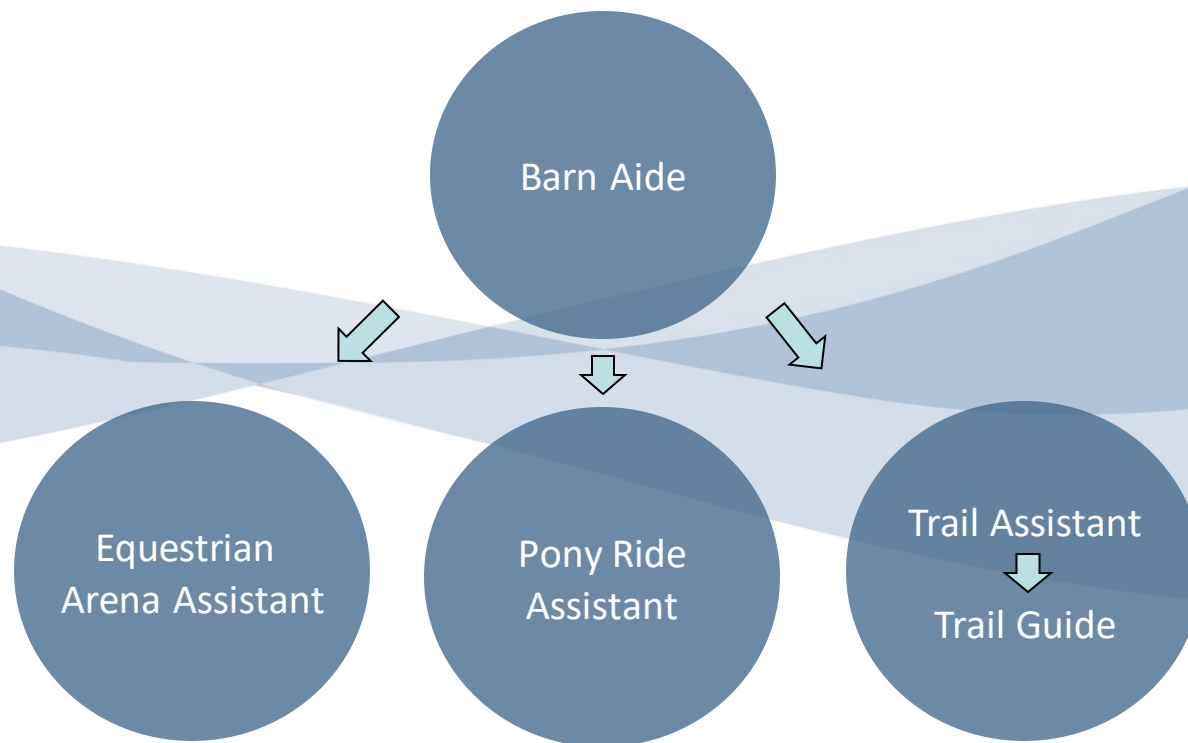


Congratulations on becoming a MetroParks Volunteer. The Volunteer PowerPoint Trainings are designed to give you a better understanding of our expectations and the responsibilities of our volunteers.

To complete these trainings, please read each slide carefully, so you understand your responsibilities.



Volunteer Opportunity Types and Progression Overview



20 hours as Barn Aide must be completed by all volunteers before moving on to any other opportunity.



Volunteer PowerPoint Training:

Equestrian Trail Assistant & Equestrian Trail Guide



RIDING CENTER
CARRIAGE HILL METROPARK



OBJECTIVES

Section 1: Volunteer Expectations

Section 2: Specific Responsibilities

Section 3: Tacking Western & Bridling

Section 4: Additional Information



SECTION 1

Volunteer Expectations

☛ Treat your volunteer experience as you would a job.

This means:

☛ Report to your shift on time. Be in the barn and ready to work at the start of your shift, not rushing in the door.

☛ Act professionally at all times.

☛ Be present for your entire shift.

☛ If you have questions regarding your responsibilities, be sure to ask a staff member.

☛ Wear proper clothing: closed toed shoes, weather and work appropriate clothes.

☛ Always make human and horse safety your top priority.



SECTION 2

Specific Responsibilities:

Opportunity Description

Equestrian Trail Assistant



Equestrian Trail Assistant



Required Training:

- Complete 20 hours as Barn Aide Volunteer.
- Review virtual Trail Ride Training Slides.
- Complete Annual Hands-on Training.
- Complete Practical Exam.

Special Requirements:

Must be at least 14 years of age to be a Trail Assistant.

Basic Responsibilities: All the following responsibilities will be explained in this Trail Ride PowerPoint Training.

- Groom and tack horses used for trails
 - Leave horses in cross-ties until the trail is ready to go out
 - Bridle the horses and then put halters over the bridles
 - Re-check tack and tighten girths before mounting riders
 - Mount riders, fit stirrups to riders, and give basic instruction on control
 - Assist with Barn Aide chores while trail is out
 - Assist with helping customers unmount after the trail has returned
 - Assist with untacking, grooming, and putting horses away (after last trail only)
 - Assist with putting up tack and cleaning crosstie area (after last trail only)
- Note: In order to be a Trail Guide, you will need to complete a certain number of hours as a Trail Assistant and fulfill certain riding qualifications.

* Remember, you are a representation of Five Rivers MetroParks. It is your responsibility to always act in a professional and courteous manner with the public. Our utmost concern is the safety of our horses and riders. We want to demonstrate a safe, fun, and exciting environment for everyone to enjoy!



SECTION 2

Specific Responsibilities:

Opportunity Description

Equestrian Trail Guide



Equestrian Trail Guide



Required Training:

- Complete requirements for Trail Assistant.
- Review virtual Trail Ride Training Slides.
- Complete Annual Hands-on Training.
- Complete Practical Exam.

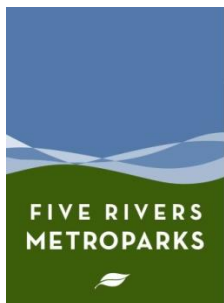
Special Requirements:

Must be at least 16 years of age to be a Trail Guide.

Basic Responsibilities: All the following responsibilities will be explained in your Trail Ride PowerPoint Training.

- Groom and tack horses used for trails
 - Leave horses in cross-ties until the trail is ready to go out
 - Bridle the horses and then put halters over the bridles
 - Re-check tack and tighten girths before mounting riders
 - Mount riders, fit stirrups to riders, and give basic instruction on control
 - Make sure the customer you are helping is taken care of before mounting your own horse (Staff will tell you when you should mount depending on your position in the line up.)
 - During Trail: Verbally or physically assist customers. For example: reiterate directions given by lead guide, help customers with horse issues like eating, and assist with any other situations or questions that may occur while out on trail.
 - Post trail: Once you have put your horse in their assigned crosstie, assist with helping customers to unmount
 - Assist with untacking, grooming, and putting horses away (after last trail only)
 - Assist with putting up tack and cleaning crosstie area (after last trail only)
- Note: In order to be a Trail Guide, you will need to complete a certain number of hours as a Trail Assistant and fulfill certain riding qualifications.

* Remember, you are a representation of Five Rivers MetroParks. It is your responsibility to always act in a professional and courteous manner with the public. Our utmost concern is the safety of our horses and riders. We want to demonstrate a safe, fun, and exciting environment for everyone to enjoy!



Specific Responsibilities

Trail Assistant & Trail Guide

Steps to complete before the public arrives...

☛ The staff will let you know which horses need to be groomed and tacked.

☛ Bring all horses being used for trail to the cross-tie area to groom and tack. Place the horse in the crosstie where their nametag is posted.

☛ When placing horses in the rear four cross-ties, fill left-to-right or right-to-left, ensuring that no horses are led behind another horse already standing in the cross-ties.

☛ After the horses are tacked and all the customers have arrived begin putting bridles on.

☛ Feed the reins through the nose band of the halter and then place the halter over top of the bridle to crosstie the horse with until ready to mount the customer.

☛ Attach a lead rope to the halter and saddle horn (as shown in the picture of Monday).

☛ **NEVER CROSSTIE THE HORSE WITH THE BRIDLE**

☛ **DO NOT HANG YOUR HELMET ON THE SADDLE HORN**
(as this may scare the horse if the helmet falls off)



Specific Responsibilities

Trail Assistant & Trail Guide

Once horses are groomed and tacked...

- ☛ Make sure the water trough is full.
- ☛ Make sure all Barn Aide responsibilities are complete. The barn needs to be swept and neat in appearance before the public arrives.
- ☛ At least one trail guide will carry a map and first aid kit on their saddle.
- ☛ One trail guide will carry the trail cell phone in order to communicate with the office.



The first aid kit is typically attached to the lead horse's saddle



Specific Responsibilities

Trail Assistant & Trail Guide

Before the Trail Goes Out

- Always check the horse's tack before bringing the horse out for the trail customer. This includes a tack inspection, assuring proper saddle placement, that the girth is tightened, the bridle & halter are on properly, and a lead rope is attached.
- Before the customer mounts the horse, be sure they are properly fitted with a helmet.
- Before the customer mounts the horse, be sure to double check the girth.
- Ask the horse's rider to meet you at the mounting platform, then bring the horse out to the mounting spot.
Remember to place the reins over the horse's head/neck prior to letting the rider mount.
- Be sure to ask permission before physically assisting any rider to mount.
- Assist the customer to mount. Have them place their left foot into the stirrup, left hand on the mane/horn and right hand on the seat. Have them lift themselves up over top of the horse and sit down gently into the saddle. Use caution when coming into physical contact with customers (including children).
- Make sure the rider has a hold of the reins and then take the horse to the water trough for a drink.
- Adjust stirrups to meet rider's needs. (at the water trough....this helps with the "flow")
- Once the rider is mounted, give a brief explanation on basic rein control (Start/Stop/Steer).
- Remind the rider to stay in a single file line with at least one-horse length between.



Specific Responsibilities

Trail Guide

Trail Communication & Responsibilities

➤ The lead guide (The staff member at the front of trail) will set the pace of the trail, ensure that the trails stays together, and communicate back to customers and the other guide(s) any information or instructions such as low-hanging branches, deer up ahead, or other riders coming.

➤ If there is a middle guide, this person relays information between the front and the back of the trail. This person also ensures that the back of the trail is keeping up with the front half and will inform the lead guide if they need to wait in order for riders to catch up.

➤ The rear guide or drag position assists with spacing and provides directions to riders.



Specific Responsibilities

Trail Guide

Trail Communication & Responsibilities

☛ All guides are expected to provide verbal instructions to riders.

☛ Instructions may include:

- ☛ How to maintain good spacing
- ☛ Body position for navigating hills or uneven terrain
- ☛ Regaining control of horses that have stopped to eat



Specific Responsibilities

Trail Guide

Assisting a Rider on Trail



Be sure to communicate with your customers while heading out onto the trail. Some of these may include....

- 🌿 My name is..... Remember if you have any problems at any time, ask myself or the other trail guide.
- 🌿 The horses may try and eat on the way out; make sure to pay attention and stay prepared to keep them moving.
- 🌿 If you have any questions at any time, please feel free to ask.

Specific Responsibilities

Trail Guide

Assisting a Rider on Trail

- Give instructions to customers while on trail such as...
 - When going up hill, lean slightly forward in the saddle to help even out the weight for your horse.
 - When going down hill stay centered in the saddle to help even out the weight for your horse. Remind riders to keep their heels down for balance.
 - When going down hill, some horses tend to try and go a little faster, so be prepared to pull back on the reins and slow them down.
 - Make sure you stay in a single file line. Some horses don't get along, so you have been placed in this order for that reason.
 - You may see deer on the trail. If you do, make sure the rest of us know too. If the horses are aware they are there, they usually don't mind.
- Most of the time you can give verbal directions to customers. However, if they are unable to alleviate the problem, then you need to dismount and assist them.



Specific Responsibilities

Trail Guide

When returning to the barn...

- Remind everyone to keep their horses at a walk. Example: "The horses can become barn sour if we let them go faster than a walk back to the barn, so please keep them at a walk."
- Thank the riders for coming out and invite them back again. Example: "I hope everyone had a great time, and please come back and see us again!"
- Prepare the riders for the dismounting procedure.
 - "When we get back to the barn, remember to stay in a single file line. If your horse would like to stop and get a drink, that is fine, but do not pass each other. Please do not get off until you have someone with you."



Specific Responsibilities

Trail Assistant & Trail Guide

Assisting a Rider After the Trail

- To dismount riders....

- Position their horse next to the mounting platform.

- Ask permission to physically assist the rider while dismounting.

- Hold the horse with one hand and instruct the rider to dismount.

- "To dismount, keep your left foot in the stirrup and take your right foot out of the stirrup."

- "You can place your hands on the pommel of the saddle or on the horse's neck to help support yourself. Stand up on your left foot and slowly swing your leg over the horse's hindquarters."

- "Step onto the mounting platform."

- Direct customer off the mounting platform and on where to put their helmet.

- Take the horse back to their crosstie. Remember to crosstie the horse with the halter.

- ONCE ALL OF THE CUSTOMERS ARE OFF if horses are being used for a 2nd trail, loosen girths and remove bridles with bits. If horses are not doing a 2nd trail, untack and groom horses.

- Offer all the horse a drink of water ONCE ALL OF THE CUSTOMERS ARE OFF.

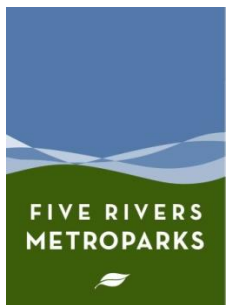


Specific Responsibilities

Trail Guide

Incident Protocol for Trail Rides

- Fall from Horse
 1. At least one guide must dismount to assist the rider. The other guides present will assist in keeping the other riders and horses safe and in control.
 2. Check on the fallen rider. If the fall does not appear to be serious, contact the office and line up a gator to be brought out to bring the rider back to the office, where medical attention can be provided.
 - Office will call Ranger Dispatch (937) 535-2580
 - Office will contact EMS if required.
 3. Entire trail will wait until the gator has come to pick up the fallen rider; or until the EMS personnel have come out.
 4. If the rider complains of a minor injury, but does not want an ambulance contacted, contact the office for assistance. No rider will be allowed to re-mount after a fall on trail; nor will they be able to be transported in the gator if they are injured.
 5. If the rider complains of an injury and requests an ambulance, treat as a Medical Emergency (see below).
 6. Incident Report Form must be filled out by Guide the day of the event and submitted to onsite supervisor.
 7. No rider who has fallen on trail may be allowed to re-mount the horse.
 - If the rider is an adult (18 and over), staff can consult with the rider to determine how medical attention will be provided. This can include contacting their emergency contact or calling EMS on the rider's behalf. Must wait until either the EMS or Rangers have arrived before the rider is allowed to leave the facility.
 - If rider is a child, consult with the parent/guardian. Contact information is available in the office. Must wait until either the EMS or Rangers have arrived before the rider is allowed to leave the facility. If parents are on-site, must still wait for Ranger to arrive before they are allowed to leave.
- Medical Emergency (i.e. – heart attack, serious injury, loss of consciousness, etc.)
 1. Call 9-1-1. Be prepared to give your location and nature of injury.
 - Carriage Hill MetroPark Riding Center
8111 E. Shull Rd. Huber Heights 45424
Yellow Horse Trail with closest letter location
 1. Call Carriage Hill Riding Center Office (937) 689-6939 to inform staff of problem.
 - Office staff will confirm a ranger has been contacted.
 2. Provide medical assistance that you are comfortable giving.
 3. Available guides will dismount all other riders. Entire trail will wait until the EMS personnel have come out.
 4. Incident Report Form must be filled out by Guide and submitted to onsite supervisor.



Specific Responsibilities

Trail Assistant & Trail Guide

Down Time

➤ In between trail rides:

➤ Make sure the horses going on the next trail ride are tacked, and the ones not being used for the next trail are untacked.

➤ Loosen girths and remove bridle with bits.

➤ Offer horses a drink of water from the trough or bucket.

➤ Sanitize helmets.

➤ Assist with Barn Aide responsibilities until you are required to assist with trail rides again.



Note: If you are staying to volunteer for both Trail Rides, please Sign In and Out for each one separately via Get Connected. The proper logging of hours is very important to us.

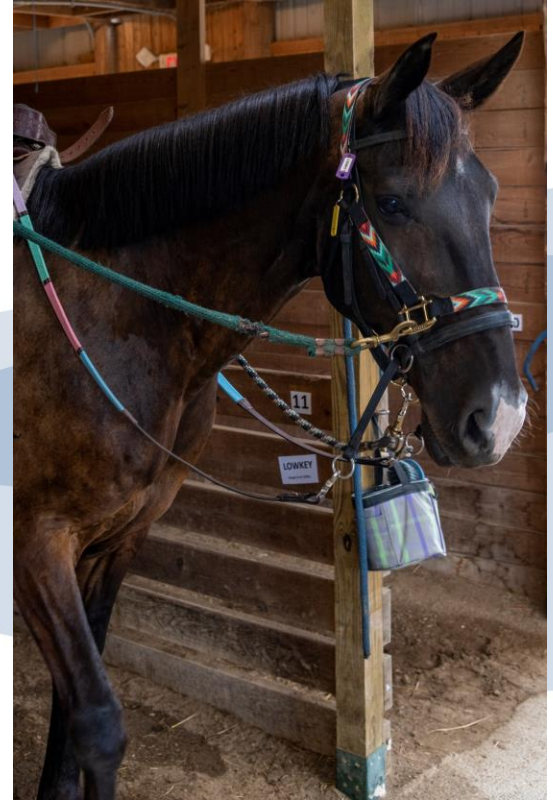


Specific Responsibilities

Trail Assistant & Trail Guide

At the end of the day...

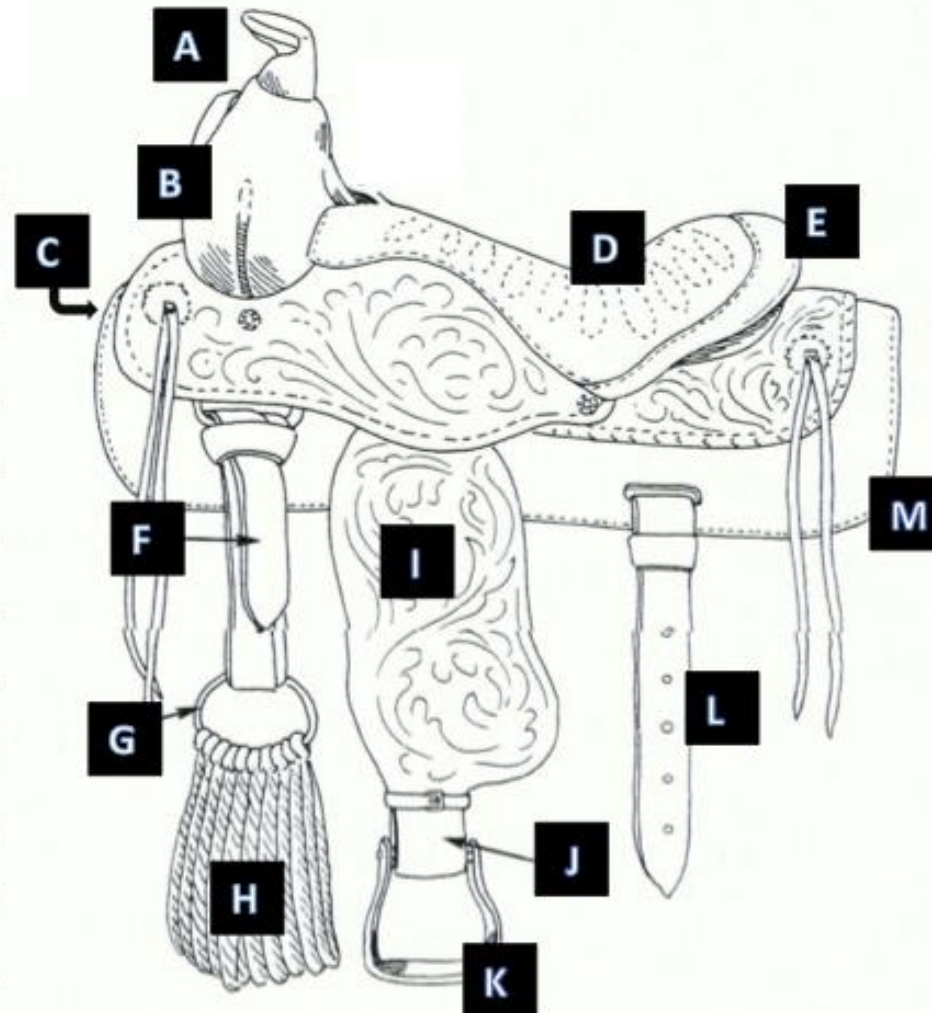
- Untack the horses.
- Groom horses.
- Make sure halters, lead ropes and grooming bags are returned to appropriate locations.
- Put saddles and saddle pads in the appropriate locations in the tack room.
- Put away any additional tack or miscellaneous items in the tack room.
- Sweep and clean crosstie area.
- Dump out muck bucket.
- Sanitize helmets.
- Assist with Barn Aide responsibilities as needed until the end of your trail shift.



Section 3: Tacking Western & Bridling

Parts of a Western Saddle

- A _____
- B _____
- C _____
- D _____
- E _____
- F _____
- G _____
- H _____
- I _____
- J _____
- K _____
- L _____
- M _____



How to Tack Western

Place the pad or blanket high on the withers, then slide it backward onto the withers and back. If a blanket is used, always place the folded edge toward the horse's withers. The front folded edge should align with the middle of the horse's shoulder.

Pick up the saddle and bring the right stirrup and cinch over the seat. Holding the gullet in your left hand and the cantle in your right hand, gently place the saddle on the horse's back.

The front edge of the pad should be in line with the center of the shoulder. The saddle should be centered and placed about three inches behind the front edge of the pad. Place your hand under the blanket, pulling the blanket into the gullet of the saddle so it does not wear on the withers and back.

Go to the right (off side) of the horse and gently lift the stirrup and cinch down. Check the saddle and pad to be sure the pad is smooth and the cinch is not twisted.

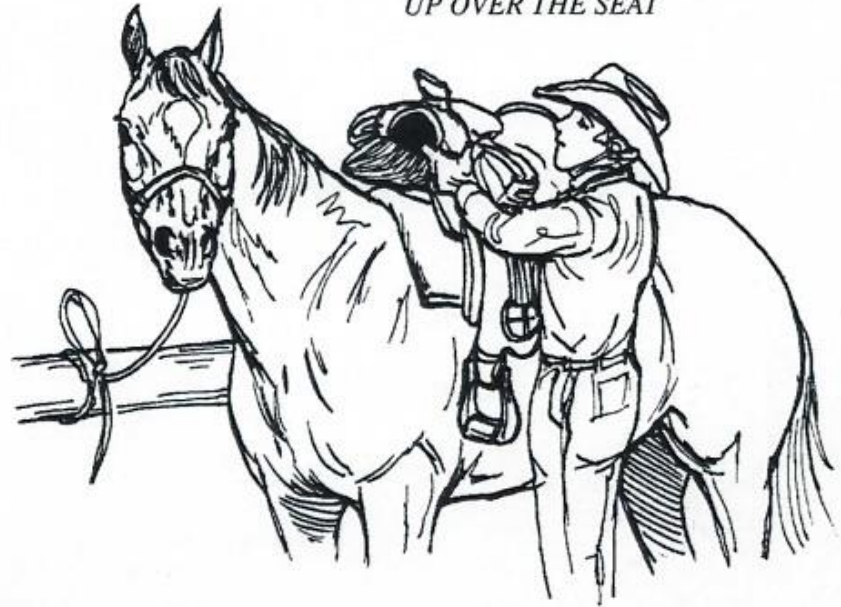
Then from the left (near side), hook the stirrup over the horn and pull the cinch under the horse. The cinch is tied with a special knot (latigo knot).

Before mounting, a final check of the cinch and your tack should be made by you and your instructor.

FIVE RIVERS
METROPARKS



*FOLD THE STIRRUP
UP OVER THE SEAT*



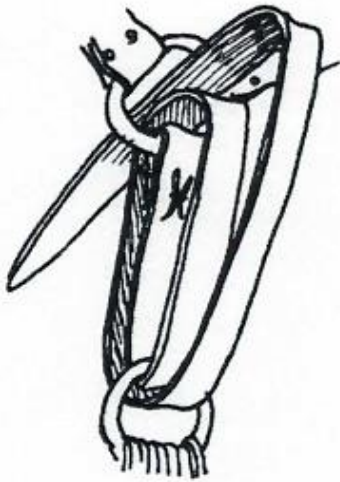
*THE FRONT FOLD OF THE BLANKET
COMES TO THE CENTER OF THE SHOULDER*

SET THE SADDLE GENTLY IN PLACE

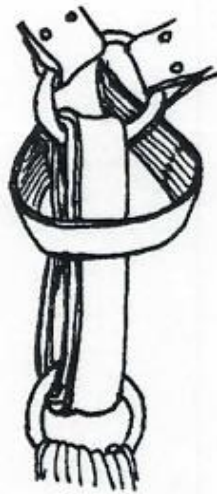
How to Tack Western

Tying the Latigo Knot

THE LATIGO KNOT



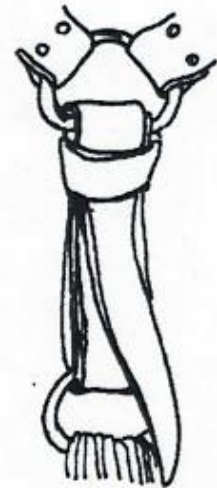
THE LONG LATIGO
GOES AROUND THE
CINCH RING AND THE
SADDLE RING TWICE



WRAP THE LATIGO
AROUND ITSELF
MAKING A LOOP



PULL THE END (TONGUE)
THROUGH THE BACK
OF THE SADDLE RING
AND THEN DOWN
THROUGH THE LOOP



TIGHTEN BY
PULLING THE END
OR TONGUE DOWN

Checking Western Stirrup Length

Western stirrup length is difficult to check from the ground. You may have to mount to check the length.

- Stand straight up with both feet in the stirrups. Keep your heels lower than your toes and your knees bent. When standing up, there should be a space about 2 1/2" to 3" (a hand's width) between your seat and the seat of the saddle.
- If you can't fit any fingers between you and the saddle, or if you can't stand up with your heels down, your stirrups may be too long.
- If you can fit a whole fist between your seat and the saddle, your stirrups are too short.

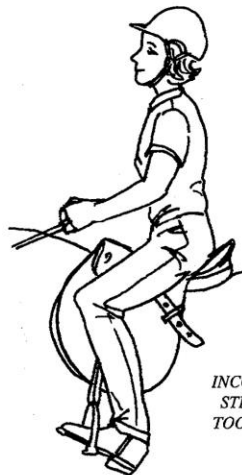
Western stirrups are best adjusted from the ground. You may have to dismount to fix the stirrup length if it is too long or short or ask someone to help you. The stirrup leathers may have buckles or a slide fastener.

- To shorten the stirrups, slide the fastener or buckle up closer to the saddle. To make them longer, slide it down. Be sure to get both stirrups even.

Never slip your feet into the stirrup straps instead of the stirrups if the stirrups won't go short enough for your legs. You could get a foot caught in the strap, which is very dangerous.



CHECKING
WESTERN STIRRUP LENGTH
AFTER MOUNTING



INCORRECT
STIRRUPS
TOO SHORT

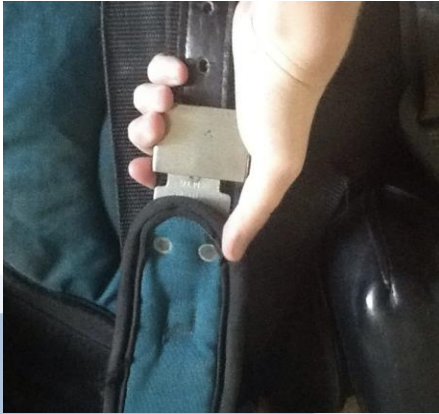


INCORRECT
STIRRUPS
TOO LONG

Adjusting Western Stirrup Length

Note: Most of the saddles at CHRC have this style of buckle adjustment.

1



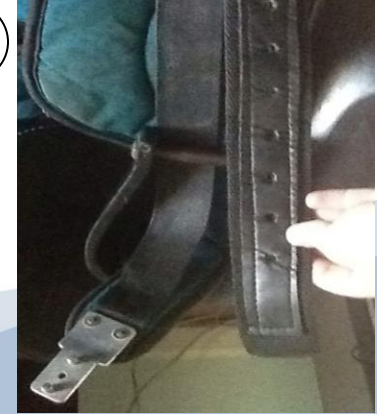
Take stirrup in your hand at the quick slide.

2



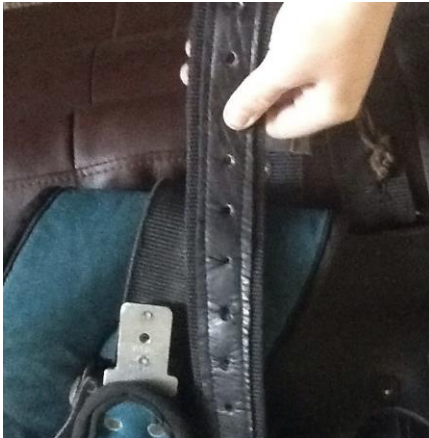
Slide the quick slide up (it may take some work to make it move).

3



Count the number of holes it needs to move.

4



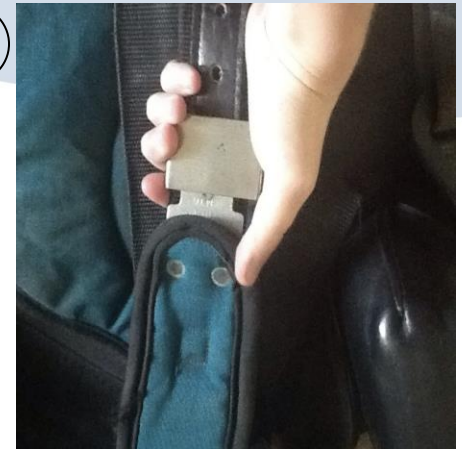
Place your thumb on the hole above where you need to put the buckle (silver part in image above).

5



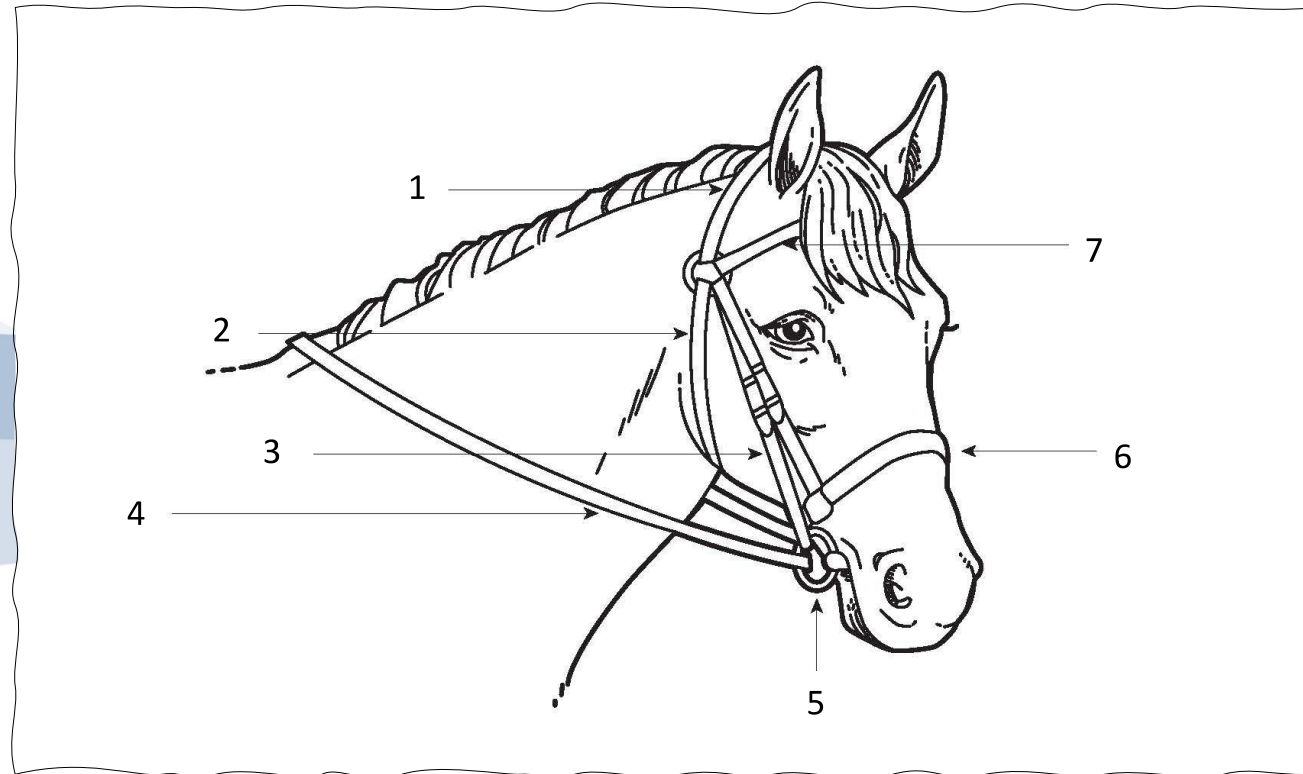
Slide the quick slide down over the buckle.

6



Make sure the quick slide is fully seated.

Parts of the Bridle



1: Headpiece / Crown Piece

2: Throatlatch

3: Cheek Piece

4: Reins

5: Bit

6: Noseband / Cavesson

7: Browband

Bridling a horse

Stand on the horse's left side and place the reins over the head around his neck in order to keep the reins from falling to the ground and for control of the horse. The horse should always be untied before bridling.



Method 1

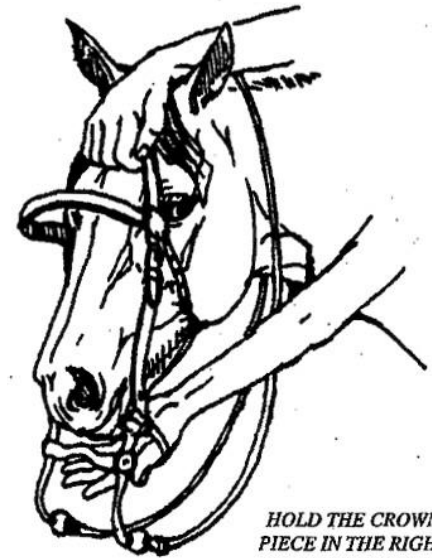
- Hold the crown piece in the right hand and the bit in the left.
- Reach over the horse's head and bring the crown piece up toward the horse's ears.
- Place the bit between the horse's lips. If the horse fails to open his mouth, put your thumb in the side of his mouth and press down on the horse's bars (the area where the bit lies where there are no teeth).
- Raise the crown piece and guide the bit carefully into the horse's mouth.
- Slip the crown piece gently over one ear and then the other, bringing the ears forward, trying not to bend them.
- Straighten the browband and the forelock. Your instructor may suggest an alternate method.

When using one-eared bridles, place the right ear in the earpiece and slide the rest of the crown piece over the left ear.

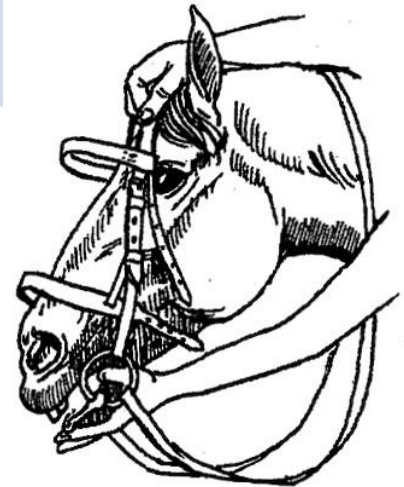
Buckle the throatlatch loosely enough so that your hand can be inserted breadth wise between the throatlatch and the throat of the horse.

Fasten the cavesson or noseband on an English bridle so that one or two fingers can be inserted between the cavesson and the horse's jaw bone.

Adjust the curb chain or strap so that it is not twisted and so that two fingers can be inserted between the strap and the horse's jaw.



*HOLD THE CROWN
PIECE IN THE RIGHT
HAND AND THE BIT
IN THE LEFT*



*PLACE THE BIT BETWEEN THE HORSE'S LIPS
BE CAREFUL NOT TO HIT THE HORSE'S TEETH
WITH THE BIT*

NO FINGERS IN FRONT OF TEETH

Bridling a horse

Stand on the horse's left side and place the reins over the head around his neck in order to keep the reins from falling to the ground and for control of the horse. The horse should always be untied before bridling.



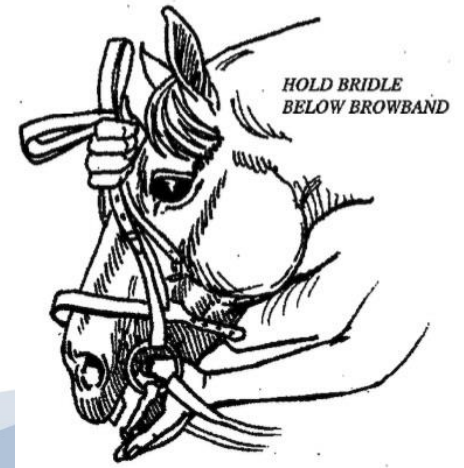
Method 2

- Hold the bridle below the browband in the right hand and the bit in the left.
- Bring the crown piece up toward the horse's ears.
- Place the bit between the horse's lips. If the horse fails to open his mouth, put your thumb in the side of his mouth and press down on the horse's bars (the area in which the bit lies where there are no teeth).
- Raise the crown piece and guide the bit carefully into the horse's mouth.
- Slip the crown piece gently over one ear and then the other, bringing the ears forward, trying not to bend them.
- Straighten the browband and the forelock. Your instructor may suggest an alternate method.

Buckle the throatlatch loosely enough so that your hand can be inserted breadth wise between the throatlatch and the throat of the horse.

Fasten the cavesson or noseband on an English bridle so that one or two fingers can be inserted between the cavesson and the horse's jaw bone.

Adjust the curb chain or strap so that it is not twisted and so that two fingers can be inserted between the strap and the horse's jaw.



PRESS THUMB INTO LIPS TO MAKE HIM OPEN HIS MOUTH
BE CAREFUL NOT TO HIT HIS TEETH WITH THE BIT

FINGERS GUIDE THE CURB STRAP



ENGLISH CAVESSON BUCKLES INSIDE THE BRIDLE'S CHEEK PIECES

Section 4:

Additional Information

Assigning Horses to Riders

*Note: Will be done by a staff member.

➤ Assigning customers to horses is a very delicate procedure. There are many physical and emotional aspects to assigning. A staff member will assign horses.

➤ Size/build of rider: The size of the rider is very important. The size/build/age of the horse determines what kind of weight they can carry.

➤ Each horse has a name tag with a weight limit that will be posted in the cross-ties.

➤ Just because a horse is tall, doesn't mean they can carry a lot of weight.

➤ Stocky horses (short or tall) can carry more weight than a finer built lanky horse.

➤ Horses with shorter backs can carry more weight than those with long backs

➤ A short/squatty type build (for a person) can be difficult to assign a horse for. A lot of times the person has a hard time staying centered on the horse and can shift his/her weight more heavily to one side. You need to pick a horse that can handle a person shifting weight back and forth and has a very secure saddle fit.

➤ Taller/lanky type builds (for a person) can usually stay centered on the horse and can be assigned to a larger variety of horses.



Additional Information

Trail Guide Speech

* Note: Will be done by a staff member.

Hello and welcome to the Carriage Hill Riding Center. I am going to go over a few rules for the trail before you head out. **First, there is no eating, drinking or smoking, and that applies to the horses as well.** It is pretty green out there and the horses may try to sneak a bite. You will need to pull their head up and away, but don't worry....we will show you how to control them when we put you on. **You will ride in a single file line.** Some horses do and don't get along with each other, so we put you in an order based on their personalities. **Also, the trail is walk only.** This is for both you and the horses' safety. **We will be using a mounting platform to put you on your horse.** Please don't get offended. It saves wear and tear on the tack as well as our horses' backs. **And remember your horse's name.** If your trail guide needs to address you, it is easier for them to remember one name, rather than remembering several names.

You will be assigned a horse based on your size and experience. ****As the person giving the speech (whether you are a guide or not) go through and ask everyone their experience. Then, make sure you specifically ask if anyone is nervous, as this can affect what horse you put them on. Try to pay attention to children as their parents will talk for them. ****

Some possible questions:

What if our horses don't get along? Can we still ride together? ****We will do our best to make sure you are on horses that can go in line together. However, I can't guarantee that.**

I have horses and I know how to get on from the ground. Can I? ****No. We have everyone use the mounting platform to ensure our horses are comfortable.**

Can I take my cell phone? ****We recommend that you do not take your cell phone unless you have a secure pocket. You need both hands to hold the reins and the chances that they will break are pretty high if they get dropped.**



Additional Information

Line-up of the Horses

* Note: Will be done by a staff member.

➤ Horses will be placed in a specific order based upon several criteria.

➤ Lead guide must be mounted first to begin the line up.

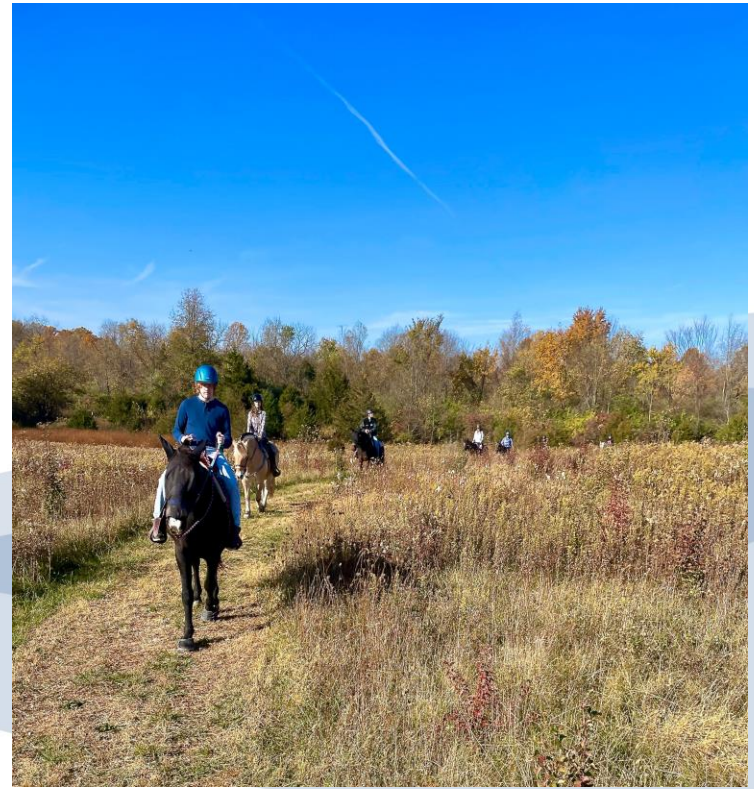
➤ Personalities/relationships: Just like us, horses have distinct personalities. They also have “friends” and “enemies”. Trail Guides need to become familiar with the horses and where they fit together.

➤ Kickers/biters: Some horses will bite the horse in front of them. These horses need to be placed behind a “friend”. If they are a kicker, it is best to place them in front of a slow walker, since he/she will be less likely to get close to the horse in front of them that might kick.

➤ Speed of horse: Faster horses can be placed near the front. Slower horses placed near the back.

➤ Pay close attention to small children or anyone that is frightened. Try to place them near a guide. If needed, the trail assistant or a staff member may walk along side them for the duration or the trail.

➤ Riders are then mounted on their horses in the order of the ride.



Summary

Remember, you are a representative of Five Rivers MetroParks. It is your responsibility to act in a professional and courteous manner with the public at all times. Our utmost concern is the safety of our horses and riders. We want to demonstrate a safe, fun, and exciting environment for everyone to enjoy!



Thank you!

- Thank you for completing the Trail Ride PowerPoint Training.
- After that, you will need to complete the Annual Hands-on Training.
- Successful completion of all of the above, will allow you to volunteer as a Trail Assistant Volunteer at the Carriage Hill MetroParks Riding Center if you are at least 16 years old.
- Once you fulfill a certain number of hours, riding qualifications, and are checked off as a Trail Assistant Volunteer, then you will be able to sign up as a Trail Guide Volunteer at the Carriage Hill MetroParks Riding Center.

