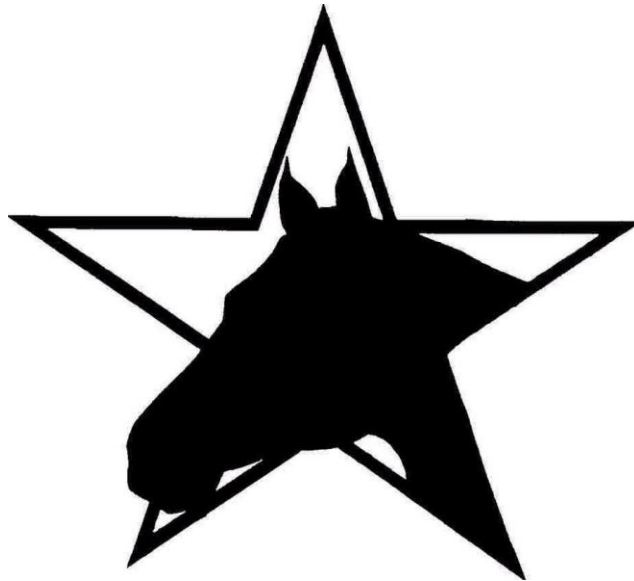


# **ALL STAR EQUESTRIAN RIDER HANDBOOK**



## **MISSION STATEMENT**

**To improve physical, cognitive and emotional fitness through therapeutic horseback riding, equine assisted activities, and therapies.**

# RIDER HANDBOOK

Welcome to All Star Equestrian Foundation!

## **HISTORY:**

All Star opened their doors in January of 1999. We began with 18 riders, and now have closer to 90 riders per semester. It was the desire of the founders to serve the community by offering therapeutic horseback riding to the physically, mentally and emotionally challenged of all ages. Classes begin in the indoor arena, exercises and stretching are done, riding skills are encouraged, and when weather permits the classes go out on a trailride to continue their lesson.

## **HORSES:**

All Star is always looking for new therapy horses, and if you know of anyone that may have a horse to donate please give them our office number – we look for quarter horse type, gelding, 5-15 years of age, sound and around 15h tall, good temperament and training.

Therapeutic horses are special horses that have shown that they recognize our rider's needs and cater to them. We can only keep about 1 out of 4 horses that we try because they don't meet our high standards. Let's face it, horses will be horses, but we are looking for horses that have a great temperament, 14-15 hands tall, 5-15 years of age, very sound (no major illness or lameness), good training and no bad habits. We bring a new horse in for a trial period of 6 weeks, and if they don't work out we give them back to their owners. We often have to find a retirement home for our older horses, and if you know of someone that would like to help out let us know!

## **RIDER REGISTRATIONS:**

We offer 4 sessions per year –

Winter – Jan-Feb (approximately 7 weeks (not recommended for those disabilities that cannot handle cold weather)

Spring – Mar-May (approximately 14 weeks)

Summer – June-July (approximately 7 weeks (not recommended for those disabilities that cannot handle hot weather)

We are closed in August

Fall – September-December (approximately 14 weeks)

Six weeks before each session starts, rider registrations are sent out by email and/or mail if you do not have an email. Also, hard copy registrations are put out on table in the aisle of the arena. Once you get your registration, please send it in as soon as possible – don't wait until the due date and don't leave it blank! When registrations are received, they are dated and when scheduling begins, riders are scheduled in starting with the earliest registrations received. Registrations turned in dated at due date or after are in jeopardy of being placed on a waiting list.

Up to due date, current riders are scheduled in first. After due date, late registrations for current riders will be on an equal basis with any new rider registrations we receive and will be scheduled in starting with the earliest registrations received.

Fill out your registration completely:

If a registration is sent in with no times or days marked, it usually goes to the end of the pile. Please mark 1-3 times or days that work for you, and you can even mark them with your preference (1, 2 or 3).

#### Waiting List:

If you are placed on a waiting list, as openings come up that you have asked for we will call and ask you if you are still available to ride. If you start late or mid-session, fees will be pro-rated for that time.

#### Scheduling:

We try to schedule riders in classes that have either similar riding skills or similar ages. Sometimes there are riders of a different age, but they have similar riding skills. We also try to schedule riders in the class type they ask for – semi private or group – but sometimes not enough riders sign up for the time asked, and we end up with either a smaller or larger class than requested. At times, a rider will be placed in a time slot they did not request because it would be the best class for them, and the program director will call to see if that is okay. When rider confirmations are sent out (one week before session begins), if the time or day will not work for you, please call the program director to let her know and we will try to schedule in another time.

#### Paperwork:

##### Therapeutic Horseback Riding:

**There are medical, liability, consent, photographic releases, Rider Rules and Regulations and Rider Policies, and they must be kept current and renewed annually.** The last thing we want to do is tell you that you cannot ride because your forms are not current, so please be aware of them and the date they need to be redone. It is crucial to our instructors that they have the latest medical information to work with during their classes. For medical releases, we need the Doctors signature or Nurse Practitioner, and we also need the original copy of the form.

##### OT or PT Hippotherapy:

In addition to forms listed above:

- **prescription form from physician** prior to beginning sessions

#### **CLOTHING:**

**REQUIRED: Helmet (your own ASTM-SEI equestrian approved helmet or we have a supply), Boots (or approved shoes with hard soles and a riding heel), jeans or long pants.** Start getting your rider accustomed to helmets and putting boots on before the session begins. We have some boots available in our Boot Exchange. Our riders outgrow their boots so often that they donate their boots to the Exchange and check out another pair. If a rider does not have on correct footwear, they will have to ride with an anti-cast and/or bareback pad without stirrups. Although this is a great tool for working on balance, it does not give your rider a chance to improve horsemanship skills over time.

Hot weather: light shirts or t-shirts, sunscreen, give your child water before class (and then take them to the bathroom before it starts), smaller children may wear shorts if they are not in advanced classes where they trot quite a bit

Cold weather: layers of clothing that can be taken off if it gets hot after they start to work out, gloves, light or heavy coats according to temperature

**ABSENCES:**

If you or your rider cannot make it to a class, please call well ahead to let the office know. There are volunteers that come from up to one hour away, horses are brought in and groomed and tacked, and the instructor has a lesson plan that may be affected by your absence. If you call in advance, we can let the volunteers know not to come. There is also a sign-up on the tack room door or in office where you can write in any planned absences such as vacations or other plans. If you are absent more than (3) times per session, you may be excused from the session.

**TARDINESS:**

Riders that are 15 minutes late will not be allowed to ride. After 15 minutes, the horse's tack is removed and they are returned to pasture. Also, the instructor will not be free to stop the ongoing class and mount a rider after that time.

**MAKE UP CLASSES:**

As stated on the rider registration, we cannot do make-up classes. If you have a major medical (hospitalization, broken limbs, surgeries, etc.) we will excuse you from class and you will not be responsible for the cost of those classes. However, we will need a doctor or hospital confirmation when you return to show it was major medical.

**ALLERGIES:**

Please let us know (by marking it on your medical release) if your rider has any allergies – bug bites, bee stings, sugar, latex, etc. We do go outside for many of our classes and we need to know if you have an epi pen in your possession if there is a bee sting, or we use many props for games in our classes and we need to know beforehand if your child is allergic to latex.

**ABSENT PARENTS OR GUARDIANS:**

We ask that you stay on the premises during your child's class. If you must leave due to an emergency, please let the office know.

**GOALS AND OBJECTIVES:**

If you have any questions about your goals or your rider's goals, please feel free to ask the instructor after class. Sometimes you may wonder why the instructor is doing a certain task during class, or maybe you are concerned about your child's progress – we would love to talk with you about it.

**WEIGHT LIMITS:**

All Star Equestrian is no longer accepts riders over 200 lbs. This weight limit is set to protect our riders, horses and volunteers. If you have any questions about weight limits, please ask the Program Director. We will periodically have weigh ins before a class.

**COST OF CLASSES:**

On each rider registration, it give you the cost of the session according to day and time that you are scheduled. Also, on your rider confirmation sent to you one week before session begins, it will note that ½ of the session fees are due on the first day of classes, and ½ will be due at mid-session and dates will be given. We accept checks, credit card, paypal and under "donations" on our website.

## COMPETITIONS:

All Star offers several horse shows during the year for riders that are interested. Riders that are interested in competitions need to choose either (1) Equestrian Special Olympics OR (2) Chisholm Challenge. All current All Star riders are also invited to attend the All Star In-house Horse Show each year. Please see descriptions below and pick shows that are best suited to your rider –your instructor will help you choose which show would be more appropriate. Signups for these shows will be posted beforehand on the helmet cabinets.

### ALL STAR INHOUSE HORSE SHOW

Held in October each year – all riders invited to attend!

This show is held in the All Star Arena each year and is available to all current All Star Equestrian riders of all ages. Medals and trophies will be awarded. This is a great practice show for other horse shows off premises. Signups will be put on helmet cabinet and show times will be given to family close to the event.

**Time:** starts at 8:30am and goes until 5:00pm

Approx time for each rider – 2 hrs – Approximate cost: free

Appropriate for all levels of riders – RELAXED COMPETITION

### EQUESTRIAN SPECIAL OLYMPICS – AREA COMPETITION

Held in April of each year

This show is an all day show held at Born to Be about 1 ½ hr away north of Denton, Texas. There will be a signup on the helmet cabinet, and minimum age is 8 years old. Special Olympics is specifically for riders with mental challenges although physical challenges may be secondary.

**Time:** starts at 8:00am and goes until 5:00pm, one day, ALL DAY show

Appropriate for all riders 8 years old and older with mental challenges. Some waiting in between events.

Approximate cost: \$60

Extra practices: sometimes extra practices are required: \$15 each

MODERATE COMPETITION

### CHISHOLM CHALLENGE

Held in January of each year

This show is held in the John Justin Arena at the Fort Worth Stock Show. There will be a signup on the helmet cabinet, and the minimum age is 8 years old. Chisholm Challenge is a more competitive show and is open to both mental and physical challenges.

Time: Monday, Tuesday and Wednesday in January – events sporadic throughout the show – lots of waiting in between events. Approximate cost: \$150

Extra practices: Sometimes extra practices are required: \$20+ each

MOST COMPETITIVE COMPETITION

Competition is not for everyone. If your rider becomes anxious easily, is easily agitated when others around him become nervous or if your rider cannot sit and wait for a couple of hours or more at a time – competition may not be for you. If that is the case, you may want to come to our In-house Show only – it is much more relaxed.

Competition Scholarships – You can pick up a special Scholarship application in the office to cover the competition fees and any extra practices you may need to attend.

### **FEES:**

Each session is billed by the number of weeks in that session. This information is on each registration form. We ask that you pay one-half of your entire session at the beginning of each session and one-half mid session.

If you are absent due to not feeling well, vacation plans, transportation problems, etc., you will still be charged for that class.

If you are absent due to a major medical problem – surgery, emergency hospital care, broken limbs, etc., please let your instructor know and you will not be charged for that class and we will need written medical confirmation. Also, if you will be returning to class with medical restrictions, please let your instructor know so that they can plan accordingly.

**If a rider has an outstanding balance from a previous session, they will not be able to register for the next session until the balance is paid.** Please call the All Star bookkeeper if you would like to set up a payment plan.

### **SCHOLARSHIPS:**

You can pick up a scholarship application in the office. Please fill it out a few weeks before the session you are applying for, and we will send it to the scholarship committee for approval. Scholarships are awarded according to annual income and/or special family hardships. They are awarded for up to one year but all expire on August 31 of each year. (If you apply in June and get accepted, you will need to reapply for a September session). At that time, you must reapply for a Scholarship. When applying, please fill out and turn in all requested materials for review. If you or your family are going through a hard time and need a little help for a time, please apply for a scholarship if needed. We would prefer for your rider to continue their therapeutic riding rather than drop out. If you are absent from classes more than (3) times per class, your scholarship may be revoked.

### **SNACKS FOR HORSES AND HIKING:**

Please encourage your rider not to try to pet the horses over the wall or feed any snacks to horses in the arena, stalls or outside in pens. If you want to bring a bag of apples or carrots, the staff will be happy to feed them to the entire herd at a later time. Some horses don't understand "snacks" and become nippy when they are around. They have a great sense of smell and can become nippy when they smell the snacks on someone's hands, so we don't allow them around classes.

Please do not take hikes within the pastures or grounds surrounding the pastures. This could frighten the horses. If you would like to hike, please go to the paved road close to the entry of our facility.

## **ADOPT A HORSE:**

If you or someone you know would like to Adopt A Horse for a year, please let someone in the office know. The approximate cost for Feed, hay, supplements, vet and farrier is \$1500 per year. We will put a plaque on one of our stall doors, and we would truly appreciate the help.

## **SPECIAL EVENTS AND FUNDRAISERS**

Please try to come to our special events and fundraisers!!! The funds we raise are an attempt to keep rider fees down. We can always use your support, and bring your friends!

## **RISK MANAGEMENT**

### **NATURAL HAZARDS SPECIFIC TO SITE**

1. Ants – Periodically apply granules to mounds in the pasture or in the feed room as needed
2. Mice – Barn cats monitor the feed room and barn during the evening hours. Mice bait is put in the attic, feed room, storage rooms to prevent infestation. Report any problems to the Staff
3. Flies – Fly spray is mixed as needed and always available to spray on horses at grooming
4. Snakes – Occasional sighting. Dog, cat and roadrunner population help dispose of snakes in the area. Report sightings to Staff and they will dispose of any in the barn area.
5. Poisonous Plants – Staff keeps watchful eye in the pasture and removes bothersome or Poison Control hotline telephone is 1-800-764-7661 if there are any questions. If you come in contact with any of the above and have a reaction, wash and get help.
6. Wasps/Bees – During warmer months, wasp and bee nests are sprayed to destroy eggs. Wasp/bee spray is kept in feed room and office. Please report sightings of nests to Staff.
7. Wild animals – Wild animals are occasionally sighted and heard during the night (coyotes, bobcats, etc), but the donkey and dog population usually scares off any predators. There have been no problems with coyotes or other wildlife attacking horses in the pasture. If a wild animal is observed, please inform the Staff and call Animal Control at 1-800-481-0315.
8. Trees/branches down – Volunteers and staff have periodic work days to fell dead trees and branches that are susceptible to high winds and dispose of them.

### **MANMADE HAZARDS SPECIFIC TO SITE**

1. Fencing – Fencing is maintained by the staff and crew hired by All Star.
2. Roads through center – Roads are graded and ruts filled in by volunteers and staff of both All Star.
3. Preparing and Maintaining arena flooring – Flooring is watered one to two times per week and disked afterwards or as needed by All Star staff.
4. Chemical Spills – If a chemical spill occurs, please notify the hotline for cleanup instructions at 1-800-424-8802.

### **OPERATION OF FACILITIES AND/OR EQUIPMENT**

1. Tractor and other Farm Equipment – All Star staff, volunteers are responsible for maintaining farm equipment, and only authorized people are allowed to drive the farm equipment. Signs posted.
2. Tack – Staff is responsible for periodic tack checks, usually between each semester. If you observe any broken or worn tack, please bring it to the attention of the staff. Cleaning of tack is done at least quarterly or as needed.
3. Electrocution – See Emergency Medical Treatment
4. Loss of electricity – Flashlights are located in office and feed room.
5. Loss of water – If the water company was contacted and there was to be a prolonged delay in repairing water line, stock can be watered at the tank located on the property.

### **DISASTERS**

1. Fire – (1) Call 911 for Fire Department. If classes are in arena, leave immediately.  
(2) Move mounted riders and horses to the nearest gate exit. (Round Pen, or Pen 3/Pen 4) and congregate in either round pen or Pen ¾.

- (3) Volunteers, families and other personnel are to accompany riders
- (4) Instructor may choose to dismount riders (in pens). Do not re-enter arena until safe to do so
- 2. Flood – (1) Move all horses to upper ground (indoor arena or upper pasture), or arrange transport to another location. (2) Call and cancel classes. If a flash flood occurs during class time (1) if any riders are mounted, remove the rider and take to higher ground (inside arena aisle) and volunteers and other personnel are to accompany riders (2) if there is no imminent danger remove tack and leave horses in indoor arena. Occasionally there is a flash flood in lower pasture (1) remove pasture horses to higher ground (upper pasture), (2) count the horses to see if they are all there (3) if not, begin to check the wash on the east side of FM 2738 to see if they were washed downstream. (4) Call the vet as needed.
- 3. Tornado – Preferred shelter is in either the Tack Room or the Storage Room off main aisle. (1) if classes are in session – remove riders from horses and walk/carry to one of the shelter rooms (2) rider families, volunteers and staff are to accompany riders (3) volunteers are to leave horses (still tacked) in indoor arena, (4) instructors will take bridle off and, if time, the rest of the tack. (4) Afterwards, staff will check for loose electric lines and any damage before people leave shelter area.
- 4. Hurricane – Usually, there are no hurricane effects this far North, we have adequate time to prepare (1) prepare for shortages of potable water or feed for the horses (2) if high winds or storms are forecast, cancel classes (3) Tie down all loose material that may harm either people or horses
- 5. Earthquake – If classes are in Arena, dismount and leave immediately.
  - (1) Move mounted riders and horses to the nearest gate exit. (Round Pen or Pen 3/Pen 4)
  - (2) Volunteers, families and other personnel are to accompany riders
  - (3) Instructor may choose to dismount riders (in pens). Do not re-enter arena until safe to do so.

## **HAZARDS SPECIFIC TO USE OF EQUINES**

- 1. Human First Aid Kit - Clearly marked with cross in foyer between Bathroom and Store Room. Use as necessary for bites, scratches, etc. Ice packs are in freezer of refrigerator in Volunteer room – use as needed for bites or foot getting stepped on. Fill out Incident Report.
- 2. Horse First Aid Kit – Red or Black box with cross on it behind Ranch Manager’s desk in office. If a horse is injured (cut, laceration or bite from another horse), inform instructors or Ranch Manager so that they can treat the wound or call the vet. That horse may need to be removed from the Daily Schedule for that day and replaced with another – inform other instructors.
- 3. Rider Coming off Horse – Volunteers and staff should be aware of correct Emergency Medical Procedures. If necessary, the instructor will ask someone to call 911. The sign near the phone is clearly marked with address and directions to center along with:
  - a. phone numbers for Emergency Medical Treatment
  - b. Phone number of veterinarian
  - c. Phone numbers of any other pertinent emergency response people
- 2. Loose horses – Staff and/or volunteers maintain control of any riders that are mounted during a class. Allow other staff or volunteers not being used in class to corner and catch the horse. If possible, radio or send someone to alert other staff to help catch the horse.

## **DISASTERS**

- 6. Fire – (1) Call 911 for Fire Department. If classes are in arena, leave immediately.
  - (2) Move mounted riders and horses to the nearest gate exit. (Round Pen, Pen 3 or Pen 4)
  - (3) Volunteers, families and other personnel are to accompany riders
  - (4) Instructor may choose to dismount riders (in pens). Do not re-enter arena until safe to do so
- 7. Flood – (1) Move all horses to upper ground (indoor arena), or arrange transport to another location. (2) Call and cancel classes. If a flash flood occurs during class time (1) if any riders are mounted, remove the rider and take to higher ground (inside arena hall) and volunteers and other personnel are to accompany riders (2) if there is no imminent danger remove tack and leave horses in indoor arena.



Occasionally there is a flash flood in lower pasture (1) remove pasture horses to higher ground (upper pasture), (2) count the horses to see if they are all there (3) if not, begin to check the wash on the east side of FM 2738 to see if they were washed downstream.(4) Call the vet as needed.

8. Tornado – Preferred shelter is in either the Tack Room or the Storage Room. (1) if classes are in session – remove riders from horses and walk/carry to one of the shelter rooms (2) rider families, volunteers and staff are to accompany riders (3) volunteers are to leave horses (still tacked) in indoor arena, (4) instructors will take bridle off and, if time, the rest of the tack. (4) Afterwards, staff will check for loose electric lines and any damage before people leave shelter area.
9. Hurricane – Usually, there are no hurricane effects this far North, we have adequate time to prepare (1) prepare for shortages of potable water or feed for the horses (2) if high winds or storms are forecast, cancel classes (3) Tie down all loose material that may harm either people or horses
10. Earthquake – If classes are in Arena, leave immediately.
  - (1) Move mounted riders and horses to the nearest gate exit. (Round Pen, Pen 3 or Pen 4)
  - (2) Volunteers, families and other personnel are to accompany riders
  - (3) Instructor may choose to dismount riders (in pens). Do not re-enter arena until safe to do so.

Please call the office if you have any questions – 817 477 1437

**ALL STAR EQUESTRIAN FOUNDATION  
P. O. BOX 892  
MANSFIELD, TEXAS 76063  
817-477-1437  
FAX: 817-473-9175  
E-MAIL: Veronica@allstarequestrian.org**

**BOARD OF DIRECTORS**

**Tamie Morgan – President  
John Amodei – Vice President  
Dan Hornback – Treasurer  
Ken Morgan – Board Secretary  
Brad Boustead – Director  
Mark Cameron – Director  
Veronica Merrill – Director  
Cindy Stringer - Director**

**Cynthia Amodei – Founder/Path Instructor**

**STAFF**

**Veronica Wolfe – Program Director/Path Instructor/Schooling Director  
Emilie Thomason – Asst. Program Director/Path Instructor/Webmaster  
Heidi Alexander – OT Hippotherapy  
Catherine Arnold – Volunteer Coordinator  
Cindy Burch – Funding Agency Manager  
Prairie Endres Parnell – Path Instructor  
Jane Neal – Path Instructor, PT Hippotherapy  
Emilie Thomason – Path Instructor/Webmaster/Schooling Director**

**All Staff reports to the Program Director**