Staten Island Recreational Association, Inc.

STA\text{TEN ISLAND REC\text{REATIONAL ASSOCIATION}}

HOOPH

ST\text{A\text{TEN ISLAND}} \cdot \text{NEW YORK}

HOOPH Program

(\text{Helping Others Obtain Possibilities through Horses})

RIDER MANUAL

599 Father Capodanno Blvd

Staten Island, NY 10305

(718) 981-9251

(718) 876-0459 Fax
Receipt of Rider Manual

Staten Island Recreational Association, Inc. operates under guidelines established by PATH Intl. These guidelines allow us to provide quality riding experiences while ensuring safety for all participants. Please read this manual thoroughly and sign. We ask that you return the lower portion of this page to acknowledge your receipt. Please contact (718) 981-9251 if you have any questions. Thank you for your cooperation.

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Rider's Name__________________________________________
(Please Print)

I have read and understand Staten Island Recreational Association, Inc.'s Rider Manual.

________________________________________________________
Signature of Rider, Parent, Guardian, or Caregiver

________________________________________________________
Date
Program Descriptions

Therapeutic Riding / Riding Lessons
The Therapeutic Riding Program is designed to teach individuals with physical and/or mental challenges the skills necessary to ride a horse, as well as, the skills necessary to appropriately groom and tack a horse in preparation for riding. Skills taught will vary depending on the rider. Therapeutic Riding lessons are offered during the season and are taught by PATH Intl. Certified therapeutic riding instructors. Each lesson is 30 Minutes in duration.

Hippotherapy
The Hippotherapy Program offers private occupational, physical, and speech therapy sessions with trained and licensed therapists. In this unique form of rehabilitation, therapists utilize the horse and horse’s movement in conjunction with traditional therapy techniques to improve functional outcomes. The horse is a wonderful motivator and clients are usually very responsive in this type of treatment setting.

Equine Assisted Activities
This program offers a unique approach to self discovery through specially designed interactive experiences with the horse. Experiences promote personal growth through improving self-esteem and self-awareness, developing trust and overcoming fear, increasing problem solving and communication skills, and developing decision making and goal setting abilities. Sessions are unmounted and are conducted by a certified professional.

Occupational Therapy is designed for:
- Individuals who wish to improve motor control, balance, and attention to task, problem solving skills, cognition, sensory processing and socialization.

Physical Therapy is designed for:
- Individuals who wish to increase their balance, strength, endurance, and flexibility and improve their gross motor and mobility skills.

Speech Therapy is designed for:
- Individuals who wish to improve speech and language communication through augmentative communication, sign language and verbal modalities.

Equine Assisted Activities are designed for:
- Individuals who choose not to ride but can benefit from multi-sensory activities off the horse such as grooming, tacking, and feeding. Our sensory activities help to achieve physical, psychological, cognitive, behavioral, and communication goals.
The following information, policies and guidelines are designed to provide our participants and visitors with a safe, enjoyable and beneficial experience at SIRA.

**Non-Discrimination Policy**
SIRA accepts participants and volunteers regardless of income, race, color, nationality or ethnic origin.

**Age and Weight Requirements**
Individuals must be at least 3-21 years old to participate in our riding program. Participants involved in mounted activities may not exceed **200 lbs.** as we currently do not have horses that can safely carry more than that.

**Safety and Conduct for Participants & Visitors**
SIRA supports all efforts to promote safe conditions at its facility. Working with horses is a high risk activity. The following rules must be adhered to at all times:

- Participants are required to use gentle hand and feet while on or near any horse.
- Running, yelling, abusive or aggressive actions are not allowed.
- Appropriate attire and footwear (no sandals) are required in the horses at all times.
- Horses are not to be fed by anyone without supervision of the staff. If you wish to donate carrots or apples, please bring them to the office. These are the only acceptable treats for our horses.
- Hand-feeding of the horses is not allowed under any circumstance.
- Children must be supervised by an adult at all times. No running or fence climbing.
- No pets are allowed on the grounds.
- Visitors wishing to tour the facility or grounds must be escorted by SIRA staff.
- Please respect any posted off-limit areas on the grounds.
- Photos are permitted, as long as, it is not interfering with the lesson or startling the horses.
- Please be careful when entering and exiting the driveway. Please use 5 MPH speed limit.
- Donations of snacks for our hardworking volunteers are always welcome and appreciated.

SIRA has taken careful assessment of its facility and grounds in the development of a comprehensive Risk Management Plan. Emergency procedures are posted in the office and are available for your review.

**Confidentiality**
Any information pertaining to the participants at SIRA must be held in strict confidentiality. It is critical that we respect each individual. Confidentiality is considered one of the most basic responsibilities of our staff and volunteers.

**Telephone**
The telephone is located in the office and may be used by our participants and their families in the event of an emergency. Please see staff for assistance.

**Conflict Resolution**
Problems should be handled immediately, confidentially, and directly between the parties involved and SIRA staff. Parents and participants who feel that their concerns are not being addressed may contact the Program Director.
Forms of Communication

Consultation
The SIRA staff is available for consultation throughout the application and enrollment process, as well as during the program sessions. Comment forms are available in the office, or you may contact the Executive Director with any questions, concerns, suggestions, or comments at 718-981-9251.

Scheduling
Registration forms can be downloaded from our website www.hooph.org. If you are having difficulty downloading or do not have access to a computer, please contact our office at 718-981-9251. Once paperwork is received, riders will be placed on a schedule. Riding dates and times can be confirmed by phone or e-mail. If paperwork is received after all available riding times have been assigned, you will be placed on our waiting list.

Attire, Helmets, & Footwear
All participants must wear an ASTM/SEI approved riding helmet with the chin strap secured when working with or around horses, which are provided by SIRA and are sanitized on a regular basis. Long pants are preferred. Shorts are not recommended. Nylon pants (such as warm-up pants or ski pants) are not permitted because they are too slippery against the saddle or pad. Hard soled shoes or boots with a heal are ideal for riding. Sneakers are preferred for hippotherapy. Sandal or open toed shoes are not permitted. Jewelry should be kept to a minimum. No dangling Jewelry is allowed. In warm weather, remember to wear light colored clothing and apply sunscreen before riding. Riders may also bring their own water bottles. Water is available to all participants and visitors in the office.

Cancellations
Cancellations by SIRA: You will be notified by phone at the number provided on your application if lessons are cancelled. Every attempt will be made to re-schedule cancelled lessons.
Cancellations by Participant: Cancellations must be made by 8:00 am for morning sessions or by 12 noon for afternoon/evening sessions. 3 cancellations within 30 days will lose scheduling preference. Please consider that our instructors/therapists may be coming in just for your session. This regulation gives us enough time to contact them.

Observation Area
Upon arrival for lesson, riders and family members/caregivers should gather outside at the assigned mounting area. Instructors/Therapists will meet riders at this location to select helmets and prepare for the lesson. Family members/caregivers and guests should observe from an area outside the arena. Children must be under supervision of a parent/adult at all times.

The mounting area is a busy place during lessons. For your safety and the safety of others, please do not congregate in the mounting area. This area needs to remain clear for the horses and the safety of the participants. Only staff and volunteers are permitted in this area.
Late Arrivals
Participants who arrive up to 15 minutes late may have their lesson, but must understand that their lesson will still end at the regularly scheduled time. Clients who are late will still be charged from the scheduled start time of their appointment. Please contact the office if you are running late, so that our volunteers know whether to return horses to the barn. Due to scheduling any participant who is more than 15 minutes late will be cancelled.

Participant Records
Participants are required to update their paperwork annually. This paperwork is required in order for SIRA to maintain PATH center membership. Participants are not able to continue without the required updated paperwork.

Change of Health or Medication Status
Participants must inform SIRA immediately in writing of any changes in health status, conditions and medications. This includes, but is not limited to, changes in weight, medications and dosages, revised diagnoses, medical interventions, surgeries, etc.

Participant and Volunteer Information Bulletin Boards
Include a variety of information and are posted by SIRA staff and fellow participants on related topics, news, updates, and upcoming events. Please be sure to check it regularly and feel free to contribute. Please visit the SIRA website at www.hooph.org for detailed information on our programs, as well as calendar items and upcoming events.

SIRA Statement of Participant Eligibility or Dismissal
SIRA offers services to children with special needs. Prior to participation, an assessment is conducted by a therapeutic riding instructor and therapist if needed. Eligibility for participation in SIRA programs is based solely upon an individual's ability to participate meaningfully and safely, provided the necessary resources are available including: an instructor, horse, volunteers and session availability which meets an individual's needs. Financial consideration is not taken into account in determining the eligibility for participation.

As a PATH Intl. operating center, SIRA fully adheres to the Precautions and Contraindications as recommended by the PATH Intl. Medical Committee as well as professional standards. Therefore, our staff provides initial and ongoing evaluations for all prospective and active participants.

Due to the nature of therapeutic riding and other equine related activities, there are individuals for who SIRA programs are deemed inappropriate during the evaluation process, not accepted for enrollment, or eligible to continue in SIRA's programs. This determination is made on the basis of physical, behavioral and other limitations.

Individuals accepted into SIRA's programs are required to follow SIRA's rules and procedures and take part in periodic progress reviews. During these reviews, or as the result of an unusual occurrence during a program session, the SIRA staff professional staff may find that continuation in the program for a given individual is inappropriate. For this reason, SIRA reserves the right to discontinue participation of an individual in its programs when it is deemed that discontinuance is in the best interest of SIRA and/or the individual concerned.

SIRA reserves the right to decide when we are unable to serve an applicant due to unavailable resource(s) and/or safety concerns including PATH Intl. guidelines relating to contraindications for participation.
Equine Code of Ethics
SIRA will support Equine Assisted Therapy activities while providing the horses in its care with the highest ethical consideration. Horses working in programs at SIRA are selected by the professional staff. Once a horse is in residence at SIRA, it becomes a reflection of the program in its entirety. The care of each horse is given with professional expertise and management. The SIRA staff considers the comfort and well-being of each rider, volunteer, and horse their highest priority.

Horses are scheduled to work in a manner consistent with their physical ability. The needs of the horses are met with regard to workload, feeding and general care. Prior to work in program, each horse is inspected for injury, illness or discomfort. Horses are not asked to work when they are uncomfortable or unfit. Horses no longer able to serve in the SIRA programs are given consideration when placed elsewhere.

Equine Limitations
It takes a special horse/pony to become a part of SIRA's herd. Only a small percentage of trial horses actually end up in program, demonstrating that they have the high level of patience, tolerance and the steady rhythmic gait required to be a good therapy horse. And like people, no two horses are alike. Each offers specific benefits to our riders, with their own needs and limitations. Therefore, it is critical that we do not exceed each horse's weight limit and work schedule established by equine professionals and NYC Dept of Mental Health & Hygiene. We ask for your understanding as we try our best to serve our riders within the limits of our herd. SIRA strives to provide alternative activities or recommendations for those for which we may not have a suitable horse.

Additional Program Information

Volunteer Program
Volunteers have always played an important role in the programs and development of SIRA. We encourage you to consider volunteering at SIRA. If you are a parent with a child in our program, volunteering directly with your child may not provide the most effective riding experience for them. However we do encourage you to assist another rider or perform another volunteer role on the grounds, office or assist with special events. Please see a staff member or contact the office for more information.

Board of Directors
As a nonprofit corporation with 501(c)3 tax exempt status, SIRA is governed by a voluntary 14-member Board of Directors.

Thank you for taking the time to review our policies and procedures which are designed to provide our participants with a safe, effective and enjoyable environment. We encourage your input and suggestions. Please feel free to forward comments or questions to Program Director, Megan Delmar at 718-981-9251 or email: mdelmar@hooph.org.
Fee Schedule 2019

Please Note: There is a one time application processing fee of $25.00 due at the time of registration.

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Fee</th>
<th>Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Therapeutic Riding 30 Mins</td>
<td>$50.00</td>
<td>Due at completion of each session</td>
</tr>
<tr>
<td>Individual Riding lesson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Therapeutic Riding 30 Mins</td>
<td>$270.00</td>
<td>Due at the start of the session block</td>
</tr>
<tr>
<td>6 Sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Riding lesson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hippotherapy</td>
<td>Pricing is determined by therapist</td>
<td>See Program Director</td>
</tr>
<tr>
<td>Equine Assisted Activities 1 Hour Group</td>
<td>$20.00 per participant</td>
<td></td>
</tr>
<tr>
<td>Equine Assisted Activities ½ hour</td>
<td>$30.00</td>
<td>See Program Director</td>
</tr>
<tr>
<td>Individual</td>
<td></td>
<td></td>
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... Please Note: At this time our Equine Assisted Activities Program is a group activity. We recommend this program for agencies and class trips. This is a non riding activity. Please speak to the Program Director regarding group availability.

Payments may be made via cash or check. Please make checks payable to Staten Island Recreational Assoc., Inc. (SIRA). Anyone who receives payment/reimbursement for sessions through another source must secure that payment as part of the registration process.

Fee for Services: The actual cost for one participant to ride is $120.00. SIRA is able to subsidize the majority of this cost through the generosity of individual, corporate and government sponsors as well as foundation grants and proceeds from fundraising events. The fee charged is a portion of the actual cost. Questions concerning the cost of services at SIRA can be directed to Megan Delmar, Program Director, mdelmar@hooph.org, 718-981-9251.

SIRA Staff Contacts:
Main Number: 718-981-9251
Fax Number:

Megan Delmar- Program Director
Margaret D’Afflitto Volunteer Coordinator

mdelmar@hooph.org
mdafflitto@hooph.org
Stable Rules and Regulations

General Rules

1. There is NO SMOKING on the property.
2. Please park in designated areas. No parking in handicap spaces without proper permit. Volunteers and larger vehicles may use the back gate and park in the rear of the stable when necessary. Please reserve parking for participant on busy days. For the safety of all, please respect the 5MPH rule in the driveway. Violators may be subject to fines.
3. All visitors/volunteers must sign in and out.
4. No dogs are allowed in the stable.
5. Children under the age of 14 must be accompanied by an adult.
6. No running in the barn.
7. Please keep all gates closed and latched. If you see one open, please close it.
8. Feed room and tack room doors should be closed at the end of the day.
9. Please do not touch anyone else's property without permission.
10. Please take care of your own personal property. We will be responsible for your items.
11. In case of a fire alarm, please exit the building immediately. Everyone should proceed a designated area near the outdoor paddocks. DO NOT go to the Parking Lot. A member of SIRA, FDNY or the Parks Department will let you know when it is safe to return.
12. If you bring snacks, drinks, food, etc. Please clean up after yourself and place all garbage in the proper receptacles. Please clean up the sink and surrounding area after each use.
13. Please be neat when using the bathroom. The facilities are maintained by volunteers so let's all do our part to help.
14. Emergency Numbers are listed by the phone. First aid kits are located in the main observation room. Horse emergency kit is located in the office. If you use something please mark in on the chart so we are always in stock.
15. We want everyone to enjoy their time here and appreciate your commitment. We ask all staff, volunteers, participants and visitors to respect each other. If you don't know something, ask. We don't give orders, we say please and thank you, we DON'T bully and if you don't have something nice to say, say nothing. If you encounter any difficulties while at the stable, please speak to Megan or our volunteer coordinators, Mike or Margaret.
Barn Safety and Etiquette

All tack, brushes, manure forks and equipment must be put away or hung up after each use. Please put everything away neatly in the tack room. Do not leave clutter in the aisle way.

Please clean up any mess that is made while using the cross-ties or wash stall. Manure, hair, dirt from hoof picking, etc.

Tack room and feed room should be kept neat and clean.

All horses are to be lead using a lead line. Do Not lead horses using just the halter. Horses should never be unattended in the barn.

When using arena for turnout, please remove all manure after use. Do not feed hay in the arena unless there is an emergency and a horse needs to be in there for a longer period of time. If hay is used it must be in a bag and raked up immediately. When using outdoor turnout, please clean up manure and hay as much as possible.

Please make sure water is shut off and hose coiled neatly and drained after each use.

Do not hand feed the horses.

Do not slam the arena gate shut. Lift the latch to close.

When closing the bi-fold doors, make sure all gates are secured closed first.

During winter months, please keep big barn door closed.

Do not adjust, thermostats, exhaust fans, etc. If you believe this needs to be done, please tell the office.

Please check that all horses stall gates are secured at the end of the day.

No sitting or leaning on the arena fences.

If something breaks or needs attention, please let the office know immediately.

Horses are NEVER to be ridden in the stable area.

No visitors/spectators in arena or stable area unless accompanied by a person designated by SIRA.

Horses should not be lead over concrete promenade except for in the case of an emergency. The dirt ramp is to be used for horses leaving or entering the building. If you are coming up the ramp and the arena is in use, please shout out that you are coming. Do not enter the gate until horses in the arena are secured.

Programming takes precedent in the arena. If sessions are going on and you are observing or are in the stable area. Please refrain from making loud noises, yelling, running up or down the stairs, etc...We do not want to distract our participants or spook the horses. Please take care when exiting from arena side exits. Do not slam doors shut.

Please refer to your volunteer manual or rider's manual for additional information. If you have questions, please ask.