

# Michigan 4-H Proud Equestrians Program (PEP)



## *A Guide to Integrating Therapeutic Riding Into Your 4-H Program*

This comprehensive resource is designed to provide information for county 4-H programs interested in developing and supporting a locally-funded 4-H Proud Equestrians Program. The guide provides information on creating a safe environment in which people with disabilities, assisted by trained volunteers, can learn and practice riding and horsemanship skills under the direction of a certified therapeutic riding instructor.

### **Contents**

The contents of the CD-ROM include ten sections that describe in detail the various components of a 4-H Proud Equestrians Program:

#### **Section 1: Introduction**

*Introduction on 4-H Youth Development and the Michigan 4-H Proud Equestrians Program.*

##### **Section 1 Appendix:**

- The Larger 4-H System

#### **Section 2: Program Development**

*County program development guidelines and tools for bringing the educational and recreational opportunities of 4-H to youth and adults with disabilities.*

##### **Appendices:**

- Sample Job Description: Committee Chairperson
- Sample Job Description: Committee Vice Chairperson
- Sample Job Description: Committee Secretary
- Sample Job Description: Committee Treasurer
- Subcommittee Instruction Sheet
- Bylaws Worksheet for a Nonprofit Organization
- Sample Statement of Operation
- Planning Committee Responsibilities
- Annual Program Summary
- Evaluation Survey
- Program Evaluation Form

#### **Section 3: Risk Management**

*Essential information for understanding potential risks involved in programs and best planning practices for minimizing impacts on county programs.*

##### **Section 2 Appendices:**

- Incident Report Form
- Procedure for Statement of Insurance
- Michigan Equine Activity Liability Act
- Michigan Equine Activity Liability Act Sign



#### **Section 4: Riders**

*Working with communities to assess needs and abilities of individuals with physical, mental and emotional disabilities in order to develop effective therapeutic programs of instruction in horsemanship.*

##### **Section 4 Appendices:**

- Glossary of Medical Terms
- Rider Registration and Emergency Treatment Form
- Parent/Guardian-Adult Rider Informed Consent and Release of Liability Agreement
- Parent/Guardian-Adult Rider Video, Film and Photography Release Form
- Physician's Referral Form
- Down Syndrome Rider Evaluation Form
- Physical or Occupational Therapist and/or Teacher Assessment
- Rider Proficiency in Horsemanship Level 1–8
- Rider Evaluation Form Level 1–8
- Rider Achievement Award Level 1–8
- Rider Certification Card
- Rider Progress Award
- Rider Questionnaire
- Parent/Guardian Questionnaire

#### **Section 5: Volunteers**

*Information and resources on recruiting, selecting, training, managing and providing recognition to volunteers qualified for various roles in county programs.*

##### **Section 5 Appendices:**

- Volunteer Registration and Emergency Treatment Form
- Parent/Guardian – Adult Volunteer Informed Consent and Release of Liability Agreement
- Parent/Guardian – Adult Volunteer Video, Film and Photography Release

- Basic Safety Rules for Working Around Horses and Ponies
- The Leader
- The Sidewalker
- Rider Assistant Training
- Sample Job Description: Rider Assistant
- Sample Job Description: Volunteer Coordinator
- Volunteer Award Certificate
- Volunteer Questionnaire

### **Section 6: Instructors**

*Understanding the role of instructors and how to successfully select and train effective instructors for various roles.*

#### **Section 6 Appendices:**

- New Instructor Training Program Curriculum
- Sample Job Description: Instructor
- Sample Lesson Plan
- Lesson Plan Form
- Exercises on Horseback for the Severely Disabled
- Fun and Games
- Now You Are the "Instructor"
- Sample Job Description: Assistant Instructor
- Sample Job Description: Class Assistant

### **Section 7: Equipment, Facilities and Horses**

*Understanding the physical resources needed to run a county program.*

#### **Section 7 Appendices:**

- Saddle Balance and Foot Position
- Sample Plans and Patterns
- First-Aid Kits for People and Horses
- Sample Facility Use Agreement
- Horse and Pony Screening Checklist
- Horse and Pony Owner's Statement Form
- Horse and Pony Loan Agreement
- Sample Horse or Pony Donation Agreement
- The Sponsored Horse

### **Section 8: Public Relations**

*Ways to expand community awareness and support of local programs through public speaking, campaigns, print, Web and broadcast media.*

#### **Section 8 Appendices:**

- Clip Art

### **Section 9: Stable Management**

*Resources for teaching riders the basic characteristics of horses and ponies, the care they need and the equipment used in caring for and riding them.*

### **Section 9 Appendices:**

- Providing Meaningful 4-H Experiences
- Safety Rules Activity
- How to Tie a Stall or Manger Knot
- Grooming Tools and Their Uses, Leader's Guide
- Grooming Tools and Their Uses, Flip Chart
- Additional Activities for 4-H Proud Equestrians Programs
- Thirteen-Week Stable Management Unit
- Six-Week Stable Management Unit

### **Section 10: North American Riding for the Handicapped Association**

*Information on programs, services and other educational resources provided by the North American Riding for the Handicapped Association.*

### **To Order**

To order a copy of the Michigan 4-H Proud Equestrians Program CD-ROM (4H1607), at \$40 per copy, visit the MSU Extension Bulletin Office Web site at <http://web2.msue.msu.edu/bulletins/mainsearch.cfm>

### **For More Information**

For additional information on the Michigan 4-H Proud Equestrians Program, contact:

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