

HOSPITAL FOR SPECIAL CARE



Manes & Motions Therapeutic Riding Center

PARTICIPANT MANUAL

“...When watching my son ride, I not only get to sit for a moment, but get to see him with a smile. I get to talk to the other parents; it is almost like a mini therapy session. We get to compare notes and trade ideas that have worked for us. Thank you for making this program possible, it has enriched my family’s life which words cannot describe.”

- Parent of a Manes & Motions rider

OUR MISSION

To provide benefit in the areas education, sports and recreation, through the use of equine-assisted services for the purpose of contributing positively to the well-being of individuals living with physical, emotional and/or cognitive disabilities. Manes & Motions will strive to provide these benefits in a safe, compassionate, challenging and enjoyable environment.

Table of contents

History.....	2
Eligibility & non-discrimination policy.....	2
Programs	3
Payment & Cancellation Policies.....	4
Attendance	4
Hours of Operation.....	4
Conduct.....	5
Change of Health or Medication Status.....	5
Participant Records	5
Attire	5
Conflict Resolution	5
Communication	5
Visitors.....	5
Confidentiality.....	6
Safety.....	6
Parking.....	6
Volunteer Program.....	7
Connecticut Equine Liability Act	7
Non-Profit Status	7
Equine Code of Ethics.....	7

MANES & MOTIONS HISTORY

Manes & Motions Therapeutic Riding Center, Inc., a Professional Association of Therapeutic Horsemanship International (PATH Intl.) Premier Accredited Center is a not-for-profit organization created specifically to improve the well-being of individuals living with physical, cognitive and/or emotional disabilities through the benefits of equine-assisted services.

Manes & Motions began in the spring of 1999, as an idea conceived by our founder Jerri Massi. Jerri, along with the original planning committee, determined the need for our unique services in Central Connecticut. Later that same year, Manes & Motions became incorporated, received its non-profit status and conducted a pilot program with twelve participants, certified instructors, four program horses and 50 volunteers.

In August 2002, Manes & Motions became affiliated with the Hospital for Special Care (HSC), a well-respected chronic disease and rehabilitation facility located in New Britain, CT. Manes & Motions operated for eight years in Kensington, CT before moving to a larger facility at Daniels Farm in Middletown CT in 2007, allowing the program to expand.

In 2008 founder Jerri Massi passed way and Manes & Motions became a wholly owned subsidiary of Hospital for Special Care. Today, the program continues to grow and provides over 2000 therapeutic sessions to more than 200 participants yearly with a team of certified instructors, therapy horses and over 150 dedicated volunteers.

ELIGIBILITY GUIDELINES FOR PARTICIPATION

Participation in Manes & Motions programs is based on an individual's ability to participate safely provided the necessary resources are available including: a suitable instructor, horse, volunteers and class availability which meets an individual's needs. Manes & Motions does not discriminate against any individual or group nor is financial consideration a determining factor in eligibility for participation.

As a PATH Intl. Premier Accredited Center, Manes & Motions follows the precautions and contraindications as recommended by the Medical Committee of PATH Intl. as well as Professional Standards. Our professional staff provides initial and ongoing evaluations for all prospective and active participants.

Due to the nature of adaptive horseback riding and other equine-assisted services, it may be determined during the initial assessment process or ongoing evaluation that an individual or group is not eligible to participate in program. This determination is made on the basis of an individual's physical and behavioral status, and other factors such as safety and available resources.

Individuals accepted into Manes & Motions programs are required to take part in periodic progress reviews and adhere to Manes & Motions policies and procedures. During these reviews, or as the result of unusual occurrences during a program session, Manes & Motions staff may find that continuance in the program for a given individual is inappropriate. For this reason, Manes & Motions reserves the right to determine if we are unable to serve an individual or group due to unavailable resource(s) and or/safety concerns including PATH Intl. guidelines relating to contraindications for participation.

PROGRAMS & SERVICES

Manes & Motions offers a variety of programs to meet the diverse needs of the community in a supportive environment. Additionally, a focus is placed on building confidence and promoting compassion for others through the horse and human connection. We offer four semesters per year, ranging from six to twelve weeks in length. Our services include:

- ❖ **Adaptive Horseback Riding:** Our mounted program offers private, semi-private, or small cohesive groups ranging between 30-45 minutes in length. Sessions focus on activities which incorporate individual goals to promote physical strength, learning and behavioral goals. Sessions may include exercises, horsemanship skill development, trail riding and games on horseback. An unmounted learning session is typically included each semester to incorporate horse care.
- ❖ **Unmounted Horsemanship Program:** This skill based program takes place on the ground (no riding). Sessions focus on learning safe horsemanship, building confidence and providing a positive learning experience. Sessions may be private (30 minutes), semi-private, or group (45 minutes). Unmounted curriculum topics incorporate learning horse communication, safe horse handling, and the basics of good care including grooming, first aid, feeding, etc.
- ❖ **Equine-Assisted Learning:** The nature of horses and how they interact with humans provides us with valuable life lessons. The focus of EAL is promoting self-awareness, developing life skills and building confidence, which is accomplished through experiential learning activities with our horses and professional staff. Each session carries a theme such as reading non-verbal language, developing empathy, trusting relationships, and critical thinking skills. Sessions are customized to meet identified goals of participants and range from 30 minute private weekly sessions to half day group programs.
- ❖ **Horse Adventure! Summer Program:** This four-morning session in August is designed to bring children with and without special needs together to promote acceptance of self and others, provide team building experiences, and encourage self-expression while having fun learning to ride and care for horses. Previous riding experience is not required.
- ❖ **Horses for Heroes Veterans Program:** This program provides Connecticut veterans with an opportunity to learn or rediscover equine-assisted services. Our team of certified instructors, horses and dedicated volunteers strive to improve physically, empower emotionally, and enhance socially the lives of military veterans as they return to their communities following military services.
- ❖ **Horse Show Days:** This special week-long event takes place at the end of the spring semester. Each participant will have an opportunity to showcase their skills for family and friends, celebrating their successes and receiving a ribbon!
- ❖ **Specialty Programs & Field Trips:** Manes & Motions provides specialty programs and field trips for school groups and other organizations. Programs may be mounted or unmounted from 1-2 hours in length.

For more information, dates and pricing on any of the above programs and services, please call 860-685-0008.

PROGRAM POLICIES

PAYMENT & CANCELLATIONS

Application Fee for New Applicants: A non-refundable administrative fee of \$20 is due with the return of the prospective rider's application forms. A new applicant is an individual who has never participated in the program, or a past rider who has not participated in the program for a year or more.

Course Fee & Payment: In order to hold a participant's program spot, a yearly registration form is required by the due date indicated on the form. Program fees are prepaid quarterly on the following dates: January 1st, April 1st, July 1st and September 1st. Failure to submit payment in accordance with the payment schedule will result in immediate suspension of participation.

Cancellation of Services Policy: Manes & Motions requires 30 days written notice to cancel weekly services. If the participant cancels before the first class, the quarterly fee will be refunded minus a \$30 administrative fee. If the participant cancels after the first class, half of the quarterly fee will be refunded. If the participant cancels after the second class of the quarter and has not provided 30 days notice, no refund will be provided.

Manes & Motions Cancellation Policy: If Manes & Motions cancels a session for any reason, every effort will be made to schedule a make-up session. If no make-up can be arranged, Manes & Motions will issue a credit, which will be applied towards future service fees.

Information Annual Review & Update: Manes & Motions is required by PATH International to perform a review of all participant information and request updated information annually. When provided, please be sure to complete and return your Annual Update form.

ATTENDANCE

Manes & Motions does not provide make up sessions for classes missed due to participant absence. Please provide us with as much notice as possible if you are unable to make your regularly scheduled day and time so we may notify staff and volunteers. Regular and punctual attendance is required by all participants. We do understand that unforeseen circumstances may arise. Participants who must be absent are asked to notify the Program Coordinator at least 24 hours prior to their scheduled session time. The following occurrences may result in the participant losing their scheduled time slot: two or more absences with or without notification or more than two late arrivals.

DAYS & HOURS OF OPERATION

Manes & Motions is open year-round, Tuesday through Saturday during the winter, spring and fall, and Monday through Friday during the summer. We offer four semesters per year; semesters range from six to twelve weeks in length. Manes & Motions is closed for scheduled breaks and for the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

CONDUCT

Manes & Motions does not condone the use of profanity, any abusive language or actions, or noises and abrupt actions that may compromise the safety of a participant, volunteer, staff member or horse. Manes & Motions reserves the right to terminate or suspend program participation for unsafe, unacceptable or negative behavior either physical or verbal. All participants and guests have the responsibility to be familiar with and abide by the center's policies and regulations while on property. Manes & Motions reserves the right to restrict access to the facility if a participant or guest fails to comply with center policies and guidelines.

CHANGE OF HEALTH OR MEDICAL STATUS

Please inform Manes & Motions of any changes in a participant's physical health or emotional wellness. This includes, but is not limited to changes in medication, weight, diagnoses, and surgeries.

PARTICIPANT RECORDS

Information pertaining to the participants at Manes & Motions is kept confidential. Participants are required to complete the application paperwork and release forms prior to receiving services. In addition, Manes & Motions also requires a Yearly Update Form and updated medical histories every two years. For individuals with Downs Syndrome, an initial negative x-ray report and annual medical clearance from a licensed physician that includes a neurological exam that specifically denies any symptoms consistent with atlanto-axial instability is required.

ATTIRE, HELMETS & FOOTWEAR

Please dress appropriate to the season. Long pants are recommended for riding including jeans, heavy cotton pants or riding breeches. Shorts, sweat pants, loose-fitting or nylon pants are not recommended. Participants should wear sturdy-hard soled footwear with a heel no higher than ½ inch. Sneakers and construction boots are not recommended. Open toed shoes and sandals are not allowed in the barn, arena or when near horses. Participants are required to purchase and wear their own ASTM approved riding helmet for all equine activities. It is strongly recommend helmets be replaced every five years due to material breakdown.

CONFLICT RESOLUTION

Problems or concerns should be directed to Manes & Motions staff. If someone feels that their concerns are not being handled in a sufficient manner, they may contact the Program Coordinator.

COMMUNICATION

Participants and caregivers will receive quarterly updates and semester registration information via email. Please be sure we have your most current email, mailing address and phone numbers.

VISITORS

Manes & Motions welcomes visitors to our facility. We ask that you please call ahead to schedule a tour so we can ensure a staff member will be available to meet with you. Visitors are required to check in at the program office upon arrival to sign a general release of liability form. Visitors must be accompanied by a Manes & Motions employee or volunteer during their visit. Children under the age of 16 must be supervised at all times.

CONFIDENTIALITY STATEMENT

It is understood that any information discussed, heard, or seen related to any Manes & Motions participant may be private and will not be released to any other person or entity except in accordance with requirements of applicable law, professional obligations and/or by the participant's or the participant's parent or legal guardian's authorization. Any and all information with respect to Manes & Motions participants is confidential and will not be shared with anyone without the written consent of the participant or their parent/legal guardian in the case of a minor. It is understood that any person that shares any private participant information with an unauthorized party, may be asked to leave the Manes & Motions property and may be discharged from any or all activities on Manes & Motions premises for sharing any private participant information with an unauthorized party. For purposes of this Confidentiality Statement, the term "private participant information" shall mean any Manes & Motions participant's name, diagnosis, health status and/or the fact that they are participating in services at Manes & Motions.

SAFETY

As a PATH Intl. Premier Accredited Center, Manes & Motions fully adheres to the Precautions and Contraindications that are recommended by PATH Intl. committees. We support every effort to promote safe conditions at our facility. We do require that the following rules be adhered to at all times:

- All participants must wear an ASTM/SEI approved riding helmet with the chin harness secured when riding or working with horses on the ground.
- Participant's family members and caregivers must remain in the designated waiting areas during class. There are designated indoor and outdoor observation areas.
- Pets are not allowed on the grounds or in the barn.
- Manes & Motions is a smoke free and tobacco free environment. Smoking is not permitted on the property.
- Alcohol and illegal drugs are not permitted on the property
- No weapons of any kind are permitted on the property.
- No running, yelling or any other actions that might disturb the horses.
- Please do not offer participants food or feed the horses.
- Photographs and videos may not be taken without staff permission.

EMERGENCY POLICIES

In the event of a medical emergency, please remain calm and follow staff instructions for managing the situation. Please notify staff if you become injured at the facility. Emergency phone numbers are posted above the telephones in the program office. First aid kits and fire extinguishers are also located in the facility. Program activities are discontinued in severe weather conditions. Manes & Motions complete Risk Management Policies binder is available upon request.

PARKING

Parking for participants' vehicles is provided at the top of the hill, in front of and just beyond the indoor arena. Volunteers and visitors may also park at the top of the hill but at the far side. Please leave the area closest to the arena for our participants. PLEASE DRIVE SLOWLY AND ALLOW THE HORSES, PARTICIPANTS AND STAFF THE RIGHT OF WAY.

VOLUNTEER OPPORTUNITIES

Volunteers are the “heart” of our equine-assisted services! Trained volunteers support participants as sidewalkers in class, providing physical and or verbal reinforcement. Additional volunteer opportunities include office support, fundraising and committee involvement for special events, horse handlers (experience required) and general horse care and facility maintenance. Manes & Motions conducts regular volunteer orientation and training sessions. Please contact the Volunteer Coordinator at 860-685-0008 if you are interested in becoming part of our volunteer family.

CONNECTICUT GENERAL STATUTES

Sec. 52-557p. (Formerly Sec. 52-577p). Assumption of risk by person engaged in recreational equestrian activities. Each person engaged in recreational equestrian activities shall assume the risk and legal responsibility for any injury to his person or property arising out of the hazards inherent in equestrian sports, unless the injury was proximately caused by the negligence of the person providing the horse or horses to the individual engaged in recreational equestrian activities or the failure to guard or warn against a dangerous condition, use, structure or activity by the person providing the horse or horses or his agents or employees.

NON-PROFIT STATUS

Manes & Motions is a not-for-profit organization with 501(c) 3 status and is governed by a voluntary Board of Directors. Manes & Motions is a non-profit 501c3 which subsidizes the actual cost of each participant through fundraising, grant & foundation requests, and special events. We do not receive any state or federal funding. This program operates thanks to the generosity of others. Please let us know if you would like to become involved in supporting this program.

EQUINE CODE OF ETHICS

Manes & Motions horses provide a special service and in return receive the quality care and consideration from us they deserve. Each horse is screened carefully and only a small percentage of horses qualify to be a therapy horse due to the level of patience, tolerance and training required. As their advocates, we consider their physical abilities and other needs when scheduling activities. Prior to serving in program, each horse is assessed for signs of injury, illness or discomfort and would not be asked to work when they are uncomfortable or unfit. Each horse has an established carrying weight limit, which is followed. Alternative activities to riding such as the Unmounted Horsemanship and Equine Assisted Learning may be offered based on horse availability and limitations. We appreciate your understanding as we try to serve our participants within the limits of our herd.

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