



Wellington Group

New Zealand Riding for the Disabled

Position Description

Leader

Position title:	Leader
Responsible for:	Safety and control of horses during activities Ensuring safety of WRDA riders
Reports to:	Coach
Qualification:	Applicable courses in NZRDA Training Syllabus for Volunteers and WRDA Introduction Course Attend training and courses from time to time eg. WRDA in-house training and regional level works especially involving leading.
Other requirements:	Able to recognise signs of the horse's basic moods and behaviours and able to respond appropriately Experienced horse handler responsible for the control and straightness of the horse Always alert and safety conscious; never leave horse's head Attentive to the instructions and needs of the therapist/coach team Ability to work as a team member with strong interpersonal communication skills Read and understand the New Volunteers Package and H&S Booklet
Type of role:	Volunteer
Responsibilities/duties:	Maintain continuous awareness of the horse while being led to ensure safety and control at all times Check the requirements of riders by reading their card prior to riding Check the information board prior to each ride Understand how to undertake an emergency dismount (appendix 1)
Expected outcomes:	Actions, practices and communication endorse WRDA philosophy and mission statement, meet WRDA quality requirements and the privacy rights of riders, carers, staff and volunteers
Liaise with:	<ul style="list-style-type: none">• Parents/Caregivers• Other Volunteers• Sidewalkers

Other
Information:

**A LEADER IS RESPONSIBLE FOR THE PONY AT ALL TIMES, BUT AWARE OF THE
RIDERS AND HELPERS.**

PLEASE DO :

- Wear correct gear
- Always warm horses up in arena to check for lameness, etc
- Double check the girth before mounting. (Girths should be loosened a hole or two until the Rider is ready to mount and after the ride). Reins tied round neck if not being used
- Be ready to position the pony where and when required
- Bring the pony as close as possible to the ramp or block and stand in front with a secure hold to keep the pony calm and still.
- Move off smoothly when asked and position yourself by the ponies neck, holding the lead rope under the chin.
- Lead at an even pace, keeping a safe distance from other horses and keep turns smooth. Avoid making the horse turn sharply.
- Always stand to the side of horse's head when stationary.
- Listen to, and communicate with Side walkers and Riders, and Coachs. Alert the Side walkers if the pony is likely to become upset or alarmed.
- During riders exercises, take complete control of the pony.
- In the event of a Rider falling off, Leader quietly move the horse away from Rider.
- Remember to allow room for side walkers when going through gates alongside fences, walls, obstacles , etc
- Allow the rider to control the pony whenever possible, but be ready to take charge if necessary.
- Help the rider interpret instructions if there are no sidewalkers.

PLEASE DON'T

- Stand around gossiping and talking during the ride its distracting for everyone
- Allow the pony to move during mounting unless asked
- Fiddle with the ponies head or nose - it can annoy them
- Entwine your fingers in the clip or lead rope or wrap the rope around your hand.
- Make sharp or unexpected turns
- Let go of the horse if the rider falls or rush to help someone else
- Allow a horse to stand with head too close to gate or fence.
- Start moving off before horse
- Use reins or bit to lead horse
- Tug at the head collar, always use wrist action and lead from underneath horse's head.
- Allow horse to graze when tacked up
- **EVER TIE THE HORSE UP WITH SOMEONE ON BOARD**

Appendix 1:

EMERGENCY DISMOUNT - Guidelines

Procedure - Ensuring hands are free of reins and feet are free of stirrup irons

- i) with two Side Walkers and horse still - lift Rider's leg over the horse's neck.
- ii) with two side-walkers and horse not still - Rider is taken around the waist and under the arm and pulled off, preferably with the other side-walker throwing the leg over the horse's neck.
- iii) Reasons
 - i) Horse out of control, eg. shying
 - ii) Loss of balance that cannot be recovered
 - iii) Epileptic seizure

Arena - Terms and Expressions

Distances - The distance from one pony to another should be approximately 4 feet from tail to nose

Correction of Distances - Ponies should cut from one long side of the arena to the other long side to catch up. This avoids the need to stop, start, or go faster to catch up.

The Track - The course the pony takes around the arena.

The Outside Track - The rider rides close to the fence

The Inside Track - The rider rides about 5-6 feet away from the fence

Going Large - This is when a rider has performed a movement such as a circle and you wish them to go around the outside of the arena on the outside track again

Leading File - The rider in front of the ride

Rear File - The rider at the back of the ride

The Right Rein - Riding clockwise around the arena

The Left Rein - Riding anti-clockwise around the arena

Changing the Rein - Changing direction

Whole Ride - Everyone does something simultaneously

Commands - eg. Prepare to Trot On, pause, Trot On

Always use the rider's name before you give a command. This will alert them to what is required.

Always try to get riders to pass right shoulder to right shoulder when coming face to face with others