

## HHK VOLUNTEER AND STAFF MEETING Nov 7, 2021

\*New information in bold or highlighted - -

### COVID:

The State of Hawaii has dropped its mask mandate in outdoor settings. However, masks are recommended outdoors if you are in large groups. The indoor mask mandate remains unchanged. This means we still require masks at camps, and request masks for unvaccinated rider/staff grouping (remember we often work with clients with underlying medical conditions). AND the websites still have not removed the 10/1/21 Ige proclamation mandating masks everywhere. According to the county we also still need to apply/submit permits for professional events larger than 50 persons (just like Fall camp). According to Ige 11/2/2021 - outdoor social gatherings of more than 25 are prohibited. The numbers don't align (10 vs 25/ 40 or 50 vs 100), but the county also states more than 40 indoor/100 outdoors requires collection of Covid vaccination and or daily negative testing. As per phone communications camp attendance numbers are cumulative not daily (and include campers and staff).

Any professional organizer, host, individual, or owner or operator of an entity organizing or hosting an event violating this rule shall be guilty of an emergency period infraction and fined \$500.00 for each infraction.

### 1) Participant Counts (9/1-10/31):

9/1-5 (wed-sun)	<u>57</u> lesson ( <u>26</u> therapeutic) - <u>8</u> new riders
9/6-12 (full week)	<u>60</u> lesson ( <u>21</u> therapeutic) - <u>3</u> new riders
9/13-19 (full week)	<u>58</u> lesson ( <u>23</u> therapeutic) - <u>1</u> new riders
9/20-26 (full week)	<u>49</u> lesson ( <u>24</u> therapeutic) - <u>0</u> new riders
9/27-10/3(full week)	<u>60</u> lesson ( <u>23</u> therapeutic) - <u>2</u> new riders
10/4-10 (full week)	<u>55</u> lesson ( <u>23</u> therapeutic) - <u>5</u> new riders
10/11-17 (CAMP)*	
10/18-24 (full week)	<u>65</u> lesson ( <u>25</u> therapeutic) - <u>10</u> new riders
10/25-31 (full week)	<u>61</u> lesson ( <u>26</u> therapeutic) - <u>5</u> new riders
Average	<u>58</u> lessons/wk ( <u>24</u> therapeutic/wk) - <u>4</u> new riders/wk

\*CAMP 30 camper x 5 days = 150 art/riding/mini sessions

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### 2) Paid Staff Updates & Refresh:

**PATH FACILITY ACCREDITATION** on track for October 2022 became a member center- last major hurdle for premier status and ability to host workshops - documented lesson plans, and annual client goal reviews. Each client will have a folder in the office, and each lesson must have a written plan (online submission ok).

**\*\*\*Lesson Plans- please use the google form template #1 and share with the other instructor**

**Purpose:** read last weeks lesson before you begin this weeks - no your riders goal and stage of progress, to think about your lesson, notes and concerns to prep for future lesson, to get ready for more advanced plan/PATH cert

**What we are looking for:** demo

ALL PAID STAFF MUST SUBMIT ELCO PAYWORK NOW!!!! ALL MINORS MUST HAVE WORKER'S PERMIT AS WELL.

**NEW EMPLOYEE MANUAL AVAILABLE ON WEBSITE > VOLUNTEER > ALL THE WAY AT BOTTOM -- ALL VOLUNTEERS & PAID STAFF SHOULD READ IT THIS IS DIFFERENT THAN THE VOLUNTEER MANUAL located on our website [www.healinghorseskauai.org](http://www.healinghorseskauai.org) > VOLUNTEER > VOLUNTEER MANUAL and make sure that you submit a new 2021 Volunteer Application to Ginger -- updated manual with PATH policies coming January...last page must be signed and submitted to Ginger**

**Instructor Staff:** is expected to have the horse groomed and tacked, and horse leader and sidewalker **debriefed** prior to the arrival of their student for mounted lessons. Tardiness is unprofessional and no longer acceptable.

DO NOT HAND FEED TREATS - USE BOWLS-AND DO NOT DO IT EVERY TIME--HORSES ARE STARTING TO ANTICIPATE AND GET NIBBLY

Instructors make sure helmets are being put away properly

Please read and follow the arena rules sign

Instructor/Horse Schooling - - -to begin mostly likely Tuesday morning

**Please practice emergency dismounts with 1x each client this month, so they are not scary when done for real.**

\*\*\*Train Volunteers in every skill you ask of them- be honest about what is expected, Observe Performance, Provide Leadership, Lead by Example, Engage, Encourage, Educate and Empower, know their motivation, check in with them, show compassion, Let them know that "Yes" is great, but "No" is ok - discourage burnout by making sure they have a positive WORK - HOME/FAMILY - VOLUNTEER balance, Create a Community

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### 3) ALL VOLUNTEER & PAID STAFF -

**Safe positioning when picking feet** (human hip to horse shoulder/hip, human facing toward horse rear end, bend at waist, continues contact with horse as sliding hand down leg and back up leg down back hip and other leg - - hold hoof at toe)

!!!!!! Do not share grooming tools, always visually check girth areas for dirt/sores

\*\*\*\* Horses should be held during grooming and tacking if not tied

+++ cell phones off, eyes up, focus on task, show on time for briefing and stay for debriefing

**Sidewalking Staff:** there are different holds: over the thigh, cuff, heel/ankle,

\*don't push rider off center or put pressure on the knee; when no hold needed side walker still remains within arm's reach with hands out of pockets and eyes are always on rider;

Allow wait time before repeating instructions to rider; practice emergency dismount at least 1 time with each rider (Make it not scary)

As sidewalkers support the participant's performance and position in the saddle, instruct them to ask the horse leader to bring the equine to the center of the arena and halt if:

- A sidewalker needs to carefully switch sides, one at a time, with another volunteer
- A sidewalker needs to tie their shoe or step away from the equine for any reason
- A sidewalker notices the participant appears to be ill or in pain
- There is a safety concern

\*Role during an Emergency: your rider (if your rider is down keep horse away from your rider - and following commands of the instructor (get medical kits, phone, open gates, etc.) once instructor assume control of rider)

**Horse Leading Staff:** avoid a horse that crowds space (have knuckle at the ready for horse “reprimand” self), stay in the zone- no tugging; how to hold crop, how to turn  
Common Mistakes: Leader too far back, lead wrapped around leader’s hand, leader holding lead in only one hand, Leader too far forward, leader holding lead too close to the horse’s head and putting too much pressure on the lead, leader walking backwards.

\*Role during an Emergency: your horse...get them to a stop and away from downed rider then follow commands of instructor

## Staff & Volunteer training checklist

**- - - instructor make sure your crew knows this before each lesson**

Individual has a clear knowledge of

- \_\_\_ Positions & duties of a sidewalker & a horse leader & instructor
- \_\_\_ Proper Helmet fit.
- \_\_\_ Tack check before mounting... girth & helmet check
- \_\_\_ Mounting procedures from mounting ramp (rider waits on ramp) vs. block (rider on ground not block until asked to step up on the block & the horse is standing quietly.)
- \_\_\_ Proper dismount..( both feet out of stirrups before dismount)
- \_\_\_ Mounting procedures from Mounting ramp
- \_\_\_ Safety procedures in the arena, spacing, & awareness
- \_\_\_ Use of cell phones during riding session
- \_\_\_ Safety stirrups, what they are for & how to put them on the saddle
- \_\_\_ Location of first aid kit for Humans & Equine

**\*\*\*Looking for a volunteer to check the First Aid Kit each month**

## Words

**Please use the following words when working with the horses:**

- “Walk on please” - any time you want them to move forward
- “Whoa” - any time you want them to stop
- “Easy, Easy” - any time you want to slow down
- “Back” - any time they are reversing
- “Come” - when pulling them into you
- “Over” - when moving all 4 feet sideways
- “Spin” - when they are moving hind legs in a circle but not the front (as in Parelli “Driving the Hind” or in mounted “Turn on the Fore”
- “Turn” - when they are moving the front legs in a circle but not the rear (as in Parelli “Driving the Fore” or in mounted “Turn on the Haunches”
- “Trot Trot”- to ask for the trot
- “Can - ter” rising up on the “ter” - when asking to canter
- “Gee” when turning to the right
- “Haw” when turning to the left

## First Aid Refresher

**Inhaler refresher (with spacer)**

## General Reminders

**VOLUNTEERS SEND IN THUMBNAIL HEAD SHOTS FOR WEBSITE PLEASE TO:**  
[hkwebsite@gmail.com](mailto:hkwebsite@gmail.com) with proper spelling of first names

**REMINDER: EVERYONE IS NOW TO SIGN IN AND OUT EVERYTIME YOU CROSS THE GATE** Make sure to hold the lid with one hand while writing with the other

## 4) Events:

**Upcoming Events:** Birthday Parties 11/21, 11/28  
WINTER CAMP 12/20-24 & 27-31 : shirt theme: Horse Health, When to Call the Vet, Hoof, Teeth and Evolution

**Daily Topics:** Identifying your horse: colors, markings, etc  
Senses, Body Language & Vocalizations, Herd Dynamics  
Gaits, Catching, Tying, and Leading  
Anatomy, Joints and Conformation  
Hoof, Teeth and Health

Need 20 different activities for 3-4 different stations (3-4 groups of 10-15 COVID depending).  
Please email [hkwebsite@gmail.com](mailto:hkwebsite@gmail.com) with confirmed volunteer days

**Upcoming Camps:** 12/21-24; 12/27-31

## WINTER CAMP

**VOLUNTEER/STATION LEADER ACTIVITY ORIENTATION 12/5 google meet - STATION LEADERS SIGN UP ASAP**

Theme: Horse Health, When to Call the Vet, Hoof, Teeth and Evolution

Arena	Horsemanship	Art	Nature	Driving	Games/Drama

## Nov. 2021 –

\*Start PR **interest article collection**: diabetes, COPD, lung cancer, epilepsy, prostate cancer - - looking for writing collaborator so next year we can publish 12 (one per month) article of how horses can benefit whatever the awareness month is at that time - for PR and we can put an upcoming events list at the bottom of the article.

Articles not only are to advertise for upcoming events but also to educate about the health and wellness benefits of horsemanship for various conditions. Also to educate volunteers and staff about a host of conditions and the precautions/contraindications.

To be drafted 1 month prior to publishing – to come across as professional, knowledgeable and approachable.

-hot tape mini pasture/carriage trail part B  
- clear/ hot tape 1 more acre up front paddock 1  
11/22 winter camp registration open

Dec. 2021 –

\*PR interest article: HIV, Flu, Food Safety, Human & Animal Rights (collaborate with Cat project/Humane Society)

- clear and tape remaining acreage up front paddock 3 & 4 (patching perimeter as needed until new fence comes in)

12/5 winter camp station leader orientation

12/12 2:30 - 4:30 Photos with Santa on Horseback **SIGN UP**

12/20-24; 12/27-31 Winter Camp

January 8 and/or 9

**VOLUNTEER TRAINING DAY** get a refresher and spread the word

Please spread the word, we are always looking for more non-financially compensated VOLUNTEERS!

At these sessions we will review all mounts, dismounts, leading and sidewalking techniques, emergency procedures, rules and expectations. Approx. 3 hours.

Next Meeting:

**Sunday 12/5 or 12/12 - LOOK FOR THE SAVE THE DATE EMAILS in case there are changes**

**??Ideas for collaborations with other non-profit organizations - please share.**

## 5) Feeder Update / Volunteer Update

SEE NEW FEEDER AND VOLUNTEER CHECKLIST EACH TIME YOU COME

## 6) Horse Update

**NO HAND FEEDING TREATS WITH CLIENTS - USE BOWLS - DISCOURAGES NIPPY BEHAVIOR**

**Chip and Rowdy** - are now in the process of being assessed/trained by staff for program integration

**Mini:** Jelly bean baby anytime between 3/15 and April 11, 2022

Pond walks must be conducted each day we are open - not only for training but to keep healthy during pregnancy. USE WORDS

**Shido:** volunteers are not to enter Shido's stall without the direct supervision of a select group of instructors/staff: Ginger, Devin, Sue, Kiana, Pua, Lola, Josh, the Rosa family

**Tack:** more to order

**Grazing:**What to get them to grazing the opened front acreage. Need to run temporary hot tape and truck water to front.... More land clearance help requested.. **Any volunteers to run tape?**

## 7) Public Relations Update:

**Events:** First Saturday: cancelled

**Media:how do we increase followers**

**Website:** videos to match the words posted under VOLUNTEER on website

**Facebook:** Sandra

**Instagram:**

**Twitter:** anyone???

**TIKTOK:** DEVIN :}

Applied for loads more grants - cross your fingers. Grants applied for to fund:

Lesson Programs- instructor pay, tack, feed, insurance, vet, farrier,

Mini Program: instructor education, instructor pay, halters,feed, insurance, vet, farrier care

Driving Program: horse and carriage **AND DRIVING WORKSHOPS (I would like to host both a DEMO clinic & Certification clinic so as to certify our own interested staff members - but must first become an accred. PATH center.>>>so lesson plans please. I even worked stipends into the grant so 4 of our current staff could get fully qualified and we could bring the mainland instructor over for the 4 month process.--- that would be a nifty grant to win...plus we'd host path candidates from other islands and the mainland.)**

Veteran Program: scholarships/stipend equipment, tack,

Foster Youth Programs: scholarships

3-steps Capital Improvement: 1- Covering:arena & stalls 2- Off-grid Solar powered office with roof 3- pasture and fencing from 10 acres SEE WEBSITE SHARE GO FUND ME LINK (good news we received 40K for the fencing component already from a grant)

## 8) Projects

**Three Steps Forward Capital Campaign** - testimonials spread word

**Front acreage pastures:** Volunteers to clear hot tape & run new tape on front pasture areas

**Make mini carriage (see last May's agenda)** - writing grants for wheelchair accessible carriages for Chip & Rowdy to pull but will need custom build for Lollipop & Jellybean

**Pond trail t-post signage** (from pallets and wire:e.g. A-Z (w/braille); 0-9 (w/braille); phonetic alphabet (w/Morris); colors w/shapes; Letter & semaphore, etc) --- Does anyone have a GLOWFORGE or similar laser engraver/cutter?

**'Stall'port Project:** Finished --- THANK YOU MIKE AND THE GANG

**Container Project:** yahoo it's moving along --- still need 1 set of windows

**Gravel Stall and Drive:** need to spread and crush stall rocks

**Pasture Management:** need to get highway acreage fenced/hot taped ASAP -

**Compost:** construction - needs now to be spread into medicine wheel

**Please dump manure only in active pile... it marked with cones.**

**Sensory Riding Trails:** looking to clear 15+ wide path around entire perimeter, lay wood chips on trail with bermuda grass seed mixed in to establish soft footing not muddy trail & then plant trees and hedges and separate from pastures with interior pastures (Hawaiian, canoe, horse safe edible, and botanically interesting: variety of colors, shapes, textures, smells) for riders to enjoy --- Jim has planted 2 Lonomea and many Loulu palms already (and had to fence them off) and several more palms

**Medicine Wheel:** looking for gardeners to come on regular basis, a few plants (red ground cover, white/silver ground cover), aerial photo to HTML to create a meet the plants page on website, plant labels (ideally with QRL codes that link to website plant page)-- need to spread composted manure

**PATH & Other Certifications: NEED TO RECRUIT A FEW MORE INSTRUCTOR PROSPECTS**

PATH CTRI: awaiting update from testing center on Kauai - did email PATH again and now that they aren't accrediting this year there might be a shot for exemption  
**CPR & First Aid** - looking to put together a small (2-4 person course), cost \$30, time 7 hrs (combination of online and in person)---videos are uploaded and ready to go...

## 9) Hopes and Dreams: need list/ wish list/ to do list

Volunteers: Side-walkers, Horse-leaders, Feeders, Facility Maintenance Crew (with regular hours)

**Board Members - terms are Jan 1 thru Dec. 31**

Lightweight Tack-- for Chip and Rowdy

### STALL PANELS

THREE STEPS FORWARD CAPITAL CAMPAIGN:

Tree Removal Service to Clear & Chip Trees to create new Riding Trails and Pasture Areas --- we have a lead

Native Hawaii Trees and Shrubs to Border Cleared Trails

Fencing - for front acreage --- working on grants but grants are never a sure thing....please come join us for some good old fashioned dirty exercise to clear the front fence lines (removing trees at least 1 truck's-width from both sides of the fence so the fence can be replaced)

Off-Grid Solar System to Power Office --- working on grants to create a stellar system but grants are never a sure thing--- we have a lead

Clear Span Building to Cover Arena and Stalls --- working on grants as we speak

Tractor Attachments

Solar Powered Pond Aerators--- any teachers out there want to make this a long term school project

## 10) Next Volunteer Meeting- 12/5 or 12/12 - LOOK FOR THE SAVE THE DATE EMAIL

**In attendance:**