Administration and Business Standards

A1
Is there written evidence the center has a recognized legal structure?

Yes  No

Interpretation: Examples of recognized legal structures include the following:

- Not for profit corporation
- For profit corporation
- Partnership
- Sole proprietorship
- Foundation

Each center shall provide documentation of an organizational structure appropriate to its size and mission which may include the following:

- 501(c)(3)
- Articles of incorporation papers
- Written purpose or mission statement
- Bylaws
- Board of Directors, 2nd officers roster
- Applicable operating agreements or cooperative partnership agreements
- Annual reports to the appropriate governmental entity or agencies

Compliance Demonstration: Visitor observation of WRITTEN documentation and personnel description of structure.

A2
Is there written evidence that general commercial liability insurance coverage is in place?

Yes  No

Interpretation: Commercial general liability insurance protects the center, its employees and volunteers against claims brought by clients and other third parties. The policy should provide a per occurrence limit of $1,000,000 and an aggregate limit of at least two times the per occurrence amount.

Compliance Demonstration: Visitor observation of WRITTEN documentation of general liability insurance policy or binders, or letter of confirmation from agent showing that the current policies meet all insurance requirements mandated by the laws of the jurisdiction in which the center is located.
A3
Is there an implemented written organizational chart that depicts the following:

1. A designated leader?
2. Relationships within the organization?
3. Formal lines of communication within the organization?

Yes  No

Interpretation: The organizational chart reflects the organizational structure and roles within.

Compliance Demonstration: Visitor observation of WRITTEN documentation and interview of personnel.

A4
Is there written evidence that the center has job descriptions for all persons and personnel identified in A3?

Yes  No

Interpretation: There should be a job description for all persons and personnel as reflected in any applicable organizational chart.

Compliance Demonstration: Visitor observation of WRITTEN documentation.

A5
DNA (does not apply): If center does not have a consulting health professional.

Is there an implemented procedure for services to be provided by a consulting health professional?

Yes  No  DNA

Interpretation: The consulting health professional can be involved in a variety of roles at the center that may include evaluations, screening for precautions and contraindications, assisting with setting goals and objectives, and ongoing consultation. It is advantageous for the consulting health professional to be part of the instructional team. Consultation may not be sought for all participants.

Compliance Demonstration: Visitor interview with consulting health professional and/or center representative.
A6

Does the center meet federal, state and local laws?

| Yes | No |

Interpretation: It is the responsibility of all Professional Association of Therapeutic Horsemanship International Centers to be aware of laws and regulations that apply to the safe and legal operation of their programs as well as the protection of their riders, their staff and their volunteers. Examples of legal responsibilities particular to geographic locations may be issues such as workers’ compensation laws or testing of water (if not on governmental water supplies). This standard is not an implication that all laws must be known to the center, but that by asserting a “yes” to this standard, the center representative is saying that they are reasonably certain of their awareness of laws that affect the health and safety of their operation.

Compliance Demonstration: Visitor discussion with center representative.
A7

For the purpose of risk management planning, is there written evidence that general health and safety concerns have been identified, and that there are established written procedures to respond to possible accident and emergency situations unique to the center and its services, related to each of the following categories:

1. Natural hazards specific to the site?
2. Manmade hazards specific to the site?
3. Operation of facilities and/or equipment?
4. Disasters such as fire, flood, tornado, hurricane, earthquake, etc.?
5. Hazards specific to the use of equines?
6. Conduct of personnel, participants and guests?

Yes        No

Interpretation: This standard requires the center to identify and plan for health and safety concerns unique to the center both on-site and during scheduled off-site services (e.g., demonstrations, competitions, etc.) and may include but not be limited to a communication plan for contacting emergency medical personnel. Pre-planning to identify resources in case of such situations can save valuable time. Identification practices may include posting signs, a requirement in many states.

Natural hazards may include the presence of cliffs, poisonous snakes, wild animals or other conditions of nature that may pose a risk to humans and equines on the site.

Manmade hazards not addressed by other standards may include public roads through the site, construction activities on the site, abandoned wells and other facilities on the site that may pose a risk.

Operation of facilities and/or equipment may include possible loss of power or water, building collapse, explosion, electrocution, etc.

Disasters such as fire, flood, tornado, hurricane, earthquake, etc., are those events that occur in nature.

Hazards specific to the use of equines can include inherent risks and may include, but are not limited to, participant’s fall from the equine, loose equine, equine health emergencies as well as kicking, biting, etc.

Conduct of personnel, participants and guests may include allegations of inappropriate and/or abusive behavior toward others, failure to follow established safety procedures, incidents due to the use of drugs or alcohol and allegations of mistreatment/abuse of equines and other animals on the site.

Compliance Demonstration: Visitor observation of WRITTEN documentation for each category.
A8
DNA (does not apply): If the therapist/health professional is a volunteer and not paid for services rendered or if there is not a therapist/health care provider.

Is there a written contractual agreement between the therapist/health care provider/contracting agent and the center?

Yes        No        DNA

Interpretation: The employee contract may include salary or wages (if applicable), length of employment, benefits, who is responsible for provision of professional and general liability insurance coverage, termination standards (such as “at will”), reference to job description and other personnel policies.

The independent contractor agreement should include terms of payment, length of contract, who is responsible for professional liability and general liability coverage, who is responsible for paying the various taxes, services to be performed. Legal counsel should be consulted in regard to these and other possible provisions, such as releases of liability and indemnification language.

Compliance Demonstration: Visitor observation of randomly selected WRITTEN contracts.

A9
DNA (does not apply): If there is no mental health professional.

Is there a written contractual agreement between the mental health professional and the center?

Yes        No        DNA

Interpretation: The mental health professional, whether a paid employee, a contractor or an unpaid provider, should have a written agreement that clearly delineates the relationship between the provider and the center. The contract may include performance expectations, compensation, who is responsible for professional and general liability coverage, length of employment, contract, donation of services, tax responsibilities, termination guidelines (such as “at will”), reference to job description and other personnel policies.

Compliance Demonstration: Visitor observation of WRITTEN contracts.
A10
DNA (does not apply): If center does not lease or borrow equines.

Is there a **written** contract for leasing or borrowing an equine?

| Yes | No | DNA |

*Interpretation:* The purpose of a written contract is to provide a clear and concise statement of the responsibilities and obligations of the center and the equine’s owner. Professional Association of Therapeutic Horsemanship International suggests the use of properly worded waivers/releases, where allowed by law. PATH Intl. also suggests that the center determine whether the Equine Activity Liability Act applies and whether it requires inclusion of certain language, such as “warning notices.” The contract may include the expected tasks of the equine and any specialized demands.

**Compliance Demonstration:** Visitor observation of WRITTEN documentation.

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A11

**Are there implemented written policies that establish the following:**

1. **Eligibility of participants?**
2. **Discharge of participants?**

| Yes | No |

*Interpretation:* A system should be developed for determining when to accept and when to discharge a participant. Decisions should be supported by appropriate documentation that shows a baseline upon which goals and objectives will be established and a recommended course of action to take when continued participation is no longer appropriate.

Variables may include mission statement of the center; experience and expertise of appropriately credentialed service providers; height and weight carrying limits of equines; availability of volunteers; age, weight and disability of participant; etc. The PATH Intl. Precautions and Contraindications, Psychosocial and EFL guidelines, therapeutic safety issues, and ADA or similar laws are good resources to use to develop and implement this policy.

**Compliance Demonstration:**

1. Visitor observation of WRITTEN documentation and personnel explanation of determining eligibility of participants.

   And

2. Visitor observation of WRITTEN documentation and personnel explanation of discharge of participants.
A12
Are there implemented written policies for the dismissal of volunteers and guests from center activities?

Yes  No

*Interpretation:* A system should be developed for the discharge of volunteers and guests. This may include but not be limited to individuals who become disruptive, threaten the safety of others or are no longer suited for volunteer activities.

*Compliance Demonstration:* Visitor observation of WRITTEN documentation and personnel interview.

A13
Does the center record and maintain current written registration information on each participant, volunteer and personnel that includes the following:

1. Name?
2. Address?
3. Telephone number?
4. Date of birth?
5. Parent/guardian (if applicable) name and phone number?
6. Caregiver (if applicable) name and phone number?
7. Attendance information and hours?
8. Names of person(s) to contact in case of emergency and phone numbers?

Yes  No

*Interpretation:* The center administration should determine the extent of the information required and the interval necessary to provide the center with current information. Attendance information is important for insurance and tax purposes, but it is not required on the same form as a registration form.

*Compliance Demonstration:* Visitor observation of randomly selected WRITTEN documentation.
**A14 MANDATORY**

Does the center require a signed, dated, written waiver or release of liability available on-site from all participants, volunteers or from a participant’s parent/legal guardian?

Yes       No

*Interpretation:* It is strongly recommended that centers have an attorney review the wording of the liability release to ensure that it provides maximum available protection under state laws.

Certain parts of the Equine Activity Liability Act contain specific provisions that may directly affect waivers or releases, such as required inclusion of “warning notices” or listing of specific inherent risks.

*Compliance Demonstration:* Visitor observation of randomly selected WRITTEN release or waiver documents.

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**A15**

Does the center have an implemented procedure for consent or non-consent for use of still and video photography that includes a signed form available at each activity site for all personnel, volunteers and participants?

Yes       No

*Interpretation:* It is the responsibility of the center to ensure the privacy and dignity of personnel and participants who may object to photography or object to the center’s use of it.

*Compliance Demonstration:* Visitor observation of randomly selected WRITTEN documentation that includes a signed form with a signature indicating consent or a signature indicating non-consent. Interview of personnel.
A16
Does the center administration require a completed and signed health history to be on-site for all participants?

Yes        No

Interpretation: A “health history” is a current record of one’s past and present health status that is completed by the individual or by the parent/legal guardian if a minor or dependent adult.

The required signature serves as evidence that the individual, parent or legal guardian has supplied the information and that, to the best of his/her knowledge, it is up to date and accurate.

The intent of the standard is to provide the center with pertinent health history information that may impact participation in activities provided by the center.

Compliance Demonstration: Visitor observation of randomly selected WRITTEN documentation.

A17
Does the center require the following for each participant:

1. A signed and dated medical clearance form for equine-assisted activities from a health care provider.
2. For participants with Down syndrome, an annual medical clearance form from a licensed physician that includes a neurologic exam that specifically denies any symptoms consistent with atlantoaxial instability (AAI).
3. The completed forms are available on-site.

Yes        No

Interpretation: The center is generally interested in the recommendations of the physician in light of program participation. Center administration should review with its medical and legal counsel the precise information needed in light of participants served and other factors.

Compliance Demonstration: Visitor interview and observation of randomly selected signed and dated medical clearance forms.
A18
DNA (does not apply): If the center does not provide medical/mental health treatment.

Is there a **written** implemented procedure for **written** permission to be obtained prior to the release of information to an outside source concerning a participant receiving equine-assisted activities or therapies?

Yes  No  DNA

**Interpretation:** Centers may receive requests from outside sources for release of information. All client information is considered confidential and must be treated as such. The center needs to have a written procedure for handling such requests as well as a standardized form (center forms should comply with HIPAA requirements when applicable) to facilitate the request. Such outside sources could include judicial officers and caseworkers or other therapists/medical practitioners or educators.

**Compliance Demonstration:** Visitor observation of WRITTEN procedures and standardized forms randomly selected that includes appropriately completed forms. Interview of personnel.

A19

Has the center implemented a procedure to address current precautions and contraindications regarding participation in activities?

Yes  No

**Interpretation:** Precaution in equine-assisted activity(s) requires measures of additional investigation such as contacting the physician or therapist before accepting a client into a program. It also requires evaluation at regular intervals throughout the individual’s participation in the program activity. The presence of a contraindication makes this activity inappropriate. Few contraindications are clear-cut. The Professional Association of Therapeutic Horsemanship International provides a current list that is subject to review and refinement by the PATH Intl. Health and Education Advisory Group. It is the center’s responsibility to attain additional information from the participant’s physician and/or therapist/mental health professional before permitting that individual’s participation in the center’s activities.

**Compliance Demonstration:** Visitor interview of personnel.
A20
Has the center implemented **written** procedures to provide for confidentiality of information and records for all participants, volunteers and personnel and are these records and this information securely maintained for the required length of time and disposed of according to local regulations?

Yes        No

*Interpretation:* The extent of information access under this standard will vary depending on the type of center and the type of activities/treatments provided. Where a licensed/credentialed health professional provides treatment, HIPAA guidelines must be adhered to in accordance with the professional’s practice.

The extent of procedures for maintenance or storage of records will vary depending on the type of center, the type of activities/treatments provided and the length of time required by law to retain certain records. As examples, participant registration information may only need to be readily accessible during the length of activities such as a nine-week equine-assisted activity session but an incident report documenting an injury that required medical assistance may need to be stored securely for the applicable statute of limitations. The center administration should consult with legal or records professionals to determine the extent of the security and maintenance required for storage and disposal.

*Compliance Demonstration:* Visitor observation of WRITTEN procedures, record storage and interview of personnel.

A21
Is there **written** documentation that includes the following:

1. A **written** and implemented policy that defines participant and volunteer information required to be reviewed and updated annually?
2. A **written** record of the annual review and update?

Yes        No

The center should have a means of updating information on the participants/volunteers and reviewing the updated information annually to assess participant’s/volunteer’s current status. Methods for updating information annually could include completion of a new set of participant and volunteer forms, a form requesting updated information or other options. The updated information is maintained in a written record.

*Compliance Demonstration:* Visitor observation of the center’s WRITTEN policy and of randomly selected records containing annual updates. Interview of personnel.
A22

Does the center have the following that includes:

1. A written policy requiring documentation of all occurrences?
2. Copies of previous occurrence reports documentation available on-site?
3. Blank copies of occurrence reports available at each activity site?

Yes        No

Interpretation: The intent of this standard is to document circumstances, witnesses and actions in all occurrences that result in, or nearly result in, injury or danger to individuals. It is the center administration’s responsibility to determine the level of severity or seriousness of incidents to be reported and to so advise the insurance company.

Examples may include fires, natural disasters, crises arising out of participant or personnel behavior and/or equine behavior, or other situations posing serious threat to the safety of others.

It also includes potential serious injury from “near-misses” and other occurrences that may not result in immediately apparent injuries but are potentially harmful to personnel or participants. Examples may include an equine stepping on a human foot, difficulties encountered during transfers, equine bite, etc.

Compliance Demonstration: Visitor observation of WRITTEN documentation.

A23

Has the center administration:

1. Provided personnel and volunteers with written safety regulations and emergency procedures?
2. Implemented a program of training that includes rehearsal of emergency procedures that prepares personnel, volunteers and participants to follow the established regulations and procedures?

Yes        No

Interpretation: The intent of this standard is to ensure that the safety regulations and emergency procedures developed in this standard are distributed to personnel and volunteers, practiced and implemented throughout the center. Posting of selected emergency information may be appropriate for a center.

The center administration should determine appropriate rehearsal intervals for safety regulations and emergency procedures. Rehearsal consists of actual drill practice.

Compliance Demonstration: Visitor observation of WRITTEN materials distributed and personnel description of training and rehearsal process.
A24
Is there an implemented procedure for volunteer and personnel training to include the following:

1. Orientation to the facility, specialty programs and equine-assisted activities and therapies in general?
2. Volunteer and personnel responsibilities?
3. Emergency procedures?
4. Confidentiality issues?
5. Safety rules and regulations?
6. Introduction to population served in program?

Yes No

Interpretation: Training is a key to quality and safety in equine-assisted programs. Volunteers should be aware of the responsibilities given to them and of the performance expected of them. A training program should include initial orientation and ongoing training.

Compliance Demonstration: Personnel explanation of training procedure.

A25
DNA (does not apply): If center does not have volunteers.

Is there an implemented policy for volunteer attire?

Yes No DNA

Interpretation: Volunteers should not wear open-toed shoes or sandals when working near equines. It is suggested that volunteers wear shoes or boots that offer foot protection. Dangling jewelry may be unsafe to wear with some participants. Perfumes can attract bees and other biting insects.

Compliance Demonstration: Personnel explanation of policy.
A26
DNA (does not apply): If center does not have a direct service health professional who provides direct services at the activity site and/or on-site.

Is there an implemented procedure for direct service health professional training to include the following:

1. Orientation to the facility, program and equine-assisted activities and therapies in general?
2. Health professional responsibilities and job description?
3. Emergency procedures?
4. Safety rules and regulations?
5. Introduction to basic knowledge of the equine?

   Yes  No  DNA

**Interpretation:** Health professionals are a key to quality and safety in equine-assisted activities and therapies. Health professionals should be aware of the responsibilities given to them and aware of the performance expected of them. A health professional should have initial orientation and on-going training.

**Compliance Demonstration:** Personnel and health professional explanation of training procedure.

A27
DNA (does not apply): If the center does not offer driving.

Is there an implemented written procedure to train personnel specifically for driving?

1. Personnel should be trained in offering assistance to the equine and participant as needed throughout the driving lesson.
2. Personnel should be trained in procedures to handle the equine and quickly release him/her from the harness and vehicle in an emergency.
3. Personnel need to be instructed in the operation of all securing mechanisms and procedures for entering and exiting the vehicle.

   Yes  No  DNA

**Interpretation:** Requirements for driving are different from other equine activities. Personnel need to know the language, precautions, procedures, equipment, etc.

**Compliance Demonstration:** Visitor observation of WRITTEN documentation and interview with personnel.
A28
DNA (does not apply): If center does not offer interactive vaulting.

Is there an implemented procedure for volunteer and personnel training specific to the needs of interactive vaulting?

| Yes | No | DNA |

*Interpretation:* Additional skills are required of volunteers and personnel participating or assisting in interactive vaulting. These skills are in addition to the training for equine-assisted activities and therapies and may include, but are not limited to, instructions in vaulting exercises, gymnastics, group dynamics, emergency response and spotting.

*Compliance Demonstration:* Visitor interview with personnel; observation of the interactive vaulting session.

A29

Does the center have at least one person with current certification in First Aid and CPR at each activity site during activities and are copies of the written documentation available on-site?

| Yes | No |

*Interpretation:* Personnel may be certified through a recognized agency such as American Red Cross, American Heart Association, Canadian Red Cross, etc. Copies of the current certification documentation should be maintained by the center.

*Compliance Demonstration:* Center representative identifies certified persons at the activity site during participant activities. Visitor observation of WRITTEN documentation.
*A30 MANDATORY

Are participants, volunteers and personnel required to wear, and in fact do wear, protective headgear that is American Society for Testing and Materials – Safety Equipment Institute (ASTM-SEI) approved for equestrian use while mounted or driving? Helmets that are not ASTM-SEI approved for equestrian use must meet the Professional Association of Therapeutic Horsemanship International Guidelines for Alternative Helmet Use (see Guidelines).

*Yes*    *No*

**Interpretation:** It is the center’s responsibility to verify currency of ASTM-SEI approved protective equestrian headgear. *Information can be verified by contacting SEI at www.SEInet.org (headgear, equestrian helmet).* Protective headgear should fit snugly and have the harness strap adjusted correctly. Protective headgear should not interfere with the participant’s vision. It is recommended that participants wear protective headgear not only while mounted or driving but also during groundwork conducted with or near equines (e.g., grooming, tacking and leading).

*Compliance Demonstration:* Visitor observation of a session and verification of ASTM-SEI tags in randomly selected helmets.

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*A31 MANDATORY

DNA (does not apply): If the vaulter is wearing an ASTM-SEI helmet or if the center does not offer interactive vaulting.

Is there written documentation on each vaulter who does not use an ASTM-SEI helmet according to the Guidelines for Non-Use of Helmets in Interactive Vaulting?

*Yes*    *No*    *DNA*

**Interpretation:** Professional Association of Therapeutic Horsemanship International core standards include a mandatory program standard for use of ASTM-SEI recognized safety helmets for equestrian use while mounted or driving. There has been some evidence that the use of helmets in higher level vaulting activities may be a safety concern. If a vaulter or a vaulting program is at the level of providing sport vaulting, then it is recommended that the program pursue sanctioning by a sport vaulting organization. However, there are some participants in interactive vaulting who might be at a higher skill level that might offer them opportunities to participate in higher level vaulting activities but are not yet ready for a sport vaulting program. It may be safer for these vaulters not to wear a helmet (as long as allowed by local laws). However, documentation for such a decision is necessary and must answer all the questions posed in the Guidelines for Non-Use of Helmets in Interactive Vaulting.

*Compliance Demonstration:* Visitor observation of WRITTEN documentation; observation of vaulting session and interview with personnel.
A32

Is there an implemented procedure that requires the appropriately credentialed PATH Intl. professional to approve the following prior to each participant’s session?

1. Selection of equine
2. Equipment for equine
3. Equipment for participant
4. Staff and volunteer assignments

Yes       No       DNA

Interpretation: These assignments should be based on the size of the participant, needs of the participant, type of movement provided by the equine, size of the equine and plan for the appropriate activity or therapy. The implemented system may include a posted written list of the required information that is readily available to the team at the activity site.

Compliance Demonstration: Visitor observation and personnel description of procedures.

A33

DNA (does not apply): If center does not use equipment.

Is there an implemented procedure to ensure the proper fit of equipment to the following:

1. Equine
2. Participant (if applicable)

Yes       No

Interpretation: Equipment should be fitted and adjusted properly to the equine and to the participant (if applicable). Personnel responsible for adjusting equipment must be instructed in proper fit and adjustment. For example: Stirrups should allow the rider to place the widest part of the foot on the tread but should not be so small as to entrap the foot or so large as to allow the foot to easily slip through the stirrup. The well-fitted helmet should stay on the head when harnessed without rocking or moving. It should rest so there could be two fingers placed between the eyebrows and the edge of the helmet.

Compliance Demonstration: Visitor observation; personnel explanation of the procedure.
A34
Does the PATH Intl. credentialed individual ensure that equipment safety checks are conducted at the beginning of each lesson or activity?

Interpretation: The instructor is responsible to ensure that the equipment safety checks are conducted, for any mounted or hitched activity. The ESMHL is responsible to ensure that equine and equipment safety checks are conducted for any unmounted EFL or EFP activity. The instructor/ESMHL may designate a trained assistant to perform safety checks. Safety checks may include checking the girth and equipment adjustment.

Compliance Demonstration: Visitor observation of safety checks.

A35
DNA (does not apply): If no leaders or sidewalkers are used in the program.

Are there written guidelines to determine the ability of personnel to perform the tasks of leader and/or sidewalker?

Interpretation: Personnel guidelines may include personnel availability, reliability, strength, endurance and communication skills necessary to assist participants during lesson activities and in an emergency situation.

Compliance Demonstration: Visitor observation of WRITTEN documentation.
A36

DNA (does not apply): If the program does not conduct research efficacy studies.

Does the program have an implemented **written** procedure for conducting research efficacy studies involving the program’s participants, equines, personnel and volunteers?

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**Interpretation:** Programs involved in investigative studies are advised that they should comply with federally recognized standards and requirements for the conduct of research efficacy studies involving human and/or animal subjects.

**Compliance Demonstration:** Visitor observation of WRITTEN procedure.
Facilities Standards

F1
Is there evidence that a systematic maintenance routine is in effect throughout the center facility that results in the following:

1. Buildings, grounds, walkways and activity locations maintained in good repair?
2. Clean and sanitary conditions maintained throughout?

Yes  No

Interpretation: Part one may include all buildings and activity areas in the center. Stalls, fencing, gates, paddocks, tack rooms, office, toilet facilities, classrooms, riding areas, waiting areas, mounting areas, observation areas and electrical wiring are examples of items that should show signs of regular maintenance and repair.

Part two includes garbage and rubbish disposal areas, kitchen garbage disposal, manure disposal, toilet areas, feed storage areas, tack rooms, stable and activity areas. There should be signs of regular cleaning, raking and/or sweeping and regular activity to keep the areas free of accumulated dirt, rubbish, hay, feed or manure.

Compliance Demonstration: Visitor observation of center facilities and personnel description of maintenance procedures.

F2
DNA (does not apply): If facility has no buildings.

Is there at least one barrier-free, accessible entrance to any building to be used by individuals with physical disabilities that is in accordance with the Americans with Disabilities Act (ADA) requirements and jurisdictional fire codes?

Yes  No  DNA

Interpretation: It is important for each center to check with its jurisdictional fire authorities to be in compliance with fire and safety codes and with ADA standards for accessibility requirements.

Compliance Demonstration: Visitor observation of entrances to buildings used by individuals with physical disabilities and personnel explanation of compliance with local fire and safety codes.
F3
DNA (does not apply): If center does not specify any off-limit areas.

Are all specified off-limit areas clearly posted?  

Yes        No        DNA

Interpretation: Off-limit areas may include tool rooms, shops, machine storage areas, pastures, feed rooms, areas not part of center jurisdiction, roadways, parking areas, residences, stalls, etc. These areas are designated off-limits by the center and each must be clearly posted.

Compliance Demonstration: Visitor observation of off-limit areas.

F4
Does the center have access to a toilet facility that meets the Americans with Disabilities Act (ADA) requirements?

Yes        No

Interpretation: Toilet facilities may include portable toilets, outhouses and in-building toilets.

Compliance Demonstration: Visitor observation of toilet facility.

F5
DNA (does not apply): If the center does not have designated parking area.

Are participant parking areas as follows:

1. Accessible to main center activities?
2. Free of hazards that would impede mobility?
3. Provided with designated parking areas for the disabled?

Yes        No        DNA

Interpretation: Hazards could include holes, rocks, tools, trash, oil, etc., that would interfere with mobility and could cause harm.

Compliance Demonstration: Visitor observation of parking areas and personnel interview.
F6
DNA (does not apply): If center does not operate during evening hours.

Is there lighting located in all areas of activities including parking lot, indoor and/or outdoor arena, stable and storage areas, and is the light source out of reach of equines and participants?

Yes  No  DNA

Interpretation: The light source can be located out of reach by location or out of reach by a protective covering.

Compliance Demonstration: Visitor observation of lights turned on or personnel interview.

F7

Is there an implemented procedure for rodent and pest control?

Yes  No

Compliance Demonstration: Visitor observation and personnel explanation of the procedures.

F8
DNA (does not apply): If center does not have a stable area or indoor arena.

Is a system of ventilation provided in the indoor stabling areas and indoor arena?

Yes  No  DNA

Interpretation: A ventilation system will vary according to the type of facility and the geographic location of the area.

Compliance Demonstration: Visitor observation and interview with personnel.
F9
Is there a designated area where participants, parents, teachers, visitors and others may congregate away from center activities?

Yes  No

Interpretation: This standard is designed to ensure the safety of participants, parents, teachers, visitors and others.

Compliance Demonstration: Visitor observation of designated area.

*F10 MANDATORY
DNA (does not apply): If the center does not offer equine-facilitated psychotherapy or have mental health participants.

Does the facility include a private area suitable for conducting a confidential interview or processing session with equine-facilitated psychotherapy or mental health participants?

Yes  No  DNA

Interpretation: In the circumstance in which a participant is unable/unwilling to participate in equine activities, is decompensating psychiatrically or behaviorally, or just needs a confidential place to process or share feelings, it is essential that the mental health professional and participant have a space in which to meet. The space does not have to be an office but should offer a place to sit down and have a private conversation.

Compliance Demonstration: Visitor observation of the area that is used for interviewing/processing.

F11
DNA (does not apply): If center does not have a stable area or if stable area does not contain aisles.

Is the walking surface in the stable area maintained so that it is dry, even and easily traversed?

Yes  No  DNA

Interpretation: Flooring should not have holes, ruts, puddles, or other possible impediments to mobility that might cause injury to animal or human.

Compliance Demonstration: Visitor observation and personnel explanation of maintenance procedures.
F12
DNA (does not apply): If the center does not have stalls.

Are there implemented procedures to ensure that stalls are as follows:

1. Free from the accumulation of manure and urine?
2. Free from protruding nails, broken boards, improperly working doors, unprotected windows or similar hazards?
3. Equipped with water and feed containers in clean condition?
4. Large enough to accommodate the size of the equine?

Yes  No  DNA

Interpretation: Flooring may consist of absorbent materials such as sawdust, shavings, straw, shredded newspaper, dirt, sand, etc. Daily cleaning of stalls, including water buckets, is recommended to maintain the animals’ health.

Compliance Demonstration: Visitor observation and interview of personnel.

F13
DNA (does not apply): If equines are never tied.

Are cross-ties or tie-ropes made of non-elastic material and tied or fastened with quick release capability to sturdy, stable fixtures?

Yes  No  DNA

Interpretation: To prevent injury to equines, personnel and participants, cross-ties or tie-ropes should allow the equine to remain securely fastened to a fixture. In the event of an emergency, the ties should release quickly either from the fixture or the equine’s halter. A sturdy, stable fixture may include a hitching post, bolted wall ring, trailer tie ring or other device that is secured in the ground or to a solid structure.

Compliance Demonstration: Visitor observation of cross-ties or other restraining devices in use.
F14
DNA (does not apply): If center has no outdoor turnout areas.

Are outdoor turnout areas for center equines as follows:

1. Free from hazards that may cause injury to equines?
2. Equipped with maintained fencing?
3. Supplied with available fresh water?

   Yes  No  DNA

_Interpretation:_ Hazards may include farm equipment, loose barbed wire, boards with nails, Canadian thistle, black walnut trees, loco weed, etc., that may cause injury or illness to equines or personnel. Fencing should be free from hazards and maintained regularly.

_Compliance Demonstration:_ Visitor observation of turnout areas.

F15
Is there an implemented procedure that the activity/treatment areas are as follows:

1. Clearly defined?
2. Free of obstruction?
3. Routinely maintained?
4. Level with even footing, adequate for the activity/treatment being provided?

   Yes  No

_Interpretation:_ Adequate, well maintained footing is necessary for the comfort and well-being of the equine and the safety of the participant and personnel. The footing should be neither slick nor too deep for the comfort and safety of the equine and personnel. Surfaces should be specific to the activity/treatment being provided. An equine or equines moving in the same area may create ruts or tracks in the footing, therefore regular maintenance and grooming is necessary to provide a safe area.

For vaulting surfaces please refer to the American Vaulting Association’s recommendations. For driving surfaces please refer to the USEF Carriage Driving Committee’s recommendations.

_Compliance Demonstration:_ Visitor observation of activity/treatment area and personnel description of maintenance procedures.
F16
Is there an implemented policy to correlate the number of participants, equines and equipment to the size of the activity/treatment area and the activity/treatment being provided?  Yes  No

Interpretation: In determining arena size, consideration should be given to the activities/treatments being offered, number of equines, skill levels of participants, need for additional volunteers, number and size of equipment and activity props.

Compliance Demonstration: Visitor observation of activity/treatment being provided and personnel discussion of class sizes.

F17
DNA (does not apply): If the center does not offer interactive vaulting.

Does the interactive vaulting area have a radius of at least 30 feet (9.14m), allowing a longeing/lunging circle of 60 feet, (18.28m) and is there a minimum ceiling clearance of 16 feet?  Yes  No  DNA

Interpretation: In determining activity area or arena size, consideration should be given to the activities/treatments being offered, number of equines, skill levels of participants, need for additional volunteers, and number and size of equipment and activity props.

Compliance Demonstration: Visitor observation of interactive vaulting area.
* F18 MANDATORY

Does the center have the following:

1. An available working telephone or similar communication device in a designated location?
2. Emergency information posted adjacent to the telephone or similar communication device?

Yes  No

Interpretation: An “available working telephone or similar communication device” is there to provide immediate access to emergency help. Emergency information posted near the telephone should include current detailed instructions for the person who places the call, including name, address, phone number and specific directions to the site.

Compliance Demonstration: Visitor observation and verification of the working telephone or similar device. Visitor observation of WRITTEN emergency information.

F19

Are fire extinguishers as follows:

1. Located in visible and readily accessible locations?
2. Tested and documented if specified in local fire regulations?

Yes  No

Compliance Demonstration: Visitor observation of fire extinguisher and WRITTEN documentation of fire extinguisher testing. Personnel explanation of testing procedures.
Does the center have a human first aid container readily available on-site and at each activity site that meets the following requirements:

1. Is in clearly marked containers?
2. Is routinely checked and restocked with written evidence of maintenance?
3. Is placed in a designated location, accessible to center personnel on-site and at all activity sites?
4. Includes at least these items:
   a. Items to care for wounds?
   b. Items to safeguard personnel administering first aid?
   c. Items to protect the injured?
   d. Items to provide for the injured’s personal needs?

   Yes        No

Interpretation: The contents of the human first aid container at a center should be individualized to reflect the accessibility and the response time of outside emergency care. The more inaccessible and slower the response time, the more equipment a program may deem appropriate to have available for first aid.

Compliance Demonstration: Visitor observation of human first aid container and WRITTEN evidence of maintenance.
F21

Does the center have a readily available equine first aid container at each activity site that meets the following requirements:

1. Is in clearly marked containers?
2. Is routinely checked and restocked with written evidence of maintenance?
3. Is placed in a designated location, accessible to center personnel at all activity sites?
4. Contains emergency numbers inside the kit: veterinarian, personnel related to equine care, farrier and equine owner?
5. Includes at least these items:
   a. Horse thermometer?
   b. Topical antibiotic?
   c. Antiseptic cleaner?
   d. Wound bandaging materials?

Yes        No

Interpretation: First aid container may be a kit, box, cabinet, trunk, closet, etc. Emergency numbers should be placed inside the container. Suggested equine first aid items are described in the Guidelines section.

Compliance Demonstration: Visitor observation of equine first aid container and visitor observation of WRITTEN documentation.

*F22 MANDATORY

Is there an implemented procedure to ensure that tack and equipment are safe and in good repair?

Yes        No

Interpretation: Tack and equipment includes special or adapted equipment and optional equipment including that which is needed for special activities such as driving, vaulting, hippotherapy and tandem hippotherapy. Tack and equipment should be cleaned and inspected regularly. Personnel responsible for tack and equipment should be instructed how to properly clean and determine good repair. Equipment that is not in good repair (e.g., condition of leather, stitching, fasteners and buckles) must be removed from service immediately after discovery of the problem.

Compliance Demonstration: Visitor observation of tack and equipment in use and personnel explanation of procedures.
F23
DNA (does not apply): If center does not offer driving.

Is there an implemented written procedure that requires the regular inspection of the harness to ensure proper fit and maintenance?

Yes  No  DNA

*Interpretation:* To ensure safety, the harness must be suitable, strong, fit correctly and be regularly maintained and inspected for condition of leather, stitching and wear points. Inspection records should be kept.

*Compliance Demonstration:* Visitor observation of WRITTEN documentation and personnel description of procedures.

F24

Are tack and equipment as follows:

1. Systematically organized?
2. Easily obtainable?

Yes  No

*Interpretation:* Tack needs to be in designated locations that can be readily obtainable by participants and personnel. Equipment should be stored so that it can be accessed efficiently with minimal risk of injury (e.g., bridle reins dangling on floor, multiple stacking of saddles, loose stirrup irons, etc.).

*Compliance Demonstration:* Visitor observation of tack and equipment and personnel interview.
F25
DNA (does not apply): If center is not responsible for equine care and stable maintenance.

Are all equine care and stable maintenance supplies and equipment stored in designated locations when not in use?  

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*Interpretation:* The stable area should be free of potential hazards such as cleaning equipment lying around, hoses not properly coiled, sharp objects or medical supplies not properly stored, etc. The areas should be as clear as possible to avoid potential problems.

*Compliance Demonstration:* Visitor observation of stable area.

*F26 MANDATORY*

DNA (does not apply): If the center does not offer driving.

Is there an implemented written procedure that ensures the vehicle is regularly maintained?  

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*Interpretation:* Vehicles should be inspected regularly for wear of parts, greasing of axles, loose nuts and tire wear. Maintenance records should be kept.

*Compliance Demonstration:* Visitor observation of WRITTEN documentation and personnel description of procedures.

F27
DNA (does not apply): If the center does not offer driving.

Is the turnout equipped with a working auditory signal to get attention in case of an emergency?  

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*Interpretation:* The presence of a cellular phone, bell or whistle can be necessary in the event of an emergency should more able-bodied assistance be needed. The signaling device can be on the able-bodied whip (ABW).

*Compliance Demonstration:* Visitor observation and verification of a working auditory signal.
F28
DNA (does not apply): If there is no arena.

Is there a minimum of one working gate in the arena(s) that meets the following requirements:

1. Is made of sturdy building materials (rope, baling twine, barbed wire, slick wire or electric wire are not acceptable)?
2. Can be opened easily in the event of an emergency?

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*Interpretation:* A properly working gate is a gate that will safely contain equines and participants within the arena. Gates may be hinged with various types of latches, sliding rails or doors.

*Compliance Demonstration:* Visitor observation of arena gate.

F29
DNA (does not apply): If activity is not occurring in the arena(s).

Is the arena gate(s) closed securely during program activities?

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*Compliance Demonstration:* Visitor observation of arena gate(s).
F30
DNA (does not apply): If there is no arena.

Is the physical barrier around the arena(s) as follows:

1. Built of sturdy materials so that it can contain participants and equines during a lesson (barbed or slick wire is not acceptable)?
2. Protected to minimize injury in the event of an accident?

   Yes  No  DNA

Interpretation: The arena includes indoor and outdoor facilities. Barriers can be constructed of wood, pipe or other building materials. A recommended minimum height for barriers is 36 inches. The support posts of the outdoor arena should be located on the outside of the arena fencing. If metal posts are used, the tops should be covered. Support posts or any exposed beams of indoor arenas should be protected with a padded covering or covered by kick boards. Every effort should be made to minimize the risk of injury to participants, equines and personnel.

   Compliance Demonstration: Visitor observation of arena(s) and barriers.

F31
DNA (does not apply): If there is no arena.

Is there an implemented procedure to ensure that each arena is clear of objects that might injure equines, participants and personnel?

   Yes  No  DNA

Interpretation: Providing a reasonably safe environment for sessions is essential. Unnecessary equipment, structural elements and natural hazards that are not utilized during the session should be cleared from the arena.

   Compliance Demonstration: Visitor observation of session and personnel interview.
F32
DNA (does not apply): If equines are not groomed or tacked.

Is there an implemented policy to ensure that grooming and tacking areas and/or aisles are clear of obstacles, accessible and spacious enough to allow freedom of movement for participants, volunteers and/or personnel for safety and performance of activities?

Yes  No  DNA

Interpretation: The health, maintenance and comfort of the animal, participant, volunteer and personnel is of paramount importance. The more space available to the animal for movement the better. Grooming and tacking areas can be a stall, cross-tie area, wash stall or hitching post. If the center serves participants in wheelchairs, there should be sufficient space to allow wheelchair accessibility for adequate clearance to both sides of the equine and for movement away from the equine in the event of emergency. Aisles need to be wide enough for equines and individuals to pass without contact.

Compliance Demonstration: Visitor observation of grooming and tacking areas while in use by participants and personnel. Visitor interview of personnel.

F33
Is there an implemented procedure to minimize distractions or disruptions in and around the activity/treatment area while in use?

Yes  No

Interpretation: Controlling the amount of distractions in the arena as well as in the area surrounding the arena helps maintain participant attention. Controls can include scheduling options, securing loose dogs, cats, etc., and establishing procedures for handling disruptions.

Compliance Demonstration: Visitor observation of arena and personnel interview.
F34

Is there a system to minimize exposure to dust in the activity area?

Yes        No

Interpretation: Excessive exposure to dust for both humans and animals may create health problems. A system of control may include watering the surface, type of surface utilized, additives to footing for moisture retention, scheduling, restricting use of areas, etc.

Compliance Demonstration: Visitor observation of arena(s) and personnel explanation of system.

F35

DNA (does not apply): If the center does not have a mounting ramp.

Is the mounting ramp(s) as follows:

1. Placed in a location convenient to, but not within, the working area of the arena?
2. Designed and constructed of materials of a strength and size to accommodate the participants, personnel, equipment and activities for which they are used?
3. Set up with a second physical barrier, placed parallel approximately 28” to 36” from the mounting side of the mounting ramp, to keep the equine in alignment with the ramp during mounting procedures?

Yes        No        DNA

Interpretation: Ramps can vary in material and size. To determine space, strength and size of the ramp, consider the number of personnel used in the mounting process as well as the types of wheelchairs and adapted equipment used. Other factors to consider include the following: activities offered, population served and the ability to provide progressive mounting. The working area is defined as those locations where mounted lessons are being held. The mounting ramp should be separated from the working area by a visual barrier that is clearly visible to equines, participants and volunteers, such as cones, poles, etc. An offside barrier is used in order to prevent the equine from swinging away from the ramp. The offside barrier should not be a solid wall or fence. A person should not be the offside barrier due to safety considerations for the individual.

Compliance Demonstration: Visitor observation of use or interview of personnel.
F36
DNA (does not apply): If the center does not have a mounting block.

Is the mounting block(s) as follows:

1. Placed in a location convenient to, but not within, the working area of the arena?
2. Designed and constructed of materials of a strength and size to accommodate the participants, personnel, equipment and activities for which it is used?

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Interpretation: Blocks can vary in material and size. To determine space, strength and size of the block, consider the number of personnel used in the mounting process as well as the types of wheelchairs and adapted equipment used. Other factors to consider include: activities offered, population served and, the ability to provide progressive mounting. The working area is defined as the location where mounted lessons are being held. The mounting block should be separated from the working area by a physical barrier that is clearly visible to equines, participants and volunteers, such as cones, poles, etc.

Compliance Demonstration: Visitor observation of use or interview of personnel.

F37
DNA (does not apply): If the center does not have a vaulting barrel.

Is the vaulting barrel as follows:

1. Designed and constructed of materials of a strength and size to accommodate the vaulters, personnel, equipment and activities for which it is used?
2. Sufficiently padded, free of sharp and/or protruding objects and includes built-in or attached handles?
3. Placed in a location with sufficient clearance to mount and dismount safely?
4. Placed in an area that has even, soft and resilient footing?

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Interpretation: Vaulting barrels can vary in material and size. The support of the barrel should not interfere with the movements of the vaulters while mounting or dismounting. Bolts and welds need to be covered smoothly. Handles should be protected for safety and comfort of the vaulters (for example, may be wrapped with vet wrap or duct tape). Some prefer to construct the vaulting barrel without built-in handles and add a surcingle on the barrel to provide the handles in a more realistic manner. The vaulting barrel needs to be stable enough to avoid tipping over when used vigorously. For further information on vaulting barrels contact the American Vaulting Association or US Pony Club.

Compliance Demonstration: Visitor observation of the vaulting barrel(s); interview of personnel.
Equine Welfare and Management

EQM1

Does the center have criteria for the initial screening of prospective equines appropriate for the activities/therapies offered?

Yes        No

Interpretation: Consideration of a prospective equine for any EAAT program should include but not be limited to the following:

- Age: Appropriate to the activity and workload (e.g., horses in interactive vaulting should be six years old)
- Soundness of body and mind
- Be calm, reliable and obedient
- Height, build, conformation and movement appropriate for the activity and participants
- Gender and herd dynamics

Consideration for driving should include but not be limited to the following:

- Be five years of age or older
- No stallions may be selected
- Be in sound condition with a good temperament and good driving manners
- Have at least two years of varied driving experience, alone and in company
- Be reliable and obedient under all conditions
- Stand still for harnessing up, putting to, loading and unloading wheelchairs and when instructed
- Have no objection to being overtaken from the rear or having vehicles in front or passing

Consideration for interactive vaulting should include but not be limited to the following:

- Trained in lungeing/longeing
- Be at least six years of age or older
- Have conformation specific to use in interactive vaulting. This includes soundness on all four legs within the gaits used for vaulting and has a non-reactive back, loin and neck areas.
- Mares or geldings are recommended.
- Size of the equine in relation to the size of the vaulters
- Ability to be approached from all sides

Compliance Demonstration: Visitor observation of criteria and interview of personnel.
**EQM2**

Is there **written** evidence of an introductory screening process for prospective equines?

| Yes | No |

*Interpretation:* The screening process may include the evaluation of the equine’s willingness to:

- Stand quietly when groomed, tacked, during mounting and dismounting, during exercises and other activities conducted at the halt
- Behave appropriately with other equines
- Behave appropriately with personnel, volunteers and participants
- Respond appropriately to the participant’s aids, both natural and artificial
- Stand quietly during mounting and dismounting procedures
- Be around wheelchairs and other assistive devices
- Be led from either side at the walk and trot
- Have sidewalkers working closely on both sides
- Be around games and special equipment
- Accept loud noises, erratic behavior
- Accept mane tugging, hair plucking, hugging

*Compliance Demonstration:* Visitor observation of WRITTEN documentation of a screening process.

**EQM3**

Are there **written** procedures for the permanent removal of equines from center activities?

| Yes | No |

*Interpretation:* A system should be developed for determining how equines that do not, or are unable to, work in the program are to be removed. Examples may include finding an appropriate home for the equine, donation of the equine to a farm for retirement or euthanasia.

*Compliance Demonstration:* Visitor observation of WRITTEN procedure(s).
EQM4
DNA (does not apply): If the center does not offer driving.

Does the center have guidelines to determine the placement of equines for the driving program? Yes No DNA

Interpretation: Equines placed in a driving program should have demonstrated qualifications that include but are not limited to the following:

1. Be five years of age or older
2. No stallions may be selected
3. Be in sound condition with a good temperament and good driving manners
4. Have at least two years of varied driving experience, alone and in company
5. Be reliable and obedient under all conditions
6. Stand still for harnessing up, putting to, loading and unloading wheelchairs and when instructed
7. Have no objection to being overtaken from the rear or having vehicles in front or passing

Compliance Demonstration: Visitor interview of personnel.

EOM5
Is there an implemented equine training and conditioning program that is specific to each equine-assisted activity or therapy at the center? Yes No

Interpretation: An equine’s satisfactory performance depends on being exercised regularly by experienced personnel who can effectively carry out the schooling and conditioning specific to the equine-assisted activity or therapy. Specific fears, sensitivities and vices of an equine should be addressed. Training and conditioning for a driving program should be done in a harness.

It is understood that the quality of the results achieved in hippotherapy are directly related to the quality of movement of the hippotherapy equine. It is important to maintain the suppleness and strength of the hippotherapy equine through training and conditioning. In T-HPOT, due to increased stress, it is particularly important that the conditioning emphasize the elevation of the topline. The equine has to become gradually accustomed to the distribution of weight behind the center of gravity and desensitized to the input of the additional leg pressure near the flank.

Compliance Demonstration: Visitor interview and personnel description of training and conditioning program.
*EQM6 MANDATORY

DNA (does not apply): If the center does not offer interactive vaulting

Does the equine training and conditioning program for interactive vaulting also include the following:

1. Lungeing/Longeing?
2. Equipment specific to interactive vaulting?
3. Gymnastic exercises?
4. Continued conditioning?
5. Ongoing training to different vaulting exercises and movement games on and around the equine?

Yes       No       DNA

Interpretation: An interactive vaulting equine is one that is obedient on the lunge/longe line and can maintain a circle while in balance at all of the gaits being requested. A progressive training and conditioning program is one that allows the equine to build skills based on previous training sessions. Strength and endurance must be developed over a period of time for the equine to become comfortable performing the work that is being asked. The equipment and activities used are specific to the discipline and require additional training to ensure safety.

Compliance Demonstration: Visitor interview and personnel description of training and conditioning program.

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EQM7

Is there an implemented procedure to check the physical soundness of each equine prior to the activity and to remove unsound equines from the program?

Yes       No

Interpretation: Physical unsoundness such as lameness, a sore back and saddle sores can affect the equine’s performance and disposition. An unsound equine should be removed from work until the problem is solved.

Compliance Demonstration: Visitor observation and personnel description of procedures.
EQM8
Are there implemented procedures to limit the maximum workday for an equine to a total of six hours made up of working sessions no longer than three continuous hours?

Yes        No

*Interpretation:* A working session is a period of continuous use without any lengthy breaks. A record should be kept of the number of hours and in what capacity (e.g., lesson, tandem hippotherapy, hippotherapy, psychotherapy) each equine works.

*Compliance Demonstration:* Personnel description of scheduling procedures.

EQM9
DNA (does not apply): If the center does not offer hippotherapy.

Is there an implemented written policy on the number of hours that each equine can be worked in a hippotherapy program:

1. Per working session?
2. Per day?
3. Per week?

Yes        No        DNA

*Interpretation:* A “working session” is a period of continuous use without any lengthy break. Special consideration should be given to equines that are involved with hippotherapy. The rationale for the schedule of each equine should be based on the size and type of patients served.

*Compliance Demonstration:* Visitor observation of WRITTEN documentation and personnel description of scheduling procedures.
*EQM10 MANDATORY
DNA (does not apply): If the center does not offer interactive vaulting.

Is there an implemented written policy to limit the workload of each interactive vaulting equine specific to the individual equine?

Yes  No  DNA

Interpretation: Interactive vaulting places additional stress on the equine. The equine is required to work on a circle, in balance, with vaulter(s) performing movements that require additional balance reactions by the equine. Because of these additional requirements it is necessary to adjust the equine usage from the core standard describing equine usage. The equine’s condition, pace and types of riders all enter into this decision. It is recommended that an equine be involved for a maximum of 60 minutes per lungeing/longeing/vaulting session. There should be an interval of at least six hours between lungeing/longeing/vaulting sessions. An equine should be used for a maximum of six lungeing/longeing/vaulting sessions per week. Some equines may not be conditioned sufficiently to maintain the outlined requirements.

Compliance Demonstration: Visitor observation of WRITTEN documentation and personnel description of scheduling procedures.

*EQM11 MANDATORY
DNA (does not apply): If the center does not offer T-HPOT.

Is there implemented written evidence of a procedure to determine the duration and frequency of the T-HPOT equine’s schedule, including:

1. Maximum of 30 minutes per session inclusive of transitioning onto and off the equine?
2. Sessions scheduled on non-consecutive days?
3. No more than two sessions per day in non-consecutive sessions?
4. Limited involvement in other equine-assisted activities on the same day in which the equine is involved in T-HPOT?

Yes  No  DNA

Interpretation: A record should be kept of the number of times the equine works in T-HPOT and in other capacities. Given that T-HPOT is a stressful activity for the equine, consideration should be given to a lighter schedule for that equine on a T-HPOT day.

Compliance Demonstration: Visitor observation of WRITTEN documentation.
**EQM12**

DNA (does not apply): If equines are not under center’s jurisdiction.

Are there current, **written** equine health records available on-site that include the following:

1. Vaccinations?
2. De-worming schedule?
3. Hoof care?
4. Teeth care?
5. Sickness and injury?

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Interpretation: Equines shall be provided with proper foot care including trimming and/or shoeing on a regular basis. Equines shall be health checked, vaccinated and de-wormed on a regular schedule. Teeth shall be inspected and floated as needed.

**Compliance Demonstration:** Visitor observation of WRITTEN documentation and personnel interview.

**EQM13**

DNA (does not apply): If the center is not responsible for feeding equines.

Is there a **written** feed chart for each equine easily accessible to the person feeding?

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Interpretation: Written feed charts for each equine help to ensure that equines receive proper daily rations. Feed charts should be easily accessible.

**Compliance Demonstration:** Visitor observation of WRITTEN feed chart.

**EQM14**

Are equines provided with a clean, plentiful supply of water?

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**Compliance Demonstration:** Visitor observation of water supply.
EQM15
DNA (does not apply): If equines are not under the center’s jurisdiction.

Does the center provide shelter to protect equines from inclement weather?

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Interpretation: Shelters may include two- to four-sided loafing or run-in sheds with roof or natural shelter available in the geographic location of the center

Compliance Demonstration: Visitor observation and personnel interview.