

# Administration and Business Standards

**A1**

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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**

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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 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**

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**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 organizational chart and interview of personnel.

**A4**

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**Does the center have written job descriptions for all persons and personnel identified in A3?**

**Yes      No**

*Interpretation:* All positions and personnel reflected on the organizational chart must have a written job description and all personnel of the organization must be shown on the chart.

*Compliance Demonstration:* Visitor observation of WRITTEN job descriptions.

**A5**

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

**Is there an implemented procedure detailing when services are 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, which 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**

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**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 of safety concerns for each category and WRITTEN procedures for planned response to safety concerns for each category.

**A8**

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**DNA (does not apply): If center does not lease or borrow equines.**

**Is there a written contract for leased or borrowed equines?**

**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 completed WRITTEN contracts.

**A9**

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**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 EAL 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.

**A10**

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**Are there implemented written policies for the dismissal of volunteers and guests from center activities?**

**Yes      No**

*Interpretation:* A policy 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. Guests to the center may include persons visiting the center that are not regular volunteers, participants or staff members.

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

**A11**

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

- 1. Name?**
- 2. Address?**
- 3. Phone number?**
- 4. Date of birth?**
- 5. Parent/guardian (if applicable) name and phone number?**
- 6. Name(s) of persons with phone numbers to contact in case of emergency?**

**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. Volunteers can include unpaid staff. Caregiver name and phone number may be useful information to obtain from participants.

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

**A12**

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**Does the center record and maintain written attendance information and hours on each participant and volunteer?**

**Yes    No**

*Interpretation:* Attendance information is important for insurance and tax purposes and can also be used for grant writing purposes.

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

**A13**

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**DNA (does not apply): If center does not have paid personnel.**

**Does the center record and maintain current written information on paid personnel that includes the following:**

- 1. Name?**
- 2. Address?**
- 3. Phone number?**
- 4. Name(s) of persons with phone numbers to contact in case of emergency?**

**Yes    No    DNA**

*Interpretation:* The center administration should determine the extent of the information required and the interval necessary to provide the center with current information.

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

**\*A14 MANDATORY**

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**Does the center have 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. Unpaid staff are considered volunteers and should also sign the waiver or release of liability.

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

**A15**

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**Does the center have an implemented written, signed form allowing consent or non-consent for use of still and video photography 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. Both choices of consent or non-consent should be available on the form.

*Compliance Demonstration:* Visitor observation of randomly selected WRITTEN signed forms that indicate consent or a signature indicating non-consent and interview of personnel.

**A16**

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**Does the center administration have a completed and signed health history available 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**

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**Does the center have the following for each participant?**

- 1. A signed and dated medical clearance form for equine-assisted activities from a health care provider**
- 2. The completed forms 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.

**DNA (does not apply): If the center does not serve participants with Down syndrome.**

**Does the center have the following for each participant with Down syndrome?**

- 1. An annual medical clearance from a licensed physician that includes a neurological exam that specifically denies any symptoms consistent with atlantoaxial instability (AAI)**
- 2. The completed signed and dated physician statement available on-site**

**Yes    No    DNA**

*Interpretation:* Neurologic signs of AAI always supersede radiographs. The presence of the neurological disorder must be evaluated annually by a physician and is a contraindication for mounted equine activities. The annual neurological examination must be done for all participants with Down syndrome even if the program system for updating participant information does not require a complete new set of forms each year. The participant with Down syndrome must have a written statement from the physician that the exam did not reveal AAI or focal neurologic disorder. This may be included on the medical clearance form or could be a separate document.

This certification of the absence of signs of AAI or decrease of neurologic function by the physician must be completed prior to starting mounted activities and an annual re-certification should be completed for continuing participants.

*Compliance Demonstration:* Visitor interview and observation of selected signed and dated statements for participants with Down syndrome.

**A19**

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**DNA (does not apply): If the center only provides medical/mental health treatment.**

**Is there a written implemented procedure for written permission maintained on-site, signed by a participant or participant’s parent/legal guardian, to be obtained prior to the release of information to an outside source concerning that participant’s experiences in equine-assisted activities or therapies?**

**Yes    No    DNA**

*Interpretation:* Centers may receive requests from outside sources for release of information. Such outside sources could include other equine-assisted activity centers, educators, judicial officers, other therapists/medical practitioners or caseworkers. All participant information is considered confidential and must be treated as such. The center needs to have a written procedure for handling such requests. The center may decide to create a form for this information. Information covered can include, but is not limited to, contact information, instructor progress reports or equestrian skill goals. Centers that are providing medical and mental health services should also consider HIPAA requirements.

*Compliance Demonstration:* Visitor observation of WRITTEN procedure and WRITTEN permission forms and interview of personnel.

**A20**

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**Is there written evidence of billing policies and procedures?**

**Yes    No**

*Interpretation:* All centers should have written billing policies and procedures, including centers that do not bill for services (i.e., stating that there are no charges for services provided). Written billing policies and procedures increase a center’s financial transparency. Clearly stated billing policies and procedures can prevent misunderstandings and increase support from all center personnel, clients and donors.

Written procedures may include specific billing practices such as pricing and payment schedules, absence/make up policy, individual subsidies and scholarship availability. The policies and procedures may also delineate staff responsibilities for billing and other practices.

If a center is providing medical or mental health services, consultation with insurance companies and other agencies is recommended to learn about third party reimbursement procedures when applicable.

*Compliance Demonstration:* Visitor observation of WRITTEN billing policies and procedures.

## A21

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

Yes      No

*Interpretation:* The presence of a precaution in equine-assisted activities 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 program activities. 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 obtain 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.

## A22

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**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.

## A23

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Does the center have the following written documentation?

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

*Interpretation:* The center should have a means of updating information on the participants/volunteers and reviewing the updated information annually to assess each 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. For participants with Down syndrome, an annual neurological exam from a licensed physician must be part of the signed, dated written documentation, no matter the method chosen for updating information. (See A18)

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

## A24

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Does the center have the following:

1. A written policy requiring documentation of all occurrences?
2. Copies of previous occurrence report forms available on-site?
3. Blank copies of occurrence report forms 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 to 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.

Occurrences to be documented may also include 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 policy, completed occurrence report forms and blank occurrence report forms.

**A25**

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**Has the center administration completed the following?**

- 1. Distributed written safety regulations and emergency procedures to all personnel and volunteers?**
- 2. Implemented a program of training that includes rehearsal of emergency procedures to prepare 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.

Keeping in mind that rehearsal consists of actual drill practice, the center administration should determine appropriate intervals for rehearsing safety regulations and emergency procedures.

*Compliance Demonstration:* Visitor observation of WRITTEN materials distributed and personnel description of training and rehearsal procedures.

**A26**

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**Is there an implemented procedure for volunteer and personnel training that includes 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.

**A27**

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**DNA (does not apply): If the 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.

**A28**

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**DNA (does not apply): If the 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 that includes 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.

**A29**

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**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 should 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 procedure and interview with personnel.

**A30**

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**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.

**A31**

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**Does the center have at least one person with current certification in First aid and adult & child 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, or other international equivalent. 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.

**\*A32 MANDATORY**

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**Does the center have an implemented written policy that all volunteers and personnel wear a helmet certified by the American Society for Testing and Materials - Safety Equipment Institute (ASTM-SEI) or an international equivalent helmet for equestrian use while mounted, driving or vaulting?**

**Yes    No**

*Interpretation:* This standard applies to personnel and volunteers while engaged in mounted, driving or vaulting in center activities. It is the center's responsibility to verify currency of ASTM-SEI or international equivalent approved protective equestrian helmets. Information can be verified by contacting SEI at [www.SEl.net.org](http://www.SEl.net.org) (headgear, equestrian helmet). Helmets should fit snugly and have the harness strap adjusted correctly. Helmets should not interfere with the individual's vision.

*Compliance Demonstration:* Visitor observation of WRITTEN policy, verification of ASTM-SEI or international equivalent tags in randomly selected helmets and personnel interview.

**A33**

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**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**

*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.

**A34**

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**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      DNA**

*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.

**A35**

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**Does the PATH Intl. credentialed individual ensure that equipment safety checks are conducted at the beginning of each lesson or activity?**

**Yes      No**

*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.

**A36**

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**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?**

**Yes      No      DNA**

*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 guidelines.

A37

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**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?**

**Yes    No    DNA**

*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

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**DNA (does not apply): If center is not responsible for equine care and stable maintenance.**

**Is there an implemented maintenance routine throughout the center facility resulting in the following:**

- 1. Buildings, grounds, walkways and activity areas are maintained in good repair?**
- 2. Clean and sanitary conditions are maintained throughout?**

**Yes      No      DNA**

*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, pastures, run-in sheds, loafing shelters 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

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

**Is there at least one entrance to each building that complies with governing accessibility requirements and local fire and safety codes?**

**Yes      No      DNA**

*Interpretation:* It is important for each center to check with its local fire authorities to be in compliance with fire codes, safety codes and with accessibility requirements. In the United States, buildings should meet ADA standards for accessibility.

*Compliance Demonstration:* Visitor observation of entrances to buildings used by individuals with physical disabilities and personnel explanation of compliance with local fire codes, safety codes and accessibility requirements.

**F3**

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**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**

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**Does the center have a toilet facility at the activity site and does it comply with governing accessibility regulations?**

**Yes    No**

*Interpretation:* Toilet facilities at the activity site may include portable toilets, outhouses and in-building toilets. In the United States, toilets should meet ADA requirements.

*Compliance Demonstration:* Visitor observation of toilet facility.

**F5**

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**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 the center does not operate during darkness.**

- 1. Are there working lights located in all areas where personnel and participants can be expected to traffic during dark hours, including parking lots, activity areas, arenas, stables and storage areas?**
- 2. Are the light fixtures covered or out of reach of equines and participants?**

**Yes No DNA**

*Interpretation:* The light fixtures can be considered out of reach by location or by a protective covering that prevents unauthorized/accidental access.

*Compliance Demonstration:* Visitor observation of the operation of lights and light fixtures or personnel interview.

**F7**

**Is there an implemented procedure for rodent and pest control?**

**Yes No**

*Interpretation:* Rodent and pest control concerns and procedures may vary by geography and climate. Centers should implement procedures appropriate for their pest populations.

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

**F8**

**DNA (does not apply): If the center does not have an indoor stable area or an indoor arena.**

**Is there a system of ventilation for indoor stable areas and indoor arenas?**

**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**

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**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**

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**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:* It is essential that the mental health professional and participant have a private space to meet. This space may be needed for a participant who is unable/unwilling to participate in equine activities, is decompensating physically or behaviorally or just needs a confidential place to process or share feelings. 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**

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**DNA (does not apply): If the 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 of stable area and personnel explanation of maintenance procedures.

**F12**

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**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**

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**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, stationary 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, stationary 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**

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**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**

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**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**

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**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**

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**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 lungeing circle of 60 feet (18.28m), and is there a minimum ceiling clearance of 16 feet (4.88m)?**

**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**

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**Does the center have the following:**

- 1. An available working telephone or similar communication device in a designated location known by personnel and volunteers?**
- 2. Written emergency information and instructions for use 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. If cell phones are used, they need to be charged and have service at all times.

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

**F19**

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**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**

*Interpretation:* Single use fire extinguishers, such as those purchased at local hardware stores cannot be recharged and must be within stated expiration dates in order to comply with this standard. These types of extinguishers cannot be tested.

*Compliance Demonstration:* Visitor observation of fire extinguisher and WRITTEN documentation of fire extinguisher testing or expiration date. Personnel explanation of testing procedures.

**F20**

**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 personal needs of the injured?**

**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. If more than 1 kit each needs to contain its own maintenance record and list of emergency numbers.

*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. If more than 1 kit each needs to contain its own maintenance record and list of emergency numbers.

*Compliance Demonstration:* Visitor observation of equine first-aid container and visitor observation of WRITTEN evidence of maintenance.

**\*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**

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**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**

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**Are tack and equipment as follows:**

- 1. Systematically organized?**
- 2. Easily accessed?**

**Yes    No**

*Interpretation:* Tack needs to be in designated locations that can be readily accessed by participants and personnel. Equipment should be stored so that it can be accessed efficiently with minimal risk of injury (e.g., no 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**

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**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?**

**Yes    No    DNA**

*Interpretation:* The stable area should be free of potential hazards such as cleaning equipment laying 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?**

**Yes    No    DNA**

*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 procedure and personnel description of procedures.

**F27**

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**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?**

**Yes    No    DNA**

*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**

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**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/tape are not acceptable)?**
- 2. Can be opened easily in the event of an emergency?**

**Yes    No    DNA**

*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 and should be easy to open.

*Compliance Demonstration:* Visitor observation of arena gate.

**F29**

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

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

**Yes    No    DNA**

*Interpretation:* To safely contain equines and participants, all gates to the arena should be closed securely during program activities.

*Compliance Demonstration:* Visitor observation of arena gate(s).

**F30**

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**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 (rope, barbed or slick wire, electric wire or tape 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**

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**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**

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**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**

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**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 (are) 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 the location where activities 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**

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

**Is (are) 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?**

**Yes      No      DNA**

*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**

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**DNA (does not apply): If the center does not use a mechanical lift.**

**Is the mechanical lift:**

- 1. Placed in a location convenient to but not within the working area of the arena?**
- 2. Designed and constructed to accommodate the participants and activity for which it is used?**

**Yes      No      DNA**

*Interpretation:* Mechanical lifts can vary in material and size. The working area is defined as those locations where mounted lessons are being held. The mechanical lift should be separated from the working area by a physical barrier that is clearly visible to equines.

*Compliance Demonstration:* Visitor observation of the use of the mechanical lift and interview of personnel.

**F38**

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**DNA (does not apply): If the center does not use a mechanical lift.**

**Has the center implemented a program of training and rehearsal in utilizing the lift that prepares personnel, equines, volunteers and participants for the normal and emergency operation of the lift, and is a written list of trained personnel and equines maintained?**

**Yes    No    DNA**

*Interpretation:* Safety and emergency procedures should be practiced regularly. The center administration should determine appropriate rehearsal intervals for safety regulations. Rehearsals should consist of actual drill practice.

*Compliance Demonstration:* Personnel description of training and rehearsal process and visitor observation of WRITTEN list of trained personnel and equines.

**F39**

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**DNA (does not apply): If the center does not use a mechanical lift.**

**Is there written evidence that a systematic maintenance routine is in effect to ensure that the lift and all related equipment is safe and in good repair?**

**Yes    No    DNA**

*Interpretation:* The lift and all related equipment including special or adapted equipment should be inspected regularly. Equipment that is not in good condition should be removed from service immediately.

*Compliance Demonstration:* Visitor observation of WRITTEN evidence of maintenance and personnel explanation of procedures.

**F40**

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**DNA (does not apply): If the center does not use a mechanical lift.**

**Does the instructor ensure that a lift equipment safety check is conducted at the beginning of each use?**

**Yes    No    DNA**

*Interpretation:* The instructor is responsible to ensure that an equipment safety check is conducted.

*Compliance Demonstration:* Visitor observation of safety check.

**F41**

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**DNA (does not apply): If the center does not use a mechanical lift.**

**Are there written safety and emergency procedures directly related to the use and operation of the lift?**

**Yes    No    DNA**

*Interpretation:* The intent of this standard is to ensure that the center has developed written safety and emergency procedures that should be disseminated to center staff. Personnel directly involved in the use of the lift should have knowledge of the safety and emergency procedures.

*Compliance Demonstration:* Visitor observation of WRITTEN lift safety and emergency procedures and interview of personnel.

**F42**

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**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 participants, 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 with even, soft and resilient footing?**

**Yes    No    DNA**

*Interpretation:* Vaulting barrels can vary in material and size. The vaulting barrel may be used for other activities such as participant evaluations, warm-up activities, volunteer training or other uses in addition to vaulting. The support of the barrel should not interfere with the movement of the participants while mounting or dismounting. Bolts and welds need to be covered smoothly. Handles should be protected for safety and comfort of the user (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) and interview of personnel.



# Equine Welfare and Management Standards

## EOM1

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

Yes    No

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

- Age appropriate to the activity and workload
- Soundness appropriate to carry out the work
- Temperament
- Height, build, conformation and movement appropriate for the activity and participants
- Gender and herd dynamics
- Equines selected for Vaulting and Driving have additional criteria that should be considered. See guidelines pp. 165, 166.

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

## EOM2

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**Does the center have written procedures for the:**

- 1. Evaluation of the suitability of new equines prior to participating in center activities/therapies?**
- 2. Evaluation for the permanent removal of equines no longer/not suited for participating in center activities/therapies?**

**Yes    No**

*Interpretation:* Having written standard procedures for evaluation and removal of equines provides centers an unbiased tool for effective measurement of the abilities and suitability of all equines participating in center activities/therapies.

The written procedures for intake suitability should delineate the following:

- Who is the ultimate decision maker?
- Who performs the equine evaluations?
- What specific criteria/behaviors an equine must demonstrate prior to being placed into each activity/therapy, such as the following examples:
  - Standing quietly at the halt for grooming, tacking, harnessing or other activities and during mounting, dismounting or putting to for driving
  - Behaving appropriately with personnel, volunteers, participants and other equines as well as wheelchairs and other adaptive equipment
  - Responding appropriately to participant's aids, both natural and artificial, and the many different working conditions specific to the activity/therapy including sidewalkers or therapists working closely on both sides
  - Tolerating hugging, hair pulling, loud noises, erratic behavior and other disturbances
  - Accepting training specific to the equine activity or therapy

The written procedures for the permanent removal of equines that do not meet program qualification or are unable to continue working in program activities and therapies should delineate the following:

- Who is the ultimate decision maker?
- Who performs the equine evaluations?
- Specific criteria to be considered during the evaluation
- What becomes of the equine after removal (return to owner, sale, adoption, retirement, euthanasia, etc.) from center activities/therapies?

Once these written procedures are developed and implemented, they should be reviewed and modified as needed, as long as the written procedures match center practices.

*Compliance Demonstration:* Visitor observation of WRITTEN procedures for equine suitability and WRITTEN procedures for equine removal, and personnel explanation of the procedures.

### **EOM3**

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**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.

### **\*EOM4 MANDATORY**

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**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?**
- 2. Equipment specific to interactive vaulting?**
- 3. Mounted gymnastic exercises?**
- 4. Continued conditioning?**
- 5. Ongoing training to varied 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 long-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.

**EOM5**

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**Is there an implemented procedure for the appropriately credentialed PATH Intl. Certified Professional to do the following?**

- 1. Check for changes in physical soundness and behavior of each equine prior to its assignment to an activity or therapy session so as to ensure that the equine is able to perform as needed?**
- 2. Make assignment and proceed with session as scheduled or remove equine from participation in session(s) until soundness and behavior issues can be addressed?**

**Yes      No**

*Interpretation:* Problems with sore feet, sore backs, sore stifles, etc., can affect an equine’s performance and disposition; changes in behavior may be the first clues that point to an underlying problem. The equine’s behavior and ability to work should be assessed prior to the participant’s involvement in the activity or therapy session. Equines with underlying soundness issues or other health problems that negatively impact their ability to work should be removed from activity or therapy sessions until their problems can be resolved.

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

**\*EOM6 MANDATORY**

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Is there documentation regarding equine workload limits that includes the following:

1. A **written** policy that sets a maximum limit for each equine’s working session to no more than three continuous hours and workday to no more than six hours?
2. **Written** records of the number of hours and types of sessions for each equine per day?

Yes No

*Interpretation:* A Some equines may not be conditioned sufficiently to maintain a schedule based on current recommendations for a specific activity or therapy and will need additional adjustments in scheduling. Centers may set any workday/continuous hour limit policy as long as it is implemented by the center and does not exceed the maximum. Centers may want to consider giving each equine a day off per week as working with participants may be stressful. Consideration should be given to the size and type of participant served when scheduling each equine.

A record should be kept of the number of hours and in what capacity each equine works, whether it is ground, mounted, driving, interactive vaulting, hippotherapy, tandem hippotherapy, psychotherapy sessions, etc. Many activities have additional scheduling recommendations that should be followed. The equine’s condition, attitude, pace, size and type of participant are factors to be considered when making scheduling decisions.

A working session is a period of continuous service without any lengthy breaks. As climate, equine conditioning and center activities/therapies vary considerably from center to center, each center should define “lengthy break” for themselves. The definition of “lengthy” does not need to be written, but center personnel should be consistent in their definition. A break for an equine would be time without tack or other equipment where the equine is not tied but allowed to move freely in a pen, stall, pasture or other area and has access to water.

*Compliance Demonstration:* Visitor observation of WRITTEN policy and WRITTEN record of equine workload and personnel description of scheduling procedures.

**EOM7**

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**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?**

**Yes    No    DNA**

*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. Records should also be kept of any equine sickness or injury.

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

**EOM8**

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**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?**

**Yes    No    DNA**

*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.

**EOM9**

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

**Yes    No**

*Compliance Demonstration:* Visitor observation of water supply.

**EOM10**

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**DNA (does not apply): If equines are not under the center's jurisdiction.**

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

**Yes    No    DNA**

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.

