



VTRA

VICTORIA THERAPEUTIC
RIDING ASSOCIATION

Cart Driving Horse Handler Duties

Training Requirements: Horse Handler Training + Cart Driving Training. To pass Horse Handlers Training, volunteers must have a high level of horsemanship skills practiced within the past 5 years.

Training Recommendations: We strongly advise Horse Handlers to attend Emergency Procedures Training yearly. Our practices and policies will change over time and attending these sessions is the only sure way to ensure proper communication of these changes.

Before Class Begins:

- Arrive 1 hour before the start of the first lesson.
- Sign-in at the clubhouse and put on your name tag.
- Bring in your assigned horses from paddock/field if necessary.
- Groom the horse in the stall
- The horse will be harnessed and hitched in the arena. The instructor will check the harness and hitch prior to the lesson starting.

Grooming:

- Groom and tack-up your horse in their stall. Ensure the paddock door is closed and the horse is tied in their stall while grooming and tacking.
 - Horses may be left tacked up and untied in their stall if both the front and back door of the stall are latched shut and all grooming tools are removed from the stall.
 - Use the rubber curry comb and dandy brush for the body. The plastic curry comb is used only for cleaning other brushes.
- Pick hooves
- The saddle harness, breastplate/traces and under halter are tacked in the stall.
- Leave the saddle harness girth loose. The instructor will check all tack and tighten girths before the classes begin.
- Instructor will put on bridles and reins.
- Always ensure that the aisle is safe before bringing horses out.
- Bring horses into ring to warm up no less than 30 minutes prior to classes so the instructor can warm up the horse.
- Notify the instructor or assistant instructor if there are any unusual conditions or behaviours from the horse.

The primary
responsibility of the
Horse Handler is the
control and care of
the horse.



Entering/Exiting the Cart:

- It is crucial that the horse handler is focused on the horse when the driver is exiting/entering the cart. This is a potentially dangerous time as the riders and horses are sometimes very tense and/or nervous.
 - When the participant is exiting/entering the cart, the horse handler should stand at the horse's head clipped on.
 - The horse must be standing in-line with the cart.
 - The horse's feet cannot move.
 - Alert the instructor if you think the horse is about to move
- Drivers are only to pet the horse on the shoulder.
- Wait until the driver has left the ring and the instructor has removed the cart and reins and bridle before returning the horse to its stall.

During Class:

- The horse handler must stay alert and prepared in case there is an emergency even when they are unclipped.

At the End of lessons:

- At the end your shift, untack and groom the horse.
 - Pick hooves,
 - brush saddle area, and turn loose;
 - during the winter, blankets may also need to be put on.
- Return tack to the appropriate tack room. Saddles and girths are mixed and matched for the rider so check the tags to ensure the saddle is put away in the correct location.
- Sign-out in the clubhouse.

