



# VTRA

## VICTORIA THERAPEUTIC RIDING ASSOCIATION

### Assistant Instructor Duties.

**Training Requirement:** 1 Assistant Instructor Training + 1 Emergency Procedures Training yearly.

**Recommended Training:** Due to the central position of Assistant Instructors, it is strongly recommended they attend the Groom Training, the Horse Handler Training, and the Side Walker Training sessions once a year.

#### Before Class Begins:

- Arrive 30 minutes prior to the first lesson.
- Sign-in in the clubhouse and put on your name tag.
- Check barn board to see what horses needed to be tacked-up for the next class, note any absences.
- Put out the tack for all classes using the tack assignments that are on the clipboard outside the tack room.
- Bring in reins, bridles and any adaptive equipment needed for the lesson into the arena.
- Help set up arena and put out games per instructor's directions.
- Introduce yourselves to the horse handlers and sidewalkers.
- Assist horse handlers with tacking up. Begin to groom, tack up, and handle if horse handler or groom is late/absent.
- Make sure the horses are in the arena and being warmed up at least 10 minutes prior to the classes.
- Inform horse handlers of the stirrup lengths needed for the upcoming lesson and change stirrup lengths if needed.
- Throughout the shift, work with the volunteers to ensure that everyone is informed, comfortable and having fun.

#### During the Class:

- When the instructor is mounting, supervise the ring and ensure the safety of the riders, volunteers, and horses.
- Keep riders all going in the same direction while maintaining a distance of 1 to 2 horse lengths between horses at all times.

The assistant instructor's (AI) primary responsibility is the safety of riders, volunteers, and horses. They also contribute to creating a fun and positive environment for everyone.



- Be prepared to take over class if required. In an emergency, the instructor takes the emergency while the AI takes the class.
- Assist sidewalkers with riders when requested by the instructor or sidewalker
- Assist horse handlers with horses when requested by the instructor or horse handler.
- Be prepared to take over for sidewalkers or horse handlers if required.
- On trail rides walk with the front horse. Check that the ride is staying together and check for any potential things that could startle the horses including wildlife.
- Supervise the class during dismount. Keep your eyes on riders that the instructor is not watching.

Between classes:

- Assist with tack changes in the arena.
- Hold or warm up horses for horse handlers taking a break.
- Make sure the horses are in the arena and being warmed up at least 10 minutes prior to the classes.
- Manure needs to be picked for the arena. It is then dumped into the manure bin located on the north side of the arena. Tools are kept in the far stall and the manure bin is around the side of the arena. Please be cautious when traveling past the arena door during lessons, go slowly.
- Help make any changes to the arena set-up if needed (poles, toys, pylons etc)

At the end of your shift:

- Put away all the equipment and tack in the arena.
  - Reins and bridles go back to the tack room.
  - Poles, pylons and toys go in the cupboards around the arena.
- Keep the tack assignment clipboards and horse information boards up to date with stirrup lengths and any tack or horse changes for riders.
- Dump any manure in the arena in the manure bin.
- Supervise and assist with untacking and returning horses to stalls.
- Once volunteers have left, check stalls are secure with tack put away.
  - Paddock doors open.
  - Stall doors closed.
  - Tack and halters put away in the proper location
  - Grooming equipment put away.
- Saddles and girths are mixed and matched for the rider so check the tag to ensure the saddle is put away in the correct location.
- Sign-out in the Clubhouse.

**Thank you to all the  
VTRA Volunteers!**

**Our Vision: Learning,  
connection, and joy  
through the power of  
horses.**

