

**NEW KINGDOM TRAILRIDERS  
RIDER HANDBOOK**



**18929 81ST STREET  
SHERRARD, IL 61281**

**2021**

## Office Contact Info

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Website: [www.nktriders.org](http://www.nktriders.org)

## CONTACTS

**Jodie Barton** – Executive Director (309) 737-8372 [jodie@nktriders.org](mailto:jodie@nktriders.org)  
**Louise Ballanger** – Equine Manager/Instructor (563) 570-3146 [louise@nktriders.org](mailto:louise@nktriders.org)  
**Monika Sauer** – Rider/Volunteer Coordinator/Instructor (636) 328-5060 [monika@nktriders.org](mailto:monika@nktriders.org)  
**Sharon Vershaw** – Instructor (563) 529-6756 [svershaw@mutualmed.com](mailto:svershaw@mutualmed.com)

**Board of Directors:** [boardofdirectors@nktriders.org](mailto:boardofdirectors@nktriders.org)

Victoria Blackmer – Board Chair	Susan Shaffer – Director
Dr. Jacquie Elmore – Board Vice Chair	Matthew De Bisschop – Director
Leah Seifert – Treasurer	Shari Baker – Director
Dr. Barbra Kuhns – Secretary	Aaron Dyer – Director
Katey Bignall – Director	Allen Holdsworth – Director
Dave Emerick – Director	Denise Church – Director

## 2021 Riding Season Dates:

### Lesson Sessions

Session 1 Feb. 22 – Apr. 2  
Session 2 Apr.12 – May 21  
Session 3 May 31 – July 9  
Session 4 July 19 – Aug. 27  
Session 5 Sept. 6 – Oct.15  
Session 6 Oct. 25 – Dec. 3

### No Lessons/Office Closed

Jan. 1 – New Years  
May 31 – Memorial Day  
July 4 – Independence Day  
Sept. 6 – Labor Day  
Nov. 25 – Thanksgiving Day  
Dec. 25 – Christmas Day

## **INTRODUCTION**

NEW KINGDOM TRAILRIDERS (NKT) is a non-profit organization founded in 1984 by a group of Christian horse owners who wished to dedicate their animals towards helping people. Their desire produced this therapeutic horseback riding program to serve people who have special challenges.

## **BENEFITS**

The three-dimensional rolling gait of the horse can help relax spastic muscles and increase joint mobility, and promotes strength, balance, and good posture. The social nature and structured environment of the riding classes provide mental stimulation and can help improve concentration and verbal skills. Many riders gain self-confidence and an improved self-image.

## **ACCREDITATION**

NKT is a Premier Accredited Center with PATH Intl. (Professional Association of Therapeutic Horsemanship International). PATH Intl. is the credentialing organization for accrediting centers and certifying instructors and equine specialists. With more than 4,800 certified instructors and equine specialists and 881 member centers, more than 8,000 PATH Intl. members around the globe help more than 66,000 children and adults--including more than 6,200 veterans and active-duty military personnel--with physical, cognitive, and emotional challenges find strength and independence through the power of the horse each year. There are more than 62,000 volunteers, 5,011 credentialed professionals, 7,800 equines and thousands of contributors at PATH Intl. Member Centers inspiring and enriching the human spirit.

## **REGISTRATION PROCEDURES**

A potential rider must register annually by contacting New Kingdom Trailriders at (309)764-4220 or going online at [www.nktriders.org](http://www.nktriders.org) to obtain the appropriate forms. Once we receive a properly completed application and supporting documentation (if applicable), email Monika at [monika@nktriders.org](mailto:monika@nktriders.org) and we will schedule your Rider Intake.

A Rider Intake is done at the barn and consists of a tour and orientation, an assessment of the rider, and a brief interview to determine a rider's ability and needs. A new rider must be approved before he or she will be allowed to ride.

Once a rider is enrolled, should there be no lesson and/or suitable horse available, we will place him or her on a waiting list. The rider remains on the list until a lesson slot becomes available. At that time, the rider can choose to take the open time or remain on the list until a more suitable slot opens.

## **ANNUAL PAPERWORK UPDATE POLICY**

New Kingdom Trailriders requires that each rider submit paperwork ANNUALLY.

The rider's first riding season (year) they will be required to submit the full packet of rider paperwork.

When riding in the following 2 consecutive years, the rider's will only be required to complete the 'Rider Update Paperwork Form'. If the rider does not ride in consecutive seasons (years) the rider will then be required to submit the full rider packet upon return. A full packet of paperwork must be submitted once every 3 years.

Per our accrediting agency, The Professions Association of Therapeutic Horsemanship International, riders with Down syndrome, are required to complete the full packet annually – specifically the annual neurological exam from a licensed physician must be signed.

Year 1 – Full Rider Packet	Year 2 – Rider Update Paperwork	Year 3 – Rider Update Paperwork
Year 4 – Full Rider Packet	Year 5 – Rider Update Paperwork	Year 6 – Rider Update Paperwork

## **RIDER ELEGIBILITY**

- Rider must be at least 4 years old.
- Rider must face physical, mental, social and/or emotional challenges as deemed by a physician, therapist, and/or school. (*A letter of recommendation may be required.*)
- A risk/benefit review is considered to ensure the rider will benefit from and not be harmed by riding.
- Rider's weight **cannot exceed 230 pounds**. Exceptions will be reviewed on a case-by-case basis for well balanced, centered participants who do not require sidewalker assistance. Riders
- Riders who have a contagious condition or disease may ride once they are deemed safe by the Director and/or Certified Instructor. (*A physician's letter may be required.*)

## **LESSON FEES AND PAYMENT POLICY**

Riders are required to pay for each six-week session they participate in.

**Group Lesson Rate: \$150**

**Private Lesson Rate: \$180**

- A \$25 (Group lesson)/\$30 (Private lesson) NON-REFUNDABLE HOLD FEE must be paid to ensure a rider's spot in a session. This fee must be paid prior to each session the rider wants to participate in and will be applied to the session fee.
- Session fees MUST BE PAID by the first lesson of each session.
- Riders will NOT be allowed to ride if fees are not paid by the second lesson.

Riders who are delinquent in paying their fees and have not made arrangements for a payment schedule are ineligible to enroll for additional sessions until their account is brought current. We offer our classes at a minimal cost. Riding fees are kept at or below the fee rate of area riding stables. If you have enrolled for a session but cannot attend, please let us know as soon as possible to allow us to offer the place to one of our wait-listed riders.

## **ABSENCE POLICY**

Consideration for NKT volunteers and staff is appreciated. Riders are asked to give 24-hour notice whenever possible if unable to attend a class or event. To report an absence please call 309-764-4220 and/or add it to the white board in the arena.

**FESS ARE NOT REFUNDED DUE TO ABSENCES.**

## **LESSON CANCELLATIONS**

The safety and good health of riders, volunteers, and horses is of utmost importance. If riding lessons are cancelled, a modified lesson will be offered in its place. If weather conditions are too threatening to be on site, a replacement lesson will be offered on the same day and time during the break week.

- **Modified Lessons will occur if:**
  - Heat Index is 93° or above
  - Temperature is 20° or below
  - High Winds
  - Lightning
  - Lack of volunteers, Instructors or horses
  
- **Modified Lessons consist of:**
  - Ground Work / Obstacles
  - Horse Care and Safety
  - Classroom Lessons

**NKT will make every attempt to notify riders of any changes.**

**Be sure to check NKT's Facebook page or website [www.nktriders.org](http://www.nktriders.org) for cancellations.**

**IF IN DOUBT CALL US 309-764-4220**

**FEES WILL NOT BE REFUNDED FOR RIDER OR CLASS/LESSON  
CANCELLATIONS MADE BY THE RIDER**

## **FINANCIAL ASSISTANCE (SCHOLARSHIPS)**

Limited funds are available to assist in cases of financial need. Riders may indicate the need for assistance during the application process. You will need to provide the following paperwork for Board review prior to the beginning of EACH requested session:

- New Kingdom Trailriders Scholarship Application
- Tax Information or Equivalent
- Proof of Source of Income (i.e. Benefits Letter)

**WE WILL NOT CONSIDER INCOMPLETE APPLICATIONS FOR SCHOLARSHIP.**

*Board meetings are generally held the second Tuesday of each month – All applications must be viewed by the board prior to the start of the session applied for. For any assistance contact Jodie at 309-764-4220.*

## **RIDING SCHEDULE/LESSON AVAILABILITY**

Our riding schedule consists of six, six-week sessions with a break week in between. The season generally starts the last week of February and goes to the first week of December.

- Lesson are given Monday through Friday's and scheduled according to availability of Certified Instructors and volunteers.
- Lessons are filled on a first come, first served basis. If all lesson slots are full, we place the rider on a waiting list. He or she can be added to lessons as space becomes available.
- Riders are matched to a suitable horse. We consider the individual limitations of each horse based on the horse's size, temperament, age, and physical condition. If a suitable horse is not available, the rider can opt to be placed on the waiting list.
- Lesson are held only if there is a Certified Instructor present as well as a sufficient number of trained volunteers.

## **LESSON DESCRIPTIONS**

The Instructors and staff of NKT work hard to ensure each rider is given the opportunity to reach his or her full potential. With that in mind, each rider is paired with a horse, volunteer(s) and other riders according riding ability and therapeutic need.

It is NKT's goal that each lesson is "hands on horses." However, if conditions do not allow for mounted or unmounted lessons, classroom lessons are given. Classroom lessons give riders the opportunity to learn more about horses, the care of horses, and horse safety. See the Cancellation Policy section for more detailed information.

## **CLOTHING REQUIREMENTS FOR RIDERS**

**HELMETS ARE MANDATORY** for anyone who is mounted on or working with a horse. NKT provides helmets that are ASTM/SEI rated. Riders may bring their own ASTM/SEI rated helmet with instructor approval.

Long pants are recommended however, three quarter length pants are acceptable. We discourage riders from wearing shorts due to chafing. We ask that riders do not wear long, flowing, dangling, or loose clothing or jewelry or slick jogging-type pants due to safety concerns.

Sturdy shoes with moderate heels, oxfords, or riding boots are recommended. Tennis shoes are acceptable if boots are not available. For safety reasons, SANDALS, BALLET FLATS, FLIP FLOPS, OR OPEN TOES SHOES ARE NOT PERMITTED.

New Kingdom Trailriders apparel is available for sale on our website ([www.nktriders.org](http://www.nktriders.org)) or by contacting Jodie for ordering instructions.

## **RIDER/PARENT/CAREGIVER RESPONSIBILITIES**

- Any rider arriving 15 MINUTES OR MORE LATE will not be allowed to ride. Exceptions may be made if the instructor was notified ahead of time and can prepare for the late arrival.
- A 24-hour notice of absence is required whenever possible. *A white board is provided in the arena where written notice can be given.*
- Have payments made in a timely manner (see Payment Policy).
- Rider is dressed appropriately (see Clothing Requirements for Riders).
- Riders must stay in the designated viewing area when not mounted on horseback.
- Seek Instructor permission/assistance before entering the stall area of the barn.
- Notify your instructor of any changing conditions of the rider.

## **REFUSAL POLICY**

New Kingdom Trailriders reserves the right to refuse and/or revoke a participant's riding privileges, or dismiss a rider prior to the lesson's end.

Possible grounds for refusal and/or revocation of riding privileges or dismissal of a rider may include, but are not limited to: conduct that endangers, harasses, or bullies another participant, volunteer or staff or the horse, conduct endangering themselves, consistent failure to follow safety procedures, a gain in weight above the maximum level, failure to cancel in advance for more than three lessons, incomplete paperwork, and/or a failure to pay for lessons. Also included is the development of a contraindicated condition or the deterioration of a condition to the point where horseback riding is no longer beneficial or could be harmful to the participant or where safety for the participant or others has become a concern.

## **PARENT/CAREGIVER PARTICIPATION**

Parents may actively participate in the student's riding lessons as a sidewalker under the following conditions:

- Parents must participate in Volunteer Training
- Parents will be assigned to assist with a rider, not necessarily their own child, at the discretion of the instructor

Other parental volunteer opportunities include the following:

- Committee Member
- Board of Directors
- Administrative Volunteer
- Grounds/Facility Volunteer

*The support and participation of volunteer workers are an important and integral part of the success of the program. Therapeutic horsemanship is made possible with the assistance of many dedicated volunteers. Besides working in the arena with the horses and riders, other volunteer opportunities include horse care, stable maintenance, committee and board membership, and special event assistance.*



## **New Kingdom Trailriders Protecting Ourselves and Others**

New Kingdom Trailriders has developed the following COVID-19 Pandemic Procedures and Precautions for our program and activities based on best practices and procedures outlined by various respected sources, and in alignment with provisions set for by the Governor of Illinois, the Centers of Disease Control (CDC) and the Rock Island County Health Department.

Please note, New Kingdom Trailriders (NKT) has put in place preventative measures to reduce the spread of COVID-19; however, New Kingdom Trailriders cannot guarantee that you, the volunteer, visitor, parent, legally responsible adult, or rider will not become infected with COVID-19. Further, participating in lessons and/or program activities could increase the risk of contracting COVID-19.

Outlined below are procedures and precautions set in place by New Kingdom Trailriders to help reduce the risk of contracting COVID-19 by program participants, staff and visitors. Choosing to participate in program activities, you agree that you are aware of the procedures/precautions set in place and accept full responsibility for any risk of contracting COVID-19.

### **Housekeeping – Cleaning, Disinfecting and Decontamination**

- All public areas will be thoroughly cleaned and disinfected daily. This includes door knobs and handles. Public Bathroom, Viewing Areas, Alley Way, Gates, and Volunteer Hub. Disinfectant will be located in bathrooms to allow user to wipe down toilet handle and faucet handles.
- Tack, equipment, stall fronts, and gates will be cleaned between lessons and again at the end of the day. Saddles, Reins, Helmets and toys will be disinfected between each lesson. New Kingdom Trailriders ENCOURAGES each rider to purchase their own helmet to help avoid contamination. RIDERS/PARENTS/CAREGIVERS/RESPONSIBLE ADULTS are responsible for putting helmets on and taking them off.

### **Temperature Taking**

- RIDERS and VISITORS will have their temperature read upon entering the barn.
  - Anyone with a temp of 100 degrees will NOT be allowed to participate.

### **Self-Assessment**

- EVERYONE (includes: staff, volunteers, riders, and visitors) before entering the barn and participating in activities MUST ANSWER NO to the following questions:
  - Fever (100+) or chills. Cough. Shortness of breath or difficulty breathing. Fatigue. Muscle or body aches. Headache. New loss of taste or smell. Sore throat. Congestion or runny nose (more than normal). Nausea or vomiting. Diarrhea
- If answering YES to ANY of the previous questions an individual MUST:
  - Self-quarantine for recommended amount of time, provide a negative COVID test or have a doctor's Release

## Social Distancing

- EVERYONE must make all efforts to remain 6' feet apart.
- No physical contact other than needed with riders.

## Masks

- **MASKS MUST BE WORN AT WHILE ON PREMISES**
- Each individual must provide their own face mask. NKT WILL NOT provide face masks.
- Face masks **MUST BE WORN** at all times. – Provisions Stated Below
  - **RIDERS** who need special accommodations **MUST** contact Jodie at 309-764-4220 or [jodie@nktriders.org](mailto:jodie@nktriders.org) . New Kingdom Trailriders will do its best to accommodate riders, however, **THERE IS NO GUARENTEE.**
- If 2 or more are gathered in any office, the classroom and/or a stall

## Positive COVID Case

Upon notification of a positive COVID case at New Kingdom Trailriders will close for 24 hours allowing for extensive cleaning/sanitizing and to notify anyone within direct contact with the infected individual. During which time only staff will be permitted at the barn.

**DIRECT CONTACT (defined as): Coming within an individual's 6-foot bubble for more than 10 minutes within 48 hours before or after onset of symptoms.**

As protected under HIPPA Laws, individuals testing positive with the COVID-19 virus will not be disclosed. Please know that if you are contacted, it is believed that you have been in direct contact with a positive individual. At which time it is advised to contact your physician upon any onset of COVID symptom.

**NOTE:** It is advised that each participant take into consideration their own personal risks of contracting COVID-19 and determine if returning to program activities at New Kingdom Trailriders is what is in their best interest at this time.

Although every measure will be taken to lessen the risk of contracting COVID-19 while at New Kingdom Trailriders, there is no guarantee.

Riders and volunteers who choose to NOT PARTICIPATE at this time but have paid a hold fee for future sessions will receive a credit to their account in that amount. Riders who SIGN UP for Session, but decide against participating have until the MONDAY before a session begins to cancel, otherwise, they will be charged for that session's riding fees.

NO REIMBURSEMENTS will be given for a session.

**Donations of products used for cleaning, disinfecting and decontamination are currently being accepted.**

## **RIDER OPPORTUNITIES**

All riders are eligible to participate at riding demonstrations and horse shows that we are invited to.

All riders are eligible to participate in various activities in which they will be asked to promote NKT. This may include, but is not limited to, media interviews.

## **BARN RULES**

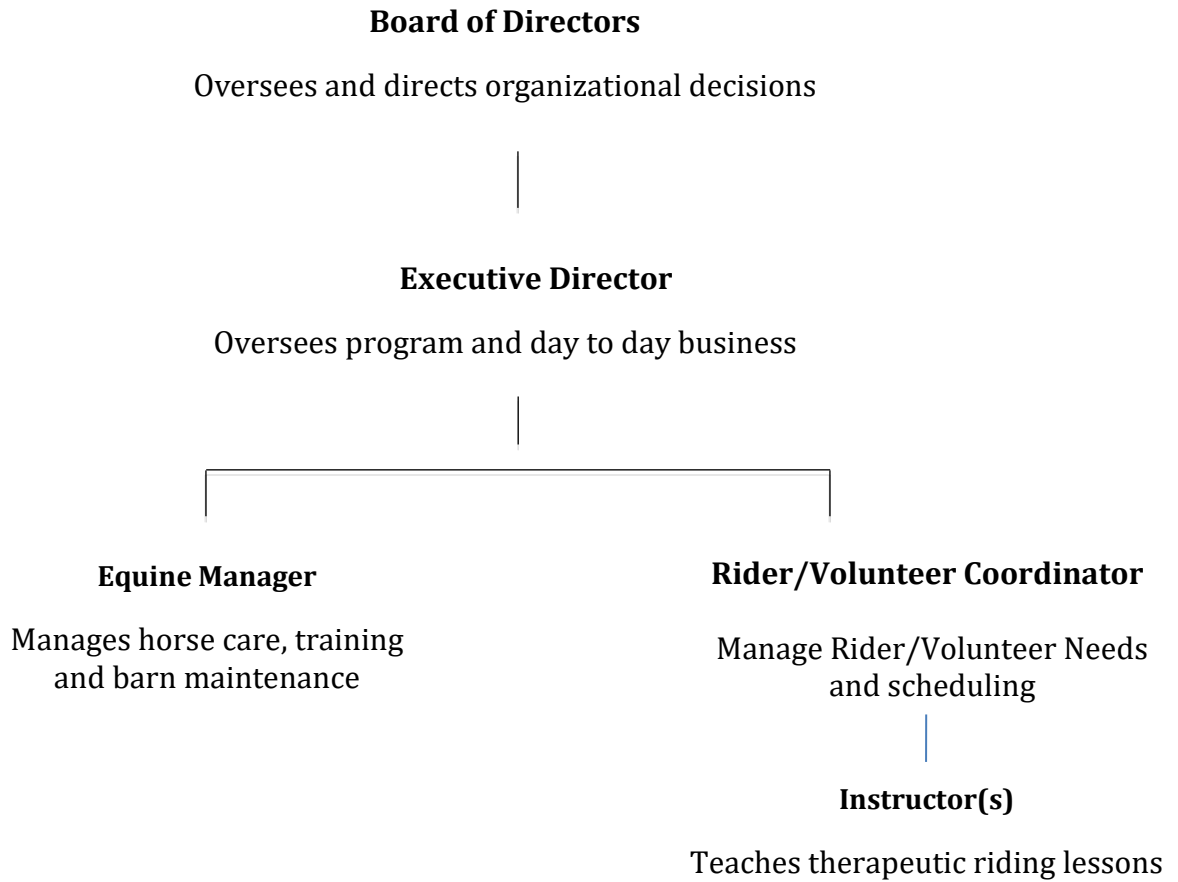
- Children must be supervised by an adult at all times.
- ASTM/SEI rated helmets are required by all riders while mounted, and by students during mounted and ground lessons – **NO EXCEPTIONS**. You may bring your own properly fitting ASTM/SEI rated helmet or use one of ours.
- No yelling/screaming/rock throwing/obscene behavior, language, or gestures.
- No standing on gates or fences.
- No running.
- Drive slowly on farm property.
- **No pets!** Please do not bring your pets to our facility. There are no exceptions to this rule due to safety concerns. Service animals are permitted.
- Horse stalls are off limits to students unless allowed and supervised by an Instructor.
- Get permission before feeding our horses treats as we monitor their diets closely. Please do not hand feed horses; you may place approved treats in a feed pan.
- Pick up after yourself.
- Return all tack and equipment to its proper place. Put it back where it goes, not where you found it.
- If you open a gate, close it.
- Gates and doors must be closed during lessons. Be sure to call out when you open the arena gate and shut it.
- **ALCOHOL, DRUGS, AND SMOKING ARE PROHIBITED ON SITE!**

## **COMMUNICATION**

Communication is key and encouraged by NKT staff and Board of Directors. You are welcome to text message, email, Facebook message, call, as well as have an in-person conversation to communicate with NKT staff.

# **ORGANIZATIONAL CHART**

Please use to guide for communications and grievances



## **Mission Statement:**

To empower individuals of all ages and abilities to reach their full potential through equine assisted activities.

**ACCEPT. ENCOURAGE. EMPOWER.**

## **Vision Statement:**

New Kingdom Trailriders strives to become the leading standard uniting people with horses through acceptance and encouragement to achieve emotional and physical wellness.