

Junior Program Handbook

Creating a New Generation of BCHW by
Teaching Junior Members our Mission and
Training them to pick up and carry our Vision

Junior BCHW Program

Preface

Thank you for deciding to have a Chapter Youth Program. This program took many volunteer hours to put together and it is to be used in part or in its entirety. There are portions that are required for participants and the adults leading the program. Background checks are required for ALL adult BCHW members who will be directly involved in the youth program, prior to their participation. There is a form that must be filled out and sent to the BCHW Treasurer or the BCHW President.

Age Limits: The participation age for youth members will be 18 and under. Any youth 12 and under must have at least one adult family member present to participate in any activities.

Annual Dues: In order for youth to be a part of the Junior BCHW program, their parent(s) or legal guardian must be a member of BCHW and your chapter. A minimum of a Family Membership plus chapter dues will be required.

Junior BCHW Program

Acknowledgments

Many thanks to the Junior Program Committee for their many hours of work on this project. They were chosen for their experience, expertise, and commitment to the next generation of BCHW members.

- ★ *Tawney Carrier*
- ★ *Mickey Centeno*
- ★ *Bonnie Cooley*
- ★ *Tony Karniss*
- ★ *Cindy Kinney*
- ★ *Carole Schuh*
- ★ *Jessie Schuh*
- ★ *Mandy Schuh*
- ★ *Gary Westergard*

Junior BCHW Program Curriculum

THE MODULES

Curriculum is currently available for the following training Modules:

- Fundraising & Events
- Leave No Trace
- Legislative Opportunities
- Packing Skills
- Parliamentary Procedures
- Trail Maintenance Skills
- Trail Riding Skills

Each of these Modules contain required Foundational Elements, as well as suggested guidelines to help Leaders with the skills that they hope to impart to Junior BCHW members. Leaders may want to add additional materials and ideas of their own as they flesh out these teaching principles.

The main goal of these Modules is for Juniors to have **FUN** discovering new concepts and **ENJOY** putting them into real life practice.

Junior BCHW Program

THE OVERVIEW

Welcome!

Included in this document is a Curriculum Diagram for the **Back Country Horsemen of Washington's Junior Program**, consisting of Barrels and Buckets. The diagram is intended to be an overarching, high-level depiction of the program to help Juniors learn more about Back Country Horsemen. The diagram does not contain all the nuances, or even all the electives (Buckets) as this Program will hopefully grow!

Each of the six Basic components of the Junior Program (the Barrel) are non-negotiable – they need to be used in every Junior Program. They are the heart of the curriculum for the BCHW Juniors program. There is an explanation for each of the Basic components on Page 3.

The goal of each Module (or Elective Bucket) of the Junior Program is to provide guidelines, tools, and benchmarks for chapter leaders to use in training their Junior members, as explained in the following pages.

Background and History

The Junior Back Country Horsemen Pilot Program originally was recognized and adopted by Back Country Horsemen of America and Back Country Horsemen of Washington as an official program in 2001. That program was established by founder, Jody Goulette.

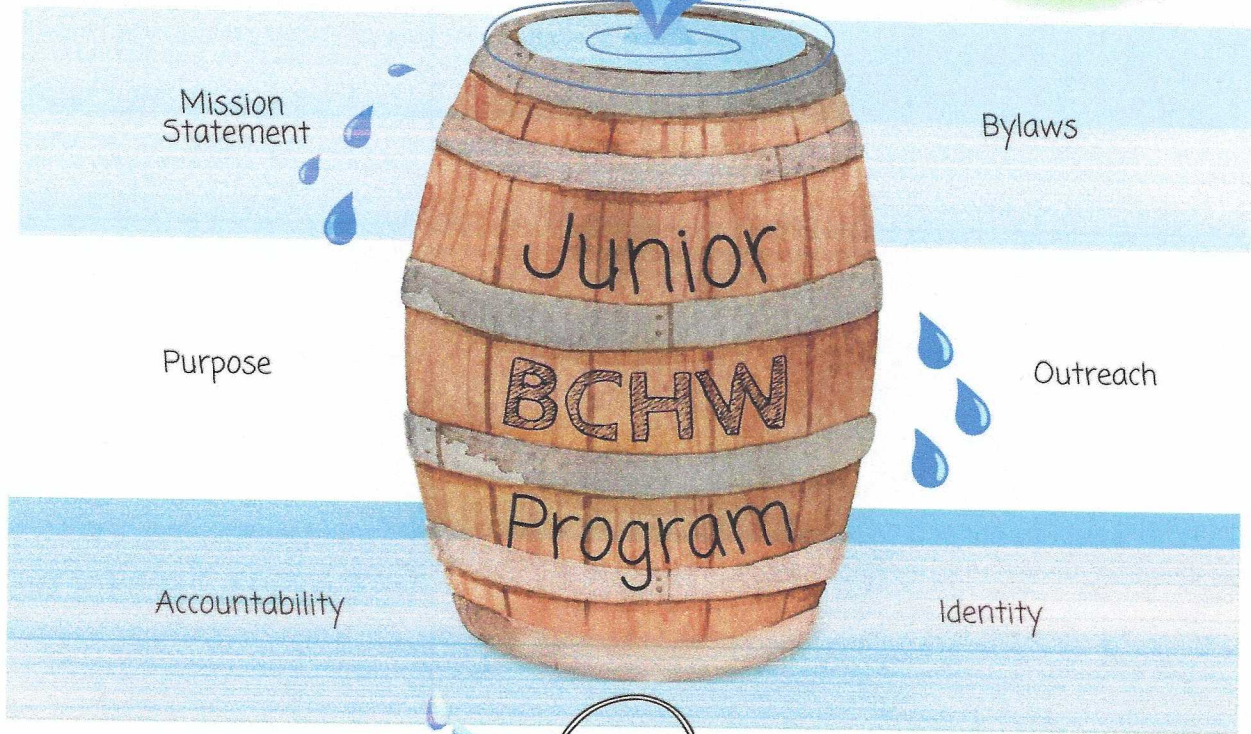
In 2022, a committee was formed to create a new statewide Junior Program curriculum that could be easily used and accessed by all chapters. The process became a joint effort by the committee, which was comprised of seven members from six chapters in various areas of the state. This curriculum includes standards and guidelines, while allowing each chapter to “opt-in” to the program and to select the areas they are able to teach their Juniors.

This booklet is intended to be used as a guide for those in any Back Country Horsemen of Washington Chapter interested in starting a Junior Program. The idea is to give guidance, but not to stifle creativity; to allow each chapter to work within their own limitations (i.e., time, money, volunteers, etc.) and to create a safe, fun, and enlightening experience for their Juniors.

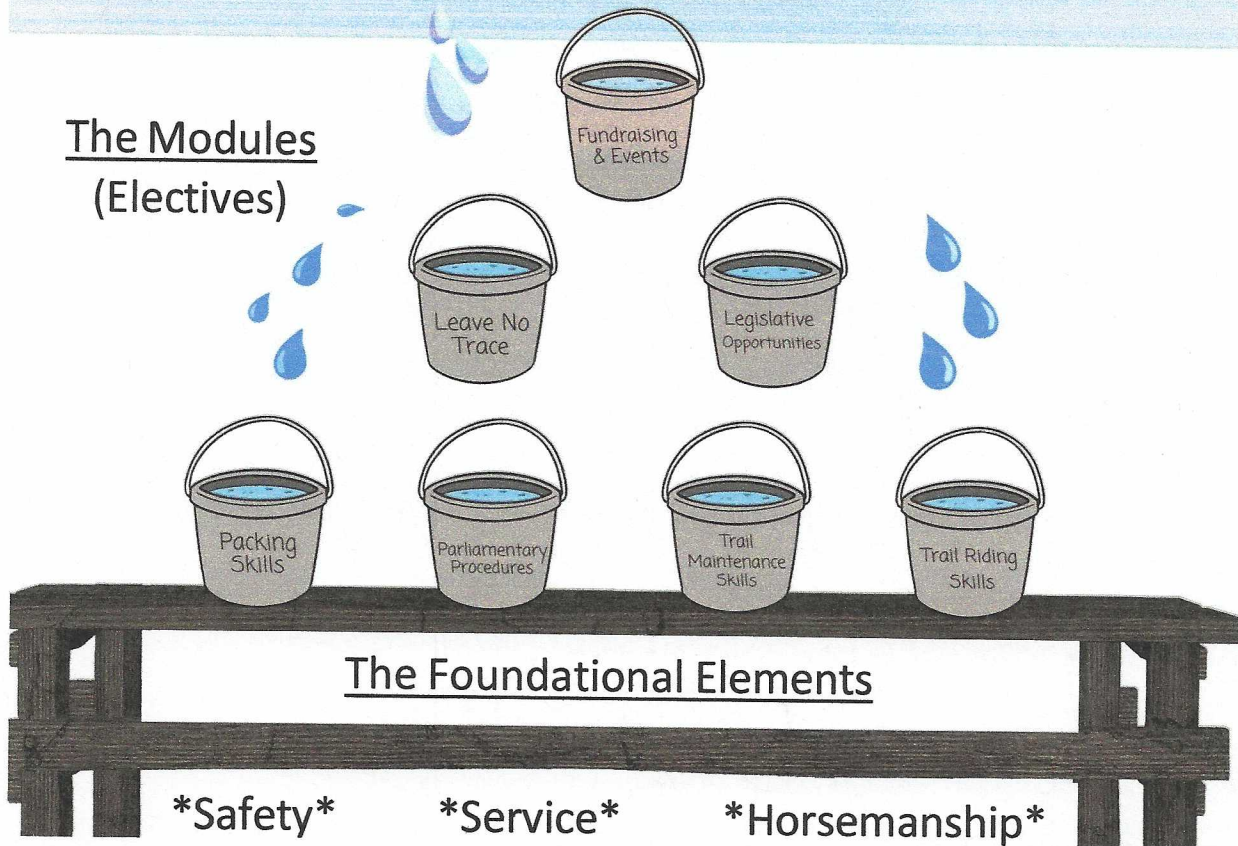
Thank you for your support and patience with this process as the program develops, grows, and adapts!



The Basics (Non-negotiables)



The Modules (Electives)



Junior BCHW Program Curriculum

THE BASICS

Mission Statement:

- To perpetuate the common-sense use and enjoyment of horses in America's back country and wilderness.
- To work to ensure that public lands remain open to recreational stock use.
- To assist the various governmental and private agencies in their maintenance and management of said resource.
- To educate, encourage and solicit active participation in the wise use of the backcountry resource by horsemen and the general public commensurate with our heritage.
- To foster and encourage the formation of new chapters in the state organization.

Bylaws:

The Junior BCHW program will follow and obey the bylaws of Back Country Horsemen of Washington.

Purpose:

As Junior BCHW members, we will conduct ourselves with respect for others, our equines, and our environment while increasing in knowledge and experience. We will work in cooperation with adult BCHW members to safely maintain, thoroughly enjoy, and boldly advocate for the preservation of our great wilderness trails.

Outreach:

Junior members and their Leaders are encouraged to reach out to members of other youth clubs and riding organizations such as 4-H, WAHSET, etc., teaching them and explaining to them the positive benefits of riding the front country and back country trails and inviting them to go along for the ride.

Accountability:

Junior BCHW members will be accountable to their Junior BCHW program Leaders, following the specific state and local chapter guidelines for youth. They will also, to the best of their ability and availability, attend all Junior BCHW meetings, rides, clinics, and other activities. They are expected to put into practice all that they have learned through the Junior BCHW Program.

Identity:

Each Junior BCHW program must be a part of and connected to a local chapter of Back Country Horsemen of Washington. BCHW is a 501(c)(3) non-profit organization and is part of a national organization—Back Country Horsemen of America. BCHA has chapters in over half the states across America, consisting of roughly 13,000 members who are dedicated to keeping trails open for all users on our public lands. Our chapters work closely with trail partners and local land management agencies to clear and maintain trails.

Junior BCHW Program Curriculum

THE MODULES

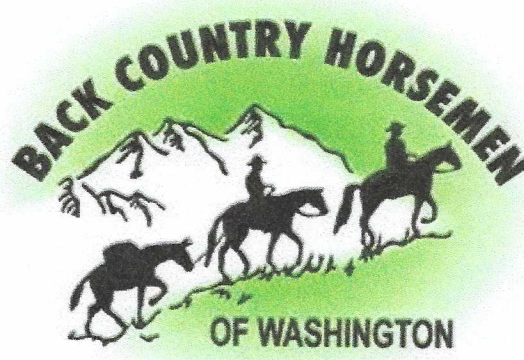
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Each of these Modules contain required Foundational Elements, as well as suggested guidelines to help Leaders with the skills that they hope to impart to Junior BCHW members. Leaders may want to add additional materials and ideas of their own as they flesh out these teaching principles.

The main goal of these Modules is for Juniors to have **FUN** discovering new concepts and **ENJOY** putting them into real life practice.

Junior BCHW Program Curriculum Standards

Module	Fundraising & Events	
Expectations	Junior BCHW members should learn various methods of fundraising—donations, grants, fees for programs/classes—as well as about various fundraising event types, such as sales of goods, car wash, etc. The depth of learning and complexity of skills demonstrated will vary by Chapter as each is independently responsible to implement learning, taking into consideration participant skill levels, personalities, age/development levels, prior knowledge, and prior experience.	
Learning Concepts	How to determine the need for funds as well as how to plan and execute a fundraiser. This is accomplished by teaching topics like budgeting, gross and net income, and accounting. Discuss pros/cons of various proposed fundraisers to determine which fundraiser to hold. Discuss ways to support a non-profit other than with money, for instance, with time, skills, donations, etc.	
Skills Demonstrated	Hold a fundraiser and engage kids in components of that fundraiser as appropriate, such as venue selection, expenses, volunteer staffing, training, permits, etc. Identify a target audience for the fundraiser and advertising method(s). Juniors can learn skills like budgeting, counting money/giving change, reconciling, salesmanship, sequential planning, flexibility, delegating, teamwork, and making criteria-based decisions.	
Foundational Elements		
Safety	Fundraising safety is important to any youth group. Juniors need to understand how to fundraise safely and still achieve fundraising goals—this is critical. Handling people's financial information (checks, credit cards) in a safe, responsible, and confidential manner is appropriate.	
Service	Juniors are serving their chapter with fundraising efforts, whether they are independently raising money, so their program can be self-supporting or whether they are supplementing the resources for their chapter.	
Horsemanship	No specific horsemanship skills will be taught or learned in this module. Juniors, for example, could hold a fundraiser that teaches/demonstrates these skills and thereby incorporates horsemanship or could raise funds to support costs of camp/classes that teach horsemanship.	
Core Understanding		
<p>Junior BCHW members will be able to identify the need for funds, review options for raising funds, and implement a fundraiser with its various components in support of that identified need.</p>		

Junior BCHW Program Curriculum Suggestions

Fundraising & Events ~

Additional suggestions:

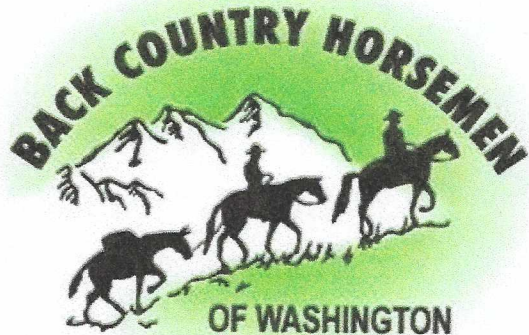
Some resources/suggestions to assist with the topic:

*consider having Juniors handle calendar sales for chapter

*consider having Juniors do clothing fundraiser for chapter

*The Best Fundraising Ideas for Kids and Teens - GroupRaise
<https://blog.groupraise.com/>

Junior BCHW Program Curriculum Standards

Module	Leave No Trace			
Expectations	Expectations and objectives for the Leave No Trace (LNT) module are to instruct the Junior BCHW members in the 7 Principles of LNT, which are guides to minimizing the impact to our back country. For example, begin with Principles #3, 4, 6, and 7 for the younger members, but instruct on all Principles with the older Junior members.			
Learning Concepts	<p>The 7 Principles of Leave No Trace: (www.Int.org)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ol style="list-style-type: none"> 1. Plan Ahead and Prepare 2. Travel and Camp on Durable Surfaces 3. Dispose of Waste Properly 4. Leave What You Find </td> <td style="width: 50%; border: none;"> <ol style="list-style-type: none"> 5. Minimize Campfire Impact 6. Respect Wildlife 7. Be Considerate to Others </td> </tr> </table>		<ol style="list-style-type: none"> 1. Plan Ahead and Prepare 2. Travel and Camp on Durable Surfaces 3. Dispose of Waste Properly 4. Leave What You Find 	<ol style="list-style-type: none"> 5. Minimize Campfire Impact 6. Respect Wildlife 7. Be Considerate to Others
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Skills Demonstrated	Juniors will see a demonstration of the 7 Principles (in person, video, etc.) and will be able to replicate and put into practice, as appropriate to their age and skill level. Added challenge: members may be encouraged to memorize the 7 Principles of LNT.			
Foundational Elements				
Safety	Juniors should always be observant, but particularly when on horseback while on the trail. Juniors should learn to identify hazards to themselves, family, friends, and their animals.			
Service	By learning and applying the 7 Principles for LNT, the Junior BCHW member will become a good steward of their lands, neighbors, and stock.			
Horsemanship	Good horsemanship is not just riding well, but the ability to see ahead and help your horse and fellow riders avoid difficulties as well as protect OUR lands.			
Core Understanding				
<p>Junior BCHW members understand the 7 Principles of Leave No Trace. By this understanding of the Principles, the Junior should be able to see, be aware of, and understand how these Principles relate to their surroundings—not only at a campsite or on the trail, but at the arena and even at home, school, or the store.</p>				

Junior BCHW Program Curriculum Suggestions

Leave No Trace ~

Other suggested materials and information:

Leave No Trace on the BCHW website under "Programs" - bchw.org

Leave No Trace powerpoint presentation:

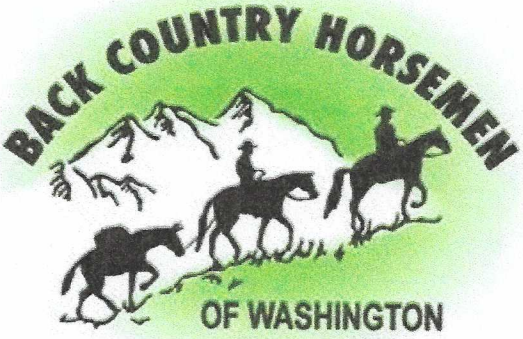
https://www.bchw.org/files/2019_7-principle-lnt_locked_dye.pdf

"Backcountry Horse Use: Outdoor Skills and Ethics" booklet - downloadable

<https://lnt.org/research-resources/>

Further information and videos can be found on the LNT website - lnt.org

Junior BCHW Program Curriculum Standards

Module	Legislative Opportunities	
Expectations	Junior BCHW members should understand the legislative process and the purpose and methods of impacting and advocating for legislation as well as articulate a position that is consistent with the BCHW/BCHA mission on a legislative issue that could or does impact Back Country Horsemen.	
Learning Concepts	Juniors will learn the legislative process, advocacy, difference between branches of government and levels of government (state, federal, etc.). The depth of learning and complexity of skills demonstrated will vary by Chapter as each is independently responsible to implement learning taking into consideration participant skill levels, personalities, age/development levels, prior knowledge, and prior experience.	
Skills Demonstrated	Juniors will be able to track the process a bill follows to become a law, discuss potential impacts of legislation, and advocate with facts and logic regarding that impact relative to Back Country Horsemen. Juniors can participate in Legislative Day with BCHW where they are encouraged to advocate for or against legislation articulating positions consistent with BCHW/BCHA's mission.	
Foundational Elements		
Safety	Juniors are not likely to learn any safety skill or information in this module; however, it is possible that bills/legislation may deal with safety (for example, educational requirements, gear expectations, etc.), which would have a safety impact.	
Service	Juniors can highlight the service hours invested by BCHW volunteers to assist government, as well as serve their communities, by being better informed about the process. Juniors will use facts and information to support a position, which is a skill that can be transferred to many other areas of life and is a great life-learning skill.	
Horsemanship	No specific horsemanship skills will be taught or learned in this module. Juniors will become familiar with the impact that volunteer time can have in assisting legislation. The horsemanship skills they learn and use on the trails will help them realize the value of the BCHW mission to advocate keeping our trails open.	
Core Understanding		
	<p>Junior BCHW members will learn the process of how legislation is created, how public members can impact that process, and how to advocate with relevant information and facts.</p>	

Junior BCHW Program Curriculum Suggestions

Legislative Opportunities ~

Some resources/suggestions to assist with the topic*:

*Washington State Legislative Civic Education Page: Civic Education (wa.gov) provides resources for families, students and teachers including a virtual tour of the Capitol, age-appropriate materials, includes written and video resources, connecting with Legislators like "10 Activities for Legislators in the Classroom" .pdf (wa.gov)

*Washington Legislative page with ways to connect with Legislators, and activities

*Watch Schoolhouse Rock's "I'm Just a Bill on Capitol Hill" <https://www.youtube.com/watch?v=OgVKvqTltto>

*collaborate with BCHW Legislative Chair to understand what issues, bills and topics are current and have kids research and prepare for conversation(s) with legislators, etc. - see legislative page of BCHW (BCHW.org, click on Resources, then Legislative) https://www.bchw.org/legislative_information_1.php

*create a bill tracking board so Juniors can check bill as it progresses (or not) through the process they are learning

*explore local options for advocacy/lobbying - when legislators are at home (maybe even outside of legislative session), collaborating with other civic groups, etc.

*explore traditional and non-traditional methods of lobbying - letter writing which includes proper method of salutation, addressing as well as content of letter; letters to the editor, candidate support/forums

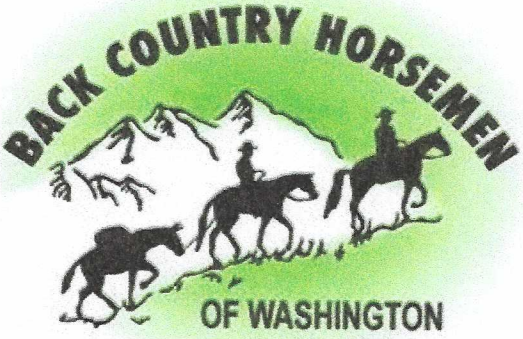
*discuss limitations a non-profit may have on lobbying and the specific limitations for BCHW

*As a potential sample and source of support of BCHW/BCHA positions, review The Wilderness Act of 1964 <https://wilderness.net/learn-about-wilderness/key-laws/wilderness-act/default.php>

*Kids in the House - Office of the Clerk, U.S. House of Representatives - US House resource page with age-appropriate information about the federal legislature <https://kids-clerk.house.gov/>

*some links may need to be copied and pasted into your browser

Junior BCHW Program Curriculum Standards

Module	Packing Skills	
Expectations	Junior BCHW members will be expected to have basic riding skills and preferably some experience on the trails. Assessment checklists will provide insight into skills necessary for the Junior rider and mount to successfully pony a stock animal and pack safely. There is no age limit on learning new things to do with stock. These skills are as applicable today as they were generations ago. By teaching Juniors and other passionate horsemen, we can perpetuate skills that keep our trail system a viable entity by allowing riders to venture farther than a day trip for trail maintenance.	
Learning Concepts	Training and assessment will determine the packing skills of Juniors and stock with the goal of camping with a pack animal. Hands on instruction will include, but not be limited to, fitting the pack saddle, balancing the weight, and overcoming obstacles. This is not a certification program, but simply an instructional reference.	
Skills Demonstrated	This program builds on the Trail Riding Skills Curriculum, hence may duplicate some of the skills. Juniors will learn everything from tying a quick release and other knots and hitches to properly balancing and packing loads and proceeding safely through trail obstacles. Additional skills learned will be trail etiquette for meeting and passing bicyclists, hikers with children and/or dogs, backpackers, and other pack trains.	
Foundational Elements		
Safety	Juniors will learn to identify safety concerns and how to mitigate them for themselves, their stock, and other trail users.	
Service	Being trained to pack allows Juniors to get even further into the backcountry to camp, appreciate the great outdoors, and ultimately to be of service for BCHW trail work parties, supporting the Forest Service and even today's military.	
Horsemanship	Juniors will develop strong bonds with their stock as they work closely with them while enjoying trail riding and camping together with others of like mind.	
Core Understanding		
This BCHW Program is aimed at Juniors who desire to safely learn and practice Packing Skills.		

Junior BCHW Program Curriculum Suggestions

Additional suggested materials:

On the BCHW website:

Packers <https://www.bchw.org/packers.php>

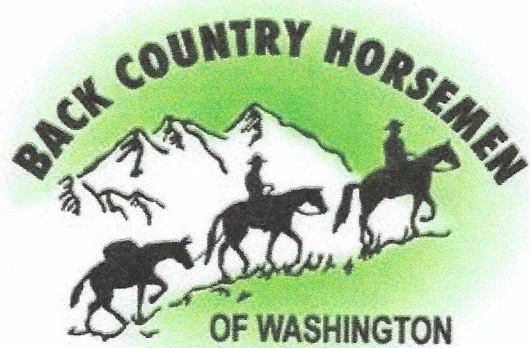
Packing Powerpoint Presentation Part 1

<https://www.bchw.org/files/cargo-packing-part-1-pdf.pdf>

Packing Powerpoint Presentation Part 2

<https://www.bchw.org/files/cargo-packing-part-2-pdf.pdf>

Junior BCHW Program Curriculum Standards

Module	Parliamentary Procedures	
Expectations	Junior BCHW members will learn to conduct and hold meetings by following Robert's Rules of Order.	
Learning Concepts	Junior members will become familiar with Robert's Rules of Order and apply the rules by holding mock elections and practice running meetings and taking meeting minutes.	
Skills Demonstrated	Juniors will be able to lead and participate in an organized meeting, record and approve meeting minutes, make motions, and have elections.	
Foundational Elements		
Safety	Parliamentary Procedures will create and allow for an environment of safe and open communication.	
Service	The Juniors will serve each other with integrity in meetings and take what they learn into other situations of service.	
Horsemanship	No specific horsemanship skills will be taught or learned in this module.	
Core Understanding		
<p>The core understanding of Parliamentary Procedures is safe communication and service of others in a group or meeting setting.</p> <p>The Juniors will serve each other with integrity in meetings and take what they learn into other situations of service.</p>		

Junior BCHW Program Curriculum Suggestions

Suggested additional materials:

"Robert's Rules Simplified" by Arthur T. Lewis

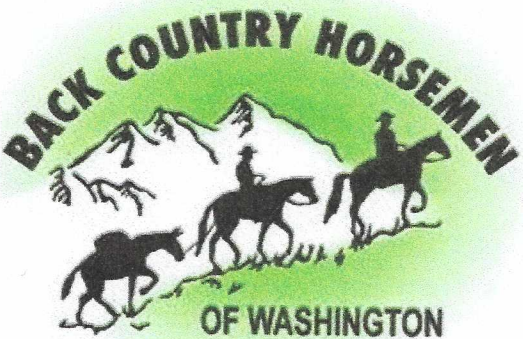
Paperback version can be purchase at Amazon for \$3.95

<https://a.co/fy9WeOs>

YouTube video of Robert's Rules of Order

<https://youtu.be/FfnBGolKmbM>

Junior BCHW Program Curriculum Standards

Module	Trail Maintenance Skills	
Expectations	The Trail Maintenance Skill module is to help Junior BCHW members get familiar with trail maintenance, including using proper trail clearing tools in a safe manner. When all is done, this will help make them better equestrians and help them in reporting bad situations on the trail.	
Learning Concepts	The goal of this training will be to help Juniors learn the maintenance of trails and recognize bad trail situations, along with the proper use of different tools and repairs needed in trail maintenance.	
Skills Demonstrated	Juniors will demonstrate the proper use of trail clearing tools that they will be able to use to develop turnpikes, puncheons, bridges, and approaches, cut brush, and clean out water bars. Expectations will depend upon their age and physical ability.	
Foundational Elements		
Safety	Juniors need to understand the hazards involved in working with hand tools and be observant of potential risks.	
Service	This training will help Juniors be more situationally aware of issues around trail riding. The hope is that they will eventually become involved in BCHW and want to become adult members.	
Horsemanship	Juniors should become better riders as they will be taught how to spot trail hazards, and how to either repair or report the issue.	
Core Understanding		
<p>Junior BCHW members will gain knowledge and be proud of the work they accomplished in helping maintain trails, including both front country and back country areas.</p>		 <p>BACK COUNTRY HORSEMEN OF WASHINGTON</p>

Junior BCHW Program Curriculum Suggestions

Trail Maintenance Skills ~

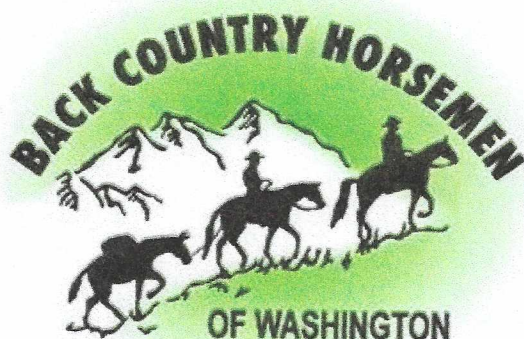
Additional suggested materials:

U.S. Forest Service - Hand Tools for the Trail Manual
#8823-26-01-MTDC <https://www.fs.usda.gov>pubs>

U.S. Forest Service - Equestrian Design Guidebook for Trails, Trailheads, and Campgrounds
#0723-2816-MTDC <https://www.fs.usda.gov>pubs>

The Student Conservation Association - Lightly on the Land, The SCA Trail Building and
Maintenance Manual
<https://www.amazon.com/Lightly-Land-Building-Maintenance-Manual-ebook/dp/B002NGBP3K>

Junior BCHW Program Curriculum Standards

Module	Trail Riding Skills	
Expectations	This Trail Riding Skills module is designed to help Junior BCHW members get out of the arena and discover the "joy of the trail". Trail riding frees up our minds and the minds of our horses and makes them better, all around horses. For Juniors to grow up and carry on our BCHW vision, we must first help them experience and appreciate the wonders of our great back country. This begins with front country rides and fun, easy campouts.	
Learning Concepts	The goals of this module will be accomplished through multiple clinics followed by front country trail rides throughout the year. Clinics will include "Trail Etiquette and Safety", "Trail Horse Obstacle Skills", "Leave No Trace" and "Saddle/Tack Cleaning and Care".	
Skills Demonstrated	Juniors will demonstrate proper trail etiquette while riding in a group, the ability to keep safe spacing between horses, how to ride their horse over rocks, logs, and bridges, through water, and past bicycles and hikers. Each Junior will also learn how to tie a quick release knot, how to safely and securely tie their horse on the trail, how to set up a highline, and how far to tie up and camp from rivers and lakes.	
Foundational Elements		
Safety	Junior members should always be observant, but particularly when on horseback on the trail. Juniors need to identify safety hazards to themselves, their equines, and their fellow riders.	
Service	Through this training, Junior members will learn skills that will prepare them to ride on front country trails and eventually ride back country trails. The goal is to serve others by joining a BCHW work party and learning to maintain trails for future generations.	
Horsemanship	Juniors will learn to properly care for their horses and equipment, as well as when shoes/boots are needed on the trail. They will build a new relationship with their trail horse partner as they discover the joy of riding the trails and camping together with their friends.	
Core Understanding		
<p>By participating in the Trail Riding Skills training, the Junior BCHW member will:</p> <ul style="list-style-type: none"> ● gain new knowledge and appreciation for trail riding and experiencing nature ● discover an interest to trail ride on both front country and back country trails ● desire to do what is necessary to help maintain and save our trails for future generations 		

Junior BCHW Program Curriculum Suggestions

Additional suggested materials:

"Trail Etiquette" video

<https://www.youtube.com/watch?v=n-ie68TvLaE&feature=youtu.be>

"Stop-Speak-Smile" video

<https://www.youtube.com/watch?v=a-oSMRzu7YU>

"Untrammeled" video

<https://vimeo.com/88438495>

"Trail Etiquette and Safety" handout

"What's In Your Saddle Bag?" handout

Suggested Rules and Policies for the Trail Riding Program

Junior BCHW Program
Curriculum Suggestions
Trail Riding Skills

Trail Etiquette and Safety

- Wear an ASTM/SEI F1163 approved helmet if you are under 18 years of age.
- Check cinch/girth before mounting.
- Keep at least two horse lengths behind the horse in front of you.
- Lead horse should be well-trained.
- Lead rider should be experienced and know where they are going.
- Put riders with less experience in the middle of the group.
- Keep kickers in back; identify them with a red ribbon on their tail.
- Let others know when you would like to pass and what side you will pass on; choose a wide spot in the trail.
- Riders should pass each other at a walk.
- If passing a branch, do not let it swing back into next rider's face—can lift it straight up or duck under.
- Always be considerate and friendly with others you meet on the trail.
- Hikers and bikers and vehicles should yield to you, but they may not—be prepared!
- All riders should step to the same side of the trail to let other riders pass.
- When coming up behind a hiker, call out to them and let them know you are coming.
- If you need an equipment adjustment, let lead rider know and stop the horses to fix it.
- Lead rider should block the trail with mount if in a safety situation or for tack adjustment while backup rider attends to situation.
- If your horse needs to stop to pee, shout out “Pee Break!” Other riders should stop and wait.
- Keep your horse moving while they poop, to spread out the mess.
- Lead rider should alert other riders to holes, stops, hikers, bikers, wildlife, hazards on the trail.
- Leave gates as you find them. If they are open, leave them open. If closed, close them after riding through.
- Never chase or spook livestock or wildlife if you encounter them. Keep your distance.
- Never tie a horse with the bridle reins and tie only to safe/secure items on trail.
- If your horse is attacked by bees or hornets, shout out “BEES!” and everyone should move forward quickly at the trot.

**Junior BCHW Program
Curriculum Suggestions
Trail Riding Skills**

What's in Your Saddle Bag?

The following items are recommended:

- Rain gear
- Sunglasses
- Sunscreen
- Lip balm
- Insect repellent for you/your horse
- Halter/lead rope
- Riding gloves if desired
- Water
- Snack
- Lunch
- Tissues or toilet paper
- Hoof pick
- Pocket knife
- A multi-tool
- A form of identification
- Small flashlight
- Small first aid kit
- Map/GPS
- Compass
- Whistle
- String or leather for tack repair

**Junior BCHW Program
Curriculum Suggestions
Trail Riding Skills**

**Trail Riding Program
Suggested Rules and Policies**

1. All junior members who are new to this BCHW Trail Riding Program will attend an Orientation/Introduction meeting with a **parent/legal guardian**.
2. Junior members must always wear an ASTM/SEI helmet and riding boots when participating in the Junior BCHW Trail Riding Program.
3. Junior members are encouraged to use a safe, well-mannered, quiet-natured horse for trail riding.
4. Members cannot use stallions in the Junior BCHW Program.
5. All Junior members, regardless of age, must have the appropriate riding skills to ride independently on the trail. If they do not yet have those skills, they may be ponied by a parent or qualified adult who is not a team leader in this program.
6. All Junior riders will be evaluated by the team leaders before leaving the trailhead to ride on the trail. This will be done by showing abilities to cross over a log, walk over a bridge, stand as a bicycle is rolled by, etc.
7. Junior members who are not ready to ride on the trail are still welcome to attend the non-riding meetings and clinics so that they may learn.

Junior BCHW Program Curriculum

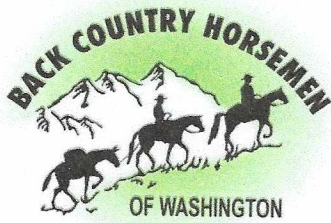
THE FOUNDATIONAL ELEMENTS

The designers of this Junior BCHW Program feel that **Safety, Service, and Horsemanship** need to be evident in all that we do in this training program. **Safety and Service** will be a part of every meeting, clinic, training, etc., with good **Horsemanship** being practiced whenever equines are involved. As you move forward with your Junior BCHW Program, please always keep these key elements in sight.

With these elements in mind, here are a few things you must do consistently in your program:

- Conduct a Washington State Police Background Check with each person who will be working with your Junior BCHW members. All you will need is their name, birthdate, and signature. Send forms to the BCHW Treasurer or the BCHW President.
- Always have at least two leaders present at all Junior BCHW meetings/events.
- Each Junior member must have a “BCHW Liability Release” Form signed by a parent/legal guardian. Don’t forget to perform the **BCHW Tailgate Safety Briefing** as indicated on the form.
- Each Junior member must have a Junior BCHW “Permission to Treat” Form filled out and signed by a parent/legal guardian and kept on file by the Leader. Both leader and chapter must retain a copy of signed forms on file.

The following pages include instructions and blank forms to be filled out to meet the requirements described in the bullets above. Most forms can also be found on the Safety page of the BCHW website.



BACK COUNTRY HORSEMEN OF WASHINGTON
PO Box 1132
ELLENSBURG, WA 98926
WWW.BCHW.ORG

BACKGROUND CHECK INFORMATION AND AUTHORIZATION

LEGAL NAME _____ DOB _____

NICKNAMES AND/OR OTHER NAMES KNOWN BY _____

According to RCW 43.43.834 you must disclose (by putting an x before yes or no) the following:

1. Have you been convicted of a crime? _____ YES _____ NO
2. Have you had findings made against you in any civil adjudicative proceeding as defined in RCW 43.43.830 and copied here: _____ YES _____ NO

A "Civil adjudication proceeding" is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter 13.34, 26.44 or 74.34 RCW or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudication proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings. RCW 43.43.830.

3. Have you had both a conviction under (question 1) of this subsection and findings made against you under (question 2) _____ YES _____ NO

You will be provided a copy of WSP response to this background check request within 10 days after BCHW receives the result.

SIGNATURE

DATE

Back Country Horsemen of Washington (BCHW), is a 501 (c) (3) organization with 31 chapters across the state dedicated to keeping trails open for all users; educating horse users in Leave No Trace practices; and providing volunteer service to resource agencies.



BACK COUNTRY HORSEMEN OF WASHINGTON EVENT LIABILITY RELEASE

Name of Event:	<u>Junior BCHW</u>
Date of Event:	_____
Location of Event:	_____
Name of Property Owner/Managers:	_____
BCHW Representative/Title:	_____

Read this document carefully before signing! It affects your legal rights. It must be signed by participants in this Back-Country Horsemen activity.

Hazards and Risks: By signing below, I acknowledge that using horses, mules, equipment and tools may expose myself and/or my child, if I am signing for a minor child, to hazard. Horses or mules can misbehave or flee. Riding in open country could result in injury caused by dangerous or unstable riding surfaces, trail obstructions of various kinds, water crossings, wild animals, poisonous plants, extreme weather conditions, and other hazards. Other risks include errors of judgement by BCHW representatives assisting with this activity, or the misuse or failure of equipment and tools provided, if any. These hazards could result in property damage, serious physical injury, or death.

Additional Provisions: I authorize BCHW to provide or obtain for me medical care as is considered necessary or appropriate and I agree to pay all costs associated with such care and related transportation. I understand I may have to pay all costs and legal fees incurred by BCHW in defending a claim or suit brought by me or on my behalf, or on behalf of the minor for whom I sign.

Acknowledgements, Assumptions of Risk and Compensation: I understand the nature of the activities I will be participating in, and their risks. I accept full responsibility for determining my own medical and physical ability to participate in the activities, and that of my mount. I take full responsibility for any injury or loss, including death, which I may suffer, arising out of these activities, whether described above, including the loss, injury or death of my animals. **I hereby release BCHW, its members, and the land owners from any liability for any such injury or loss to me and/or my minor child, if I am signing for a minor child, whether stated above or not.**

When Applicable: I affirm that I attended the **BCHW Tailgate Safety Briefing** and that the appropriate Job Hazard analysis and safety issues were discussed and understood.

Signature: _____ Printed: _____
Participant # 1 Date

Signature: _____ Printed: _____
Participant # 2 Date

Emergency contact Name: _____ Telephone number _____

Names of minor children: _____

If under 18, and not accompanied by a parent or legal guardian, must have a "Permission to Treat Statement".

Rev. September 26, 2020

**JUNIOR BCHW
MEDICAL INFORMATION
AND
PERMISSION TO TREAT AUTHORIZATION**

CHILD

DOB

ADDRESS

CITY

STATE

ZIP CODE

PARENT

TELEPHONE

ADDRESS

CITY

STATE

ZIPCODE

EMERGENCY CONTACT (IN THE EVENT YOU CANNOT BE REACHED):

NAME

PHONE

RELATION

NAME

PHONE

RELATION

FAMILY DOCTOR

HOSPITAL

ADDRESS

CITY

STATE

ALLERGIES

ILLNESSES

MEDICATIONS

I, _____, PARENT/LEGAL GUARDIAN OF

_____ AUTHORIZE REASONABLE AND NECESSARY MEDICAL CARE FOR MY CHILD IN THE EVENT I CAN'T BE REACHED. THIS MAY INCLUDE, BUT IS NOT LIMITED TO, TRANSPORTATION, EMS CARE, ER TREATMENT AND SURGERY GIVEN BY A COMPETENT, LICENSED MEDICAL PROFESSIONAL. PARENT/GUARDIAN IS RESPONSIBLE FOR MEDICAL BILLS INCURRED.

SIGNATURE: _____

**Back Country Horsemen of Washington
Tailgate Safety Briefing General Requirements**

1. Need:
 - a. In order for Back Country Horsemen of Washington (BCHW) to be in compliance with the United States Forest Service (USFS) Health and Safety Code Handbook (FSH 6709.11) section 16.3 a Job Hazard Analysis (JHA) must be undertaken to identify aspects of a specific trail project that are potentially hazardous.
 - b. In accordance with USFS policy within the Volunteers in the National Forests Act of 1972, individual volunteers will be considered federal employees for the purpose of worker's compensation and tort. BCHW does not provide worker's compensation and tort coverage.

2. Purpose:
 - a. If the land manager does not review a JHA or conduct a safety meeting, BCHW must conduct a Tailgate Safety Briefing before the BCHW work party.
 - b. BCHW work party volunteers in service on behalf of other land management agencies that do not have tailgate safety meeting requirements should also adhere to USFS Health and Safety Code Handbook provisions.

3. Implementation:
 - a. The Crew Leader(s) will acquaint themselves with the JHA that applies to the tasks of the work party project.
 - b. The Crew Leader(s) must record any work party member's health/injury incidence that occurred during the work party and subsequently required professional medical assistance. The crew work leader shall report in writing the incident to the BCHW President, Safety Officer and saw program administrator if appropriate, using the applicable forms.
 - c. These forms may be substituted as per each chapter needs. Some chapters do not work on Recreational Trails Program (RTP) grants.
 - d. When filling in these forms, use the codes for work description, agency codes and chapter designations that follow. The Recreational Trails Program (RTP) signature sheet could also be used as the BCHW signature sheet if that sheet is used.

rev Feb 20 2021

April 21 2020

Back Country Horsemen of Washington Trailhead Communication Plan –

Trail Work Leader And Trail Ride leader

1. Purpose

- a. In order for Back Country Horsemen of Washington (BCHW) to be in compliance with the United States Forest Service (USFS) Health and Safety Code Handbook (FSH 6709.11) a Trailhead Communication Plan (TCP) is a requirement for tailgate safety briefings. The USFS TCP is applicable for other land management agencies' volunteer trail projects and equestrian recreation activities. Subsequently, the USFS TCP was used for compiling the BCHW TCP guidelines.

2. Planning

- a. Communication management is critical for proper conduct in case of an injury or life-threatening situation involving work crew or ride members. Prior to the work/ride party, Trail Work Leaders and Trail ride leaders are responsible for developing and discussing communication procedures and alternatives in the event a person(s) becomes seriously ill or injured.
- b. The Trail Work Leader/ride leader of the group is normally responsible for ensuring the development of the Communications Plan, including who will be contacted in the event of an emergency, notifying the Forest Service Volunteer Coordinator (see below) at a minimum of the planned work days, trails worked and trails they ride.
- c. The trail work/ride leader shall verify that the working days/hours of a Forest Service radio operator is consistent with the planned days and times of the work/ride party.
- d. The trail work/ride leader shall verify the communications device/system (radio, cellular telephone or other) is viable between the area in which the work party or ride is to take place and the location of the emergency contact. If not using Ranger Station radio and personnel for emergency contact, this verification must include confirming portable-to-portable radio or cell phone connection between the off-site emergency contact and the trail or area on which the work/ride party is to occur. If the communications plan prescribed direct cell phone contact with 911, advance notification of the 911 operator is **not** done but the ability to telephone some other number from the trail/working area must be accomplished. (It is

understood that there will be some locations on trails in which the radio, as well as cell phones, will not work; the Trail Work/ride Leader needs to know the trail well enough to know where the nearest area would likely be in which communications would be successful.)

- e. ensure several members of the work party understand the information which will be needed by any responders

3. Implementation:

- a. Prior to a work party or ride, conduct a tailgate briefing to insure that a TCP is in place and understood by all participants before embarking and/or leaving trailhead.
- b. Follow existing land manager or BCHW procedures for an Emergency Evacuation Plan (EEP).
- c. Develop and implement TCP and EEP procedures in cases where no emergency evacuation management is outlined.
- d. Carry maps and a GPS, plus be competent with their usage.
- e. Have a second person knowledgeable about the area and knowing the way back to trailhead.
- f. Ensure you have communication equipment as specified in tailgate safety briefing documents. This equipment might be one or several of the below listed possible communication devices.:
 - i. Two-way radio(s)
 - ii. Mobile phone - Do not rely totally on cell phone coverage.
 - iii. Satellite phone
 - iv. Satellite messenger
 - v. Have agency compatible radios on work or ride crew. Ensure radios have properly programmed frequencies and are in working order. If using forest serviced radios, get their operating instructions from them.
- g. Take extra set of batteries before leaving on the trip.
- h. Be knowledgeable on usable repeaters and best locations to use radios during an emergency.
- i. If crew divides into multiple teams, a copy of the TCP/EEP must accompany each team, and teams must be able to communicate with each other and implement the EEP if necessary.
- j. Check in and check out before and after project in accordance with BCHW and land manager.

4. Communications during normal work hours for work parties or rides

- a. The Communications Plan frequently involves the use of Forest Service or other UHF radios programmed to the frequencies used by the Forest Service network of radio repeaters.
- b. During normal Ranger Station working hours, these radios are used to contact "Fire Dispatch" or, in some cases, the "Front Desk" in the Ranger Station. Forest Service employees at these positions have information readily available pertaining to the location of official, numbered trails in the

District, including roads to the trailheads and possible evacuation points from the trail.

- c. The Communications Plan requires a contact be available to answer radio (or cell phone, as applicable) calls from the crew/group involved in the work/ride party and have a telephone or radio dispatch capability to forward requests for assistance to appropriate search and/or rescue/medical assistance.
- d. In some cases a communications plan may be approved in which the crew/group is to dial "911" to directly request assistance. In these instances, the Trail Work Leader/ride leader must be able to execute the other responsibilities and phone calls that would normally be completed by the emergency contact.
- e. When the work/ride party is to be during normal Ranger Station hours and radios are being used, ensure the Ranger Station is contacted prior to beginning work/ride party and at the conclusion of work party for each day. (A work/ride party must then be conducted only during the radio operator's work day.)
- f. If a work/ride party is to be in an area other than a numbered, recognized Forest Service trail, determining the location, description and access route to be utilized, providing this detailed information to the Volunteer Coordinator (*) and emergency radio or cell phone contact (including Fire Dispatch and Front Desk if the Station is serving as the emergency contact since they will not have this information for other than recognized trails) before beginning the work party. Utilize the **Emergency Evacuation Plan** form to document these information/directions. It may be submitted via email or in person. (Retaining a copy of the Emergency Evacuation Plan to take on the work party and ensuring other members know its location is also advised.)
- g. When an emergency contact other than the Ranger Station is to be used, ensure they have a copy of the Emergency Evacuation Plan described above and understand normal radio protocol (if using radio)
- h. Understand the potential confusion and unfamiliarity with the location of workers if a 911 operator answering the emergency call is not located in the area of either the work party or the emergency contact.
- i. Have the direct phone number(s) of emergency dispatch which would likely be involved in coordinating assistance/rescue.
- j. Have the Forest Service volunteer coordinator and district ranger employee names/numbers, at least one of which is to be notified if emergency assistance is being requested

5. **Communications outside normal work hours for Work Parties or rides**

- a. When communications are to rely on radios and the Ranger Station is not staffed by a U.S. Forest Service employee familiar with radio operation, a volunteer with another portable radio compatible with the repeater system may be utilized as an emergency contact for the work or ride party.
- b. In some cases, cellular telephones may be utilized (typically due to working outside of the normal working hours for the F.S. or because cell

phones may work in a few locations where portable radios cannot communicate with the repeater system).

- c. In cases where work is contemplated during days/hours when the Ranger Station is not scheduled to be staffed with an employee familiar with radio procedures, the Volunteer Coordinator (*) should be contacted as far in advance as possible to obtain concurrence with the communications plan and system.

6. Volunteer Coordinator

- a. This person will normally be the Forest Service employee involved in working with the leader of the group planning work/ride activities. However, other employees may be involved in such planning or approval when the volunteer coordinator is absent or for other reasons. In such cases, that other employee shall be provided a copy of Emergency Evacuation Plan form (on other than standard/numbered trails) and other information listed above to be given to the "volunteer coordinator".

=====
=====end of document=====

1. Descriptions of changes made.

- a. Combined the words and ideas of the first document under the existing website communications plan and the words of documents #3, and 4, from the emergency evacuation plan.
- b. Duplicate wording was removed. Fixed inconsistencies. E.g. One document had Emergency evacuation plans (EEP), another had emergency actions plans (EAP) they were combined into the EEP
- c. Reorganized to have actions during normal hours (a new section label) and then actions after hours.
- d. Deleted two statements that have to do with underage volunteers and contact info for volunteers in case of emergency. These are good words. They belong in the front link procedures for signing liability release and in pre-job briefings.
- e. Renumbered and reorganized the outline form to fix incongruities.
- f. Added words to recognize this communication plan for both work and rides, and deleted the specific reference to cutting operations.

30

**Back Country Horsemen of Washington
Emergency Evacuation Plan
And
Emergency Action plan
Trail Work Leader and Trail Ride Leader**

1. Purpose:

- a. In order for Back Country Horsemen of Washington (BCHW) to be in compliance with the United States Forest Service (USFS) Health and Safety Code Handbook (FSH 6709.11) an Emergency Evacuation Plan (EEP) is a requirement for tailgate safety briefings. The USFS EEP is applicable for other land management agencies' volunteer trail projects and equestrian recreation activities. These guidelines include the EEP and Emergency Action Plan (EAP) These guidelines work for all land managers, so specific references to USFS or rangers has been generalized to "land managers".
- b. The EEP is an evacuation procedure that includes contact with outside agencies to get personnel removed from the area.
- c. The EAP lists the actions to take immediately in case of an injury. This will include first aid efforts and may not need outside agency help with evacuations. The EAP lists all emergency contacts relevant to the area.

2. Objective:

- a. Implementation of an EEP/EAP is not only a requirement of land management agencies but is also prudent for BCHW and personal liability protection. Emergency management is critical for proper situational response in case of an injury or life-threatening situation involving work crews or equestrian activities. Trail Work/Ride Leaders are responsible for developing and discussing emergency evacuation procedures and Emergency Action procedures and alternatives in the event a person(s) becomes seriously ill or injured.
- b. It is recommended that an EEP and an EAP and an incident report form be included in the First Aid Kit provided for work/ride projects. These are to be taken to each work party or on the trail ride. Ensure other members of the work/ride party know the location of these documents.
- c. The discussion below is guidance for developing an Emergency Evacuation plan and an emergency action plan. Local conditions may require different remedies.

3. Implementation:

- a. Prior to a work/ride party Trail Work/Ride Leaders conduct a tailgate briefing. Discuss actions of the EEP/EAP and understood by all participants before embarking and/or leaving trailhead.
- b. Follow existing land manager procedures for a Communication Plan (CP).
- c. Develop and implement EEP and EAP procedures in cases where no emergency evacuation management is outlined.
- d. Keep a copy of the EEP, EAP ,and Incident report form possibly with the first aid kit. Take these to each work/ride activity. Ensure other members of the work/ride party know the location of these documents.

4. Guidelines for an Emergency Evacuation Plan (EEP):

- a. Ensure the developed evacuation plan includes the following considerations:
 - Carry maps and a GPS, and be competent with their usage.
 - Have a second person knowledgeable about the area and knowing the way back to the trailhead.

5. Guidelines for an Emergency Action Plan

- a. Using the provisions of the CP provide the following information when reporting a health/injury incident.
 - Nature of the injury or illness.
 - Type of assistance needed.
 - Location of emergency with best access route – road and trail numbers.
 - Local hazards – ground vehicles or aviation.
 - Weather conditions.
 - Topography – especially in wilderness situations.
 - Number of persons to be transported.
 - Estimated weight of passengers for air evacuation.
- b. Be prepared at the first opportunity to immediately provide the following information when reporting a health/injury emergency to the patient's personal contact.
 - Nature of injury or illness.
 - Type of assistance needed and/or provided.
 - Location where a family member can meet the injured person.
 - Location of emergency or professional medical assistance and contact info.
 - Estimated time of arrival at meeting location.
- c. Other considerations
 - Disposition of trail stock and equipment that require care and transportation.
 - Work/Ride Leader must immediately report to the land management agency a health/injury incidence that occurred during a volunteer trail work/ride project that subsequently required professional medical assistance plus immediately report in writing a full accounting of the incident to the BCHW President within 7 calendar days .

First Aid Kit Contents

Per OSHA 1910.266 Appendix A

Gauze pads (at least 4 x 4 inches).

Two large gauze pads (at least 8 x 10 inches). (Israeli bandages)

Box adhesive bandages (Band-Aids).

One package gauze roller bandage at least 2 inches wide.

Two triangular bandages.

Wound cleaning agent such as sealed moistened towelettes.

Scissors.

At least one blanket. (space blanket)

Tweezers.

Adhesive tape.

Latex gloves.

Resuscitation equipment such as resuscitation bag, airway, or pocket mask.

Two elastic wraps

Splint.

Directions for requesting emergency assistance.

BCHW Incident Report

BCHW INCIDENT REPORT

Submit to the BCHW President within 7 days of incident

DATE AND TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

Landowner or Land manager: _____

Contact info. For landowner/land manager: _____

Was the landowner/land manager contacted (circle one) YES NO

Was the incident investigated by landowner/land manager (circle one) YES NO

Contact info. For Investigator: _____

BCHW Chapter Name: _____

BCHW Activity: _____

Name of person injured: _____

Contact info for injured person: Address- _____

Email: _____

Phone: _____

Was injured person a BCHW Member (circle one) YES NO

Was a Liability Release signed by injured person (circle one) YES NO Where Filed? _____

Description of injury: _____

Extent of injury: _____

Medical Assistance provided: _____

BCHW Incident Report

Other assistance provided: _____

Assessment of cause: _____

Current status of injured person(s): _____

Person reporting incident to chapter president: _____

Contact info Email: _____ Phone: _____

Name (s) and contact info of Witness (es): _____

Attachment (s) of witness (es) statement (s) (circle one): YES NO

Photographs taken (circle one): YES NO

Contact info for photographer: _____

Additional contact info for ANY individual (s) giving statement (s):

Submitted to BCHW by: _____

Contact info: _____

Date: _____

Revised August 23, 2022