

The Plusses and Minuses of Using or Becoming a Substitute Instructor

NARHA 2009

Lisa Wysocky



What is a sub?

Noun: Substitute. One that takes the place of another; a replacement.

For our purposes, this:

Not this:



Each center has instructors so why the need for subs? ? ? ?

A Growing Need

Growing industry
Expand knowledge
Instructor sick/vacation
Problem solving



4 Ways to Look

CENTER

1. use sub within program
2. use sub outside of program

INSTRUCTOR

3. sub within home program
4. sub outside home program

Short or Long Term

A sub can teach one lesson or most of a session.



It's All About Perspective



The QUEST From the Center's Perspective

Quality
Uniform
Safe
Effective
Transition



From the Sub's Perspective

Learn/Expand Knowledge
Gain Teaching Hours
Help Others
Job/Pay



Find Your Comfort Level

Centers and instructors should develop guidelines they are comfortable with.

Under what situations will you sub, or allow subs?



What About an Outside Sub?

Small center
New ideas
Perspective
Do not have to cancel the lesson



To Get a Sub or Cancel?

Depending on the lesson and the sub options, it may be better to cancel or reschedule the lesson.

CANCELLED

Center Guidelines

Why is a sub needed
How does instructor/center choose sub
Is sub qualified for this lesson
How is sub prepped by instructor
How are participants/caregivers notified
How does sub report after lesson
Insurance issues

Insurance

Centers should check their insurance policy to see what other requirements are necessary.

Subs going to outside programs should be sure this has been done.

Ideas for Centers

Require outside subs to complete:

1. a facility tour
2. volunteer training

and understand horse handling and emergency policies and procedures



Mock Lesson

Subs and centers can both benefit from the sub teaching a mock lesson.



What is the Procedure for

Getting the participant to the horse
Grooming
Tacking
Mounting
Dismounting
Toys/games



The Ideal Substitute

Friendly but Firm
Knowledgeable
Adaptable
Creative
No ego
Delegates
Patient

Listens well
Safe
Cautious



Are You a Good Sub Candidate?

Do you thrive on:
Participant meltdowns
Changes of plans
Challenges
Confusion
Surprise
Stress



Decisions for Subs

Will you only sub at your home program, or at other centers, too?

What kinds of classes and participants are you comfortable teaching?

Just Say No!

Realize when the situation is not in everyone's best interests.

Sometimes it is better to decline than teach.



Ask!

For a lesson plan
To be briefed on the lesson
(including horses, vols and participants)
To observe before subbing
That vols arrive 15 minutes early
That everyone wear name tags

Get to Know Your Team

Play a quick game with vols before the lesson to see who your leaders and followers are.



The Importance of LED

Leadership Experience Direction



Human Scrabble

This game tests abilities in:

Problem solving

Team work

Following directions



The Experience Game

Tests:

Creativity

Team work

Communication

Problem solving



The Same Game

Tests:

Leadership

Team building

Creativity

Following directions



Know Your Horses

If possible, spend time with each horse to learn his/her abilities, background, strengths and weaknesses.



Make a Chart

List each participant, horse, leader, and sidewalker pairing.

Be sure to mount riders on the correct horse!

Remember to keep the chart with you during the lesson.

Murphy's Law WILL Happen!

Before the lesson, double check all tack and lesson equipment.

Set stirrup lengths if you know them.



Listen

To your horses, volunteers and participants.

Then act.



Don't Jump Too High

This is not the time to try a new game or teaching technique.

Play it safe!



Rely

On volunteers who regularly participate in the lesson.

Trust their knowledge of details.



Adapt

A sub should provide a lesson as similar as possible to the lesson the regular instructor would have provided.

The transition should be seamless.

Form titled "SUBSTITUTION REQUEST BY INSTRUCTOR FOR A SUB" with fields for Name, Address, Phone, Email, and a list of checkboxes for various reasons for substitution.

Is Being or Using a Sub Right for You?

Only you know if subbing is right for you or your center. Remember

QUEST:

- Quality
- Uniform
- Effective
- Safe
- Transition



**For more information or to
download the presentation,
go to:**

lisawysucky.com/freebies.htm

**or email:
lisainfo@comcast.net**