



WELCOME

(Name of Participant)



NEW Participant, Parent, Guardian or Caregiver of NEW Participant:

After these forms are completed, please call the Horses with Heart office at (928) 533-9178 to arrange to meet with the *Scheduling Instructor, Jan Grise*.
If there is time before the session begins, you will be asked to mail these forms in.
Otherwise, please bring them to the first meeting.

This first meeting with the new rider, the Scheduling Instructor, and you, is important for a proper evaluation for placing the rider in the appropriate class based on his/her age and riding ability.

Do not hesitate to call for assistance if you have any questions.
Please visit our website at <http://www.hwhonline.org> for up-to-date information about our programs at any time.

PAPERWORK:

Prior to the first lesson, all riders (including our returning participants) must complete all paperwork forms along with a signed doctor's release for equestrian activities and mail the forms in to our post office box if it is at least two weeks prior to first meeting or lesson. If not, please bring them to the first meeting/lesson. At the discretion of the instructor, a re-evaluation meeting may be required prior to the first class in order to review a returning client's eligibility for continued services.

SCHEDULING:

General: Scheduling is on a first come, first serve basis. We group riders (participants) together by skill level, age and availability. Please list three **starting time** preferences to help with scheduling. Riders participate one time per week for up to one hour for each six-week session:

One hour lesson starting times to choose from:

9:30 a.m. - 4:30 p.m. – Tuesday, Thursday and Friday (Riding Lessons)

9:00 am – 4:30 pm – Saturday (Special Olympics) (See participation guidelines for SO on next page.)

Day: _____ AM or PM: _____

Day: _____ AM or PM: _____

Day: _____ AM or PM: _____

(Office Notes: _____)

NEW Participants: After a new participant returns all paperwork via mail or hand-carried, they will take a tour of the facility. Following the tour, an intake evaluation will take place with our Scheduling Instructor. Once the intake evaluation is complete the proper weekly lesson placement of the participant will be scheduled. At this time, an Equestrian Participants' Policies and Procedures form will be completed and a Calendar of the year's events will be issued to you and your rider.

RETURNING Participants: Will be placed according to skill level after paperwork is complete. Class times are on a **first come, first serve basis**, so it is very important to return paperwork promptly.

PAYMENT PROCEDURES for 60 Minute Riding Lesson

- ♥ (1) Rider in a class (Private) = (6) lessons at \$60.00 per lesson = \$360.00 per 6-week session
- ♥ (2-4) Riders in a class (Group) = (6) lessons at \$45.00 per lesson = \$270.00 per 6-week session

NOTE: Complete 6-week session payment must be **prepaid prior to the first ride day**.

We accept cash, checks or credit card. Thank you.

Initials _____

(turn over)

HORSES WITH HEART SPECIAL OLYMPICS TEAM:

New members are added to the team when class space and/or horses are available. Volunteer Staffing is also necessary to provide a safe environment. To be eligible for the HwH Special Olympics team, a rider must:

- ♥ Have an interest in competing in equestrian sports.
- ♥ Submit a Special Olympics Medical Release form (completed by the rider's doctor) to the Head Coach, Pam Berry, prior to the rider participating.
- ♥ Be able to maintain good balance on the horse, use their reins and legs to guide, stop and start their horse.
- ♥ Be recommended by their Therapeutic Riding Instructor following a minimum of (1) six-week session to learn the HwH safety practices.
- ♥ **Head Coach: Pam Berry ~ (928) 899-4759**

Initials _____

INSTRUCTORS:

All equine-assisted activities (mounted and ground) at Horses with Heart are conducted or directly supervised by a currently certified Professional Association of Therapeutic Horsemanship International (PATH, Intl.) Certified Riding Instructor.

Initials _____

CANCELLATIONS:

We understand that things happen which are out of our control from time to time. Our participants are enrolled for one six-week session at a time. We require at least a **24-hour advance notice** if it is necessary to miss a particular lesson. We will issue a credit with a 24-hour advance notice. Participants who simply do not show up without notice will not be issued a credit. **Because of our large waiting lists, any rider who misses more than 3 times per session will be re-evaluated for continued service, which may result in a loss of your participation slot.** Weather is unpredictable in Arizona, so Horses with Heart reserves the right to cancel any classes that are deemed unsafe to ride. Credit will be issued for classes canceled by HwH. This will ensure the safety of its riders, staff, volunteers and horses.

Initials _____

LATE ARRIVALS:

Please let us know if you are going to be late. Classes are planned and prepared for. Our staff, volunteers and horses are dedicated to you; so if you're late, communicate! Please call your Instructor. We will wait for 15 minutes past the scheduled ride time. Horses will be put away after this 15-minute period and will not be available so we do not disrupt the current active class.

Initials _____

OBSERVING CLASSES:

We are happy to have families and friends of participants observe as long as it does not distract the class. In order to keep the integrity of the class, **we ask that you do not interrupt or distract the participant during the active session.** There are specific areas designated for observation. Please control the activities of siblings to avoid injury. Many parents wish to help by side walking during class. We are happy to train you for this skill. However, it will be unlikely that you will be working directly with your child. Let us know if you wish to participate.

Initials _____

DISMISSAL OF RIDERS, VOLUNTEERS AND/OR GUESTS

Volunteers and guests may be discharged if behavior becomes disruptive, inappropriate, or threatens the safety of other people or equines.

Initials _____

***“When our riders succeed in our arena, they succeed in the arena of life.”
–Trudy Chapman-Radley***



Equestrian Participants Policies and Procedures:

It is important to remember that policies for Horses with Heart are designed to protect the participants, volunteers, and our horses. The presence of a precaution requires further Investigation before accepting a participant into the program. The presence of a contraindication makes participating inappropriate. If you have any questions about these or other policies, feel free to address them with the Executive Director or the Riding Director. Therapeutic Equestrian programs are designed for students to safely become independent equestrians at their own pace and ability level.

1) Dress Code/Attire –

- ♥ **Helmets must be worn by all riders.** This is a PATH Intl. Mandatory Standard and is required by our insurance carrier. HwH will provide an ASTM/SEI certified helmet if the rider does not have their own.
- ♥ All participants must wear riding boots or closed toe, hard-soled shoes with heels when riding.
- ♥ All participants should dress appropriately for weather conditions. Please wear long pants. If it is cold bring a jacket. Sunscreen is recommended for sunny days. Wearing gloves is at your discretion.

- 2) Weight Restrictions –** There is a weight limit for mounted activities at Horses with Heart. Factors considered are rider strength and balance, horse confirmation, horse weight, horse age and weight of saddle. This is due to the safety considerations for the rider, Instructor, volunteers and horses. HwH reserves the right to deny riding lessons if the appropriate match cannot be made. Riders may be asked for an updated weight, or be weighed at HwH at any time during the ride year, to ensure that the appropriate horse is available or if there is a need to discontinue lessons until a safe rider weight limit is attained.

- 3) Procedure upon arrival –** Please be at the Horses with Heart property approximately 15 minutes before the start time of your lesson. If you are here earlier, please wait with your parent, guardian, or caregiver until your Coach greets you. If you are running late, give us a call so that we can have your team and horse standing by. **Remember the 15-minute rule!**

- ♥ **Since** all (riders) participants must wear a helmet when working with the horses, please go directly to the helmet shelves in the Volunteer Trailer with your Safety Support Team Coach once you have been greeted.
- ♥ Participants should not go out to the horse area or toward the horses without being accompanied by a trained instructor or designated volunteer.
- ♥ Participants may use the restrooms as needed. Little ones must be accompanied by their parent or designated guardian to insure their safety.
- ♥ It is recommended that you provide water for your participant. Hydration is important in Arizona.

4) Time and duration of lesson – All prescheduled classes are up to 60 minutes in length including grooming time.

Your class will include: proper names of equipment for grooming and tacking while rider is performing this function, mounting and safety adjustment for tacking, riding session in contained area, dismounting horse, removal of equipment and final grooming of horse before returning them to their stall. Some students will not be capable of grooming or tacking the horse; however, we will make an attempt to introduce all students to their horse in a manner that is safe for all concerned. When the lesson is completed in the arena, in the case of a minor or dependent, the Safety Support Team Coach will return the student to their families/staff and stay with the rider until you have acknowledged their return. Helmets will be returned to the Volunteer Trailer once outside the fenced area.

- 5) Horses –** Do not feed any of the horses. Our animals are on special diets and feeding them treats may interfere with their health. In addition, unsupervised feeding of animals may result in injury. **Please do not go into the barn/stall area** without an instructor or designated volunteer.

- 6) Pets –** We have a high commitment to safety for our clients and horses, therefore, no pets are allowed on the premises. Exceptions are certified companion or working therapy support animals with prior permission.

- 7) Parking/Driving –** Please park in the designated areas. Do not block gate access areas in the NO PARKING ZONE. If there is no parking available please ask a staff member for direction or assistance. Please observe the 5 MPH sign while on the property. Your cooperation is appreciated.

- 8) Smoking: Participants and Guests –** There is absolutely no smoking on site unless you wish to smoke in your car.

- 9) Drugs and Alcohol –** Not permitted on site. Prescribed medications are allowed if side effects are not harmful while riding. **(turn over)**

- 10) Weapons –** No weapons of any kind are allowed on site.

11) Cell Phones – Riders must turn off all cell phones during ride time. Please do not wear cell phone on person.

12) Visitor Policy – We **welcome** family members, grandparents, and people interested in watching your participant perform equine activities. It is our intention that everyone should enjoy our facility. We expect all visitors to follow our policies and appreciate your help in making them aware of our safety standards while we focus our attention on the safety of the riders, horses and volunteers.

Thank you for your cooperation, Pam Berry, Executive Director

Signature: _____ **Date:** _____

[Participant (18 yrs. and older), Parent, Guardian, or Caregiver]