



Therapeutic Ranch for Animals and Kids

Equine Program MANUAL

Please read this manual and then sign and return the Receipt of Manual form to the office.

Updated 2/6/2020



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Receipt of Rider Manual

Therapeutic Ranch for Animals and Kids (TRAK) operates under guidelines established by the Certified Horsemanship Association (CHA) and TRAK's Cowboy Code of Conduct. These guidelines allow us to provide quality riding and unmounted equine experiences while ensuring safety for all participants. Please read this manual thoroughly and sign and return this page, acknowledging your receipt. Please contact us at (520) 298-9808 if you have any questions. Thank you for your cooperation. Please review, sign and return this document before your first lesson/session.



Participant's Name: _____ (please print)

I have read, understand and agree to comply to the rules and policies TRAK's Equine Manual and the Cowboy/Cowgirl Code of Conduct. I acknowledge that failure to comply with TRAK's policies may result in dismissal from the program.

 Signature of Rider, Parent, Guardian, or Caregiver

 Date

Program Descriptions

Membership is required for all equine programming.

The TRAK programs are outlined below:

Little Buckaroos

TRAK's Buckaroos Program is intended to be that "first riding experience" for children ages 4-7 years of age. Lessons are thirty minutes in length with instructors holding a lead rope, walking the rider in the round pen or arena. They will learn basic skills such as starting, stopping, steering, balancing, posting and some patterns. Lessons are booked and paid for upfront in packages of four.

Horsemanship Riding Lessons

The TRAK Riding program is designed to teach individuals with or without physical, cognitive or emotional challenges the skills necessary to ride a horse, as well as the skills necessary to appropriately groom and tack a horse in preparation for riding. Students will learn the nature of the horse, horse safety, how to properly handle a horse among other skills necessary to learn prior to mounted riding. Skills taught will vary depending on the rider. Horsemanship Riding lessons are for participants ages 8 and up, and are generally taught by CHA-Certified riding instructors.

TRAK considers the characteristics, age, riding level, and goals of *all* participants and will determine whether participants will be in a group or private lesson when scheduling. Lessons are 60 minutes in length. As horsemanship is taught at TRAK, the lesson time includes riders retrieving, grooming and tacking their own horses as well as cooling down, untacking and grooming when the lesson ends.

Lessons are typically focused on the western discipline and are geared toward gymkhana style riding. Gymkhana style riding is a skills based method of riding. Riding students will gain a skill set to compete in speed events in TRAK's gymkhana competitions both on and off property, if they choose.

Gymkhana Club

TRAK's gymkhana club consists of our group practice nights twice a month (Friday Night Lights) and our Gymkhana competitions. We have an advanced rider FNL and a beginner/intermediate rider FNL each month. Occasionally we hold discounted barrel practice nights as well.

We hold a three series Spring and Fall gymkhana competition. We also give the riding students an opportunity to compete against larger groups through other local associations and saddle clubs. The schedule for these events will be released with plenty of notice to sign up.

Gymkhana and FNL for riding students who do not have their own horse: horse rentals must be paid at time of request. NO EXCEPTIONS. Horses are rented for events on a first come first serve basis. If you are leasing a horse, lessors get first "dibs". For Friday Night Lights sharing horses is not permitted. For gymkhana events sharing horses is permitted and will lower the overall event fee due to splitting the horse rental with another rider.

Equine Lease Program

TRAK horses are available for leasing. Our leasing program is designed for riders that want to take the next step toward horse ownership. Partial and full leases are available. Leased horses are still utilized for TRAK programming on a regular basis. Leased horses should not be construed as the property of the lessor and are not permitted to be removed under any circumstances from TRAK. Review lease agreement for more details.

Please reference or ask staff for the lease agreement to learn the terms and conditions.

Trail Rides

Trail rides are offered with prior scheduling required. One hour trail rides are offered during lessons and as a unique one time ride for riders who have experience. One and a half hour riders are offered for riders with no experience. The one and a half hour ride with include a safety tutorial prior to leaving the ranch. These trails leave directly from the ranch.

A few times a year we will travel for a special off property trail experience. This unique ride is for our experienced riding students involved in our program. Additional fee is required due to the traveling nature of this ride.

Skills for Service

TRAK offers animal education and unmounted horse handling sessions to children, youth and young adult participants interested in learning skills related to animal health and care, horse handling, barn maintenance and equine body language. This program allows participants to form a unique bond with the members of our animal family by learning how to communicate and work with them as service animals for the benefit of the community. The goal for Skills for Service participants is to become Animal Ambassadors who take the TRAK animal family on service visits to community locations to provide respite from fear, loneliness and boredom for individuals in hospitals, assisted living centers, and more.

Equine-Assisted Learning

The human-animal bond is a powerful transformative tool! TRAK offers unmounted animal-assisted life skills sessions to children, youth and young adult participants in an individual or group-based setting, focusing on all aspects of age-appropriate life skills. Sessions incorporate skill-building and training with hands-on work with animals to achieve personal growth, strengthen interpersonal relationships, and increase focus, self-worth, and confidence.

Equine Facilitated Psychotherapy

While benefits of Equine Assisted Learning overlap the physical, mental and emotional realms, the Equine Facilitated Psychotherapy program formats specifically target people with mental and emotional health issues. Horses provide reflective opportunities that can be utilized to meet individual, or families' treatment goals.

Equine Facilitated Psychotherapy is defined as a form of experiential psychotherapy that includes equine(s). EFP is defined as an interactive process in which a licensed mental health professional working with an appropriately credentialed equine professional partners with suitable equine(s) to address psychotherapy goals set forth by the mental health professional and the client.

EFP may include, but is not limited to, a number of mutually beneficial equine activities such as handling, grooming, longeing, and/or riding. Equine Facilitated Psychotherapy is a treatment approach within the classification of Equine Assisted Therapy that provides the client with opportunities to enhance self-awareness and re-pattern maladaptive behaviors, feelings and attitudes.

Equine Facilitated Psychotherapy both promotes personal exploration of feelings and behaviors, and allows for clinical interpretation of feelings and behaviors. EFP denotes an ongoing therapeutic relationship with clearly established treatment goals and objectives developed by the therapist in conjunction with the client. The therapist must be an appropriately credentialed mental health professional to legally practice psychotherapy. Depending on the session, in addition to the therapist, there will also be an EAGALA or CHA certified equine specialist present.

Equine Facilitated Psychotherapy may be used for people with psycho-social issues and mental health needs that result in any significant variation in cognition, mood, judgment, insight, anxiety level, perception, social skills, communication, behavior, or learning. Examples include but are not limited to:

- Anxiety Disorders
- Psychotic Disorders
- Mood Disorders
- Behavioral Difficulties

Other Mental Illness, such as Schizophrenia, Attention Deficit Hyperactivity Disorder, Autism, Receptive or Expressive Language Disorders, Personality Disorders, Depression, Post-Traumatic Stress Disorder, etc. Major Life Changes such as environmental trauma, divorce, grief and loss, etc. may also benefit from these services.

Program Policies and Procedures

Cancellation Policy

Every attempt will be made to avoid cancellations. However, there are situations that are unavoidable at times, such as, equine health related issues, dangerous weather, and staffing. We appreciate your understanding and support regarding our cancellations policy. Please find our cancellation policy for each program below.

1. Cancellations by Riders: Once enrolled, riding clients are responsible for attending all weekly lessons in that session. Refunds or make-ups will not be provided when riders cancel, due to the complicated nature of rescheduling rider, horse usage and volunteers. Individual arrangements will be made on a case-by-case basis, primarily for extended illnesses and/or surgery with doctor documentation. In addition, cancellations of 2 or more weeks in succession will result in the loss of your appointment time.

2. Cancellations by TRAK: You will be notified by phone/text at the number(s) provided on your registration form if lessons are canceled. If you cannot attend your make-up class, the lesson will be forfeited. Credits will be given to riders for any lesson canceled by TRAK that is unable to be made up. **Please note that TRAK cancellation credits must be used in the current riding session, or will be forfeited.** TRAK maintains daily attendance of riders and will keep track of any credits for the current session. Prior to each session, a notice will be sent to riders with credits, reminding them when they are to be used or giving them a choice to donate the credits to TRAK and receive a tax receipt. This can only be done for self-pay riders.

3. Make-Up Rides: TRAK will provide make up riding lessons. TRAK will make attempts to reschedule your rider within the week into another lesson slot. If there is a Friday Night group practice that same week you're rider will be encouraged to utilize this activity to make up for rescheduled lesson.

4. Cancellations by Animal Assisted Life Skills or Equine Psychotherapy Clients: Cancellation is required at 24 hours' notice. Any cancellation that is made without appropriate notice will incur a \$55.00 cancellation fee. In addition, cancellations without advance notice of 2 or more weeks in succession will result in the loss of your appointment time.

Please note that any pre-paid lessons or sessions that are ***unused within a year from the date of purchase*** will be forfeited and converted to donations to TRAK programs and used for scholarships.

Age and Weight Requirements

Individuals must be at least 3 years old before they can participate in Little Buckaroos, eight years old for Horsemanship Riding Lessons, and 5 years old for Animal Assisted Life Skills. There is no maximum age limit. Participants involved in mounted activities may not exceed 300 lbs. as we do not currently have horses that can safely carry more than that.

TRAK Statement of Participant Eligibility or Dismissal

TRAK offers services to individuals with special needs. Eligibility for participation in TRAK's programs is based solely upon an individual's ability to participate meaningfully and safely, provided the necessary resources are available including: an instructor, horse, volunteers and class availability which meets individuals' needs.

As a fully accredited Certified Horsemanship Association center, TRAK fully ascribes to the Precautions and Contraindications as recommended by the CHA, as well as Professional Standards. Therefore, our professional staff provides initial and ongoing evaluations for all prospective and active participants.

Due to the nature of horsemanship riding lessons and other equine related activities, there are individuals for whom TRAK's programs are deemed inappropriate during the evaluation process and are not accepted for enrollment or not eligible to continue in TRAK's programs. This determination is made on the basis of physical, behavioral and other limitations including CHA accreditation and safety guidelines.

Individuals accepted into TRAK's programs are required to take part in periodic progress reviews and follow TRAK's rules and procedures. During these reviews, or as a result of unusual occurrences during a program session, the TRAK professional staff may find that continuance in the program for a given individual is inappropriate or contraindicated. For this reason, TRAK reserves the right to discontinue the participation of an individual in its programs when it is deemed that discontinuance is in the best interests of TRAK and/or the individual concerned.

TRAK reserves the right to decide we are unable to serve an applicant due to unavailable resource(s) and/or safety concerns including CHA guidelines relating to contraindications for participation.

Riding Participation Criteria

- Physically able to sit symmetrically with torso upright and legs astride the horse during dynamic movement
- Physically able to maintain head and neck position independently in proper alignment with dynamic movement
- Weigh less than 300 pounds
- Does not exhibit physical or behavioral conditions that are contraindicated by CHA (see Medical History Form)
- Have current signed and dated paperwork – including Registration and Release Form, Medical History Form, and Annual Update Form
- Benefit physically, emotionally, socially and/or cognitively from services provided at TRAK.
- Complete an intake assessment where trained staff evaluate eligibility
- Able to tolerate a riding safety helmet
- Ability to accommodate the movement of the horse without pain
- Adequate range of motion in hip(s) to sit astride
- Safety awareness around animals
- Ability to express pain or discomfort
- Behave in a manner that is safe for self, horses and others

Annual Update of Paperwork

It is a requirement of TRAK that ALL riders submit an Annual Rider Application Update January 1 (or stated deadline) of each new calendar year (or the first session of the New Year). This standard is regardless of how often an individual has ridden at TRAK during the previous year.

It is the rider's responsibility to be sure paperwork is current. Failure to comply will result in a temporary riding suspension until paperwork is made current. All of the rider paperwork is available at TRAK's website: www.traktucson.org.

Submission of other paperwork such as IEPs and therapy evaluations is encouraged, as these assessments are a beneficial part of lesson planning. Riders with outdated forms will not be allowed to participate.

Scholarships

TRAK is a non-profit organization. Rider fees are necessary to help defray the expenses of equine assisted activities and cover only a small portion of the actual cost.

It is the policy of Therapeutic Ranch for Animals and Kids (TRAK) to provide financial assistance to TRAK students in an objective, fair and responsible manner. TRAK is committed to providing this type of financial assistance to students who **would not be able to participate** without this financial support. Prospective students and their families *are expected to exhaust all other options of financial support prior to filing a scholarship application.* (Please see list of outside funding sources) Scholarship applications received after the scholarship application deadline will not be considered. Students may not receive more than one semester of scholarship assistance per calendar year. If a student receiving a scholarship misses more than 30% of their lessons, and they will not be eligible to re-apply for another scholarship during that calendar year. We ask that you contribute a share of the rider fee so that there will be enough scholarship funds available for all who need them. **Riders who receive funds from outside funding organizations do not qualify for a TRAK scholarship.**

Please see our website www.traktucson.org to download the scholarship policy and application.

Please Note: If you are applying for a TRAK Scholarship, your completed Financial Resource Packet must accompany your registration form. If you are awarded a TRAK Scholarship, a letter will be e-mailed to you notifying you of the award given. For additional information on scholarships, please go to the RIDERS link on our website. **Remember, 40 hours of volunteer work can apply to a free horse lesson or trail ride.**

Outside Funding Requests and Policies

To request an invoice from TRAK for outside funding, download the [Outside Funding Invoice Request Form](#) (OFIR). **The finance department cannot make invoices without your OFIR form.**

Please note the following applies when receiving outside funding for services at TRAK:

1. Outside funding does not guarantee a spot in a specific session. Opening are on a first come, first-serve basis, with current riders getting first choice at registration. If we are not able to get you into a session, you will be put on a wait list until an opening becomes available, or you will need to register for the following session.

2. Outside funding must be used within one year of TRAK receiving the funds.
3. Extensions are available only in situations where a riding slot is not available within the one year time-frame.
4. Riders must complete TRAK enrollment process (Rider Application and Site Visit) BEFORE outside funding requests can be made. Invoices or paperwork needed for the funding will not be provided if the individual has not completed their enrollment process.
5. Please allow the TRAK Finance Department at least a one week (7 day) return on any outside funding requests.

Scheduling Policy and Fees

Registration and session dates are available on the annual session calendar posted under the RIDERS link on our website. The current fee schedule is also attached. Pre-registration for upcoming sessions will be available for all active riders and will be available at the ranch one week prior to the opening of General registration. Registration forms for each session will be sent via email when it is made available. If you have any difficulty downloading the forms, please contact the Program Department at 520-298-9808. Registration will not be considered if the annual paperwork and the monthly membership fee have not been received. Riders who receive payment for lessons through a community agency or outside funding must secure that payment as part of the registration process. **A letter or email must be sent to the billing department acknowledging intent to pay.** Riding days and times will be confirmed by phone and/or e-mail. If paperwork is received after the stated deadline you will be placed on a waiting list.

Attire

All riders must wear ASTM-SEI approved headgear while mounted. Helmets are available in the office. Jeans or long pants are required. Nylon pants (such as warm-up pants) are not permitted because they are too slippery against the saddle or pad. Hard soled shoes or boots with a heel are ideal for riding, but sneakers are acceptable. Sandals or open-toed shoes are not permitted. Jewelry should be kept to a minimum.

Riders should dress appropriately for the weather conditions so they can be comfortable during lessons. Remember to layer clothing during cold weather.

In warm weather, please remember to wear light-colored clothing and apply sunscreen before riding. Riders may also want to bring their own water bottles.

Late Arrivals

Participants who arrive 15 minutes or later will have their lesson canceled. Clients who are late will still be charged from the scheduled start time of their session.

After the fifteen **(15) minute** waiting period has passed, the lesson will be forfeited.

Parking

Parking is on Edith Road only, please. Do not use Green Things parking.

Designated Waiting Area and Observation Area

Upon arrival for lessons, riders and family members/caregivers should gather outside their assigned mounting area. Instructors will meet riders at this location to select helmets and prepare for the lesson. Family members/caregivers and guests should use the benches outside the arena or round pen platform for observation of lessons. Children must be under the supervision of a parent/adult at all times.

The barn is a busy place during lesson times. For your safety and the safety of others, please do not congregate in the barn, in front of the barn, or in the pathway leading from the barn to the mounting area. This area needs to remain clear for the horses. Only staff and volunteers are permitted in the barn, paddocks, and arenas.

General Ranch Rules

1. **Treats must not be offered to the horses by anyone at any time.** It is important for the horse's health that these guidelines are followed.
2. For safety reasons, several areas around the ranch are posted "Staff Only". Please observe these signs during your visits.
3. There is no smoking allowed on or directly in front of the property.
4. Please drive carefully down Allen Road and Edith Road. You may encounter riders on horseback, or children coming in and out of the ranch property.
5. Non-TRAK dogs are not permitted on the property.
6. Parents, guardians, or caregivers must remain on the premises during lessons if:
 - the participant is under the age of 12, or;
 - The participant is a person with a disability who requires 1:1 assistance and monitoring for safety.
7. **Please supervise children at all times to ensure that they do not enter any restricted areas.** No running or fence climbing is allowed. Please encourage quiet play in the designated waiting and observation areas. This is for the safety of the children and to ensure that no horses are startled during lessons.
8. Photography is permitted as long as it is not interfering with the lesson in any way or startling the horses.
9. No balloons are permitted on the property.
10. Cell phone use is strongly discouraged while on ranch property. Riders must keep phones off and away for safety reasons.
11. The online harassment or bullying of any TRAK participant by another will not be tolerated.

2020 Fee Schedule

<u><i>Item</i></u>	<u><i>Fee</i></u>	<u><i>Payment Schedule</i></u>
Membership Fee (Necessary for all programming)	\$10 a month per family (tax deductible)	Automatic Deduction from account Due prior to first lessons/sessions
Little Buckaroos (lesson length 30 minutes)	\$100 per four lesson session	Total fee due with registration (registration will not be processed without receipt of total fee)
Horsemanship Riding Lessons (60 minutes) Price based on instructor experience level	\$55 –CHA certified 2+ years \$65 –CHA Certified with 10+ years (Chelsea) \$75 –25+ years (Scott)	Due prior to each lesson or in full monthly or per session
Friday Night Lights (2 hour group practice-timed)	\$55 per participant ((\$25 horse rental, \$30 event fee)	Horse rental is due at time of horse reservation. Event fee is due prior or at time of event.
Gymkhana (Timed Competition)	\$75 per participant ((\$25 horse rental, \$50 event fee)	Horse rental is due at time of horse reservation. Event fee is due prior or at time of event.
Gymkhana (Off Property)	Fee is determined depending on outside club factors Horse rental fee will apply	Fee will be determined by other clubs entry fee costs and TRAK traveling
Trail Rides	1 hour- \$55 per participant 1.5 hour- \$75 per participant Traveling trail ride- \$150 per participant	Due prior or at time of event
Private AALS (session length 60 minutes)	Price to be determined	Due prior to start of each session or in full as a package.
Group AALS Sessions (groups up to 10)	Price to be determined	Due prior to start of each session or in full as a package.
Equine Psychotherapy	Price to be determined	Due prior to start of sessions
Equine Lease Program	\$300 Partial lease (one free lesson/month and 3 lease days per week) \$450 full lease (one free lesson/month and 3 lease days per week)	Due the 1st of each month Offered month to month or in 3, 6, 12 month leases
Skills for Service (Part of our volunteer program)	\$40 for horse handler and volunteer bundle	Payment due prior to Volunteer Orientation

Payment agreement:

TRAK offers an auto deduction payment method for all card types for programming. You will be required to have a card on file for membership and payment purposes even if you prefer to make payment with cash or check. You may still pay with cash or check but if payment is not made prior to or at time of lesson your card will be charged the Monday following your lesson or programming time.

When you enroll in a session, you commit to attending ALL lessons. Any unused, pre-paid lesson or session credits expire one year from the date of purchase and will be forfeited. These monies will be considered donations to TRAK and used for program scholarships for other students.

Payment may be made via cash, check or credit card. You may choose to pay in full on a monthly basis or you may pay in full for the entire session. Otherwise, weekly payments at time or prior to service are required.

Scholarship applications are available. Scholarship applications must be updated on an annual basis. Please review our Scholarship Policy, as well as a list of funding resources found under the RIDERS link on our website. Many clients in our AALS sessions can receive reimbursement through ESA accounts. Additionally, clients participating in Equine Facilitated Psychotherapy can also submit their receipts to insurance. The therapists will provide you with any paperwork necessary to facilitate the reimbursement process.