

### SVTRC Policies and Procedures

SVTRC accepts participants and volunteers regardless of income, race, color, nationality or ethnic origin.

**Fees and payment** - Lessons are prepaid on a session basis. The tuition for each session is due by the first day of class unless a pre-arranged payment plan has been set up. Half hour private lessons and one-hour group lessons cost the program \$60. We ask that riders pay at least \$45, or as much as they are able beyond that. SVTRC provides opportunities for families and participants to fundraise to help subsidize lesson costs. If you are unable to pay the full \$60 amount, it is expected that you assist with fundraising efforts. Please indicate below the amount you feel you are able to pay for lesson:

\_\_\_\_\_ I can pay the full \$60 amount

\_\_\_\_\_ I can pay \$45 per lesson, and need to have the lesson cost subsidized. I commit to assisting with SVTRC fundraising

\_\_\_\_\_ I can pay a different amount, and need to have the lesson cost subsidized. I commit to assisting with fundraising. Indicate amount you will pay here: \_\_\_\_\_

**Scheduling** -Participants are notified of the schedule in advance of each session. Please make note of days we are closed for holidays:

New Year's Day

Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas

We are closed the week between Christmas and New Year's

**Attendance and Cancellation Policies** - SVTRC expects consistent attendance by all participants. If you are unable to attend a scheduled class, please call the office or your instructor. Leave a message if you cannot reach anyone. Sufficient notice must be given to volunteers and staff. Credits are not given for classes missed without a call, in advance. If a rider does not attend a lesson, and does not give proper notification that they will be absent, they will be responsible for the cost of the missed lesson. Make ups will be available if SVTRC cancels for weather or sickness.

Weather related cancellations- if Twin Valley schools close due to weather, SVTRC follows suit. Other weather-related cancellations are at the discretions of the director and/or instructor, and they are responsible for contacting participants and volunteers in a timely manner.

**Attire and footwear** - All participants must wear an ASTM/SEI approved helmet with chin strap secured while working with and around horses. SVTRC provides these helmets. SVTRC saddles are equipped with safety stirrups and it is suggested that participants wear a sturdy hard soled shoe or boot with a heel.

**Participant records** - Participants are required to update their paperwork annually by January 15. This paperwork is required in order for SVTRC to maintain standards set by PATH Intl. Participants are not allowed to ride or engage with the horses without the required paperwork.

**Change of health or medication** - Participants must inform SVTRC in writing of any changes in health status, conditions and medications. This includes changes in weight, medications and dosages, revised dosages, medical interventions and surgeries.

**Confidentiality** - Any information pertaining to the participants at SVTRC must be held in strict confidentiality. It is critical that we respect each individual.

**Conflict resolution** - Problems should be handled immediately, confidentially and directly between the parties involved and SVTRC staff. Parents and caregivers who feel that their concerns are not being addressed may contact the Program Director.

**Safety and conduct** - Working with horses is a high-risk activity so the following rules must be adhered to:

- Participants are required to use gentle hands and feet while near or on any horse
- Running, yelling, abusive or aggressive actions are not allowed
- Hand feeding the horses is not allowed

- Photography or videos are not allowed without permission
- Children must be supervised at all times
- Parents may view lessons from the viewing area or outside the ring when outside
- No pets allowed on the grounds
- Smoking or alcohol is not allowed on the grounds
- Visitors wishing to tour the grounds or barn must be escorted by staff
- Please respect any posted off-limits signs

**SVTRC Statement of participant eligibility or dismissal** - SVTRC offers services to individuals with special needs. Prior to participation an assessment is conducted by a certified EAAT instructor. Eligibility for participation in programs is based on an individual's ability to participate meaningfully and safely, provided the necessary resources are available. These include an instructor, volunteers and a class available that meets an individual's needs.

As a PATH Intl operating center, SVTRC adheres to precautions and contraindications as recommended by the PATH medical committee as well as professional standards. Due to the nature of EAAT there are individuals for whom SVTRC programs are deemed inappropriate during the evaluation process, not accepted for enrollment, or able to continue in programs. This determination is made on the basis of physical, behavioral, and other limitations. Individuals accepted into SVTRC programs are required to follow SVTRC rules and procedures and take part in periodic reviews. During these reviews, or as a result of unusual circumstances during a program session, the SVTRC staff may find that continuance in the program for a given individual is inappropriate. For this reason, SVTRC reserves the right to discontinue participation of an individual in its programs when it is deemed that discontinuance is in the best interest of the individual concerned.

**Equine code of ethics** - SVTRC will support EAAT while providing the horses in its care with the highest ethical consideration. Horses working in programs at SVTRC are selected by professional staff. Once a horse is in residence at SVTRC it becomes a reflection of the program. The care of each horse is given with profession expertise and management. The SVTRC staff considers the comfort and wellbeing of each rider and horse their highest priority.

Horses are scheduled to work in a manner consistent with their physical ability. The needs of each horse are met with regard to workload, feeding and general care. Prior to

each use horses are inspected for injury, illness or discomfort. The horses are not asked to work when uncomfortable or unfit.