



# EQUESTRIAN CLUB INFORMATION MANUAL

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## EQUESTRIAN CLUB PROGRAM INFORMATION

Saddle Up!'s Equestrian Club (EC) is comprised of riders who have excelled through the Adaptive Riding program and are working on mastering their horsemanship skills. Each Equestrian Club meeting gives riders the opportunity to participate in class work, barn work, riding, and horse care. Riders are children with disabilities who have achieved Level #4 in RIDES®, through our Adaptive Riding program, and showed continued interest in excelling their horsemanship skills.

### PROGRAM STRUCTURE

The Equestrian Club meets twice a month in the spring and fall and for a full week in the summer to gain their advanced horsemanship skills. Spring and fall meetings are 2 hours long and the summer meeting is 3 hours long for 5 consecutive days, this allows time for extensive unmounted and mounted practice time. Occasional field trips are scheduled to farms, veterinarian clinics, and horse shows for additional horsemanship experiences.

### PROGRESS & GOALS

Equestrian Club curriculum is modeled after the knowledge required of participants in the United States Pony Club. Saddle Up!'s PATH International Certified Instructors break down the knowledge set forth by the United States Pony Club to assist riders in learning these horsemanship skills at their own pace. Instruction is enhanced as instructors teach to each rider's learning style. Goals are set based on the rider's abilities and area(s) of interest.

### ELIGIBILITY

- Participants must be between the ages of 10 and 19 years old and have a documented disability.
- Participants must be active in our Adaptive Riding program, achieved Level #4 in RIDES®, and shown continued interest in excelling their horsemanship skills.
- Participants must be able to ride off lead at the walk and trot without sidewalker support.
- Participants that demonstrate a secure and balanced seat may exceed the horse's weight limit by up to 5 lbs as long as the horse is tolerating the additional weight. This is determined by the PATH Intl. Certified Instructor, in conjunction with the Program Director.
- Saddle Up! follows the PATH International Precautions and Contraindications for determining eligibility for our programs.

## PROGRAM COST & FINANCIAL RESPONSIBILITY

### PROGRAM COST

- Spring & Fall Session
  - \$25 annual membership fee (includes: USPC Manual of Horsemanship: Level D book and annual membership gift)
  - \$50 fee per meeting (Spring & Fall sessions)
- Summer Meeting Week (participation optional)
  - \$400 per participant
- \$25 per session registration fee

### FINANCIAL RESPONSIBILITY

- Spring & Fall Session
  - Payments for the Equestrian Club program are charged in a lump sum to cover up to 4-6 meetings at a time.
  - Fees are broken into 3 payments per session with the first being due at the time of registration along with the \$25 non-refundable, registration fee. The 2<sup>nd</sup> and 3<sup>rd</sup> payment dates will be communicated prior to the start of the session.
- Summer Meeting Week
  - The summer fee is broken into two payments. The first payment is due with registration along with the \$25 non-refundable, registration fee. The 2<sup>nd</sup> payment will be due the first day of the Equestrian Club week.
- Payment must be submitted prior to the participant receiving services.
- If you get behind on payments, we cannot register your child for the upcoming session until the outstanding balance is paid in full.
- Financial Aid: We do not want cost to deter your child from participating in this program, so please contact our Program Administrator if you need financial aid considerations.
  - Program discounts are based on a sliding scale and applicants will need to complete paperwork to apply.
  - Financial Aid can only be available for one program per participant. If your child is participating in more than one program, please let us know where you would like to apply your financial aid.
- Financial Aid Support: If you would like to donate to our Financial Aid Fund, you can bring your donation into the office or visit the DONATE tab on our website at [www.saddleupnashville.org](http://www.saddleupnashville.org).

## PROPER ATTIRE

If your child arrives at a lesson without the proper attire we reserve the right to not allow him/her in the barn and/or on a horse for their safety.

- ASTM-SEI Riding Helmet – Please purchase one that fits your child according to the Helmet Fit Guidelines in the Parent Information Manual.
- Long pants – such as Jeans or Riding Pants.
- Closed toe shoe – A riding boot with a heel would be ideal.
- Cold Weather Gear (when appropriate) – such as gloves, jacket, etc. Jackets/coats must be zipped or fastened.
- No loose or dangling clothing or jewelry (i.e. scarves, necklaces, bangle earrings, etc.).
- Summer Meeting Week ONLY – Shorts are appropriate in warmer months for unmounted activities only.

## ATTENDANCE

- Absent
  - If your child is going to be ABSENT please email us at [attendance@saddleupnashville.org](mailto:attendance@saddleupnashville.org). If the absence is less than 2 hours' notice from the program time you MUST also CALL the lesson hotline at (615) 794-1150 x290 and leave a message. This allows us to contact volunteers and make any changes needed. The earlier you notify Saddle Up!, the more likely we are to be able to inform your child's team.
  - Saddle Up! does not offer refunds or make-up lessons for participant absences.
- Tardy
  - If your child is going to be late to their scheduled program, please call the office at (615) 794-1150 and talk with a staff person or leave a message on the lesson hotline at extension 290.
  - With notice: after 15 minutes OR once the instructor has mounted the other riders, even if you have called us, you will forfeit the lesson for the day.
  - Without notice: if a participant is MORE than 10 minutes late to his/her lesson and you have not called us in advance, then you will forfeit your lesson for that day.
  - The lesson time will not be extended for a participant's tardiness.
- No Show:
  - If a participant misses a lesson WITHOUT notification, Saddle Up! will document this as a 'no-show' and send a notification to the parent/guardian.
  - A participant is also considered a 'no-show' if you notify us after the lesson starts.
  - If a participant has 2 or more 'no shows', then Saddle Up! may dismiss the participant from the program.
- Email to specific staff email addresses is NOT an acceptable form of notification in the event that the staff person you email is not in the office that day. The email address [attendance@saddleupnashville.org](mailto:attendance@saddleupnashville.org) is the ONLY email address that is acceptable for absence notifications.

## PARENT SUPERVISION

- Parents/guardians are NOT required to remain on site at all times while their child is participating in our Equestrian Club program at Saddle Up!.
- If parents/guardians choose to remain on site, they MUST stay in the family area or courtyard during programming, unless they have special permission from a staff person to enter the program area. Feel free to take a stroll down the driveway or enjoy a snack on one of our picnic tables as well.
- Parents/guardians ARE required to attend field trips.

## PAPERWORK REQUIREMENTS

- Paperwork must be completed prior to beginning a program or interacting with a horse.
- Participants must complete all registration paperwork and submit deposits/payments in order to register for the session.
- All participants are required to have a completed Participant Release annually.
- All participants are required to have an updated Physician's Statement form every two years.

## THINGS TO BRING – SUMMER MEETING WEEK

- Snack in a lunch bag or tote with their name/initials on it. Please let us know if your child has any food allergies.
- Shorts to change into after riding (optional).
- Refillable water bottle with their name/initials on it.
- Bug spray with their name/initials on it.
- Sunscreen with their name/initials on it.
- Bug spray and sunscreen can be brought on Monday and sent home on Friday if that is more convenient for some families.

## FIELD TRIPS

Occasionally, the Equestrian Club instructors will schedule off-site field trips for the group. Field trip locations may include other farms, veterinary clinics, horse shows, etc. Field trip rules include:

1. Parent/guardian **MUST** provide transportation to and from the field trip location.
2. Parent/guardian **MUST** attend field trips.
3. Participant **MUST** register and pay any necessary fees in advance of attending the field trip.