



Heartland Equine Therapeutic Riding Academy

Where horses and you make dreams come true!

Dear Parents, Participants or Caregivers,

Thank you for choosing HETRA. We look forward to working with you! Please read through all the information in this letter thoroughly. It contains very important information regarding registration of your participant and participation in the HETRA program.

We currently have openings in the Public Riding program, but these spots fill up fast so get your paperwork in quickly!

We are very excited about everything we have accomplished over the past few years! In order to keep the program affordable to all of the participants, HETRA continually hosts fundraising events and activities and looks for grants and foundations to help support our program. HETRA continues to be committed to provide services to our participant regardless of their financial situation or ability to pay. With this commitment though, we need help from all of our HETRA families to assist with our fundraising efforts throughout the year.

We are very proud of our dedicated and motivated parents, guardians and participants and all that you do for the HETRA organization. You are a very important part of our Team!!!! We are looking forward to embarking on another adventure with you.

Thank You!

Edye Godden

Edye Godden, OTR/L
Executive Director
www.HETRA.org
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402-359-8830

Participant Handbook

1. Getting Started

First please complete all paperwork included in this package. Then either mail (HETRA, 10130 S. 222nd Street, Gretna, NE 68028) or fax (866) 577-4598 your completed paperwork in to HETRA. Once your paperwork has been received and processed you will be contacted to discuss possible session riding times. **There will be a \$30.00 registration fee for all participants which is due when you send in your paperwork.**

2. Programs

Public Riding: HETRA has opened up our center to individuals in the public that would like to come take riding lessons. The participant must be at least 5 years old. Sessions with 1-2 riders in the class will be 30 minutes lessons, if there are 3 participants the session will be 45 minutes long. All sessions will be taught by one PATH, Intl. certified instructor. Goals for this program focus on horsemanship skills and leisure activities.

3. Participant Dismissal & Discharge Policy

It is at the discretion of HETRA's Executive Director and Program Director to accept or remove a participant from the program. The results of a risk/benefit analysis will also be considered. Participants who do not adhere to the rules and procedures or meet the guidelines for eligibility are subject to dismissal or discharge. Possible grounds for dismissal may include, but are not limited to: conduct endangering another participant or staff or the horse, conduct endangering themselves, consistent failure to follow safety procedures with respect to the horses, a gain in weight above the HETRA maximum levels, failure to cancel in advance for more than three lessons or incomplete paperwork. Paperwork that is required is: Registration / Health History/Photo Release, Authorization for Emergency/ Medical Treatment, Consent for Release of Information, Participant's (Signed) Medical History and Physicians Statement, Policies, Procedures and Barn Rules Agreement. The development of a contraindicated condition or the deterioration of a condition to the point horseback riding is no longer beneficial or could be harmful to the participant or where safety for the participant or others has become a concern.

Participants at HETRA shall have no history of inappropriate behavior with fire or any tendencies or history of abuse or violence directed toward other people or animals. HETRA reserves the right to deny services to any individual based upon concerns for the applicant's safety and/or the safety of the horses, volunteers, staff, property owners, or for other reasons in accordance with PATH, Intl. operating center guidelines.

No participant will be dismissed without an opportunity to discuss the reasons with supervisory staff. The participant may at any time, for whatever reason, decide to sever the participant relationship with HETRA. Notice of such a decision should be communicated as soon as possible.

4. Weight Limitations for All Participants

Maximum weights are listed below, but decisions regarding participation will be based on the availability of a suitable horse related to the height, weight, cognition and balance of the participant.

- 220 lbs. for a well balanced centered participant not requiring sidewalkers.
- 180 lbs. for an unbalanced participant needing sidewalker assistance.
- Each horse has individual weight limitations based upon the horses height, weight, age and physical and medical condition.

5. Scheduling of a weekly riding time for new participants

The HETRA staff will place participants in a class based on their riding skills and the current open time slots that work for your schedule. If an opening does not currently exist, then we will put your participant on a waiting list and you will be notified as soon as an opening becomes available. Riding sessions are typically offered late afternoon to evening on weekdays and mid day on the weekends, available riding times will be discussed at your evaluation.

6. Billing

- **Public Riding Program** is \$35 per ride/drive and will be billed in 12 week courses (\$420) prior to the beginning of the course. If your payment is postmarked by the due date on your invoice we will offer you a 10% discount (\$378 for the 12 week course).

Any Participant (in any program) with an outstanding balance from the previous course will not be allowed to ride until the balance on the account has been paid or payment arrangements have been made. In addition, all Participant fees that are not paid according to the previous payment arrangements, will be assessed a minimum of \$20.00 charge per month (beginning once the invoice has gone over 30 days) to cover administrative expenses on the balance.

7. Cancellations

If HETRA should cancel a riding session (due to weather or instructor illness, etc.):

- **Public Riding** participants your fees will be credited toward the next 12 week course.

You will be notified by phone, email and/or text message for weather cancellations.

If you cancel a riding session: **Public Riding** participants this session will not be refunded, but can be made up. **You are allowed a maximum of 2 make up sessions per 12 week course** and these must be made up during that course or the course immediately following the cancelled sessions.

HETRA running late: Any time the HETRA program is running late (as we will at times) we will do our best to get back on schedule however, we will offer the participants their full session time.

Participant tardiness: Any time a participant is late their session time will be decreased accordingly in order for the schedule to remain intact.

If a participant is 15 or more minutes late for a session they will NOT be allowed to ride for that session. We will do our best to provide other activities for the Participant to participate in while at the barn such as grooming.

Dropping out of a Course: If your participant drops out of a 12 week course without finishing it there will be a \$50 fee assessed unless it was medically necessary.

8. Make-Up Lessons

Make up sessions are scheduled on a first come, first serve basis. Only participant cancelled sessions are eligible to be made up. If a participant is a no-show (no previous notice given), this session will not be eligible to be made up.

9. ATTIRE

No open toe shoes, sandals or clog type shoes. No slick (jogging type) pants. And we would prefer that your participant wore pants instead of shorts as the saddle can get very uncomfortable with direct skin contact.

10. CHILDREN

We ask that children be monitored and in direct vision of the adult at all times while at the facility. Please review the barn rules with your children prior to arriving at the barn.

11. DOGS and OTHER ANIMALS

Dogs or other animals are not allowed at the barn at anytime. The exception to this rule is service animals. Please let your instructor know if you will be bringing a service animal to the session with you.

12. QUESTIONS

Please direct questions to your participant's instructor. If you do not get a satisfactory answer to your question please feel free to contact the office 402-359-8830.

Thanks so much for your interest in our program, we look forward to working with you



HETRA PARTICIPANT REGISTRATION & EMERGENCY CONTACT INFORMATION

Participant _____ Date of Birth _____ Age _____ Gender: M F

Is participant a military Veteran? Yes No Weight _____

Address _____ City _____ State _____

Zip Code _____ County _____ Participant's School or Employer: _____ Email: _____

Ethnicity (optional, this information is often asked for when applying for grants) _____ Phone Number: _____

Referral Source: _____

Mother's/Guardian Information: (minor or dependent adult only)

Name _____ Mailing Address _____

City _____ State _____ Zip _____ Email _____

Cell Phone _____ Home Phone _____ Work Phone _____

Place of Employment _____ Occupation _____

Best way to get a hold of you (Please circle one): Email Mobile Phone Text Message Home Phone Work Phone

Father's Information: (minor or dependent adult only)

Name _____ Mailing Address _____

City _____ State _____ Zip _____ Email _____

Cell Phone _____ Home Phone _____ Work Phone _____

Place of Employment _____ Occupation _____

Best way to get a hold of you (Please circle one): Email Mobile Phone Text Message Home Phone Work Phone

Individual Responsible for payment:

Name _____ Mailing Address _____

City _____ State _____ Zip _____ Email _____

Cell Phone _____ Home Phone _____ Relationship to participant: _____

In the event of an emergency and I cannot be reached please contact:

Emergency contact _____ Relation: _____ Phone _____

Emergency contact _____ Relation: _____ Phone _____

Physician's Name _____ Phone _____

Preferred Medical Facility _____

Health Insurance Company _____ Policy # _____

Allergies: _____ Current Medications: _____

My participant does not have a physical, developmental or mental health diagnosis and is NOT currently receiving treatment for a physical, developmental or mental health symptoms.

Parent/Guardian Signature: _____ Date: _____

Heartland Equine Therapeutic Riding Academy

HETRA Participant Liability Release, Photo Release & Medical Consent Plan

Liability Release

_____ (participant's name) would like to participate in the Heartland Equine Therapeutic Riding Academy program. I acknowledge the risks and potential for risks of horseback riding. However, I feel that the possible benefits to myself/my son/my daughter/my ward are greater than the risk assumed. I hereby, intending to be legally bound, for myself, my heirs and assigns, executors or administrators, waive and release forever all claims for damages against Heartland Equine Therapeutic Riding Academy, its Board of Directors, Instructors, Therapists, Aides, Volunteers, and Employees for any or all injuries and/or losses I/my son/my daughter/my ward may sustain while participating in Heartland Equine Therapeutic Riding Academy Programs.

WARNING - Under Nebraska Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to sections 25-21,249 to 25-21,253.

Date: _____ Signature _____
(Participant, Parent or Guardian)

Photo Release

- I do consent and authorize
 I do not consent

to the use and reproduction by Heartland Equine Therapeutic Riding Academy of any or all photographs and any other audiovisual materials taken of me/my son/my daughter/my ward for promotional printed material, educational activities or any other use for the benefit of the program.

Date: _____ Signature _____
(Participant, Parent or Guardian)

Medical Consent Plan

This authorization includes x-ray, surgery, hospitalization, medication and any treatment procedure deemed "life saving" by the physician. This provision will only be invoked if the parent/guardian or emergency contact is unable to be reached.

Date _____ Consent Signature _____
(Participant, Parent or Guardian)

Parent/Guardian Name _____ Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

I understand that I am filling out paperwork for the HETRA Public Riding Program which is for able bodied riders. My participant does NOT have a physical, developmental or mental health diagnosis and is NOT currently receiving treatment for any physical, developmental or mental health symptoms.

Date: _____ Signature _____
(Participant, Parent or Guardian)

In order to help us place you in a class with other participants working on similar riding skills, please tell us about your riding experience and interests:

1. Will this be the first time you have ever ridden? ____ Yes ____ No
2. Have you ever taken riding lessons? If so please explain what type of lessons, when and where you took lessons:

3. Do you prefer English or Western style riding? (please circle one)

4. Do you own or have access to a horse? _____

5. What do you hope to learn in your lessons? _____

HETRA Billing Policies

Below is some information on HETRA billing policies. If you have any questions about HETRA's fees or billing please contact Erin Bevington at (402) 359-8830 or Erin@HETRA.org.

To help HETRA save on postage, we would appreciate it if we could send your billing to you via email. We would appreciate it if you could please provide this information to us on your registration form. If you do not have an email or would prefer to receive your billing via regular mail please let us know.

Fees:

Public Riding - \$35 per ride/drive, \$420 for one 12 week course, a 10% early payment deduction is available if payment is made by the due date posted on the bill. Public riding sessions are billed at the beginning of each 12 week course, and is due by the due date on the bill.

Registration Fees- All participants will be billed annually for a \$30.00 registration fee which helps HETRA cover insurance and other office fees.

Dropping off of a Course – If the participant needs to drop out of a Course without finishing the 12 weeks, a \$50 fee will be assessed unless it is medically necessary.

Any Participant (in any program) with an outstanding balance from the previous course will not be allowed to ride until the balance on the account has been paid, payment arrangements have been made or scholarship application filled out. In addition, all Participant fees that are not paid according to the previous payment arrangements, will be assessed a minimum of \$20.00 charge per month (beginning once the invoice has gone over 30 days) to cover administrative expenses on the balance.

By signing below I agree that I have read and understand HETRA's billing policies:

Participant Name: _____

Date: _____ Parent/Participant Signature: _____

SAFETY RULES FOR ALL HETRA STAFF, VOLUNTEERS, FAMILIES AND PARTICIPANTS

**The following guidelines have been developed for your safety.
Failure to follow these rules can result in your dismissal from this facility.**

1. Please DO NOT pet the horses in any outside pens or indoor stalls. Some horses on the property are privately owned and are not part of the HETRA herd.
2. Please do not arrive at the barn before you are scheduled, there must be a HETRA Instructor, Staff Member, or Barn Leader on site when volunteers, students or guests arrive. For insurance purposes there cannot be visitors at the HETRA facility when there is not a staff member on site.
3. ONLY the Barn Leader or approved Horse Leader will be allowed to get horses from outside pens.
4. No untrained individual should enter a pen or stall with a loose horse in it.
5. You should not be in any outside pen UNLESS you have been asked by an Instructor or Barn Leader to complete a specific task in this area. Once this has been completed please return to the proper volunteer areas.
6. NEVER sit, kneel or lay on the ground near a horse.
7. All phones must be turned to silent or vibrate when in the arena - NEVER answer your phone while working in the arena.
8. Please only use HETRA tack and equipment and always return it to its appropriate place.
9. Always clean up after yourself and any horse you are working with (sweep up any hair, manure, and throw away any trash).
10. All riders during a HETRA riding session are required to wear approved safety helmets (this includes Instructors).
11. Please do not feed any horses treats. Treating horses tends to promote biting. Also some of the horses are on special diets and treats can be detrimental to their health. Please do not allow the horses to lick your hands this encourages biting.
12. Please DO NOT pet the horses on their heads or faces, this is a personal space for them and can make them crabby.
13. When approaching a horse, always consider the horse's limited field of vision. Horses cannot see directly behind or in front of them without moving their head. Always approach a horse at the shoulder, speak to them as you approach, and then extend your hand and pat them on the neck or shoulder. When moving around a horse, placing a hand on their hip as you move around them allows them to know where you are.
14. Avoid sudden movements when around the horse. This includes removing coats, raising arms suddenly, running, jumping climbing, etc. Horses can spook easily, please keep this in mind at all times when around horses.
15. Please Do NOT reach into or pet a horse through the bars. If they can put their heads out it is ok to pet them. Please respect that they may need down time and do not want to be petted.
16. Only HETRA Instructors are allowed to put on or remove the bridles on the HETRA horses.
17. Please do not bring dogs or any other animals to the barn. (If you have a service animal please notify HETRA Staff).
18. The cats are cute and fun to play with but they can bite and scratch. Playing with the cats is done at your own risk. Please monitor any children during their interaction with the cats.
19. All children under the age of 12 must be DIRECTLY monitored by an adult at all times while on the property.
20. DO NOT enter any other buildings on the property unless directed by a HETRA Instructor or Staff Member.
21. If you are not directly involved with a session please keep all activities and conversations to the designated waiting areas or check with the Barn Leader Instructor as to additional tasks that need to be done around the barn. It is important to keep noise and conversation to a minimum when lessons are being conducted as it can be very distracting for the students and horses.
22. The session Instructors are ultimately responsible for all aspects of the session from the time the first horse is taken out until the last one is put away. Please listen and follow all directions given by the session Instructors. Please be aware of all situations around you and report any unsafe situation to the session Instructor or Barn Leader immediately.
23. HETRA strictly prohibits anyone, including individuals with permits, to carry concealed handguns, from possessing and/or carrying a concealed handgun while on HETRA's property. NO EXCEPTIONS will be made to this Policy. Any violation may result in the dismissal of Volunteer or Guest.
24. HETRA is a Tobacco Free Facility. Smoking or the use of any tobacco products is strictly prohibited on the HETRA property. This includes the arena/barn area as well as the parking lot and adjacent buildings on the property.

HETRA does not discriminate on the basis of race, color, religion, national origin, gender, age, or disability in admission to it's programs, services, or activities, or any other aspect of their operations.

HETRA Volunteer & Guest Dismissal Policy: HETRA reserves the right to dismiss a guest or volunteer from the facility and from the program if their behavior is putting themselves, a participant, staff, other volunteers or the horse's mental or physical health in jeopardy. The HETRA instructor in charge at the time of the incident will review the behavior with the volunteer and determine the level of intervention necessary. The level of intervention could include a verbal or written warning or immediate dismissal from the HETRA facility and program. Physical, emotional, mental or sexual abuse by a person at the HETRA facility will not be tolerated and will result in immediate dismissal from the HETRA facility. Alcohol consumption by a volunteer prior to a session is not allowed. A volunteer smelling of alcohol will not be allowed to assist with that night's session.

Please follow these rules at all times while at the facility. Anyone not following these rules will be asked to leave the facility.

My Family and/or I have read the Barn Rules and agree to follow them at all times while at the facility.

Signature _____ Date _____

(Parent or Guardian for _____ family)

Paperwork Checklist

All of the following paperwork must be signed and turned in before an riding time can be scheduled

- Participant's Registration & Emergency Contact Information
- Participant's Liability Release, Photo Release & Medical Consent Plan
- Billing Policies (Must be signed and dated)
- Safety Rules (Must be signed and dated)

All paperwork can be faxed to (866) 577-4598 or mailed to HETRA, 10130 S. 222nd Street, Gretna, NE 68028