



Cowichan Therapeutic Riding Association

at Providence Farm 1843 Tzouhalem Rd., Duncan, B.C. V9L 5L6

Service Agreement.

Riders Name: _____ DOB _____

This agreement is to outline what families can expect from the Cowichan Therapeutic Riding Association and the Association expectations of the family.

Service Guidelines

1. Lessons are payable in advance for the ten week session unless otherwise arranged with the office. There is a once yearly registration fee of \$25 to help cover administration, membership, insurance costs and CanTRA affiliation. Participants with outstanding fees may not be allowed to participate in future sessions until the account is settled.
2. Lesson times will be scheduled with consideration of the participants preferred day and time. If a lesson is cancelled we will do our best to make it up at session end but this may not always be possible.
3. Please give as much notice as possible if you need to cancel. If a participant is unwell a medical document is needed for a credit or a make up lesson.
4. If CTRA must cancel because of weather conditions the lesson will be rescheduled at the end of the ten week session.
5. Lessons will not run on Statutory Holidays and a make up will be scheduled at the end of the session..
6. The length of the lesson is scheduled to the rider's needs and abilities. If a rider is having difficulty participating, the lesson may be shortened to meet the rider's needs. Services are based on normal boundaries of respect, safety and trust. If the Instructor feels a client's physical, emotional and medical state or behaviour may create a safety concern, the lesson may be reconstructed, rescheduled, or terminated at the discretion of the staff.
7. Group lessons run for 1 hour, private lessons run for 30 minutes and extended private run for 45 minutes. If in a group lesson and the lesson is restructured for any reason the lesson time may have be reduced according to number of participants.
8. Parent, guardian and/or caregiver must remain at the facility unless previous permission to leave the participant unattended has been granted.
9. To ensure an effective lesson parents and/or guardians are not permitted to participate in the lesson as a volunteer.
10. If the regular caregiver acts as a sidewalker and is to be changed please notify the office and where possible have regular caregiver orient new caregiver to the program routine. Failure to provide notice may result in lesson cancellation.



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11. If a rider falls from their horse, the rider will not be remounted until the following lesson. It is recommended that any rider who has fallen have a medical check up.
12. It is the responsibility of the parent, guardian and/or caregiver to have participating riders appropriately attired for riding and the weather conditions. Boots or shoes with a heel and long pants are mandatory. All riders must wear an ASTM approved helmet. Helmets and boots are available on a first come first served basis, helmet waiver to be signed. As using individual helmets is hygienically preferable and usually more comfortable, riders are encouraged to purchase their own ASTM approved helmet.
13. All forms must be properly filled out and returned to CTRA at least two weeks prior to the start of the session to allow all applications to be forwarded to the Medical Committee for approval. For more information please read "Contraindications and Precautions" before forwarding referral to physician. Certain conditions, states or physical constitutions may preclude a client from participating in mounted therapies. The decision of the Medical Committee will be final.
14. It is the responsibility of the client, parent, guardian and/or caregiver to inform CTRA of any changes to state or condition of client (e.g. medication changes, surgery, grand mal seizures or major incidents). In some circumstances a medical note may be needed before returning to the program.
15. It is recommended that every participant familiarize themselves with the facility prior to the start of the session or following a break from the program.
16. A consultation visit may be recommended for new riders to assess their suitability for a particular program. The charge for this assessment is \$15.
17. To facilitate service, relevant information will be shared within the team, including consultation with outside professionals who are members of our Medical Committee. Otherwise all information regarding your participant is kept confidential.

Signature of Rider, Parent or Guardian: _____

Printed Name: _____ **Date:** _____