



AR Welcome to TROT

Thank you for your interest in Therapeutic Riding of Tucson (TROT).
We are excited to guide you through becoming a participant in our program.

TROT empowers individuals with diverse abilities to reach their full potential through equine-assisted services since 1974.

TROT is a 501(c)(3) non-profit organization and holds a Premier Accredited Center status through The Professional Association of Therapeutic Horsemanship (PATH) International, which is the highest possible accreditation standard. All TROT instructors are professionally certified by PATH International, the national nonprofit association that promotes and supports equine assisted services for individuals with disabilities.

PATH International sets the safety guidelines and teaching standards for our industry.

TROT provides services to a diverse population of individuals living with disabilities such as Autism Spectrum Disorder, ADHD, ADD, Developmental Delays, Anxiety, Depression, Traumatic Brain Injury, Post Traumatic Stress, Down Syndrome, Muscular Dystrophy, Multiple Sclerosis, Limb Amputations, Learning Disabilities, etc. Participants range from four years old to seniors.

Our adaptive riding and equine-assisted learning programs work towards fostering independence, enhancing individual strengths, and achieving personal goals while therapeutically benefiting the physical, psychological, cognitive, and behavioral aspects of everyone who participates.

Through carefully designed objectives and lesson plans prepared by our PATH Intl. Certified Therapeutic Riding Instructors, participants work towards their personal goals in a therapeutically beneficial setting. Each participant's instructor records measurable outcomes relating to their goals through weekly progress notes.

We look forward to making TROT an integral part of your year!

The TROT Adaptive Riding Program Team





PARTICIPANT GUIDELINES AND POLICIES

Enrollment

TROT's programs are based on an individual's ability to participate safely, effectively, and in compliance with our industry standards. Enrollment is offered when the necessary resources are available including: an appropriate horse, available volunteers, and class compatibility that meet the individual's needs.

- Participants must be at least 4 years old, there is no maximum age limit, and the weight limit is 200 lbs. (Some restrictions apply based on height and body control that could deem under 200 lbs. as unsafe for mounting).
- Each participant, parent, or guardian begins by reviewing the guidelines and policies, filling out and submitting the participant application online <https://www.trotarizona.org/trot-forms/>. A hard copy of the medical release forms must be completed and signed by the participant's physician before participating in the program. Completing an online application places you on our waitlist.
- After submitting your application and a class becomes available, one of our PATH Intl. Certified Therapeutic Riding Instructors will schedule your assessment. The assessment will be about an hour and will determine the participant's individual needs, suitability, class type, exercise tolerance, mounting technique, volunteer assistance needed, horse and adaptive equipment assignments, availability, and goal setting. Participants are then placed in classes if a suitable opening is available based on their individual needs, ability, age, personal goals, or they will be placed on a waitlist until there is an appropriate opening. **A one-time \$45 Assessment Fee is due at the time of the assessment.**
- To follow our PATH Accreditation Standards, returning participants will need to complete the Annual Participant Packet electronically through our website at the beginning of each program year (between July and August) but will not need an assessment.

Classes are **scheduled once a week** and we strive to keep each participant's volunteer team the same throughout their semester. Most participants in adaptive riding are registered for group sessions which provide the opportunity for interaction with other riders and families. The participants can also learn from one another and enjoy group activities that build on peer interactions and relationships. Private lessons will only be provided if deemed necessary by our PATH Intl. Certified Therapeutic Riding Instructors.

We hope that participants continue their involvement in the program throughout the year to maximize their therapeutic benefits in our progressively designed classes.

Participant/Caregiver - Instructor Conferences

Your instructor will hold at least one conference each 8-week session to review each participant's goals, progress, program appropriateness, and steps moving forward.



General Information

TROT is now offering sessions in 8-week blocks (Group A and Group B). Participants are active for 8 weeks in the Fall and 8 weeks in the Spring. Participants may continue their services if they remain appropriate for the adaptive riding program. Each participant rides for a total of 16 weeks in a calendar year. When Group A is active, Group B is inactive and vice versa.

Examples:

A) Suzie is in Group A. She rides from August - October (8-weeks in the Fall) and then from January to March (8-weeks in the Spring)

B) Johnny is in Group B. He rides from October - December (8 weeks) and then from March to May (8 weeks)

- A lesson of 3-4 participants = 60-minute classes: Including mounting, lesson, & dismounting.
- A lesson of 2 participants = 45-minute classes: Including mounting, lesson, & dismounting.
- A private lesson = 30-minute class: Including mounting, lesson, & dismounting.

Tuition & Fees

TROT's Adaptive Riding Program begins in mid-August and ends in late May. Our volunteer Board of Directors and staff work diligently to keep the tuition as low as possible. As a nonprofit, other than tuition fees, we are entirely dependent on donations to meet our annual operating budget by continuously pursuing a variety of fundraising options to support the programs and make it affordable for every participant we serve. Although participants pay a fee of **\$50 per lesson**, the actual cost to TROT is \$168 per lesson.

Because of our low tuition fees, high level of program activity throughout the week, continual need to organize volunteer support, and plan for additional staff time, **we are not able to offer refunds, make-ups, or carry a balance over from one semester to the next for participant absences.**

One full payment of \$400 is due TWO weeks prior to each of your 8-week session.
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****Payment is due before services are provided. If any other payment option is required, please speak with our Office Manager or Program Director **before** the two-week deadline. This will secure your riding time. There are no per lesson rates, fees are charged at a flat tuition rate for each 8-week session (or are prorated depending on your start date). ****

Please note: Non-payment of fees will result in suspension from the program until payments are up to date.

Payments can be made with credit card (over the phone or in person) or by check (mail or in person).

TROT's Adaptive Riding Program does not accept any insurance plan.

However, we do accept the Empowerment Scholarship Account (ESA) program.

Partial scholarships are available on a limited basis for those who qualify and must be completed annually along with proof of income.



Cancellations

To maintain our affordable rates, TROT is implementing a policy which allows up to three cancellations in any program year (July 1 – June 30) for reasons beyond our control such as weather, staff illnesses, horse unavailability, etc. without providing make-up sessions. This provides TROT with the opportunity to keep the overall cost down as cancellations incur additional obligations overextending our limited resources. Celebration of Achievement counts as a makeup lesson for all riders, except for our Saturday participants.

Session Cancellation Due to Weather

Since we have a covered arena, weather cancellations are less likely. However, TROT may elect to offer ground session if the weather is poor but not severe. Severe weather may include excessive heat, rain, or wind. When there are weather problems, some or all lessons may include horsemanship education. We try to maximize riding time when the weather is good and save the equally important ground lessons for times when the weather does not cooperate. We know that some of our participants thrive in structured activities and coming to TROT but not riding may be difficult for them. If you are concerned about this possibility, please talk with your instructor to plan accordingly. Make-up lessons cannot be scheduled in lieu of ground lessons. If road conditions are unsafe, TROT will cancel class at least two hours prior to the lesson. **ONLY if TROT cancels more than the allotted classes per year will there be a makeup session** (please refer to Cancellation section for three class cancellation policy. Celebration of Achievement also serves as an additional/makeup lesson.

Weight Policy

Riding is not an appropriate activity for everyone. TROT must decline services if riding is contraindicated. As a PATH Int. Premier Accredited Center, we must follow PATH International standards and guidelines for safety purposes. According to PATH Intl. guidelines, riding is contraindicated if:

1. The staff is unable to safely manage the client in any situation, including an emergency dismount.
2. The safety and comfort of the client or the horse is compromised.

The maximum weight capacity for a rider is 200 pounds.

Some restrictions may apply based on height and body control that could be considered unsafe for mounting.

Riders 80 pounds or over must be able to maintain a sitting position by holding on with at least one hand.

All individuals are weighed before the beginning of each session.

If you are not able to meet the weight capacity, you will NOT be able to participate in any mounted activities.

As an alternative, we provide ground lessons for those unable to participate in riding or for those that would benefit from starting from the ground and progressing to mounted sessions. This may include grooming, tacking, leading, general horsemanship education, and other related activities while also focusing on the participants personal goals.



Attendance:

To gain maximum benefit from TROT, it is imperative that riders attend as many lessons as possible. A participant's enrollment in the TROT program reserves a place for him/her which otherwise could serve another rider. When a scheduled participant does not show up for their lesson, volunteers assigned to work with him/her become discouraged and drop out of the program. This jeopardizes all our TROT programs. We understand that illnesses, work, traffic, and other situations arise and ask that if you or your rider must miss class, please contact your instructor, or TROT's front office so we can avoid having a horse tacked up or volunteers arrive for a lesson unnecessarily.

- **Arrive 15 minutes before** the assigned lesson time.
- Please **give 24-hour notice of any cancellations** so that we can reschedule our volunteers & horses
- We will make every effort to accommodate each participant, however **if you arrive more than 15 minutes late** for the class, it will result in you not being able to ride that day.
- Participants having **two unexcused/ "no-call, no show"** absences in a program year (July 1 – June 30) will be notified that they are being dropped from the program and placed back on the waitlist.
- If there are **6 missed lessons** (excused or unexcused) in any program year (July 1 - June 30) you will forfeit your spot to someone on the waitlist and be placed back on the waitlist for the next available and suitable opening.
- **Please email your instructor with any absences or late arrivals.**

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If you are not able to email, call the front office at (520) 749-2360 to be connected to your instructor or leave a voice mail at (520) 749-2360 ext. 613.

Safety Rules

- Riders who are minors require a parent or caregiver to remain onsite during the lesson.
- Guests and spectators should remain in the designated viewing areas.
- No mistreatment, abuse, or verbal suggestions of abuse of any animal or person will be tolerated.
- Please do not leave any children unattended.
- No running, pushing, yelling, or climbing.
- The barn is not open to parents, caregivers, or visitors without prior permission.
- Off-limit areas are posted and must be avoided.
- The driveway speed limit is posted at 5 mph. This speed limit is strictly enforced.
- No pets allowed on the premises. Service animals must always be leashed and accompany their owner.
- Taking pictures must be cleared with the instructor. (Some participants may not have a photo release)
- No weapons allowed on the property.
- No alcohol or illegal substances allowed on the property. No Smoking anywhere on the property.
- We reserve the right to ask anyone to leave the premises.
- Failure to abide by TROT staff directions or any other behavior that is deemed disrespectful, hostile, disruptive, or unsafe will result in being asked to leave the premises.



Attire

- All participants must wear approved equestrian ASTM-SEI safety helmets in all mounted activities. TROT has a limited number of helmets available for program use. Participants are encouraged to purchase their own. If you would like to purchase a helmet, a list of retailers can be provided.
- Please dress for the weather. **Long pants are preferred.**
- **Closed-toed shoes are mandatory.** Since safety stirrups are used for all the saddles, tennis shoes are permitted, but hard soled boots with a low heel are preferred. NO Crocs allowed or sandals allowed.
- No dangling jewelry.
- Wear close-fitting clothing for safety as well as comfort. Loose clothing can get caught or tangled.

Precautions and Contraindications

The following conditions, if present, may represent **precautions or contraindications** to therapeutic horseback riding. Please review this information and if present, contact TROT for more information.

Orthopedic

Spinal Fusion
Spinal Instabilities/Abnormalities
Atlantoaxial Instabilities
Scoliosis
Kyphosis
Lordosis
Hip Subluxation and Dislocation
Osteoporosis
Pathological Fractures
Coxarthrosis
Heterotopic Ossification
Spinal Orthoses
Cranial Deficits
Internal Spinal Stabilization Devices

Neurological

Migraines
Hydrocephalus/shunt PVD
Spina Bifida
Chiari II Malformation
Hemophilia
Paralysis due to Spinal Cord Injury
Seizure Disorders

Psychological

Animal Abuse; Dangerous to Self or Others; Substance Abuse
Physical/Sexual/Emotional Abuse; Fixation Fire Setting

Medical/Surgical

Allergies
Cancer
Poor Endurance
Recent Surgery
Diabetes
Peripheral Vascular Disease
Varicose Veins
Hemophilia
Hypertension
Serious Heart Condition
Stroke (Cerebrovascular Accident)
Skin Breakdown
Cardiac Condition
Medical Instability
Pathologic Fractures Exacerbations of -Medical Conditions (e.g., RA, MS)

Other

Acute exacerbation of chronic disorder
Behavior Problems
Tethered Cord
Age Two - Four Years
Indwelling Catheter
Medical Equipment
Medications - e.g., Photosensitivity
Weight Control Disorder
Thought Control Disorders



Possible Reasons for Participant Discharge

(Please be advised of the following reasons that may lead to discharge from the adaptive riding program)

1. While at TROT, participant has acquired the riding skills suitable for a non-therapeutic riding program.
2. The participant's inability to maintain head and neck control while riding.
3. The participant's inability to maintain sitting balance while riding.
4. Participant is unable to follow directions which is interfering with progress toward goals.
5. Parent or guardian behavior that is deemed disrespectful, hostile, disruptive, or unsafe.
6. Participant exhibits uncontrolled and/or inappropriate behavior that constitutes a safety risk to the participant, volunteers, staff, and/or horse.
7. Participant exceeds weight that can safely be managed by staff, volunteers, and/or horses.
8. Any change in the participant's medical, physical, cognitive, or emotional condition that deems therapeutic riding to be unsafe or becomes a contraindication.
9. Participant misses two scheduled sessions without prior cancelation, in any given calendar year.
10. Participant misses 50% of sessions in any given calendar year.
11. Non-payment of agreed upon fees.

Our primary goal is for everyone at TROT to have a fun, safe, successful, and productive experience.

Thank you for joining us!