



Guidelines and Policies



Welcome to Rolling Hills Ranch and Freedom Hills TRP

We are so excited you have chosen our program to come and learn about horses and ponies.

We plan to do all we can to make sure you have an enjoyable experience.

To ensure the safety of everyone, including our equines, we ask you to follow these guidelines.

- Children under the age of 13 must be accompanied at all times by an adult (parent, guardian). We appreciate the adults learning with their student how to brush and tack up the horses and ponies. This way the student will have a longer riding time.
- Anyone entering the barn must have on appropriate footwear. This includes parents, siblings, friends etc. Sandals and Crocs are very dangerous around the horses. Totally enclosed shoes are a must.
- Sessions at the farm must be paid for at the beginning of the month for all of the lessons in that month. Unfortunately, due to increased costs of feed and hay there can be no exceptions to this rule.
- We all want to have a great time while we are at the farm. Let's always treat each other and the facility with the utmost respect. Remember to show each other the kind of appreciation you would like to be shown. Please walk and be calm while you are at the farm so the horses and ponies stay calm.
- Horses are animals to be respected; they are not pets. Please use caution when working around them. Please be careful when going behind them, please do not go under necks, ropes or crossies.
- Student must be 13 years old or older and have permission from an adult staff member to enter a field or a stall. Children under the age of 13 may not go into the fields at all, they must have the supervision of an adult to go into a stall.
- Horses are only to be tied to posts or cross ties while being tacked up. You must stay with your horse for your entire session.
- Our horses love treats but you need permission to feed them and you must put the treat in a bucket. Hand feeding teaches biting. Also, only carrots, apples and healthy treats. No sugar. Thank you
- All areas of the farm are off limits except the barn and riding arenas with instructors unless you need to use the bathroom or you have permission to go into a field.
- All parents, siblings, friends of students should remain outside of the arena during lessons unless invited in by the instructor. Please limit contact with a student during their riding lesson.



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- It is a privilege to help out at the farm. Should you be helping, you must be working the entire time you are there. You will also be privileged to help with at least one therapeutic riding lesson or beginner lesson when you are there. When asked to help, the barn manager wants to see your smiling face.
- You may bring your cell phone to the barn but it must stay in your locker or personal bag unless you need to call your parents. Sharing is fun but sharing your cell phone is not allowed. You may rent a locker for \$15.00 per month.
- When you touch something please remember to spray it with the disinfectant and neatly return it to its proper place.
- Thank you for cleaning up after yourself and/or horse. This includes common areas such as the carport. This also includes cleaning up your horse's manure, hoof clippings, hair, etc. before you leave the area and sweeping your horse's area before you go home.
- We are a health promoting program. Therefore, we appreciate everyone not using alcohol, smoking or using tobacco products while on the farm.
- Feel free to ask questions. We are looking forward to a wonderful time of learning together.



What to Wear for your Riding Lesson

- A current ASTM/SEI approved riding helmet is a must. We do provide helmets for the first month if you do not have your own after the first month you must purchase your own. Please do not let them talk you into a helmet with a screw button on the back. You need a helmet that truly fits your head. Please do not purchase a used helmet, a helmet on the internet or at Tractor Supply. The helmet must fit the riders head correctly the day that they try it on. Do not purchase a helmet thinking they can grow into it. The fit of the helmet is very important to the rider's safety.
- For your first month of riding, full length pants with either a soft inseam or no inseam. Sweatpants, leggings, breeches and riding tights are all recommended. Nylon pants are too slippery to ride in, jeans can be uncomfortable and ruin the saddles. After your first month, we require proper riding pants.
- For the first month, a boot or shoe with a heel such as riding boots, jodphur boots or a hiking shoe are permissible. No sneakers. Please note that some winter boots are very wide and may not fit in a stirrup. After the first month, please purchase paddock boots and half chaps. Half-chaps are recommended with jodphur boots. Tall riding boots are only recommended with instructor permission.
- Riding gloves are highly recommended year-round as sometimes the horse will pull on your hands or your hands get sweaty and your reins slip and of course in the winter we want you to be warm. Please wear gloves that are well-fitting, have grip on the palm/fingers and also allow you to close your fist completely and comfortably.
- Please DO NOT purchase your own grooming tools to use on our horses. We do not want you using your grooming tools on another horse then bringing that horse's germs to our farm.

We recommend purchasing proper attire from Maryland Saddlery, Fair Hill Saddlery, Dover Saddlery, Horse Unlimited, eBay, Facebook, Facebook MarketPlace. Ask your instructor or barn manager for tips and tricks for finding your equipment. Please only purchase your helmet from a "store" where it can be properly fitted



What Happens During my Lesson



- All lessons start on the ½ hour please be here on time. When you are late that takes up part of your riding time.
- Check the information wall for news and updates.
- Check in with the barn manager. Verify which pony/horse you are riding. Find out which post to tie your horse to. If your horse is being ridden you still need to help someone else groom and tack up.
- Self-check list
 - Grooming Box
 - Saddle, Girth and Saddle Pad
 - Bridle
 - Helmet and gloves
 - Crop
 - Have everything ready at your post and get your horse with the barn manager.
- Now you have everything you need so brush and tack up
- When grooming only use the curry comb on the fat parts of the horse never on the face or legs.
- Use the Body Brush (the stiff brush) to remove the dirt and to clean the legs. Use the Dandy Brush (soft brush) on the horse's face. Get help picking the hooves until it is safe for you to do.
- Place the saddle pad up the horse's neck, place the saddle on the saddle pad then bring both back passed the horse's withers until it is just passed the horse's shoulder. Pull the saddle pad up into the pommel of the saddle.
- Place girth on the right side of the saddle. If the girth only has elastic on one side the non elastic (tagged side) goes on the right side. Next attach the girth to the left side of the saddle but not too tight. Then go around to the right side of the horse and get the girth as tight as possible. Then go to the left side of the horse and tighten the girth as tight as possible. Dad's need to be careful not to get the girth too tight. Check the girth one more time right before you get on.
- Any questions as you go, please ask the barn manager.
- Ask the barn manager to please double check your tack.
- Have your helmet on and ready to bridle when the barn manager tells you to do so.
- If you need help ask the barn manager.
- The barn manager or the instructor will tell you when to proceed to the mounting block. Please be ready! (Do you have your crop?)

- At the end of your lesson return to the post you used to tack up, unless otherwise directed to hand your horse off to another student. Should another student be riding your horse you will help untack a different horse before you leave.
- When untacking - take care of your pony first!
 - Saddle and pad on the saddle rack at the post along with the bridle
 - Brush your pony. The barn manager will let you know if your pony is going out or in their stall.
 - Wait for the pre-approved adult!
- Now put everything away!
 - Saddle, the girth goes under the saddle, the saddle pad goes on the correct shelf or gets hung up to dry.
 - bridle - clean the bit, put the throat latch through the reins, pull the reins up and hang the bridle up by the crown piece. Put the bridle on the bridle hook and the halter in front of the bridle. If needed ask for help.
 - grooming kit
 - helmet and crop
 - sweep your area
- Check with the barn manager to see if you are done
- Grab your helmet and crop and we'll see you next week



Lesson Payment & Cancellation Policy

We try to be as flexible with our clients as possible, but we do have some rules regarding attendance and payments for all lessons and programs.

Scheduling Lessons – Pay Monthly: In order to keep the day and time spot for your lesson each week, payment is required at the beginning of the month for the number of times that lesson falls in any given month. If you are unable to make one of those lessons, it may be possible to reschedule to another day/time within that calendar month. See cancellation policy.

Cancellation Policy: If you need to cancel a lesson, you must call the barn at (410) 378-3817 at least 24 hours in advance. 24 hour notice is required for cancellation of any lesson regardless of the reason. If canceling with 24+ hour notice, the lesson may be rescheduled within thirty days. If canceling with less than 24 hour notice, the lesson will not be rescheduled or refunded. Students will be responsible for the lesson fee. Rescheduled lessons will not be carried after 30 days. If you have an emergency and must cancel at the last minute please make sure you text the instructor or the barn manager. Emergencies will be considered for rescheduling on an individual basis. Please do not call the office number and think we will get the information in an emergency. Once we are teaching the phone does not get checked until the end of the evening. Please DO NOT cancel through email, facebook or any social media. These will probably not be seen until after the fact. For emergency reasons only you may text Miss Renee 443-350-7857. Please do not call Miss Renee and please do not think Miss Renee can schedule your lesson from her cell phone.

Late Arrivals: If you arrive late to your scheduled lesson, your lesson will end at the regularly scheduled time.

Students who arrive more than 15 minutes late may be unable to ride as this is disruptive to the rest of the class. In addition, the abbreviated time schedule will not allow for a regular lesson to take place. This lesson will not be rescheduled or refunded.

Weather Cancellations: Our lessons are held rain or shine. Lessons will be cancelled in severe weather such as thunder and lightning, hail and sleet. The barn will follow local school closings – if schools are closed due to severe weather, then the barn will be closed as well. These classes will be rescheduled. If your lesson must be cancelled due to inclement weather, we will attempt to contact you before the lesson at the number you have provided. Please make sure the barn has your current contact information. If you don't hear from us, you should assume that your lesson is going to take place. Remember that weather conditions at the barn may be different from weather in your area at any certain time.



Guidelines and Policies Acknowledgement

Thank you for taking the time to review the following policies.

- 1. Guidelines & Policies*
- 2. What to Wear for Your Riding Lesson*
- 3. What Happens during My Lesson*
- 4. Lesson Payment and Cancellation Policy*

Please ask for clarification should you have questions regarding the pages above.

I have read and understand all of the rules and policies as stated above. I have also been given an opportunity to ask questions if needed. I further understand that it is my responsibility to practice and adhere to all of the lesson policies and barn guidelines.

By signing below, I agree to these terms as they have been outlined above.

Signature of Parent or Guardian _____

Date: _____

Printed Name: _____

Signature of Participant

Staff Reviewing Rules and Policies Acknowledgement: _____