



Kamloops Therapeutic Riding Association

Office Address: 730 Crestline Street, Kamloops, BC V2B 5X3

Phone: 250-554-3811

Website: www.ktra.ca

Welcome to KTRA!

New Rider Package

****PLEASE KEEP THESE FIRST TWO PAGES ON FILE FOR YOUR REFERENCE****

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**** Please make sure that all the forms are complete with dates and signatures. ****

Check list for the forms that require parent’s/guardian’s/caregiver’s signature.

- Photo Release
- Participant Health History
- Release Form for Riders Prone to Seizures (for any rider who is prone to or has had seizures)
- KTRA Policies
- Membership form
- Funded Rider Policy (for riders funded by Autism Funding, HCOS, At Home)



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Session Coordinator Email: asudds@ktra.ca

ABOUT KTRA

Kamloops Therapeutic Riding Association (KTRA) was formed in 1988 as a non-profit organization to provide therapeutic horseback riding for individuals with physical and mental disabilities. We also provide therapeutic horseback riding lessons for youth at-risk. This unique form of therapy was first introduced in Europe as a method to assist French soldiers rehabilitate after WW1. The practice spread and finally found its way to North America in the early fifties. Sitting on a horse, riders learn balance and coordination. The natural stride of the animal stimulates human movement when walking and provides a natural method to produce tone and activity to muscles that have atrophied or become spastic. As the rider becomes accustomed to the sensation, exercises are introduced to their program specific to their needs. The physical benefits are more flexibility, tone and increase of muscle strength, circulation and better posture. The emotional benefits are relaxation, pleasure and confidence. Just to name a few!

Every participant must have a valid waiver signed in order to participate – this requires a KTRA staff member to witness the signing – this will be signed at your first lesson so please make sure a parent/guardian can attend that lesson for signing. If a participant (over the age of minority) does not comprehend the nature and consequences of the waiver, then a parent or legal guardian must sign on their behalf.

When your application is complete:

1. Please send the application to the Session Coordinator's email noted above or drop off in person. Please call the office first to make sure someone is in the office to accept your application.
2. Once the application package is received by KTRA office, the applicant will be placed on our waiting list. When a suitable spot becomes available, they will be contacted by email. We may arrange an assessment if necessary. (face-to-face meeting with the potential participant and assess their suitability for the program, horse requirement and any special equipment and volunteers that may be required).

Once again, thank you for your inquiry into our programs. You are welcome to call and make an appointment to come and see our facilities, meet our coaches and volunteers and discuss specific needs required to make this a positive experience.



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Participant Information

Date: _____ Rider Name: _____
DOB: _____ Age: _____ Height: _____ Weight: _____ Gender: _____

**The max weight limit for all riders is 200lbs* (Required for pairing the rider with the appropriate horse)*

Address: _____

Email Address: _____

(All communication will be sent to this address: billing, lesson information/confirmation, events etc.)

Phone #: _____ Phone # for **lesson cancellations**: _____

Parent/Legal Guardian: _____ Phone: _____

Caregivers: _____ Phone: _____

Involved previously in therapeutic riding: Yes _____ No _____

How did you hear about KTRA? _____

Do you have access to funding? Yes _____ No _____

If yes, what is your funding source: _____

Emergency Contact:

Name: _____ Phone Number: _____

Relationship: _____

The following information gives the instructor things to talk about with the participant. This can help improve rider relaxation and communication skills. Please fill in blanks you feel would be helpful to the instructor.

School: _____ Teacher: _____ Grade: _____

Siblings: _____

Pets: _____

Likes/Interests: _____

Dislikes: _____

Strengths: _____

Weaknesses: _____

Behaviour Concerns: _____

What upsets or "sets off" the participant? _____

If the participant is upset, what helps to calm him/her? _____

Other helpful information: _____



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PHOTO RELEASE

I DO

DO NOT

Consent to and authorize the use and reproduction by KTRA of any and all photographs and any other audio/visual materials taken of me for promotional material, social media, educational activities, exhibitions or for any other use for the benefit of the program.

Name of Parent/Guardian (print): _____

Signature: _____

Date: _____



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Participant Health History

To be filled out by parent/guardian/caregiver

Diagnosis: _____ Date of Onset: _____

Please indicate current or past special needs in the following areas:

	Yes	No	Comments
Vision			
Hearing			
Sensation			
Communication			
Heart			
Breathing			
Digestion			
Elimination			
Circulation			
Emotional/Mental Health			
Behavioral			
Pain			
Bone/Joint			
Muscular			
Thinking/Cognition			
Allergies			

Participant Health History (continued)

Medications (include prescriptions and over-the-counter, name, dose and frequency)

Describe abilities/difficulties in the following areas (include assistance required or equipment needed):

Physical Function (e.g., mobility skills such as transfers, walking, wheelchair use, driving/bus riding)

Psychosocial Function (e.g., work/school including grade completed, leisure interests, relationships – family structure, support systems, companion animals, fears/concerns, etc.)

Goals: What would you like the participant to gain from riding?

Focus Area(s) – please circle: Physical Education Communication Social Recreation

Give one or two specific goals below (e.g. Strengthen muscles, improve balance, learn language, improve memory, social skills, eye contact, recreation, ride a horse independently, have fun...)

Release of information: I give permission for the above information to be shared with volunteers and instructors for educational purposes. Yes ____ No ____

Signature: _____

Date: _____



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Participant's Medical History & Physician's Statement

Date: _____

Dear Health Care Provider:

Your patient _____

(Rider's name)

is interested in participating in supervised equine activities. In order to safely provide this service, our center requests that you complete the attached Medical History and Physician's Statement Form. Please note that the following conditions may suggest precautions and contraindications to equine activities. Therefore, when completing this form, please note whether these conditions are present, and to what degree.

Precautions and Contraindications to equine activities:

Orthopedic:

- Atlantoaxial Instability
- Coxarthrosis
- Cranial Defects
- Heterotopic Ossification/Myositis Ossificans
- Joint subluxation/dislocation
- Osteoporosis
- Pathologic Fractures
- Spinal Joint Fusion/Fixation
- Spinal Joint Instability/Abnormalities

Neurologic:

- Hydrocephalus/Shunt
- Seizure
- Spina Bifida/Chiari II Malformation/Tethered Coed/Hydromyelia

Participant's Medical History & Physician's Statement (continued)

Participant: _____ DOB: _____ Height: _____ Weight: _____

Address: _____

Diagnosis: _____ Date of Onset: _____

Past/Prospective Surgeries: _____

Medications: _____

Seizure Type: _____ Controlled: Y N Date of Last Seizure: _____

Shunt Present: Y N Date of last revision: _____

Special Precautions/Needs: _____

Mobility: Independent Ambulation Y N Assisted Ambulation Y N Wheelchair Y N

Braces/Assistive Devices: _____

For those with Down syndrome: Neurologic Symptoms of Atlantoaxial Instability: Present OR Absent

Please indicate current or past special needs in the following systems/areas, including surgeries. These conditions may suggest precautions and contraindications to equine activities:

	Yes	No	Comments
Auditory			
Visual			
Tactile Sensation			
Speech			
Cardiac			
Circulatory			
Integumentary/Skin			
Immunity			
Pulmonary			
Neurologic			

Participant's Medical History & Physician's Statement (continued)

	Yes	No	Comments
Muscular			
Balance			
Orthopedic			
Allergies			
Learning Disability			
Cognitive			
Emotional/Psychological			
Pain			
Other			

Given the above diagnosis and medical information, this person is not medically precluded from participation in equine-assisted activities and/or therapies. I understand that KTRA will weigh the medical information given against the existing precautions and contraindications. Therefore, I refer this person to KTRA for ongoing evaluation to determine eligibility for participation.

This information is only valid for up to **2 YEARS providing there is no change expected in the patient's condition**

Name/Title: _____

MD DO NP PA Other _____

Signature: _____ Date: _____

Address: _____

Phone: _____ License/UPIN Number: _____



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RELEASE FORM FOR RIDERS PRONE TO SEIZURES

(This form is to be completed for any rider who is prone to or has had seizures)

Rider Name: _____

Parent/Guardian Name: _____

Address: _____

Home Phone #: _____

Cell#: _____

Email: _____

The undersigned hereby gives consent to the rider to participate in the therapeutic horseback riding program offered by Kamloops Therapeutic Riding Association. It is understood that there is an increased risk of injury because the rider is prone to seizures (or has experienced seizures in the past). The undersigned hereby releases and discharges Kamloops Therapeutic Riding Association, its staff, instructors, agents, volunteers, and board members from any and all claims, demands or actions inclusive of costs that may arise out of the clients participation in the program, including any claims, or actions for the injuries sustained by the client while participating in the program, regardless of how such injuries may be caused.

Rider/Guardian Name (print): _____

Rider/Guardian Signature: _____

Witness: _____

Date: _____



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KTRA POLICIES

**** Please read carefully.****

< Lesson Policy >

Equine-related activities hold inherent risks, all new and returning participants will be evaluated by our CanTRA (Canadian Therapeutic Riding Association) Certified Instructors to ensure a safe and beneficial experience. Returning participants will be re-evaluated each year or as necessary for changes in medical, physical, cognitive, and behavioral status.

All riders, both disabled and able-bodied, must have a completed, signed, and dated enrollment packet. All forms must be updated annually or as necessary.

Riders at KTRA shall have no history of inappropriate behavior with fire or any tendencies or history of abuse or violence directed toward other people or animals. *KTRA 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 CanTRA operating center guidelines.*

It is the responsibility of the participant or the participant's parent or guardian(s) to inform KTRA of any changes in the participant's medical, physical, mental, or behavioral status. A participant is defined as a KTRA Client, volunteer, or staff member.

Disabled Riders please note that horseback riding is contraindicated for some conditions/individuals. KTRA follows the CanTRA guidelines for precautions/contraindications for physical restrictions of riding. See the CanTRA Medical Section in the KTRA office for detailed information.

Weight Considerations for All Riders

Maximum weight is 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. The results of a risk/benefit analysis will also be considered.

The maximum weight limits for all riders are: 200lbs

Age Restrictions for Riders

The minimum age for riders is 5 years of age.

Dress Code

A rider's attire and appearance should be appropriate for safe equestrian activity. For your comfort and safety, please observe the following:

1. Wear appropriate shoes – closed-toe shoes only, preferably riding boots for students (must have a heel). No open-toed, excessive heel, thick rubber tread or dress shoes.

Applicant Initial _____

2. Wear comfortable pants - No Shorts for Riders!
3. Wear T-shirts or Long-sleeve shirts that are weather appropriate. No low-cut tops.
4. Helmets are provided for students, or the instructor can give a recommendation on where to purchase an approved riding helmet.
5. No Jewelry or other items that can get caught on rider or horse are allowed (e.g. long earrings, necklaces, etc.)
6. Sunblock should be used during Spring and Summer sessions.
7. Sweatshirt, coat and gloves should be considered for wear during colder sessions.
8. Please pull back long hair in to braids or low set ponytails. (High set ponytails or other hair accessories interfere with the riding helmet).

KTRA Policies and Procedures for Cancellations, Punctuality & Attendance

KTRA Lesson Cancellations

Riding lessons can be canceled upon the day of class due to the possible following reasons:

WEATHER: Rain, Mud, Low or High Temperatures, Lighting, and or Wind.

OTHER: Unsound horse, shortage of volunteers, instructor absent/sickness.

In the event of any or all weather conditions or the listed above, KTRA holds the right to cancel riding lessons for the safety of riders, volunteers, horses, and staff. If KTRA must cancel a lesson we will make every attempt to give you at least 2 hrs notice and if possible a make-up lesson will be scheduled for the week following the last scheduled lesson of the current session. If there is a second lesson cancelled by KTRA in the same session a credit may be issued to your account. **If weather is an issue KTRA may, at their discretion, hold a stable management lesson in place of a riding lesson.** This is a way for rider's to learn more about the horses they ride and develop a bond with them on the ground.

Rider Lesson Cancellations

We understand that things come up in life, but we ask that riders give a ***minimum 2 hours notice via phone (no email)*** for lesson cancellations. Some of our volunteers live over an hour away, others take the bus or bike and we need to be able to contact them before they leave. If we receive less than 2hrs notice that the rider is unable to come then it will be marked as a "no show". ***If a rider has three "no shows" in a session, it may result in you being asked to forfeit your spot to someone on the waiting list.*** It takes over 32 volunteer hours a week to allow us to offer the services we do so we need to keep our volunteers happy and excited to come back each week. ***Please note that we do not credit or make up any lessons cancelled by riders unless the cancellation is due to medical reasons. Written proof from the rider's physician is required for lesson credit. The written proof of the condition must be signed and stamped by the physician. No make-up lessons will be considered.***

Punctuality and Attendance for Riding Lessons

KTRA asks that every riding student **arrive 10-15 minutes prior** to his or her scheduled riding lesson. This allows the student to have time needed for preparation before their scheduled riding lesson time.

All parents/riders are required to contact KTRA in the event of running late to a riding lesson. In the event that the rider is 5-10 minutes late, the rider will be mounted and join the group lesson underway but lessons will end at their regular scheduled time.

In the event that the rider is 15 minutes late or later, then that riding lesson will be canceled for that student. The parent/rider is advised to contact Ashley for a possible make-up lesson. Please do not interfere with the lesson that is underway to discuss scheduling a make-up lesson.

The policies and procedures of Cancellations, Punctuality and Attendance are based upon the true fact that KTRA is completely reliant upon volunteers. KTRA strongly takes volunteers' time into consideration and are truly grateful for their help. Without volunteers our riders cannot ride!!

Applicant Initial _____

Withdrawals, Refunds, and Credits

All registration cancellations/withdrawals must be initiated and followed **in writing**.

If a rider has made a payment for a session but withdraws before the payment due date, they will be issued a refund.

KTRA will retain an administration fee of \$20.00.

If a rider has made a payment for a session but withdraws without medical cause after the payment due date, no refund will be issued.

If a rider withdraws due to medical reasons, a refund or credit will be issued for the remaining lessons. Written proof of the condition must be signed and stamped by the rider's physician. KTRA will retain a \$20.00 administration fee.

If a rider is funded by Autism Funding or HCOS and withdraws without medical cause after the payment due date, their \$100 deposit will become non-refundable.

KTRA policy for the Discharge of Participants

Riders at KTRA may be asked to leave the program for a number of reasons, including, but not limited to:

1. The development of a contraindicated condition or the deterioration of a condition to the point the therapeutic riding is no longer beneficial or could be harmful to the participant or where safety for the rider or others has become a concern.
2. Weight gain above the maximum stated previously.
3. Incomplete annual forms.
4. A display of fire-starting, threatening behavior, animal abuse, the abuse of children or adults, verbal abuse of volunteers or others, use of or being under the influence of alcohol or drugs while on the property, or behavior that is disruptive for the normal functioning of the program on the part of the rider.
5. Frequent missed lessons, (more than 3) without advance notification.
6. Mainstreaming of an advanced independent rider whose riding has progressed beyond the ability of our program horses.

< SAFETY POLICES & REQUIREMENTS >

All possible precautions have been taken to make our on-site facilities safe and easy to access.

Every person must have a valid waiver signed in order to participate.

To ensure the safety of the rider, it is important that they wear proper clothing and a HELMET. Please dress in long pants. (NO SHORTS, NO SLIPPERY MATERIAL) and clothing suitable to the weather of the day. KTRA provides approved helmets and safety equipment as needed. Close toes shoes with a heel are required. NO SANDALS, FLIP FLOPS OR OPEN TOES SHOES ON THE PROPERTY. This safety requirement applies to everyone on the property including parents and support personnel.

For everyone's safety, when arriving on site, please stay in designated waiting areas until a member of the KTRA team gives instructions to do otherwise.

Our volunteers are aware of any possible problems that can occur before, during and after riding between horse and riders. The Coach and volunteers work together to teach the rider the importance of good safety sense. Please make the Riding Coach aware of any situation that could alter the usual routine such as change of medication, seizure activity, behaviour changes, etc.

All parents/guardians are welcome to assist prior to mount up and after dismount, but we ask that during the ride, unless asked to assist, remain in the seating area at the side of the rink. We also ask that you do stay on the premises.

Applicant Initial _____

< SESSION PAYMENT POLICY >

- Session payments must be paid in full on or before given due date.
- It is very important that you contact the Administrative Coordinator at KTRA upon receipt of your invoice and discuss your circumstance if you feel that you are not able to meet the payment due date.
- In case of KTRA accommodating your circumstance and a payment plan is in place, KTRA will charge administration fee of \$30 on your session invoice. This fee must be paid within two weeks after receipt of your invoice.
- In case of your payment cheque returning to us as ISF, KTRA will charge \$15 administration fee.
- If you are funded, you are responsible for notifying KTRA staff the type of funding you have at the time of confirming the dates and time for your session. KTRA must receive a copy of your funding proof such as a letter from your funder on or before the payment due date.

Failing to meet the conditions above may cause loss of your riding spot in our program.

Applicant Initial _____

I, the undersigned, read and understood the conditions of all policies listed above.

Name of Parent/Guardian (print): _____

Signature of Parent/Guardian: _____

Date: _____

Name of Rider (print): _____

Signature of Rider: _____

Date: _____



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Funded Rider Policy

For riders who are funded by:
Autism Funding, Heritage Christian Online School, At Home

Revised July 2019

1. All riders funded by the agencies noted above will be required to leave a \$100 deposit with KTRA. This deposit and annual membership fee will not be covered by your funding agency.
2. The deposit will become non-refundable when:
 - a rider commits to a session, but does not participate in the session.
 - a rider withdraws from a session partway through the session without doctor's note.
 - there was no sufficient amount of funding left for KTRA to claim after lessons have been rendered.
3. KTRA will refund the \$100 deposit to the rider if it is still refundable and the rider is withdrawing from the program after the last day of the current session.
4. **If more than 25% of the scheduled lessons per session are missed due to rider's reasons, those lessons will be a responsibility of the rider's to cover and KTRA has the right to claim the fee at a non-funded rider rate (less than funded rider rate) at the end of each session.** Those fees must be paid within two weeks of KTRA issuing invoice.
 If not paid within two weeks, KTRA will allocate the rider's deposit of \$100 to pay for the invoice. If \$100 did not cover the amount on the invoice, the balance will have to be paid within a week from the deposit allocation day. In case of the deposit being allocated to pay for the rider's invoice, parents/guardians will be asked to resubmit the deposit before signing up for the next session. Lessons canceled by KTRA due to weather, sick horse or sick/away instructor do not get billed to the funding agencies.
**** 25% of spring session = 3 lessons, 25% of fall session = 2 lessons.****
e.g. If you miss 3 lessons due to your reasons in a fall session, you will be billed for 1 lesson.
5. KTRA will need an up- to- date copy of the funding proof:
 - **Autism Funding: Request to Pay or Request to Amend** four weeks prior to the first day of your session.
 - **Heritage Christian Online School: Permission to Invoice (PTI) Agreement** four weeks prior to the first day of your session.
 - **At Home: letter of funding authorization**

I, the undersigned, read and understood the conditions listed above.

Name of Parent/Guardian(print): _____

Signature of Parent/Guardian: _____ Date: _____

Name of Rider (print): _____

Signature of Rider: _____ Date: _____

KTRA MEMBERSHIP
April 2019 – March 2020

Volunteer: _____ Rider: _____ Other: _____

KTRA asks that all riders/volunteers hold a valid membership in the organization. Membership must be renewed on a yearly basis. Our yearly membership fee is \$20.00.

Members Name: _____

Address: _____ Postal Code: _____

Email Address: _____ Phone #: _____

Contact Person/Guardian: _____

Email Address: _____ Phone #: _____

Date: _____

Applicant/Guardian Signature (19 years or older): _____

Please complete the following section if:

- Applicant is 18 years or younger
- Applicant requires someone else to vote on behalf or witness their signature

Voting Information only

Name of individual who may vote on behalf of the rider or witness their signature

Name: (Please print): _____
(one name only – voting member must be 19 years of age)

➤ **Membership in KTRA provides you with a vote at our Annual General meeting. You have a say in how the organization is run.**

➤ **Membership is the right to participate in the growth and direction of KTRA!**

Office use only:

Date paid: _____ Invoice: _____ Cheque: _____ Cash: _____

Membership # _____



Rider Fees

Effective July 2019

Examples of Funders: Autism Funding, Insight, Self-Design, HCOS, The Trustee, Jumpstart etc.

Note: Semi-Private = 2 people per lesson, all fees are subject to change without prior notice.

Therapeutic Riders - funded

30 min semi-private	\$50/lesson
45 min semi-private	\$60/lesson
60 min semi-private	\$70/lesson
30 min PRIVATE	\$60/lesson
45 min PRIVATE	\$70/lesson
60 min PRIVATE	\$80/lesson

Therapeutic Riders – non-funded

30 min semi-private	\$35/lesson
45 min semi-private	\$50/lesson
60 min semi-private	\$60/lesson
30 min PRIVATE	\$50/lesson
45 min PRIVATE	\$60/lesson
60 min PRIVATE	\$70/lesson

Non-Therapeutic Riders

< option for our past camp participants ONLY, based on session schedule availability >

30 min semi-private	\$40/lesson
45 min semi-private	\$55/lesson
60 min semi-private	\$65/lesson
30 min PRIVATE	\$55/lesson
45 min PRIVATE	\$65/lesson
60 min PRIVATE	\$75/lesson

Therapeutic/Non-Therapeutic Riders

Stable Management (funded/non funded)	\$30/lesson
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