

SAMPLE- PARTICIPANT DISMISSAL POLICY

TRANSPARENCY OF DISMISSAL POLICY

It is suggested that your dismissal policy is available at minimum, in the following places:

- Website
- Participant Application
- Renewal Paperwork
- During annual “back to class” events

In addition to the written locations listed above, it is highly suggested that you verbally go over it with the participant and their family during:

- New participant intakes
- The first month of class
- Any time you need to have a discussion about potential or certain dismissal for any reason
- During annual “back to class” events

Being upfront and transparent about your dismissal policy on written materials (ex: applications, update forms, etc) helps to filter out individuals who may not want the “responsibility” of being a participant at your barn or program. Early notification of important policies, like a dismissal policy, helps to alleviate frustration of those individuals who were unaware of the policy prior to starting lessons.

SAMPLE DISMISSAL POLICY

PARTICIPANT DISMISSAL POLICY:

CENTER NAME reserves the right to dismiss participants from any program for any reason. These reasons may include but are not limited to safety concerns and/or the inability to appropriately and safely provide equine assisted activities or therapies. Participant dismissals may occur for a variety of reasons such as: participants exceeding height/weight maximums for volunteer support and/or available horses and tack, progression of a diagnosis into an area outside of the realm of instructor experience and/or into a contraindication, chronic late arrivals and/or cancellations, available classes not aligning with participant availability, etc.

If there is a concern about a possible future dismissal, CENTER NAME will immediately discuss concerns and a plan of action with the participant and or their family.

Please note that CENTER NAME follows the guidelines suggested in the PATH Intl. Precautions and Contraindications manual and depending on the current staff, horses, volunteers, etc. available to our program we may not be able to safely provide services to every disability.

Please thoroughly read the CENTER NAME policies and procedures for detailed information on things that may lead to a cause for dismissal from any or all services we offer.

SAMPLE SUPPORTING POLICIES

In addition to the participant dismissal policy, see sample policies below that can also impact a participant's suitability for EAATS. The portions that relate to possible dismissal are italicized.

CANCELLATIONS, CREDITS & MAKEUP CLASSES

Rider Cancellation: CENTER NAME does not issue Credit(s) for Participants who are absent due to sickness, vacation, etc. We appreciate notification of an anticipated absence so your horse is not prepped for class but you will not be given a Credit even with notice. *Because of our large waiting lists, any Participant who misses more than 3 times in one Session will be re-evaluated for continued service and may result in dismissal from the Program.*

MOUNTED CLASSES- RIDER WEIGHT RESTRICTIONS

At CENTER NAME, safety is our primary concern. We must insure the health and wellness of our participants, volunteers, instructors, and horses as mandated by PATH Intl. Horses are selected for participants based on a rider's skill set, stability on the horse, equipment available, appropriateness of volunteers available, horse conformation and movement, and rider's weight.

CENTER NAME has maximum weight limits of 220lbs for balanced and/or independent riders and 140lbs for unbalanced and/or supported riders. In addition, CENTER NAME can accommodate riders up to 120lbs in PT, OT, or speech therapy sessions incorporating mounted work on the equines.

All individuals in Adaptive Riding and Hippotherapy will be evaluated to ensure the safety of their participation in mounted activities or therapies. Among the factors to be considered will be the availability of appropriate horses, volunteers, and tack. Please note that the herd, volunteers, and tack at CENTER NAME is dynamic and due to this fact, we may not always have horses, tack, or volunteers available to safely accommodate every individual who wishes to participate.

The Adaptive Riding Program at CENTER NAME is unable to accommodate unbalanced and/or supported riders above 140lbs. An unbalanced and/or supported rider is an individual who may demonstrate one or several of the following: chronic leaning to one side, unable to consistently sit astride a horse without support, needs help supporting the upper body, needs physical assistance during the mount or dismount, needs physical assistance during an emergency dismount (or is unable to consent to the risks of being unassisted during an emergency), is easily left behind the horses movement, etc.

Clients participating in therapy sessions involving mounted work at CENTER NAME may not exceed 120 to enable the therapists the ability to incorporate position changes, dynamic stretches, interactive activities, etc.

SCHEDULING

Returning Participants: Will be asked to submit a minimum of three day/time availabilities prior to the start of the New Program Year. Program Year class schedule is built from 'scratch' at the beginning of each ride year depending on number of Participants, class type requests, horse availability, etc. *We do not guarantee that Participants will have the exact day/class time they had in the past and changes in the Participant may make EAAT an activity that is no longer suitable.*

PAYMENT PROCEDURES & PROGRAMS OFFERED

Invoices & Payments: Invoices will be sent out during 'Break Weeks'. We accept cash, check, and credit/debit card. Invoices are to be paid in full by your first class of the Session.

Late Fees: Late Fee of \$35.00 will be assessed for each Invoice that is not paid by your second class of the Session. *Repetitive Late payment may be cause for a Participant to be re-evaluated for continued service and may result in dismissal from the program.*

DRESS CODE

Mandatory Attire: *Appropriate attire is essential for the comfort & safety of the participant. Long pants such as jeans or khakis are required (special exceptions may be made in cases involving sensory processing issues) Please avoid pants made of nylon, polyester, or other 'slippery' materials as this can cause a Participant to slip off of a horse or become easily off centered. Close-toed athletic type footwear with a closed back is mandatory for all riders. Please avoid excessively bulky or thin shoes such as work boots, skate shoes, converse, etc. Additionally, all riders should wear a semi-close fitting shirt so posture is visible for the instructor. Long hair should be pulled back into a low ponytail. *The rider may not ride if not dressed appropriately and NO CREDIT will be issued.* Please provide a jacket, sweater, gloves, etc. for the cooler morning and evening ride times. Remember – you are outside for at least 30 minutes of class time. Please dress accordingly. *If a dress code accommodation is required, you must contact the instructor prior to the day of the lesson.**

Disallowed Attire: *Due to safety issues we do not allow Participants to wear open toed shoes, spaghetti strap shirts, excessively ripped pants or shirts, or low-cut shirts.*

Helmets: *Must be worn by all mounted Participants and may be required for groundwork per Instructor discretion.* CENTER NAME will provide an ASTM/SEI certified helmet if the Participant does not have their own

The policies above are samples and should be tailored to your program/center/barn.

Hoof Falls & Footfalls chooses to use the term Adaptive Riding in lieu of Therapeutic Riding (click [HERE](#) to learn why)