



Loudoun Therapeutic Riding Inc.



Center Information Policies & Procedures 2019

Welcome! LTR has developed the following policies for the 2019 season. As a Premier Accredited Center (PAC) through the Professional Association of Therapeutic Horsemanship, Intl., LTR abides by all Standards, Guidelines, Policies (including Precautions and Contraindications) and the Code of Ethics as set forth in the PATH Intl. Standards for Certification & Accreditation Manual.

Our Mission: LTR was formed in 1974 to empower and improve the lives of people with cognitive, psychological and physical disabilities through the benefits of equine-assisted activities and therapies (EAA/T), while serving our industry through training and education.

Our Core Values: Love, Trust, Respect

Our Guiding Principles: Courage, Acceptance, Respect, Encouragement

Our Policy Regarding Participation in/Discharge from Equine Assisted Activities:

Recognizing that equine related activities hold inherent risks - see pg. 6), all prospective participants will be evaluated by PATH Intl. Certified Therapeutic Riding Instructors to ensure a safe and beneficial experience. In compliance with PATH Intl. guidelines/Accreditation Standards and LTR policy, the following criteria must be met:

- Participants for therapeutic riding, carriage driving or ground lessons must be at least 4 years of age, and at least 2 years of age for Hippotherapy (HPOT). HPOT is conducted by a licensed therapist only. See separate policy on page 2.
- Participant/parent/guardian/volunteer/staff/ must complete, sign (e-signatures accepted), and date all center paperwork including releases, prior to participation. Forms can be found online at ltrf.org. These forms must be updated annually. Note: Complete paperwork, containing all required signatures must be received and approved by LTR **before** the first day of an activity or lesson. Participants who turn in paperwork on the first day of lessons may not be allowed to participate that week. Lessons will be forfeited if paperwork is late or incomplete.
- **Non-Discrimination Policy:** LTR considers/accepts participants or volunteers regardless of income, race, color, nationality, ethnic origin, gender identity or sexual orientation.

Eligibility: EAAT (Equine Assisted Activities/Therapies) may not be suitable for all individuals with disabilities.

Upon reviewing completed paperwork and evaluating prospective participants, the LTR Program Director/LTR Staff will make a determination regarding participation. Returning participants will be re-evaluated annually or as necessary for changes in medical, physical, cognitive and behavioral status, and LTR must be notified of any changes. Our professional staff will assess participant involvement with a risk/benefit analysis (benefit to participant exceeds any potential risk associated with EAA/T) during an intake evaluation taking into consideration PATH Intl. Precautions and Contraindications provided in the PATH Intl. Standards and Accreditation Manual. Requirements for EAA include, but are not limited to:

- Physically able to independently sit symmetrically with torso upright and legs astride the horse during dynamic movement; this includes adequate head and neck control to maintain proper alignment.
- Tolerate a riding safety helmet.





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- Behave in a manner that is safe for self, horses and others.
- Ability to accommodate the movement of the horse without pain.

LTR instructors/staff will make final determination for participation based on the intake evaluation and on available resources such as: class availability, volunteer availability, and instructor expertise or horse suitability.

If an individual is discharged from participation, LTR will provide a reason for discharge. Reasons for discharge might include, but are not limited to the following:

- 1) Participant progresses to a level of skill such that they may be better served by a riding school for individuals without disabilities or special needs.
- 2) Residents of North Spring Behavioral Healthcare are discharged from the facility.
- 3) Loudoun County Public School class participants move schools or the class is discontinued.
- 4) Participant's mobility or weight prevents center personnel from serving client safely.
- 5) Participant's status or behavior becomes a threat to the safety of self, horses or others.
- 6) Center does not have suitable horse or pony for participant.
- 7) Center personnel cannot safely manage the participant in any situation including an emergency dismount or transfer from wheelchair or ramp/block.

Alternatives to mounted lessons may be offered to individuals who may not be best served by therapeutic riding. These might include participating in ground lessons, barn activities or therapeutic driving. LTR reserves the right to discontinue an individual's participation in any program should it be deemed to be in the best interest of either the participant or LTR.

Our Center Programs: Partnering with our horses, programs are developed to foster a community environment that promotes learning, inclusion, respect & independence.

- **Therapeutic Riding TR** (taught or supervised by PATH Intl. Certified Instructors) Student goals include grooming, horsemanship, tacking skills (barn lesson), and horseback riding skills.
- **Therapeutic Carriage Driving TD** (all driving lessons taught by a PATH Intl. Certified Therapeutic Driving Instructor) Student goals include grooming, horsemanship, harnessing and carriage driving skills.
- **Equine Assisted Activities EAA** – ground lessons in grooming, horse care and behavior, stable management, horsemanship, etc. (taught or supervised by PATH Intl. Certified Instructors) These classes typically take place in the barn and sometimes the arena.
- **Hippotherapy HPOT** - is conducted by a physical therapist, occupational therapist or speech language pathologist with a PATH Intl. Certified Instructor present. HPOT is a medical treatment strategy using the movement of the horse. Participants must be at least 2 years old. Goals determined by therapist's treatment plan. **Eligibility, fees, goals, policies, records for HPOT are determined/managed directly by the therapist.**



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- **PATH Intl. Equine Services for Heroes** – Program serving wounded military/veterans and may include riding, carriage driving or ground lessons. (Conducted by PATH Intl. Certified Instructors.)
- **Special group tours or higher education practicums/modules** – these are un-mounted sessions supervised by a PATH certified LTR staff member for the purpose of providing educational opportunities to students or individuals requiring training in horse handling, first aid, horsemanship or EAA/T in general. LTR gratefully accepts monetary donations for this service.
- **Equine Gestalt Coaching** (Conducted by Allison Goldfarb, Certified EGCM Coach at North Light Coaching – northlightcoaching.com) As an experiential life coaching method, EGCM involves the horse as an active partner with the coach in the client's exploratory process. Interaction with the horse is integrated with positive coaching, somatic awareness guidance, and methodology from Gestalt psychology to assist the client in designing a positive future. Contact us for information.

Fee Schedule - Therapeutic Riding, Driving and EAA: \$525.00 per session (flat fee/eight-week session, \$275/4-week Mini Sessions) or \$65 per group lesson/\$75 per private lesson and is due prior to start of each session with registration unless fee assistance is requested or the individual participates through a collaborative program for a \$40/unmounted ground lesson. Fees are subject to change, invoices are sent by email upon registration, and participants may not carry a fee balance forward to the next session. Hippotherapy services are billed by the therapist.

Actual cost per student is approximately **\$1500** per session, however participants are asked to pay only a portion of this amount and a minimum of \$50/session. See **Fee Assistance** for more information in cases of financial hardship.

Lesson Description: All equine-assisted activities are planned for therapeutic benefit with the individual's educational, physical, social, emotional and/or recreational goals in mind. Participants with similar goals may be grouped together. Lessons may include warm-up exercises, skill development, activities or games to reinforce goals, and trail rides. Some lessons/activities may take place in the barn or on the ground, thus are unmounted. **Classes may be individual (up to 30-40 minutes) or group (up to 60 minutes) depending on participant needs and schedule availability.** Spring, summer and fall sessions are typically 8 weeks in length. Evening sessions during the fall will be scheduled according to enrollment, daylight and may vary in length, and fees will be adjusted accordingly. Current session schedule: winter (6 weeks), March (4 weeks) spring, summer, and fall (8 weeks). **HPOT (Hippotherapy)** is scheduled by therapists only.

Weight Considerations: Weight is generally limited to 185 pounds, but decisions regarding participation will be based on current resources including the availability of a suitable horse relative to the height, cognition, balance and/or behavior of the participant. The results of a risk/benefit analysis will also be considered. Due to the nature of therapeutic riding and associated activities it may be deemed inappropriate for some individuals.

Equine assisted activities are contraindicated:

- 1) If staff/volunteers are unable to safely manage the participant in any situation, including an emergency dismount or transfer from a wheelchair or mounting ramp.



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- 2) If staff/volunteers cannot manage participant behaviors (including any mal-adaptive or extreme behaviors) with verbal prompts and/or light touch.
- 3) If safety, comfort or well-being of staff, volunteers or the horse is compromised in any way for any reason.
- 4) If medically inappropriate based on PATH Intl. guidelines, precautions, contraindications.

Fee Assistance: Please contact us at info@ltrf.org to request Fee Assistance information. Fee assistance may or may not be available. LTR may require: 1) a simple application and 2) a personal financial statement, and a current tax return may be requested by the fee assistance committee for consideration 3) requests for multiple family members are considered on a case by case basis. Outside organizations may be a resource for fee assistance. Regular attendance (no more than 2 absences/8-week session) is expected and required for consecutive requests for fee assistance. Participants may be requested to make a minimum contribution of \$50/8-week session.

Dress code: ASTM/SEI approved helmets must be worn while mounted and will be provided if necessary. LTR helmets are periodically sanitized. If purchasing your own helmet, make sure that it is ASTM/SEI certified for horseback riding. Participants should wear long pants (**no shorts!**) and sturdy shoes with a ¼” heel or riding boots. NO sandals, and sneakers are not recommended but permitted if using safety stirrups. All LTR participants will use safety stirrups or Devonshire boots for mounted activities unless using a western saddle then rider must wear appropriate paddock shoe/boot with ¼” heel. LTR uses only safety stirrups on English/dressage saddles.

Instructor Training/Mentorship: LTR is committed to providing education and training to individuals interested in our programs and in Equine Assisted Activities. LTR may offer a limited number of mentorship opportunities each year to qualified individuals seeking PATH Intl. Instructor Certification. There are classes during each session that may be taught by one of these candidates. **All** lessons are directly supervised by a PATH Intl. certified therapeutic riding instructor. There are separate policies regarding this program and are available upon request.

Board of Directors: LTR is governed by a voluntary board of directors. The Board meets regularly at Morven Park or other specified location. Annual Meetings typically take place at Morven Park (date, time TBA) and all center participants are invited to attend. Please contact us if you would like to attend a meeting or are interested in center development: info@ltrf.org.

Cancellations: LTR may cancel riding in the event of extreme weather in consideration of all center personnel, participants, parents and equines (e.g., thunderstorms, heat > 95°/weather advisories, extreme cold < 30°, etc.). We generally follow Loudoun County Public Schools cancellation policy. LTR will make an attempt to reach participants by phone/email in the event of a cancellation. If a participant must cancel, please send an email to kblaine@ltrf.org or call as soon as possible, so that our volunteers/horses will not be waiting. Two “no shows” in a session may result in removal from that session. LTR reserves the right to cancel lessons in the event the safety of all personnel, participants and horses is compromised. We will make an attempt to notify participants of a cancellation at least 2 hours prior to cancellation. Lessons canceled by LTR may or may not be made up depending on available resources, i.e. barn, classroom or arena



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space, instructor and/or volunteer staff. Morven Park events may impact LTR activities resulting in cancellations or schedule changes. Note that LTR is a guest on the Morven Park property and does not pay for use of spaces.

Participant cancellation: Please contact us ASAP if you are unable to attend your lesson. Call us at **703-771-2689** to leave a message or email kblaine@ltrf.org. You may check the **LTR FACEBOOK** page for cancellation information.

Late Arrivals: In order to conduct a beneficial and productive lesson, students arriving late (after the gate is closed and all riders are mounted) will not be mounted. If mounting is still in progress as in a group class, you will be permitted to participate in the lesson. Final decisions will be left to the discretion of the instructor in the case of a private lesson. Lessons will be forfeited if volunteers have returned the horse to the barn.

Refund/Make-up policy: Regular attendance is expected of participants. In the event LTR must cancel a lesson we will attempt to schedule a make-up class at the end of the session during the designated make-up week. The session charge is a flat fee, is non-refundable and will not carry over to the next session. LTR cannot offer refunds or make up classes for lessons missed due to incomplete paperwork, vacations, illness, or scheduling conflicts on the part of participants or for lessons that we are unable to re-schedule within the specified makeup periods. Lesson fees cover only a small part of operating expenses. No account balance may be carried into the next session.

Confidentiality: Any information pertaining to the participants of LTR, Inc. must be held in strict confidentiality. It is critical that we respect the privacy of each participant and their families. This is considered one of the most important responsibilities of our staff and volunteers. Complete written policy is described in the PATH Intl. Standards for Certification & Accreditation Manual per the Center Information Manual. All records are securely stored indefinitely in the LTR office both physically and electronically via secure web-based platform. Failure to comply with this policy may result in dismissal from center activities. All information regarding participants is confidential and will not be shared with outside sources unless the participant/participant's guardian requests this information in writing. A Release of Information form is available in the event participants request that personal information be shared.

Communication: LTR periodically sends an electronic newsletter via email. The program website will also contain important information including a calendar of events. The address is www.ltrf.org. If you prefer a personal consultation, please contact the office at info@ltrf.org.

Miscellaneous: **Our host - The Morven Park Equestrian Center requests that you abide by the SPEED LIMIT of 14 ½ MPH on the property! Handicapped Accessible Parking** is available outside the indoor arenas. **Accessible toilets** are located outside indoor arenas, barn 2 or in Hofmann Bldg. Other parking lots adjacent to barn 3. Parking is not allowed in front of office in Hofmann building unless you are transferring from a vehicle. **Siblings and parents** should wait in areas designated by the instructors so that lessons are not disrupted. Children may not climb in the bleachers near the arenas, and parents are responsible for monitoring siblings, friends and other family members during sessions. Any participant, parent, sibling, or volunteer who demonstrates behavior deemed inappropriate, disruptive or unsafe by any LTR Instructor may be asked to leave the premises and dismissed permanently from center activities. No one is allowed in the barn/paddock areas unless accompanied by LTR staff or designated trained volunteer.



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Telephone: A landline **telephone (and posted emergency instructions)** is located in our main office upstairs in the brown **A-frame Hofmann building**. All instructors will carry a cellular phone for emergencies and emergency instructions are located inside the phone case.

Volunteer Opportunities: Volunteers are the backbone of this center! If you or someone you know would like to assist with lessons, fund-raising, center development, office work, or even doing barn chores please contact our volunteer coordinator at **703-771-2689** or by email at **volunteer@ltrf.org**. Parents of participants often volunteer during their child's lesson time. However, for the most beneficial experience we may ask that parents assist students other than their own children. There are 3-4 volunteer orientations held each year: one at the beginning of each session (spring, summer, fall) or as needed. Contact us for more information regarding each training session date or consult the annual calendar on our website. Orientation and training is required and is ongoing during each session. Schooling of center horses by experienced and screened riders is scheduled by the Assistant Program Director as needed. See our Center Information Manual for detailed information outlining opportunities to support LTR.

Safety and First Aid: The safety of all center participants, staff, & volunteers is paramount. All LTR Certified Instructors are trained in **CPR/First Aid/AED** (Automated External Defibrillator) and at least one certified instructor, who is in charge during an emergency, is onsite during all center activities. LTR has an **AED** that is accessible in barn 2. The **First Aid Kit** is located along with the AED cabinet in Barn #2 Lounge room near bathrooms. ****In an emergency an LTR instructor will give directions based on the LTR Risk Management Plan and Emergency Procedures – call 911 as necessary.** Emergency numbers are posted in the barn and on cards located in the instructor's cell phone case. Complete written policies are located in the PATH Intl. Standards for Certification & Accreditation Manual and are reviewed during all volunteer orientation sessions. If you are directed to gather in an indoor area, the Hofmann Center (brown A-frame office) Classroom is the designated location. **OTHER: SUICIDE PREVENTION HOTLINE: 800-273-8255****

Waiting List: Due to the numbers of individuals seeking services LTR may carry waiting list. Wait times vary depending on resources such as: instructor expertise/availability, horse suitability, participant availability and/or need for private instruction. Please contact us for more information or to request a visit.

Competitions: There are limited numbers of competition (horse show) opportunities during each year. Please contact us for more information and a copy of our written competition policies.

LTR Equines: The well-being of our horses and ponies is of utmost importance to our center. Written policies regarding their care are available in our PATH Intl. Standards for Accreditation Manual.

Virginia Equine Liability Act: per Release of Liability Waiver: *It is expressly agreed by Rider and any parent or guardian whose signature appears on this document that this Agreement shall be governed and construed as being sufficient to satisfy the assumption of risk and waiver requirements necessary to relieve equine activity sponsors and equine professionals from liability under the Virginia Equine Liability Act (Virginia Code Section 3.2-6200 et seq.), and that LTRF, and all of its agents, directors, officers, shareholders, employees, volunteers, consultants, partners, successor and assigns are covered by the provisions of the Virginia Equine Liability Act (Virginia Code Section 3.2-6200 et seq.). This Agreement shall be governed and construed by the laws of the Commonwealth of Virginia, regardless of where any accident, damage, loss, injury, illness or death shall occur. In the event that any portion of*



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this Agreement shall be declared unenforceable, such declaration shall not affect the remaining terms of this Agreement, which shall survive intact.

Directions: LTR is located at the Morven Park Equestrian Center in Leesburg.

From the east: Take Rt. 7 W to the Rt. 15 N (Frederick) exit. Proceed through three stop lights (approx. 1.5 miles) and turn left on Tutt Lane. Go 1 mile to driveway on the left. Go past the indoor arenas on the left and turn left into the parking area.

From the west: Follow Rt. 7 E to Rt. 15 N Bypass (Frederick) then follow directions above after passing under Business RT. 7 in Leesburg.

LTR is a 501 (c)(3) non-profit organization and a **PATH Intl. Premier Accredited Center**. You can learn more about equine assisted activities and therapies (EAA/T) at www.pathintl.org. LTR is also a member center of the **Therapeutic Riding Association of Virginia (TRAV)** www.travinc.org & the **American Hippotherapy Association**.

Loudoun Therapeutic Riding, Inc.

at Morven Park
41580 Sunday Morning Lane
Leesburg, VA 20176

Phone: 703-771-2689 Website: LTRF.org Email: info@ltrf.org

STAFF

Susan Koehler, Executive Director skoehler@ltrf.org

Kathy Blaine, Program Director kblaine@ltrf.org

Debbie Gerbich, Assistant Program Director/Horse Mgr. teachyou@ltrf.org

Heather Payne, Instructor & Volunteer Coordinator volunteer@ltrf.org

Bookkeeper/Administration bookkeeper@ltrf.org

PATH Intl. Certified Instructors: Kathy Blaine, Debbie Gerbich, Mary Jo Beckman, Allison Goldfarb, Heather Payne, Pam McAfee, Caitlin Taft
Therapists: Catherine Wycoff, DPT, HPCS (PATH Intl. Certified Instructor)
Horse Care: Tracy Randolph, Caitlin Taft

Thank you for reviewing these policies which have been developed to provide a positive, safe and enjoyable environment for all members of the LTR community. If you have concerns, questions or comments please call, or email the office.
Info@ltrf.org



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BARN RULES and POLICIES

The following rules apply to all staff, participants, volunteers, and visitors.

- All staff, participants, and volunteers must have completed, signed, dated, current paperwork on file that is updated annually.
- All staff, volunteers, participants and guests will treat one another with kindness and respect. No abusive, threatening or violent behavior will be tolerated on the premises. Behavior deemed inappropriate by LTR staff may result in removal from the premises and dismissal from center activities permanently.
- Horses must be treated with kindness and respect by using gentle hands/feet.
- All volunteers must use the “Buddy System” (2 people approved by instructor) to turn out/bring in horses to/from fields or paddocks. No volunteer should enter a field or paddock alone.
- Never tie horses/ponies to fence boards or other movable object, and never tie by using the lead rope attached to the bridle. Please tie using safety halters only with a break-away feature. Consult a staff member about appropriate methods for tying horses.
- All participants/personnel must wear ASTM/SEI approved helmets while mounted or driving. This may be provided if needed.
- All participants will use safety stirrups and/or have appropriate hard-soled shoe with ¼” heel. No sandals in the barn.
- No participant (or participant’s family member) or guest is permitted in the barn area, including paddocks, unless a staff member or trained volunteer is present.
- No one may feed horses from their hands. All feeding, petting, and horse handling must be supervised by a staff member. Use a “goodie bowl” or bucket to feed treats.
- A staff/credentialed instructor member must be present for any program activity.
- Alcohol and/or illegal drug use is strictly prohibited on the premises. No weapons, firearms permitted. Failure to comply may result in removal from all center activities.
- Absolutely NO smoking in or around the barn areas.
- No running or screaming in barn areas or around horses.
- Barn areas and aisle ways must be kept clear and free of obstructions.
- Siblings must be supervised at all times. No climbing on bleachers.
- All incidents, accidents, injuries, occurrences or hazardous conditions should be reported immediately to an LTR staff member. An occurrence/incident report must be filed and reviewed by the Program Director.
- No photography or videography without permission of LTR staff member.
- Only LTR staff or trained volunteers may operate center equipment: e.g. truck, Gator
- LTR or Morven Park staff only in hay lofts – off limits to volunteers, participants, guests.
- Please adhere to Morven Park’s posted speed limit of 14 ½ MPH.
- SUICIDE PREVENTION HOTLINE: 800-273-8255