

THERAPEUTIC AND RECREATIONAL RIDING CENTER, INC.

Volunteers Needed



TRRC, Inc. is currently seeking volunteers to assist with the therapeutic riding program.

Volunteer opportunities include but not limited to:

- GROOMING AND TACKING HORSES
- LEADING HORSES
- SIDE-WALKING
- WORKING with the therapist
- ASSISTING STUDENTS with horses before and after lessons
- GARDENING, WORKING on trails

Tuesday, Wednesday, and Saturday shifts available...

No experience is necessary...

Volunteers must be at least 14 years of age...

TRRC is located at 3750 Shady Lane, Glenwood, Maryland – 410-489-5100

Directions:

From Baltimore:

Take 1-70 West to Rt. 32 South. Proceed 3 miles.
Turn right onto Burntwoods Road. Drive 2.2 miles.
Turn left at fork onto Shady Lane. Drive 1 mile.
TRRC is on the right.

From Washington, D.C.:

Take Rt. 97 North (Georgia Ave) through Olney and
Sunshine.
Turn right onto Burntwoods Road. Drive .7 miles.
Turn right onto Shady Lane. Drive 1 mile.
TRRC is on the right.



Recreational Rider Packet Contents

Thank you for your interest in the Therapeutic and Recreational Riding Center, Inc. (TRRC), a Premier Accredited Program through the North American Riding for the Handicapped Association.

Enclosed in you will find the forms necessary for Recreational Riding lessons.

Forms in Packet:

1. Recreational Rider Contract (2 pages)
2. Rider Application & Health History (2 pages)
3. Authorization for Emergency Medical Treatment
4. Payment Agreement
5. Confidentiality Agreement
6. Rider Behavior Contract
7. Caregiver Information Sheet
8. Fire Evacuation Procedure
9. Billing Information Sheet

PLEASE BE SURE YOU READ AND UNDERSTAND THE NINE FORMS ABOVE!

Forms 1 thru 8 require rider and/or parent/guardian signatures.

Forms 1 – 9 must be completed and returned before your first lesson.

10. Membership Application

- Membership is optional
- Membership donation fees along with grants and fundraisers subsidize 50% of program services. We deeply appreciate your donation, large or small. Your membership donation will help fund scholarships, purchase/maintain equipment, equine support, maintain/upgrade facilities and bring smiles to our many riders and their families.

TRRC, Inc. is a 501(c) (3) non-profit charitable organization. In an effort to keep costs at a minimum for our riders, TRRC, Inc. *depends* on the volunteer efforts of riders' family and friends. The Center is always in need of volunteers to donate an hour or two (or more) each week.

Volunteers can help in many ways, depending on their interest and skills, and on the needs of the Center. Leading, sidewalking, grooming and tacking the horses; stable management, fund-raising, special events and office work all offer excellent volunteer opportunities. Training, support and social events are available. If you are interested or know anyone who might be, please contact TRRC, Inc. at 410-489-5100.

TRRC, Inc. is a Premier Accredited Program through the North American Riding for the Handicapped Association (NARHA) and is a member of the Federation of Riding for the Disabled International.

We are a smoke, alcohol and drug-free environment!



THERAPEUTIC AND RECREATIONAL RIDING CENTER, INC.



Recreational Rider Contract

(Note: Page 2 of this form needs 2 (two) signatures)

Rider's Name: _____ Date of Birth: _____

Responsible Party: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell: _____

Work Alt. Phone: _____ E-Mail: _____

Billing Address (if different from above) _____

Recreational Rider Fees:

A series of 6 (six) weekly riding lessons are requested. **Pre-payment** of 6 (six) lessons is required before sessions begin. TRRC, INC. will then bill you on a monthly statement for 6 (six) weeks. Payment is due and payable upon receipt of said statements. An **insurance liability surcharge** of \$40 **will be charged with the first six lessons and annually thereafter.** TRRC, Inc. reserves the right to change fees at any time.

<u>Group:</u>	<u>Semi-Private:</u>	<u>Private:</u>
One Hour - \$38.00	One Hour - \$65.00	One Hour - \$81.00
Half Hour - \$29.00	Half Hour - \$35.00	Half Hour - \$43.00

Please come to the lesson 1/2 hour early to assist with tacking and grooming, and be prepared to stay 1/2 hour after class to assist with untacking and cooling of the horse.

Credit Balances:

- Any credit balance for lessons not used within a six-month period will be donated to the TRRC, Inc. Scholarship Fund.
- After a six-session pre-payment is used up, another pre-payment charge occurs automatically.
- If you choose to withdraw before all prepaid sessions are used, the pre-payment will be forfeited and donated to the Scholarship Fund.

Cancellations:

- Notice of cancellation is required at least **24 hours in advance** by calling the Center at 410-489-5100 or emailing trrc01@aol.com
- In the event of a no-show or no-call, lesson charge will be applied. (Hardship/medical absenteeism situations may receive special exception).
- Students taking private lessons are permitted one excused absence per month (calling 24 hrs. in advance).

Please continue the Recreational Rider Contract on Page 2 . . .

THERAPEUTIC AND RECREATIONAL RIDING CENTER, INC.

Medical Information & Approval for Riding: TRRC, Inc. reserves the right to request yearly updates of medical histories and to make the final judgment of whether the applicant/rider is medically able to participate in equine activities. In addition, applicants/riders under age 20 with Down's Syndrome will be required to have a negative baseline x-ray prior to initial assessment treatment (evaluation).

Prescription Medicine: All non-emergency prescription medicine should be used before arrival at TRRC, Inc. Any persons (staff, volunteer, student/camper and family visitors) needing emergency medication due to a pre-existing condition, should have this noted in file by a physician. In order for TRRC, Inc. staff to administer emergency medication, release and emergency contact forms must be filled out and on file. Parents/Guardians and adult volunteers are responsible for keeping their own files current beyond TRRC's annual update. Any emergency medication should be carried at all times and include specific directions.

Representation: Rider and/or Responsible Party warrant and represent that Rider has no disability, impairment or ailment preventing him/her from engaging in active exercise or that will be detrimental to his/her health, safety or physical condition if he/she does so engage or participate. This representation is made by the Rider and Responsible Party knowing that TRRC, Inc. will rely upon same representation with respect to riding or other activities offered.

Apparel: **ALL RIDERS MUST WEAR A SAFETY HELMET THAT MEETS ASTM/SEI STANDARDS & USE SAFETY STIRRUPS.** Both are provided by TRRC, Inc. Proper clothing includes long pants and hard-soled shoes with a heel. Sneakers are prohibited. TRRC, Inc. staff reserves the right to inspect and approve/disapprove of gear and/or require additional gear for safety, weather and other conditions.

Valuables: Everyone is urged to avoid bringing valuables on the premises. TRRC, Inc., its agents or employees, shall not be liable for loss, theft or damage to personal property of riders, family members or guests.

Liability: Rider and/or rider's family and guests using the facilities and equipment, do so at their own risk. TRRC, Inc. shall not be liable for any damages arising from personal injuries or damages sustained in, on or about the premises. Rider and Responsible Party assume full responsibility for any injuries or damages, and do hereby and forever, release and discharge TRRC, Inc. and its owners, employees and agents, from any and all claims, demands, damages, rights or causes of action, present or future, whether the same be known or unknown, anticipated or unanticipated, resulting from or arising out of the rider's, family's, or guests' use or intended use of facilities and/or equipment.

Weight Restriction: For the health and safety of rider, horse and staff, TRRC has a weight restriction of 190 pounds. All riders agree to be weighed prior to riding as a condition precedent to their participation.

Rules and Regulations: Rider and Responsible Party agree to abide by all TRRC, Inc. rules and regulations which may be issued or amended, orally or written, at TRRC's sole discretion.

Right of Cancellation: Rider or Responsible Party has the right to cancel this agreement and receive a full refund within three (3) business days after TRRC's receipt of the contract. Cancellation must be in writing and delivered in person, or sent by certified or registered mail, to: Therapeutic and Recreational Riding Center, Inc., 3750 Shady Lane, Glenwood, Maryland 21738.

This Agreement constitutes the entire and exclusive agreement between the parties. Any promises, representations, understandings, oral or written, pertaining directly or indirectly to the Agreement which are not contained herein, are hereby waived. This Agreement may be modified only by an instrument in writing and signed by all parties.

Signature of Responsible Party from Page 1 Date

Required Signature of 2nd Parent/Guardian Date

★ TRRC's insurance requires the 2nd signature.

If there is a special circumstance, please contact Helen Tuel, TRRC, Inc., Director.



Since 1983

THERAPEUTIC AND RECREATIONAL RIDING CENTER, INC.

Rider Application and Health History



GENERAL INFORMATION

Participant/Rider: _____ Date of Birth: _____

Weight*: _____ Height: _____ Gender: M _____ F _____ *** For the health and safety of rider, horse and staff, TRRC has a weight restriction of 190 pounds. All riders agree to be weighed prior to riding as a condition precedent to their participation.**

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Alt. Phone: _____ E-mail: _____

Employer/School: _____ Title/Grade: _____

Address: _____

Phone: _____

Parent/Legal Guardian/Caregivers: _____ Relationship: _____

Address (if different than above): _____

Phone: _____

Referral Source: _____ Phone: _____

How did you hear about the program? _____

Riding Ability: _____ Beginner (Less than 2 yrs. experience) _____ Novice (2-6 yrs. experience) _____ Intermediate (6-12 yrs. experience)
_____ Advanced (12+ yrs. experience)

HEALTH HISTORY

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

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

THERAPEUTIC AND RECREATIONAL RIDING CENTER, INC.

Participant/Rider: _____

Date of Birth: _____

Please list pertinent information under the appropriate heading:

MEDICATIONS (include prescription, over-the-counter & herbal; name, dose, and frequency):

PHYSICAL FUNCTION (describe abilities/difficulties; mobility skills):

PSYCHO/SOCIAL FUNCTION (describe abilities/difficulties; work/school issues, relationships-family structure, support systems; grades completed, hobbies, fears, companion animals, etc):

GOALS (i.e., why are you applying for participation? What would you like to accomplish?):

To my knowledge, there is no other information about the applicant that is pertinent to TRRC, Inc. and/or riding horses:

Signature of Responsible Party from Page 1 Date

★ _____
Required Signature of 2nd Parent/Guardian Date

★ **TRRC's insurance requires the 2nd signature.**
If there is a special circumstance, please contact Helen Tuel, Director, TRRC, Inc.

It is understood that photographs/videotapes are routinely made of riders, volunteers, staff members and other participants in the program. TRRC, Inc. is hereby granted permission to make use of such photos/videos in which the rider, family or guests may appear for TRRC's publications, presentations for public awareness, educational/research or other purposes.

PHOTO RELEASE

I ___ **DO** ___ **DO NOT** consent to and/or authorize the use and reproduction by TRRC, Inc. of any and all photographs and any other audio/visual materials taken of me for promotional material, educational activities, exhibitions or for any other use for the benefit of the program.

Signature: _____

Date: _____

Rider, Parent or Legal Guardian
Signed in presence of Center staff



THERAPEUTIC AND RECREATIONAL RIDING CENTER, INC.

Authorization for Emergency Medical Treatment



Rider's Name: _____ DOB: _____ Phone: _____

Address: _____

Primary Physician Name: _____ Phone # _____

Preferred Medical Facility: _____

Health Insurance Co.: _____ Policy # _____

Allergies to medications: _____

Current medications: _____

In the event of an emergency, contact:

Name: _____ Relationship: _____ Phone #: _____

Alt. Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Alt. Phone #: _____

CONSENT PLAN: In the event emergency medical aid or treatment is required due to illness or injury while receiving services or while on the property of TRRC, Inc., I authorize TRRC, Inc. to:

1. Secure and retain medical treatment and transportation as needed.
2. Release client records upon request to authorized individual or agency involved in medical emergency treatment.

This authorization includes x-ray, surgery, hospitalization, medication, and any treatment procedure deemed "life saving" by the physician or emergency personnel. This provision will only be invoked if the person(s) above is unable to be reached:

Consent Signature: _____ Date: _____

Rider, Parent or Legal Guardian
Signed in presence of Center staff

Printed Name of Above: _____ Phone # _____

NON-CONSENT PLAN: I do not give my consent for emergency medical treatment/aid in the case of illness or injury while receiving services or while on the property of TRRC, Inc.

___ Parent, legal guardian or caretaker will remain on site at all times during equine assisted activities

___ In the event emergency treatment/aid is required, I wish alternate procedures to take place:

Non-Consent Signature: _____ Date: _____

Rider, Parent or Legal Guardian
Signed in presence of Center staff

Printed Name of Above: _____ Phone # _____



Confidentiality Policy and Agreement



TRRC, Inc. shall preserve the right of confidentiality for all individuals in its program. Any and all full and part-time staff, independent contractors, temporary employees, board members, volunteers, and others, shall keep confidential all medical, social, referral, personal, and financial information regarding a person and his/her family.

TRRC, Inc. recognizes that a rider of his/her family members may not have legal authority to disseminate information, whether due to age or mental capacity. As a general rule, infants and children under the age of 18 years DO NOT have legal authority to consent to disclosure. Only parents, legal guardians, or others (as defined by the state statute) have this authority. Adults with developmental disabilities are presumed legally competent to give or deny disclosure unless they have been adjudicated incompetent to make this type of health care decision. If a substitute decision-maker has been appointed, TRRC, Inc., and its representatives, must obtain specific and informed written consent from that individual.

The policy extends to all situations involving TRRC, Inc. and its clients, whether or not any information was disseminated accidentally or on purpose.

TRRC, Inc. shall not disseminate to its employees or others, knowledge of a person's medical or sensitive information unless there is a risk to others through casual contact and permission has been obtained.

TRRC, Inc. shall reserve the right to use universal precautions for all situations in which staff may be exposed to the blood of a rider. TRRC, Inc. shall act under the assumption that all riders may have a blood borne disease. Such actions do not indicate a breach of confidentiality, but rather a general policy for use in all situations in which persons are exposed to another's blood.

TRRC, Inc. shall only disclose information to outside agencies/individuals with the specific written consent of the rider/legal representative. In cases of medical emergency due to illness or injury while receiving services or while on the property of TRRC, Inc., this policy shall recognize to the required Authorization for Emergency Medical Treatment as such required written consent.

Any breach of the above confidentiality policy by staff, volunteers, and other persons will result in:

- 1) a documented verbal warning;
- 2) a formal written reprimand;
- 3) dismissal.

Confidentiality Statement

By signing below, I certify that I understand and will observe the confidentiality policy of TRRC, Inc.

Signature _____ Date _____ Witness Signature _____ Date _____

Print Name _____



TRRC Fire Evacuation Procedure

THE BOTTOM PORTION MUST BE SIGNED and RETURNED TO TRRC!

When the FIRE ALARM sounds:

- All riders and family members must immediately and orderly exit the Rider Support Building, stalls or arena and proceed to the **flag court** at the top of the hill. Delay in exiting the building could interfere with trained staff assisting riders needing support, and the horses.
- Exit the building at the nearest **EXIT** (marked with the red EXIT sign and a spot light).
- All riders on the trails will dismount and remain in radio contact to await further instruction.
- Do NOT return into any building, stall or arena again for ANY REASON.
- A senior staff member has been assigned to sweep the building and assure that every single person is out of the building and all rooms are vacated. Once the building has been checked, the staff will be able to assist with the horses.
- Do NOT go into any of the riding arenas or stalls to help the staff, or to retrieve riders or horses. The staff has been trained on the proper emergency evacuation procedures and will join family members at the flag court. NO HORSES WILL BE RESCUED UNTIL ALL PEOPLE ARE SECURED SAFELY.
- Do NOT attempt to assist with the horses. They could become very unpredictable and dangerous with all of the activity, noise and smells. Allow only trained staff members to work with the horses.
- Do NOT drive away from TRRC when the fire alarm sounds even if you have your rider. Moving vehicles will add to the confusion and are too dangerous with all of the movement of people and horses.
- All vehicles and debris must stay clear of the fire lanes and driveway to allow access by Emergency Vehicles.
- Once the "All Clear" is given, staff, riders, and family members can proceed back to the buildings for normal operations.

Thank you for following these life-saving procedures to assure the safety of our loved ones, both human and animal.

By signing below, I agree to follow the Fire Evacuation Procedures

Rider/Guardian Signature Date

YOUR COPY

Cut Here

By signing below, I agree to the Fire Evacuation Procedures

Rider/Guardian Signature Date

Printed Name of Rider

TRRC'S COPY
(Fire Evacuation)



Parent/Guardian/Caregiver Information Sheet

Thank you for choosing TRRC, Inc. Our primary goal at TRRC is **SAFETY**. You can help us to keep your child safe by following a few simple rules:

- Please arrive 30 minutes before your child's lesson to allow sufficient time to be ready for the lesson.
- **Remember to have your child wear the proper riding clothing: ASTM/SEI approved helmet, boots and long pants. Students will not be allowed to ride in sneakers or shorts. She/he must always wear an ASTM/SEI approved helmet when mounted.**
- No dangling jewelry. No perfumes, as they attract bees and biting insects.
- Assist your child with getting their horse only if you feel comfortable and the student has been approved for this activity. Allow the student to do the job as much as possible.
- Please do not mount the student unless requested to do so by the instructor or therapist.
- The relationship between the instructor/therapist and rider is very important. If your child is having any problems or has special needs, please inform the staff about it. We are here for you.
- Please do not enter stalls or allow your child, siblings, and friends to do so unless supervised by staff.
- Do not put your hands or allow your child, siblings, and friends to put hands through the bars of the stall. Horses are strong and might mistake a finger for a carrot. Please follow our "carrotting policy" and place the treat on a dish and slip it under the door.
- You are welcome to bring treats for the horses. Carrots, apples and horse cookies are all welcome; no sugar cubes or candy, please - it hurts their teeth.
- Please remind your child, siblings, and friends not to run or make loud noises in the rider support building, arena and around the horses.
- When in the observation room, do not tap on the glass – it scares the horses. Encourage children to speak, move quietly in this area – strong sounds can scare the horses.
- Please no flash photography. The flash may frighten the horses. Staff will be happy to take the horse outside into better lighting if time allows.
- No dogs are allowed in or around the barn and arenas (indoors or outdoors). If you bring your dog and need to walk it, please keep it on the leash and well away from the horses and riders.
- If you see anything that might be unsafe or dangerous, such as reins that are hanging loose or someone in trouble, PLEASE notify a staff member immediately.
- **We encourage all family members to be current in CPR/First Aid.** The Center has an AED (Automated External Defibrillator) – an oxygen tank is located with the AED. Staff is certified annually in its use.
- We welcome your help. If you would like to volunteer, please let us know.
- If there is anything you need, please do not hesitate to ask.



Therapeutic and Recreational Riding Center, Inc.



Billing Information Sheet (REC)

PRINT ALL INFORMATION

Rider Name:

(PRINT)

Last

First

Address:

(PRINT)

Street

City

State

Zip

Home Phone:

Work/Alt. Phone:

Cell Phone:

Cell Phone:

TRRC utilizes an automated calling and texting service for emergency notifications, including closure due to inclement weather. Indicate preferred contact number(s) with an asterisk () - maximum two please.*

E-mail address: *PRINT CLEARLY!* _____

Rider DOB: _____ *mm/dd*

Preferred method to

receive monthly statement:

Email _____

Hard mail _____

Printed Names of

Parent(s)/Guardian(s): _____

Therapeutic and Recreational Riding Center, Inc. 3750 Shady Lane, Glenwood, MD 21738

Office: 410-489-5100

Fax: 410-489-3663

trrc01@aol.com

www.trrcmd.org



THERAPEUTIC AND RECREATIONAL RIDING CENTER, INC.

Membership Application



TRRC, Inc. is a 501 (c) (3) non-profit charitable organization. We could not offer quality services without support from the community. The private donations, grants, and fundraisers subsidize 50% of program services. We deeply appreciate your donation, large or small. Your membership donation will help fund scholarships, purchase/maintain equipment, equine support, maintain/upgrade facilities, and bring smiles to our many riders and their families.

I would like to become a Member. I have enclosed \$ _____ for the membership level checked below:

_____ Hoofprints	\$ 35
_____ Pony	under \$100
_____ Mustang	\$100
_____ Stallion	\$500
_____ Thoroughbred	\$1,000

Name: _____
Last First

Address: _____

City State Zip Code

Home Phone: _____ Work/Alt. Phone: _____

E-mail Address: _____ (PLEASE PRINT)

Parents/Guardians: _____

My employer has a matching gift program: Y _____ N _____ (If yes, please forward a copy of the policy)

I am a Federal Employee (The CFC Campaign accepts TRRC, Inc.): Y _____ N _____

Please fill in below if this is a gift membership:

Name: _____
Last First

Address: _____
City State Zip Code