

**The Trish Franks Riding School**  
**(Meeting at Green Pastures Farm)**  
**Policies and Procedures**  
**2010**

All students, parents, siblings, and guests will be expected to abide by all policies and procedures as described by The Trish Franks Riding School (TFRS) Policies and Procedures.

**SAFETY:**

At the Trish Franks Riding School safety is first on our list of priorities. It is to be understood that the unpredictability of domestic animals could result in injury, harm or death to persons around them. You are assuming the risks of participating in a domestic animal activity.

- a. All students, parents, siblings, and guests are expected to respect and adhere to all safety rules.
- b. All forms must be properly completed prior to the student taking part in any TFRS activity.
- c. Under no circumstances are personal pets allowed at lessons or other activities. Do not feed or pet the animals in the barn.
- d. Insurance liability limits our responsibility while your child is not participating in the approved lessons. Do not leave your child unattended while on Green Pastures premises.
- e. TFRS is not a babysitting service. Please arrange for your student to be picked up at the appropriate time. The following guidelines are provided to ensure the safety of all participants and animals in our program:
  - i. Students under the age of ten (10) must have parental supervision at all times while on the premises of Green Pastures Farm or any facility where TFRS is taking part in an approved activity. **DO NOT DROP OFF A CHILD UNDER THE AGE OF TEN (10) AND LEAVE THE FARM.**
  - ii. Students age 10 and above may be dropped off for a lesson **ONLY** after the parents has checked in with the teacher. **DO NOT PULL UP AND ALLOW YOUR CHILD TO COME INTO THE BARN ON THEIR OWN.**
  - iii. All students must be picked up within fifteen (15) minutes after the close of their scheduled lesson time. Pickups occurring past that time will be charged a \$25 fee per hour or any part of an hour for which you are late.
  - iv. While siblings and guests are welcome to visit and observe lessons, only documented program participants are allowed in the barn past the tack stall. **DO NOT ALLOW SIBLINGS OR GUESTS TO WANDER IN OR AROUND THE BARN AT ANY TIME.** This restriction includes the crosstie areas outside the barn.
  - v. At no time should siblings or visitors be allowed to pet or get close to the animals anywhere on the property. Some horses and other animals bite and could injure an untrained person.
  - vi. See other rules for visitors below.
- f. Horses can be skittish. Our riders are engaged in an inherently dangerous activity, so please be respectful of them by not engaging in any activity that might spook or distract the horses. This includes, but is not limited to, loud noises, running, or throwing any objects including balls or Frisbees and the like. We want you to enjoy your time at Green Pastures, but it is not intended as a park. Please spend your time quietly observing the horsemanship activities.
- g. TFRS reserves the right, at its sole discretion, to terminate any student that is determined to have incompatibilities with the sport of horse riding which may jeopardize their safety or whose parents, siblings or guests cause undue risk to the student or others on the Green Pastures premises.

INITIALS \_\_\_\_\_

## **LESSONS:**

- a. Riders are allowed to tack and groom their mounts, as this is an important part of the horsemanship program offered at TFRS. Beginners will be required to learn these skills with consideration to their physical capabilities.
- b. Lessons are hourly and are scheduled on a weekly or bi-weekly basis.
- c. Lesson time slots are available on a first-come, first-served basis.
- d. Lessons are considered cancelled if the student has not arrived within 15 minutes of their scheduled session.

## **FEES:**

- a. Lesson fees are charged on an hourly basis. Private, group, and special needs lessons are offered by regularly scheduled appointments. Fees for these lessons are posted on the website ([www.NatchezBend.com](http://www.NatchezBend.com))
- b. All fees are paid on a monthly basis and are due on the 1<sup>st</sup> of the month.
- c. Fees are considered late on the 10<sup>th</sup> of the month. A late fee will be charged for payments received after the 10<sup>th</sup> of the month.
- d. Make all checks payable to Trish Franks. A fee will be charged for all returned checks.
- e. Horse show fees will be calculated separately and are due 72 hours prior to the event and are not refundable if cancellation occurs with 24 hours of the event.

## **CANCELLATIONS:**

- a. Lessons must be cancelled by calling the student's instructor, a minimum of 24 hours prior to the scheduled session in order to qualify for a makeup session. Lessons cancelled will be charged a fee of \$20 per lesson in order to reserve your lesson time. If cancelled less than 24 hours prior to lesson time, the full lesson fee applies. Lessons missed due to illness or emergency may be scheduled for makeup at the instructors discretion.
- b. Makeup lessons must be completed within 10 days of the missed lesson. Missed makeup lessons may not be re-scheduled and the associated fee will not be refunded.
- c. Lessons will not be cancelled due to inclement weather. Horsemanship studies will apply to inside lessons.

## **EQUIPMENT:**

The use of safety equipment is for the protection of all riders, as well as the safety of our horses and our instructors.

- a. Students must provide their own ASTM/SEI approved helmet and paddock boots.
- b. Helmets and boots must be worn at all times while mounted.
- c. Tennis shoes and other heeled style boots will not be allowed. Insurance requires that this equipment be purchased and fitted by a qualified equine retailer.
- d. Clothing should be well fitted and comfortable. Shirts must be tucked in. Hair must be neatly tied back and out of the face.

INITIALS \_\_\_\_\_

**VISITORS:**

Although TFRS is a “private” academy, parents and siblings are welcome at all sessions.

- a. An adult must accompany children at all times while on TFRS or Green Pastures premises.
- b. Keep a safe distance from the arena fence and the ring. Limited seating is available for your comfort during the session.
- c. Prior authorization is required in order to bring additional guests to a student’s lesson. For safety reasons, it is very important that the lesson area not be too crowded as to cause unnecessary distraction for the student, horse, or instructor.
- d. Access to the outside preparation area is reserved to authorized personnel only.
- e. There is ample parking available between the barns. Please limit your parking to this area only.  
**DO NOT PARK OR DRIVE ON ANY GRASSY AREA AT ANY TIME.**

I have read and understand the Trish Franks Riding School Policies and Procedures and I agree to follow these policies and procedures.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by:

\_\_\_\_\_  
Student

\_\_\_\_\_  
The Trish Franks Riding School

\_\_\_\_\_  
Parent or Legal Guardian