

POLICIES AND PROCEDURES

Rules of Conduct

We expect all persons involved in the Double A Ranch programs (youth, parent, teen/adult, volunteers) to practice behaviors that foster a positive environment of all involved.

1. For the safety and wellness of all participants, appropriate footwear (closes-toe shoes) is required for accessing the stable facilities and grounds or participation in any horse activity or event.
2. Parents are responsible for the supervision of their children during their visit to the stables. If a child is participating in horseback riding lesson, their sibling(s) and/or guests are not allowed to access the horse field without the permission of the the stable management. Failure to comply will result in the dismissal of parent(s) or guarding(s) and children from the stables and denial of future involvement in Double A Ranch events/activities. A parent or legal guardian must supervise all Youths as outlined in the appropriate supervision safety bulletin.

Parents are required to remember the following:

- *Pick up child(ren) from the lesson or camp no later than 10 minutes following each lesson or activity.
- *Prearrange a backup person (legal guardian) to pick up your child(ren) when circumstances prevent you from being on time.
- *Children not picked up on time will be considered stranded and a "late pick-up" fee of \$20.00 for each 15-minute interval will be charged.

3. All visitors must check in with the riding instructor upon arrival.
4. Participants must respect property of others and are responsible for themselves. Deliberant destruction and/of removal of ranch equipment is not permitted without the written permission of the stable owner. Financial responsibility for any damages caused by deliberate destruction will be assumed by the instructor/participant and/or parents/guardians.
5. Participants are expected to treat others and themselves with respect. Aggressive, abusive, vulgar, or violent language and behavior towards others and horses will not be tolerated.
6. Any possession, distribution or use of illegal drugs, and unauthorized prescription drugs are not allowed at any Double A Ranch sponsored program/event and must be reported to law enforcement.

Note: Any conduct not specifically covered by this Code of Conduct, but deemed inappropriate by those individuals responsible for the program/event will be viewed, as a violation and appropriate action will be taken.

Smoking is prohibited in the barn. Please dispose of your trash in the appropriate places.

Consequences

Unacceptable behavior during a Double A Ranch sponsored program/event will result in consequences to the participant. Consequences may include:

- Early release from the program/activity without a refund
- Restitution or repayment of damages
- Denial of future involvement in Double A Ranch events/activities
- Report participant to the appropriate law enforcement agency

Inclement Weather

Double A Ranch riding programs may be canceled due to severe weather conditions.

- Unforeseen circumstances. All patrons are encouraged to contact their instructor if they are uncertain on the status of their scheduled lesson. Cancellation Policy - Lessons will be cancelled in the case of inclement weather. If you must cancel a lesson, please give the instructor as much notice as possible. Last minute cancellations (except in the case of emergency) and no-shows will be billed at full rate. Instructors will try to reach you if they know the lesson cannot proceed due to weather or emergency situations.

Age

- All students must be at least five years old for private lessons
- Students must be at least seven years old for group lessons.

Registration Process

- All participants must complete the Double A Ranch Student Lesson Registration Form.
- Please fill out form completely.
- For camps and special programs, registration is on a first-come, first-served basis. Individuals who request a camp week or special program that is already full will be placed on a waiting list. Full payment or a non-refundable deposit must accompany pre-registration form(s).
- A parent of legal guardian must register all students.
- Complete Double A Ranch Health History report and Code of Conduct form(s)
- Complete and sign the Waiver of Damaged Claims and Assumption of Risk Form
- Payment of registration fee/deposit prior to start of the lesson/camp

Inquiries

For telephone inquiries, please call the main office number at 904-879-7058. We have an answering machine for messages or you may use our e-mail address at amy@doublearanchpaints.com

Payment Information

- Registration fees are required to reserve any space in the horseback riding lesson program. Fees must be paid in full and are non-transferable and nonrefundable.
- Payments are for the first five lessons. On/or before the fifth lesson the next five lessons must be paid in full.
- **Service Charge - \$35 for returned checks.**

Payment Methods

Option 1: In-Person Payment - Drop off payment at the stables drop box located in the feed room. Drop box is checked daily.

- Credit cards are accepted through pay pal on the web site. Please bring receipt of payment to your instructor.
- Instructors are not allowed to accept cash payments.
- Check payments should include phone number, complete address, and name of individual on check, current date, amount and signature. On the memo line, please indicate the lesson type (private, group) and the name of instructor.

Make checks payable to Double A Ranch

Option 2: Mail Payment - Payment must be postmarked on or before the due date established by the instructor.

- Mail payments to:
Double A Ranch
54056 Jamie Drive
Callahan, FL 32011

Refund Policy

- Refund requests must be in writing and approved by the Barn Owner.
- Refund requests received seven days in advance of the lesson or camp starting date will be honored in full, less a \$30 processing fee, Refunds after the seven-day period prior to the lesson start date will be honored in a 50% refund of the total fee.
- No refunds will be provided for requests received on or after the lesson starting

date.

- No refunds will be provided without a doctor's note.

Returned Check Policy

If your check has been rejected or returned from your financial institution, a \$35 service charge per check will be added to the amount due.

Illness/injury

- Do not bring your child(ren) if they are sick. This is for the protection of all participants.
- If cases of emergency, 911 will be called and the parent/guardian will be notified.

Guidelines

Punctuality is expected. After the first five (5) lessons, students are to arrive 15 minutes before class to groom and tack their horse. Also, students should expect to remain 5 to 10 minutes after class to groom and turn out your horse.

Proper dress must be worn, which includes comfortable pants or breeches, boots and ASTM approved helmet. (We can recommend where to purchase a helmet)

After one year in the riding program, students must wear riding breeches in English classes. This will help with leg control and further their riding ability.

Students may miss one lesson within the 10-week session. If the student misses more than one lesson, the lesson **MUST** be paid for even though the student is not present **regardless of reason.**

If the student is absent for more than three (3) consecutive lessons without notifying the instructor or barn owner, the student will be dismissed from the class. No refunds will be provided.

Friends and family are welcome to observe the lesson. However, they are not allowed in the stable facilities except for the lesson grooming area or allowed to interact with the horses in the fields. If this becomes a problem, your child will be dismissed from the lesson program. There are no individual make-up lessons.

Parents please refrain from interfering in your child's lesson. This is why you hired an instructor. Failure to comply will result in your child being dismissed from lessons.

Double A Ranch Horsemanship Program

Course Decapitation: The purpose of this course is to provide students with the basic knowledge and experiences of English/Western Riding as a recreational activity. The course content will include proper care, handling and riding of horses. Students will also learn identification and the parts of the horse.

Course Objectives: Upon completion of the course, the student will be able to:
Appreciate the nature of the horse as a domestic animal that can provide recreational and leisure activity.
Apply knowledge of English/Western equestrian terminology.
Demonstrate knowledge of proper care and handling techniques for horses.
Identify different breeds of horses.
Perform basic techniques of Western/English riding styles.

Student Expectation:

- Punctuality is expected. If a student is more than 10 minutes late, the instructor reserves the right to dismiss him/her from class.
- Students must participate in all class activities.
- Proper dress must worn, which includes pants or breeches, boots, and ASTM helmets.
- Adherence to safety rules is enforced. The instructor reserves the right to remove any student from the class who does not adhere to the safety rules. Participants are expected to be respectful to instructors and other participates in all activities. Aggressive, abusive and negative behavior towards others and horses will not be tolerated.
- Students are to register with instructors at the beginning of each lesson.

RULES:

1. You must brush or rinse (if needed) off the horse you ride at the conclusion of each lesson.
2. You are responsible for all grooming equipment and tack you use, including putting it away properly.
3. Because of safety reasons, guests are not allowed in the barn (except grooming area)
4. Parents are not allowed to help students groom or tack their horse.
5. We realize that some horses are easier to get along with than others, however we do expect you to ride different horses. You are learning to deal with all types of horse behaviors.
6. No loose fitting clothing. Sneakers are not acceptable for riding.
7. When you arrive, please be prepared for class with the proper clothing.
8. Failure to follow barn and horseback riding rules will result in the dismissal from the program. We want you to enjoy your experience with the horses, but your safety and safety of the horses is always first and foremost.

GENERAL COURSE OUTLINE

Please note that this is a recommended general outline. It is important for the students to first learn the basic foundation of grooming and tacking a horse safely and correctly.

Therefore, students must master grooming, tacking and untacking a horse before advancing onto the next phase of the lesson. All students will be expected to saddle and bridle their horse on their own before each lesson after the first five lessons. Arriving 15 minutes prior to the lesson will help facilitate this objective. Again, safety is the number one concern for all lessons.

Weeks 1 to 4: **Introduction**

- Safety first! Approaching and handling a horse .
- Halter, lead and tie a horse
- Equine body language
- Getting acquainted with the grooming equipment and tack
- GROOMING - How to correctly brush your horse/pony (may include bathing and blanketing a horse)
- Tack and untack a horse

Homework: Ask students try to memorize grooming equipment and safety procedures for tacking and untacking.

Weeks 5&6: Review of weeks 1 to 4

- Mounting and dismounting
- Use of natural aids and artificial aids
- Properly holding reins and adjusting stirrups
- Hand, body and seat position
- Mounted instruction - Walking and stopping beginning to steer the horse
- Grooming, tacking and untacking will be done at each lesson

Homework: Memorize parts of the saddle and bridle

Week 7: **Review** of weeks 5 & 6

- Mounted instruction - walking stopping and turning.
- Understanding the gaits: walk and trot
- Practice posting at a walk and trot for English. Practice the sitting jog for Western
- Practice turning at the trot

Homework: Memorize 10 parts of the horse

Week 8: **Review** of week 7

- Mounted instruction-Control while walking trotting/jogging
- Exercise to perform at the walk and trotting/jogging
- Figure eight
- Circles
- Weaving in and out of cones

Homework: Learn different colors of horses and describe to instructor

Week 9: Review of week 8

- Mounted instruction-Methods to transition both upwards and downwards from a trot
- Continue working on posting
- Introduce the half-seat and practice at a walk and trot

Homework: Ask students to explain the use of artificial and natural aids in riding a horse.

Week 10: **Review** of week 9

- Mounted instruction- Students will continue working on the trot and half-seat.
- Introduction to cantering

2010 Instructor Teaching Schedule

(Subject to change without notice)

Sunday - Linda	Monday - Jamie	Tuesday - Tiffany
Wednesday - Linda	Thursday - Jamie	Friday - Tiffany
Saturday - Stephanie		

HEAT INDEX AND PHYSICAL EXERCISE

Heat related illness includes heat rash, cramp exhaustion and stroke. These illnesses are a real danger to people and horse not accustomed to the stress of hot weather exercise. The Wet-Bulb Globe Temperature Index (WBGTI) (not just the ambient air alone) takes into account four variables: Air temperature, humidity, radiant heat and air movement.

- WBGTI above 90 degrees caution will taken in all actives
- WBGTI in excess of 110 degrees all riding actives will stop.

Double A Ranch Code of Conduct

We expect all persons involved in the Double A Ranch Horse Program (youth, parents or teens/adults volunteers) to practice behaviors that foster a positive environment of all involved. The following code of conduct has been developed to provide a clear understanding of expectations set forth in this document. **PLEASE PRINT ALL INFORMATION ON THE CODE OF CONDUCT FORM.**

Code of Conduct

1. For the safety and wellness of all participants, a completed and signed Double A Ranch Health History Form is required for participation in Double A Ranch Horse events.
2. Participants should attend and be actively involved in all scheduled Ranch activities. Failure to be in assigned location(s) may lead to dismissal from the event.
3. Visitors must check-in with an adult in charge of the event upon arrival.
4. Participants should remain at the activity until the event is scheduled to end. Participants may not leave without prior permission from the adult in charge of the event. The person designated on the Double A Ranch Health History Report Form may only pick up participants from the event/activity. Identification may be requested at time of pick up.
5. Participants are expected to follow the directions of the instructor and staff responsible for the activity/event.
6. Participants should respect property of others and are responsible for themselves. Deliberate destruction or removal of equipment is not permitted. The participant and/or parents/guardians will assume financial responsibility for any damages caused by deliberate destruction. The same applies to the property and personal items of other participants.
7. Participants should treat others and themselves with respect. Aggressive, abusive, vulgar or violent language and behavior towards others is not permitted.
8. Possession or distribution of items that can be used as a weapon are not permitted at Double A Ranch.
9. Possession or distribution or use of illegal drugs, or unauthorized prescription drugs are not allowed at any Double A Ranch sponsored program/event and must be reported to law enforcement.

I have read, understood, and will observe all of the rules established in **Double A Ranch Rules and Code of Conduct**. I understand I am responsible for my guest(s) and that they will abide by the same rules. I also understand that failure to comply will result in my riding privileges being terminated and removal from the facility.

Rider's Signature _____

Parent/Guardian Signature _____

Date: _____

Double A Ranch Health History Form

INSTRUCTIONS: Please provide detailed health history information for determining appropriate supervision, support, and accommodations for out Lessons and Horse Camp Programs. **A parent or guardian must sign. PLEASE PRINT ALL INFORMATION.**

NAME OF CAMP/LESSONS/ACTIVITIES IN WICH YOU WISH TO PARTICIPATE:

DATE OF EVENT: _____

PARTICIPANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

CITY: ZIP: _____

HOME PHONE: _____ ALTERNATIVE PHONE: _____

AGE: _____ SEX: _____

PARENT/GUARDIAN INFORMATION

FATHERS NAME: (OR GUARDIAN): _____

PHONE NUMBER: DAYTIME: _____ CELL: _____

MOTHERS NAME: (OR GUARDIAN): _____

PHONE NUMBER: DAYTIME: _____

CELL: _____

ADDRESS IF DIFFERENT THAN CHILD: _____

EMERGENCY CONTACT INFORMATION

1. WHERE CAN YOU BE REACHED IN THE EVENT OF AN EMERGENCY?

PHONE: _____ CELL: _____

2, IF YOU CANNOT BE REACHED, WHO SHOULD BE NOTIFIED?

NAME: _____

PHONE: _____ CELL: _____

PARTICIPANT HEALTH AND MEDICAL HISTORY (COMPLETE QUESTIONS 1-5)

1. Does the participant have any know allergies? (Including food, medicine, plants, insects other)

YES: ___ NO ___ Does the allergies cause:

Intolerance _____ Anaphylaxis _____

Details: _____

2. Has the participant ever experienced (or had special needs in) any of the following?

Asthma ____ Bleeding disorders ____ Attention disorders (ADHD) ____

Eating disorders ____ Wears contacts Diabetes Behavior ____

Fainting spells ____ Other ____

Please describe any condition or need that you checked:

3. Is the participant experiencing any current health problem, under medical care, receiving mental or behavioral services or currently taking medication?

YES ____ No ____

4. Has the participant undergone surgery or experienced an injury, illness, allergy or change in health status any time during the last year? Is there any reason that participation in the horsemanship programs should be restricted?

YES ____ No ____

If YES, please explain:

5. What else should we know about your child?

IMMUNIZATION HISTORY

Are your child immunizations up to date? YES ____ NO ____

Double A Ranch Hold Harmless Agreement

I hereby acknowledge that I have voluntarily chosen to use the facilities and participate in equine sport and pleasure related activities. I understand the risks involved in the activity. I recognize that the programs and its activities involves risk of injury and I agree to accept any and all risks associated with it, including but not limited to property damage or loss, minor bodily injury, severe bodily injury, and death. Furthermore, I recognize that participation in equine activities involves activities and risks incidental thereto, including but not limited to, travel to and from competitions, lessons practices, and or other equine related activities. I am voluntarily participating in the program with the knowledge of the risks involved and hereby agree to accept any and all inherent risks of property damage, bodily injury, or death.

In consideration of my participation in the program and to the fullest extent permitted by law, I agree to indemnify, defend and hold harmless Double A Ranch at 45543 Hodges Road in Callahan, FL, its owners, trainers, directors, employees, agents, volunteers and assigns from and against all claims arising out of or resulting from my participation in the program. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. In addition, I hereby voluntarily hold harmless Double A Ranch, its owners, trainers, directors, employees, agents, volunteers and assigns from any and all claims, both present and future, that may be made by me, my family, estate, heirs or assigns.

I also understand that the Double A Ranch does not provide any medical or dental insurance or life insurance to cover bodily injury, illness or death, nor insurance for personal property damage or loss, nor insurance for liability arising out of my negligent acts or omissions; and I acknowledge that I am completely responsible for my own insurance to cover these expenses.

I further understand that this acknowledgment of risk and hold harmless is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that if any portion hereof is held invalid, I agree that the balance shall, notwithstanding, continue in full legal force and effect.

FLORIDA STATUTES 1993

TITLE XLV TORTS

CHAPTER 773 EQUINE ACTIVITIES

(1) "Engages in an equine activity" means riding, training, assisting in veterinary treatment of, driving, or being a passenger upon an equine, whether mounted or unmounted, visiting or touring or utilizing an equine facility as part of an organized event or activity, or any person assisting a participant or show management. The term "engages in an equine activity" does not include being a spectator at an equine activity, except in cases where a spectator places himself in an unauthorized area.

(2) "Equine" means a horse, pony, mule, or donkey.

(3) "Equine activity" means:

(a) Equine shows, fairs, competitions, performances, or parades that involve any or all breeds of equines and any of the equine disciplines including, but not limited to, dressage, hunter and jumper horse shows, grand prix jumping, three-day events, combined training, rodeos, riding, driving, pulling, cutting, polo, steeplechasing, English and western performance riding, endurance trail riding, gymkhana games, and hunting.

(b) Equine training or teaching activities or both.

(c) Boarding, including normal daily care of an equine.

(d) Riding, inspecting, or evaluating an equine belonging to another by a purchaser or an agent, whether or not the owner has received monetary consideration or other thing of value for the use of the equine or is permitting a prospective purchaser to ride, inspect, or evaluate it.

(e) Rides, trips, hunts, or other equine activities of any type, no matter how informal or impromptu, that are sponsored by an equine activity sponsor.

(f) Placing or replacing horseshoes or hoof trimming on an equine.

(g) Providing or assisting in veterinary treatment.

(4) "Equine activity sponsor" means an individual, group, club, partnership, or corporation, whether or not the sponsor is operating for profit or nonprofit, which sponsors, organizes, or provides the facilities for an equine activity, including, but not limited to: pony clubs, 4-H clubs, hunt clubs, riding clubs, school and college-sponsored classes, programs, and activities, therapeutic riding programs, stable and farm owners and operators, instructors, and promoters of equine facilities, including, but not limited to, farms, stables, clubhouses, pony ride strings, fairs, and arenas at which the activity is held.

(5) "Equine professional" means a person engaged for compensation:

- (a) In instructing a participant or renting to a participant an equine for the purpose of riding, driving, or being a passenger upon the equine;
- (b) In renting equipment or tack to a participant;
- (c) To provide daily care of horses boarded at an equine facility; or
- (d) To train an equine.

(6) "Inherent risks of equine activities" means those dangers or conditions which are an integral part of equine activities, including, but not limited to:

- (a) The propensity of equines to behave in ways that may result in injury, harm, or death to persons on or around them.
- (b) The unpredictability of an equine's reaction to such things as sounds, sudden movement, and unfamiliar objects, persons, or other animals.
- (c) Certain hazards such as surface and subsurface conditions.
- (d) Collisions with other equines or objects.
- (e) The potential of a participant to act in a negligent manner that may contribute to injury to the participant or others, such as failing to maintain control over the animal or not acting within his or her ability.

(7) "Participant" means any person, whether amateur or professional, who engages in an equine activity, whether or not a fee is paid to participate in the equine activity.

Fla. Stat. 5773.02 (1993)

773 .02 General provisions.

Except as provided in s. 773.03, an equine activity sponsor, an equine professional, or any other person, which shall include a corporation or partnership, shall not be liable for an injury to or the death of a participant resulting from the inherent risks of equine activities and, except as provided in s. 773.03, no participant nor any participant's representative shall have any claim against or recover from any equine activity sponsor, equine professional, or any other person for injury, loss, damage, or death of the participant resulting from any of the inherent risks of equine activities.

Fla. Stat. 773.03 (1993)

773.03 Limitation on liability for equine activity; exceptions.

(1) This section shall not apply to the horse racing industry as defined in chapter 550.

(2) Nothing in s. 773.02 shall prevent or limit the liability of an equine activity sponsor, an equine professional, or any other person if the equine activity sponsor, equine professional, or person:

- (a) Provided the equipment or tack, and knew or should have known that the equipment

or tack was faulty, and it was so faulty as to be totally or partially responsible for the injury;

(b) Provided the equine and failed to make reasonable and prudent efforts to determine the ability of the participant to engage safely in the equine activity, or to determine the ability of the participant to safely manage the particular equine based on the participant's representation of his ability;

(c) Owns, leases, rents, has authorized use of, or is otherwise in lawful possession and control of the land or facilities upon which the participant was injured, and the injury was due totally or in part, to a dangerous latent condition which was known to the equine activity sponsor, equine professional, or person and failed to post warning signs;

(d) Commits an act or omission that a reasonably prudent person would not have done or omitted under the same or similar circumstances or that constitutes willful or wanton disregard for the safety of the participant, which act or omission was a proximate cause of the injury; or

(e) Intentionally injures the participant.

Fla. Stat. 773.04 (1993)

773.04 Posting and notification.

(1) Every equine activity sponsor and equine professional shall:

(a) Post and maintain one or more signs which contain the warning notice specified in subsection (2). These signs shall be placed in a clearly visible location near to where the equine activity begins. The warning notice specified in subsection (2) shall appear on the sign in black letters, with each letter to be a minimum of 1 inch in height, with sufficient color contrast to be clearly distinguishable.

(b) Give the participant a written document which the participant shall sign with the warning notice specified in subsection (2) clearly printed on it. Said written document may be used in lieu of posting the warning on the site of the equine activity sponsor's or equine professional's facility, and shall be given to any participant in an equine event not on the location of the equine activity sponsor's or equine professional's facility.

(2) The signs and document described in subsection (1) shall contain the following warning notice:

WARNING

Under Florida law, an equine activity sponsor or equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

Fla. Stat. 773.05 (1993)

773.05 Limitation on liability of persons making land available to public for recreational purposes.

Nothing in ss. 773.01-773.05 shall be construed to limit in any way the limitation of liability granted to private citizens who allow the public to use their land for recreational purposes, as provided in s. 375.251.

Print Name: _____

Signature: _____

Signature Parent/Guardian: _____

Date: _____