

# *Double A Ranch Registration 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 WHICH YOU WISH TO PARTICIPATE:

---

DATE OF EVENT: \_\_\_\_\_

## **PARTICIPANT INFORMATION**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ ALTERNATE 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 of 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? \_\_\_\_\_

---

---

### **IMUNIZATION HISTORY**

Are your child immunizations up to date? YES \_\_\_\_\_ NO \_\_\_\_\_

# ***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 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 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 three years old for parent and tot classes and five years old for private lessons.
- Students must be at least seven years old to be considered 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 or 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](mailto: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 near grooming station. 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 Dr**  
**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 Childs 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 be 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 participants 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 un-tacking 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 un-tacking.

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 un-tacking 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 trot/jog:
- 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

# HEAT INDEX AND PHYSICAL EXERCISE

*Heat related illness includes heat rash, cramps, 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 form 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 form 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 for equipment is not permitted. The participant and/or parents/guarding 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 other and themselves with respect. Aggressive, abusive, vulgar or violent language and behavior towards others is not permitted.

8. Possession or distributions 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: \_\_\_\_\_