

# Policies, Procedures and Barn Rules Handbook



## Our Mission

Our equine assisted services help those with special needs reach their highest potential, gain self-confidence, and self-esteem, through equine-oriented activities in a safe and positive hill country environment. As a non-profit organization, we strive to give our horses the best care, while working to expand and provide our participants the best possible experience. We use the latest teaching techniques to help our participants learn, and only use instructors that are PATH Intl. certified and certified therapists in both their specific field and through the American Hippotherapy Association. Our employees and our volunteers are our driving force, and without them, what we do would not be possible.

## **Open T.R.A.I.L. Ranch**

Open T.R.A.I.L. Ranch was founded in 2012 by Kate Vasquez, with a mission to serve those with special needs of all kinds in Kendall, Bexar and other surrounding counties through equine assisted services. The 100-acre property that the facility was built and sits on was solely purchased and provided for the life changing mission that OTR carries out each day. Starting as a one-woman small operation of 1 barn, 1 dirt arena, a few rescue horses and 4-5 lessons per week, OTR quickly grew to meet the needs of the community over the years. OTR now currently offers year-round programming and the facility furnishes 3 barns, 3 sand arenas and a wheelchair mounting ramp, as well as staffs 3 instructors, 3 therapists, 16 equine partners and 5 other vital part time team members, not to mention our many incredible selfless volunteers. Open T.R.A.I.L. Ranch is also overseen by a Board of Directors with at least 5 officers and 10 advisory board members.

OTR is a Certified PATH Intl. Member Center. PATH Intl. exists to promote equine-assisted services for individuals with special needs. PATH Intl. serves as the credentialing organization for accrediting centers and certifying instructors and equine specialists internationally. By being a member center, Open T.R.A.I.L. Ranch follows standardized policies and procedures which ensures the safety, management, education, and accountability of all programs offered at OTR.

Open T.R.A.I.L. Ranch offers equine assisted services to children and adults with physical, cognitive, and emotional challenges in San Antonio, Boerne, and the surrounding areas. Individuals who benefit from our services have diagnoses such as Cerebral Palsy, Autism, Down's Syndrome, ADD/ADHD, Fragile X, Multiple Sclerosis, Stroke, Developmental Delays, emotional and cognitive disorders, as well as speech, hearing and vision impairments.

Our programs include Adaptive Riding, Equine Assisted Learning, Occupational Therapy incorporating Hippotherapy, and Interactive Vaulting. All lessons are conducted by PATH Intl. certified instructors and licensed therapists also certified through the American Hippotherapy Association.

## Open T.R.A.I.L. Ranch Programs

**Adaptive Riding:** Adaptive riding is a recreational activity for individuals with disabilities focused on teaching horsemanship skills, specifically through riding, in ways that are adapted to meet the needs of the individual. Lessons are taught by PATH, Intl. Certified Therapeutic Riding Instructors. Benefits of adaptive riding are seen in the lives of our clients in the areas of education, health, leisure, sports and recreation. Participants must be at least 4 years old to participate in Adaptive Riding.

**Equine Assisted Learning:** Equine Assisted Learning (EAL) sessions at Open T.R.A.I.L. Ranch (OTR) are completely ground based (no riding) and can consist of learning to connect with a horse through grooming, leading, lunging, round pen work, and much more. Our EAL program is centered on the concept that by building a working relationship with a horse, any participant can develop important skills that can translate to all aspects of their daily lives. Participants may have opportunities to ride as instructor decides.

**Occupational Therapy incorporating Hippotherapy:** Licensed Occupational Therapists utilize the movement of the horse to meet therapeutic goals with the participant. Certified professionals, both in their fields but also through the American Hippotherapy Association (AHA), conduct therapy sessions on horseback utilizing the movement of the horse as a treatment tool to engage sensory, neuromotor and cognitive systems to promote functional outcomes. Participants must be at least 2 to participate in this program.

**Interactive Vaulting:** Interactive vaulting, also known as therapeutic vaulting, combines independence and teamwork, teaches individuals to respect the horse, encourages social interaction, builds confidence, introduces all gaits within a little period of time, and offers individualized instructions while mounted. It also improves the way a rider sits on a horse as well as rhythm, balance and coordination. While it is not always offered as its own program here at OTR, we can incorporate it into the other programs to create more opportunities for growth and learning.

## Benefits of Equine Assisted Services

**Physically:** The motion of the horse mimics the human gait, enabling riders to improve in many ways. The sensory input from the movement also assists participants to achieve functional outcomes by improvement in:

- Posture
- Flexibility
- Sitting, standing and walking balance
- Muscular strength, tone and endurance
- Fine and gross motor skills

**Cognitively:** The movement of the horse as well as the relationship with the horse encourages participants to see improvement in:

- Increased concentration levels
- Ability to articulate emotions
- Sequential thought processing
- Developing spatial awareness
- Participation in and outside of lessons
- Speech and language

**Socially and Emotionally:** Working with horses provides opportunities for riders to connect with the equines and others. This is seen through improvements through:

- Development of trust
- Self-confidence
- Relationship building with equines, instructors and volunteers
- Sense of joy and pride
- Self-awareness and self-reflection
- Increased empathy
- Awareness of how actions affect oneself and others
- Social interaction and team work

## Participation

All participants must have a completed signed and dated Participant Handbook packet before they are permitted to ride. *Forms must be updated annually, including medical history forms that will require a doctor's signature.*

Recognizing that equine-related activities hold inherent risks, all new and returning participants will be evaluated and trained by our PATH Intl. certified instructors to ensure the safety of all participants, volunteers and horses.

**It is the responsibility of the participant or the participant's parent or guardian(s) to inform Open T.R.A.I.L. Ranch of any changes in the participant's medical, physical, mental, or behavioral status. A participant is defined as an Open T.R.A.I.L. Ranch client, volunteer, or staff member.**

Horseback riding is contraindicated for some conditions/individuals. Open T.R.A.I.L. Ranch follows the PATH Intl. guidelines for precautions/contraindications for physical restrictions of riding.

### **Weight Considerations for All Riders**

For the safety of our horses, participants and volunteers, OTR has a weight limit of 200 pounds to participate in any of our riding program. Decisions regarding participation will be based on the availability of a suitable horse related to the height, weight, cognition and balance of the participant. Risks versus benefits analysis will be conducted to determine which horse will be the best for the participant.

Instructors at Open T.R.A.I.L. Ranch will make the final determination for participation based on the weight and height of the individual.

### **Age Restrictions**

- Participants with must be at least 4 years of age and have a doctor's consent to participate in Adaptive Riding and Equine Assisted Learning.
  - Please Note: Children under the age of 5 will be thoroughly screened to ensure that it is completely safe for them to participate in Adaptive Riding.
- Children under the age of 5 will require a horse handler and at least one side walker.
- Participants must be at least 2 years of age to participate in Hippotherapy.

## Dress Code

A participant's attire and appearance should be appropriate for safe equestrian activities. For your safety and comfort, please dress as follows:

1. Wear appropriate shoes - **closed-toe shoes only**. Tennis shoes and boots are suggested and preferably riding boots or a hard-soled shoe with heel for Adaptive Riding participants. No open-toed, excessive heel, steel toed, cleats, high rubber treaded or dress shoes are permitted.
2. Wear comfortable pants.
3. Shorts must be fingertip length or longer.
4. Wear T-Shirts or Long-sleeve shirts that are weather appropriate. No low-cut tops.
5. Helmets are provided for participants, instructors can give recommendations of where to purchase approved riding helmets if desired. Helmets must be ASTM-SEI approved for equestrian use. Instructors can provide more information if desired.
6. No jewelry or other items that can get caught on a rider or horse is allowed (i.e. necklaces, charm bracelets, etc.)
7. Sunglasses are allowed, as long as it will not be disruptive to the student.
8. Sunblock is recommended during all sessions.
9. Sweatshirts, coats and gloves are recommended during Fall and Winter Session.
10. Long hair must be pulled back into low ponytails or braids, as to not interfere with the riding helmet.
11. No cell phones are permitted in the arena. If there is an important phone call you are waiting for, please notify the instructor ahead of time so arrangements can be made. In the event of an onsite emergency, instructors always have their phones that can be used to place an emergency call.
12. No food items! (i.e. gum)

**For Vaulting Students** (In addition to other standards required):

13. Recommendations for footwear include: lightweight canvas shoes, aqua socks, gymnastic or vaulting shoes.
14. Snuggly fitting clothing.

# Payments, Cancellations, Punctuality & Attendance

## Payments

As a non-profit organization, lesson fees are kept at a reduced cost to ensure the accessibility of lessons to the participants. Lesson fees ensure that horses, facility, and staff are able to provide services. Additional funding is provided by grants, donations, and sponsorships.

A registration fee of \$50 per participant is required at the time of registration to hold a spot.

Lesson payments are due prior to the participation in equine assisted services. Payment from individuals must be received by the first lesson of each month, paid in monthly installments or multiple months at a time if desired.

Payment may be made by cash, checks payable to Open T.R.A.I.L. Ranch, or online through the website.

- Payment can be dropped in the black mailbox outside the Executive Director's office. Please put payment into one of the envelopes provided adding the participant's name.
- Payments may be mailed to: Open T.R.A.I.L. Ranch, 28710 Boerne Stage Road, Boerne, TX, 78006.
- Payments may be paid online through [www.opentrailranch.org/pay](http://www.opentrailranch.org/pay).

If there are problems or concerns, contact the Office for assistance.

## Attendance Policy

Research has shown that regular, consistent therapy provides best results. Arriving late or missing appointments impairs a client's ability to progress, disrupts staff schedules, limits other clients' ability to arrange appointments and may impact volunteer coverage. It is important that OTR maximize appointment scheduling to control therapy costs. OTR understands that emergencies do arise and will handle these on a case-by case basis.

## Cancellation Policy

If you must cancel a lesson, call, text, or email Open T.R.A.I.L. 48 hours or more in advance. OTR utilizes many volunteers who arrange their time to assist with classes and makes every attempt to advise them when they are not needed for a class. Three cancellations in a semester or 5 cancellations per calendar year will result in his/her riding session being offered to someone on the wait list. Failure to notify 48 hours or more in advance will result in a \$25 fee payable at the next session attended. If your tuition is paid by a service provider (DSSW, Scoggins, Caprock, BRM, Concord, Educare, etc.) OTR can only bill for days that you receive services. Therefore, to

keep things fair for all participants, if there is failure to notify 48 hours in advance, you will be charged a cancellation fee of \$25 for which you will be responsible.

Riding lessons can/may be cancelled by OTR the day of classes due to the possible following reasons:

Weather: Rain, mud, high temperatures, lightening, and/or wind.

Other: Unsound horse or shortage of volunteers.

**In the event of any/all of the weather conditions or other events listed above, Open T.R.A.I.L. Ranch holds the right to cancel riding lessons for the safety of riders, volunteers, horses and staff. We appreciate your understanding in these instances. No fee will be charged.**

If lessons are to be cancelled the day of classes, an instructor will notify you as soon as the information is available. If in doubt, feel free to call us for the most up to date information. We will also be posting updates on our social media pages, as the information is available to us.

### **No Show Policy**

A no show fee will be assessed at \$50 for both private pay or agency paid participants. More than one no show per semester or two no shows per calendar year will result in his/her riding session being offered to someone on the wait list.

### **Make Up Lessons**

Lessons eligible for make-up lessons includes: those cancelled more than 48 hours of the lesson time and lessons cancelled by OTR. Lessons cancelled within 48 hours and no-shows are not eligible for make-up. *Requesting a make-up lesson is the responsibility of the participant and must be done online on the Make Up Request Form.* Make up lessons can be scheduled during typical lesson weeks if space is available. OTR will also build a make-up lesson week into the schedule at the end of the Spring and Fall Sessions. Availability of a make-up lesson is not guaranteed and will be up to the discretion of the instructor if the lesson will be mounted or unmounted.

### **Punctuality**

All volunteers/parents/students are required to contact Open T.R.A.I.L. Ranch in the event of running late to a riding lesson.

Open T.R.A.I.L. Ranch asks that every riding student arrive 10-15 minutes prior to his or her scheduled riding lesson. This allows the student to have the needed time for preparation before their scheduled riding lesson time.



In the event that the rider is 5-10 minutes late, the rider will be mounted and join the group lesson underway, but lessons will end at their scheduled time. In the event that the rider is later than 10 minutes tardy, then the riding lesson will be cancelled for that student. This will be considered a cancellation without prior notification, and the parent/student will be responsible for the lesson fee. The parent/student is welcome to check with the instructor after the lesson to determine if a make-up lesson is available. Please note, a make-up lesson will incur its own lesson fee. **Please do not interfere with the lesson that is underway to discuss scheduling a make-up lesson.**

The policies and procedures of Cancellations, Punctuality and Attendance are based upon the fact that Open T.R.A.I.L. Ranch is completely reliant upon volunteers. Open T.R.A.I.L. Ranch always takes volunteers' time into consideration and is truly grateful for their help! Without volunteers we could not do what we do!

# Off-Limits Areas and Emergencies

## Off Limits Areas

The following areas are off limits to all Open T.R.A.I.L. Ranch participants and guests:

- All Pastures
- Mini Barn
- Any other gated off areas
- Feed Room - unless authorized by staff

These areas are off limits for your safety and the safety and health of our animals. Areas will be marked with a restricted access sign, and require permission from Open T.R.A.I.L. Ranch staff before entering.

## Emergencies

In the event of an emergency at Open T.R.A.I.L. Ranch, phones are located in the office and have emergency information posted above them. Staff members will also have a cell phone that can be used to call 911 in the event of an emergency.

### REMEMBER:

- Remain Calm.
- Get to Safety.
- Call 911.
- Do not hang up unless told to by the dispatcher, they may need more information from you.
- Tell the dispatcher that all lights and sirens must be turned off to avoid frightening the horses, which can lead to further injuries.
- Do not move an injured person unless they are in imminent danger!

Please take the time to review the barn evacuation diagram that is posted in the barn. Copies of the evacuation diagram and full emergency procedures handout are available upon request.

## **Dismissal Policies**

### **Open T.R.A.I.L. Ranch Policy for the Dismissal of All Visitors and Guests**

Visitors or guests may be asked to leave the facility/program for several reasons, including, but not limited to:

- The use of alcohol or illegal drugs at the facility or at any events hosted by Open T.R.A.I.L. Ranch.
- Coming to the facility under the influence of alcohol or illegal drugs.
- Smoking at the facility.
- Mistreatment of the horses or other animals at Open T.R.A.I.L. Ranch.
- Persistent disruption of staff during lessons or special events.
- Verbal or physical abuse, sexual harassment or other inappropriate behavior toward participants, volunteers and or staff members.
- The use of vulgar language, inappropriate jokes, or disrespectful language.
- For frequent missed volunteer or lesson times, without prior notification or explanation.
- Any other behavior that is deemed inappropriate by a facility director.
- Breach of confidentiality of other participants.

### **Open T.R.A.I.L. Ranch Policy for the Dismissal of Participants**

Riders may be asked to leave the facility/program for several reasons, including, but not limited to:

- The development of a contraindicated condition or the deterioration of a condition to the point the equine assisted services are no longer beneficial or could be harmful to the participant or where safety for the participant or others has become a concern.
- Weight gain above the maximums.
- Mainstreaming of an advanced independent rider whose riding has progressed beyond the ability of our program horses.
- Missing more than three lessons a session, or five during the year, without advance notification.
- Incomplete annual forms:
  - Registration and Release
  - Participant's Medical History & Physician's Statement
  - Policies, Procedures and Barn Rules Handbook
  - Confidentiality Agreement

- Displaying threatening behavior, animal abuse, the abuse of other people, verbal abuse of volunteers or others, fire-starting, use of or being under the influence of alcohol or drugs while at the facility, or behavior that is disruptive to the normal functioning of the program on the part of the rider.
- Breach of confidentiality of other participants.

## Confidentiality Policy

Open T.R.A.I.L. Ranch has strict confidentiality guidelines regarding the right to privacy for all individuals involved with the program. This confidentiality policy extends not only to program participants and their diagnosis/special needs and any sensitive information, but also extends to protect the privacy of others involved with the program including volunteers and staff. It is extremely important that volunteers and staff respect the individual circumstances of those involved with the program. Please do not take the issues of our participants or personal information regarding other individuals beyond the facility. For full confidentiality policy, please refer to the Confidentiality Policy and Agreement.

The riding instructors will handle all dismissals. The Program Director will be informed of the situation and will be part of the decision-making process whenever possible. A written reason for dismissal will be recorded and placed in the individual's file. The grounds for dismissal will be discussed with the individual, parents or guardians in private. An appeal may be filed in writing and will be reviewed by the Program Director. The Program Director will review the appeal and pass a final decision, this decision will be final.

## Barn Rules and Safety

**Attention! The following rules apply to everyone who visits, participates, volunteers, or works at Open T.R.A.I.L. Ranch. Please read and familiarize yourself with all rules and relay information to anyone who may come with you to the barn.**

### No...

- Dogs permitted.
- Running in the barn or around the horses.
- Throwing/tossing anything in or around the barn and/or horses.
- Yelling at any human or horse to get their attention or communicate.
- Use of alcohol and/or illegal drugs on grounds or during Open T.R.A.I.L. Ranch events.
- Coming to the grounds under the influence of alcohol and/or illegal drugs.
- Smoking ANYWHERE on the property.
- Disrespect of others verbally or physically (human or horses).

### Do Not...

- Enter animal enclosures/pens/stalls/arena without employee permission and supervision of an authorized adult.
- Give horses extra hay unless instructor has given permission.
- Feed treats if you have not been cleared by instructor.
- Show up unannounced (access will not be granted if we do not know you're coming).
- Put away a sweaty horse (rinse them off until they are cool to the touch).

### Never...

- Bridle a horse without permission first from the instructor.
- Cinch or tighten the girth. An instructor will perform this task.
- Ride alone on trails or off the property.
- Take your frustration or anger out on the horse.
- Take a chance; if you are unsure (ASK!).
- Use the ATV without permission (Absolutely no one under 18 may use the ATV).

### Always...

- Supervise all children during your time on the grounds.
- Treat horses and others with the upmost respect and courtesy.
- Encourage others to do their best.
- Ask questions if you do not know the answer.

- Close every door/gate you open and lock it behind you.
- **Wear a helmet! (No Helmet = No Ride).**
- Wear closed-toed shoes.
- Dress appropriately and wear hats/sunscreen.
- Let someone know where you are and where you plan to be.
- Pick up after yourself (leave the place you used as clean as or cleaner than when you came).
- Drink lots of water and take breaks.
- Be alert and aware of your surrounding and the horse's attitudes.
- Report all incidents and hazardous conditions to a staff member as soon as possible.
- Pick out feet and brush horse thoroughly before AND after using the horse.

# Policies, Procedures and Barn Rules Handbook

## Compliance of Requirements

I/We have read and understand this document and will abide by all rules and regulations at all times. If a parent or guardian is signing on behalf of a minor, they take full responsibility for carrying out these policies with the minor(s) listed below. I/We understand that if these rules are broken, I/We may be asked to leave immediately, per the instructor's discretion, and may be found to have grounds for dismissal. Any questions or concerns can be answered by a Director during operating hours, [opentrailranch@gmail.com](mailto:opentrailranch@gmail.com) or 210-367-8248.

_____	_____
Printed Name of Participant	Signature of Participant/Parent/Guardian
_____	
Date	
Minor(s) _____	

\*Return to Open T.R.A.I.L. Ranch before first day of participation\*

## CONFIDENTIALITY POLICY AND AGREEMENT

Open T.R.A.I.L. Ranch has strict confidentiality guidelines regarding the right to privacy for all individuals involved with the program. This policy extends not only to program participants and their diagnosis/special needs and any sensitive information, but also extends to protect the privacy of others involved with the program including volunteers and staff. It is extremely important that volunteers and staff respect the individual circumstances of those involved with the program. Please do not take the issues of our participants or personal information regarding other individuals beyond the facility.

Items covered by this policy include, but are not limited to:

- Taking photos without permission.
- Approaching a participant or volunteer of Open T.R.A.I.L. Ranch without their initiation.
- Discussing a participant's or volunteer's personal information with people unaffiliated with Open T.R.A.I.L. Ranch.

Participants have the right to have their information released to themselves or a receiver of their choosing. Participants may request an information release form from Open T.R.A.I.L. Ranch that may be filled out and returned to a staff member, so that their information may be released.

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\*Cut along dotted line and return lower half to Open T.R.A.I.L. Ranch Staff\*

**I have read and understand the Confidentiality Policy and Agreement, and will abide by all conditions in the policy. I understand that if these rules are broken, I may be asked to leave immediately, per the instructor's discretion, and may be found to have grounds for dismissal.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## PAYMENT AND ATTENDANCE POLICIES

1. Any participant enrolling in person or through the OTR website will need to submit this form along with application for approval.
2. All paperwork must stay up to date, including the Physicians History Form before you/your participant's session can begin. The sessions will be delayed until it is received and no credits will be given on any missed sessions due to this delay in turning in signed and completed paperwork. When your paperwork is up for renewal you will be contacted by OTR staff and have 30 days to return your completed and updated forms, including this OTR Payment and Attendance Policy form.
3. Pre-invoicing for the month will be sent 4-7 days prior to the month indicating your participant's scheduled sessions reserved for them along with any other information. All scheduled sessions on the invoice are non-refundable, at any time, as OTR staff is committed to dedicating their time with you/your participant on these appointed dates and times. Payments for the invoice must be paid by the first of the month and no later than the **first session** of the month.
4. Any participant with a previous balance on their account will be sent a statement or invoices with balances via email. All accounts must be paid and up to date before you/your participant's next session. Should you/your participant's account not be brought up to date, you/your participant will not be able to attend the session and you will be expected to pay for the missed session.
5. Participants will not be issued refunds for missed sessions. It is the **responsibility** of you/your participant to request a makeup date for the missed session through the online Make Up Request Form. OTR staff will do their best to schedule a makeup session within the month of the absence based upon availability. However, this is not guaranteed due to complexity of participant/equine/instructor schedules. It will be up to the discretion of the instructor if the lesson will be mounted or unmounted.
6. OTR's No Show policy does not tolerate more than 2 per year. Dismissals will be carried out on any participant with 2 No Shows per calendar year. In addition, NO makeup sessions will be offered for late cancellations (within 48 hours) or No Shows. A No Show will result in a \$50 fee.
7. Excessive absences, more than 5 per calendar year, may be cause for dismissal from OTR programs. It is imperative for each participant to come on a regular basis to get the full benefit and to continue progressing and growing in our program and not fall behind.

\_\_\_\_\_ (initial) I hereby accept, understand and acknowledge that I have received and read the above information.

(print) Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Participant/Parent/Guardian Signature: \_\_\_\_\_

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Office Use Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



Open T.R.A.I.L. Ranch  
28710 Boerne Stage Road, Boerne, TX 78006  
210-367-8248

## Participant Registration and Release

### Participant Information

Mr. Mrs. Ms. (Circle One) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_, TX Zip: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile/Cell: \_\_\_\_\_

**In the Event of a Cancellation the Best Number is:** \_\_\_\_\_

Email Address: \_\_\_\_\_ How Did You Hear About Us?: \_\_\_\_\_

### If Minor (Under 18) or a Dependent Adult, Parent /Guardian Please Provide the Following Information:

Parent \_\_\_ Guardian \_\_\_ Caregiver \_\_\_

Mr. Mrs. Ms. (Circle One) Name: \_\_\_\_\_ Home/Cell \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

### Authorizations:

**Photo Release:** Open T.R.A.I.L. Inc. or persons authorized by Open T.R.A.I.L. Inc. may use and reproduce any and all photographic, video, or other audiovisual materials taken of me/my child/my ward for promotional materials, social media platforms, educational activities, or for any other use for the benefit of the program.

I hereby consent \_\_\_\_\_ I DO NOT consent \_\_\_\_\_

### Emergency Medical Authorization – This procedure will only be invoked if the emergency contact below is unable to be reached:

In the event that emergency medical aid/treatment is required due to illness or injury to me/my ward/my child, while being on the property or participating in riding or therapy originated at Open T.R.A.I.L. Ranch, 28710 Boerne Stage Road, I authorize Open T.R.A.I.L., their directors, owner, instructors or employees to secure and retain medical treatment/transportation and to released medical information to appropriate medical personnel (if applicable). This Authorization included any treatment/procedure deemed lifesaving by the physician including x-ray, surgery, hospitalization or medication. *(If you do not consent, please provide written information on your desired procedures in case of injury or illness)*

I hereby consent \_\_\_\_\_ I DO NOT consent \_\_\_\_\_

### Liability Release:

I acknowledge the risks and potential risks of being around horses. I hereby, intending to be legally bound for myself, my heirs, and assigns, executors or administrators, waive and release forever all claims for damages against Open T.R.A.I.L. Inc., their directors, owners, operators, instructors and employees for any and all injuries, death or other losses that I/my child/my ward may sustain while participating in horseback riding, vaulting, driving or other related activities originating at or with horses boarded at Open T.R.A.I.L. Inc., 28710 Boerne Stage Road.

Signature \_\_\_\_\_ Participant Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Participant/Parent/Guardian/Caregiver

**Under Texas Law (Chapter 87, Civil Practice and Remedies Code), an equine professional is not liable for any injury or the death of a participant in equine activities resulting from the inherent risks of equine activities.**

Signature \_\_\_\_\_ Participant Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Participant/Parent/Guardian/Caregiver

**Emergency Information**

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile/Cell: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile/Cell: \_\_\_\_\_

**Nearest Medical Facility is Assumed if no Information is Entered**

Emergency Facility: \_\_\_\_\_ City: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_ Group ID or Other Identifying Number: \_\_\_\_\_

## COVID-19 - RELEASE OF LIABILITY

I, \_\_\_\_\_ (Name), am aware of the risks of contracting COVID-19 while receiving in person services from Open T.R.A.I.L. Ranch at this time of the pandemic outbreak. I acknowledge that certain at-risk populations such as persons over age 60, those with underlying medical conditions such as diabetes, hypertension, respiratory issues or obesity are more susceptible to the disease, and I knowingly accept the risk of potentially catching COVID-19 despite reasonable precautions.

I am also aware that face to face services increase my risk of contracting and passing on the COVID-19 or Coronavirus. Open T.R.A.I.L. Ranch cannot guarantee social distancing in cases of needing assistance to mount/dismount, emergencies or other unforeseen events and that I may be exposed despite the best efforts of Open T.R.A.I.L. Ranch. I agree to hold harmless Open T.R.A.I.L. Ranch, it's employees and all other individuals I may come in contact with during this interaction and receiving of services.

I agree to and will follow all guidelines for standard precautions, personal safety and public safety as recommended by Open T.R.A.I.L. Ranch and the Bexar County Health Department.

I agree to cancel my services should I have personally exhibited or have been in contact with someone who has presented with symptoms of illness including; coughing, sneezing, fever, shortness of breath or difficulty breathing or additional signs of potential spread of any virus or bacteria/disease such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose within the previous 2 weeks.

Open T.R.A.I.L. Ranch will engage in regular cleaning and sanitizing of horse tack, grooming supplies and frequently touched areas in-between clients and on a daily basis as recommended by the CDC and by Bexar County Health Department for the safety of clients, employees, volunteers and horses.

- I have read and understand this document relating to COVID-19
- I agree to comply with this release and hold harmless all individuals associated with or through my services acquired from Open T.R.A.I.L. Ranch.

Participant/Volunteer/Visitor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (If over 18 y/o) : \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_



## Participant's Medical History & Physician's Statement

Participant: \_\_\_\_\_

DOB: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

ST: \_\_\_\_\_ Zip \_\_\_\_\_

Primary Diagnosis: \_\_\_\_\_ Date of Onset: \_\_\_\_\_

Secondary Diagnosis: \_\_\_\_\_ Date of Onset: \_\_\_\_\_

Other Diagnosis: \_\_\_\_\_ Date of Onset: \_\_\_\_\_

Medications: \_\_\_\_\_

Seizure Type: \_\_\_\_\_ Controlled: Y / N Date of Last Seizure: \_\_\_\_\_

Shunt Present: Y / N Date of last revision: \_\_\_\_\_

Past/Prospective Surgeries: \_\_\_\_\_

Special Precautions/Needs: \_\_\_\_\_

Mobility: Independent Ambulation Y / N Assisted Ambulation Y / N Please Specify: \_\_\_\_\_

*For those with Down Syndrome:* Atlanto-Dens Interval X-rays, date(s): \_\_\_\_\_ Result: + or -

Neurologic Symptoms of Atlanto-Axial Instability: \_\_\_\_\_

**As thoroughly as possible, please indicate below current or past difficulties/symptoms in the following systems/areas, including surgeries or assistive braces or devices:**

Systems/areas	Y	N	Comments
Allergies			
Auditory			
Visual			
Speech			
Tactile Sensation			
Cardiac			
Circulatory			
Pulmonary			
Integumentary/Skin			
Immunity			
Neurologic			
Muscular			
Balance			
Orthopedic			
Bowl/Bladder			
Cognitive			
Learning Disabilities			
Emotional/Psychological			
Psychological Evaluation completed w/ date			
Behavior			
Pain			
Other			

**MEDICAL HISTORY IS 2 PAGES AND DOCTOR'S SIGNATURE IS REQUIRED ON THE BACK OF THIS PAGE ---->**

# Participant's Medical History & Physician's Statement

Client's Name: \_\_\_\_\_

In order to safely provide this service, OTR requests that you please note that the following conditions may suggest precautions and contraindication to equestrian activities. Therefore, when completing this form, please indicate whether these conditions are present, and to what degree.

### Orthopedic

Atlantoaxial Instability-include neurologic symptoms  
Coxa Arthrosis  
Cranial Deficits  
Spinal Joint Instability/Abnormalities  
Heterotopic Ossification/Myositis Ossificans  
Joint subluxation/dislocation  
Osteoporosis  
Pathologic Fractures  
Spinal Joint Instability/Abnormalities

### Neurologic

Hydrocephalus/Shunt  
Seizures  
Spina Bifida/hiani II malformation/Tethered  
Cord/Hydromyelia

### Atlantoaxial Instability (AAI) (see next form)

### Other

Indwelling Catheters/Medical Equipment  
Medications- ie. Photosensitivity  
Poor Endurance  
Skin breakdown  
Reaction to cold or hot weather

### Medical/Psychological

Allergies  
Animal Abuse  
Cardiac Condition  
Physical/Sexual/Emotional Abuse  
Blood Pressure Control  
Dangerous to self or others  
Fire Settings  
Hemophilia  
Medical Instability  
Migraines  
PVD  
Respiratory Compromise  
Substance Abuse  
Thought Control Disorders  
Weight Control

Given the above diagnosis and medical information, this person is not medically precluded from participation in supervised equine assisted activities. I understand that OTR will weigh the medical information indicated above against any existing precautions and/or contraindications before accepting this client for equine assisted therapy and/or occupational or physical therapy. Therefore, I refer this person to OTR for evaluation to determine eligibility for participation with ongoing treatment as described in therapy evaluation.

Name/Title: \_\_\_\_\_ MD / DO / NP / PA Other \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ License/UPIN Number: \_\_\_\_\_

Doctor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian/caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return original forms signed to address listed below by mail, you may also scan and email it to us at the email below and bring the original on the date of evaluation or next session. This form MUST be returned before initial evaluations and also yearly to be in compliance to participate in all OTR programs, activities and therapies. Without it no services can be provided.

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