

## Under The Sun Horsemanship (UTSH) Lesson Policy

### I. LESSON PROGRAM LEVELS

A. The UTSH riding academy program includes four different levels as follows:

1. Level One: a student who can walk/trot but requires assistance and surveillance in haltering, tying and grooming their horse.
2. Level Two: a student who can walk/trot/canter and can independently and correctly halter, tie and groom their horse, but still needs surveillance and assistance in saddling, bridling and mounting.
3. Level Three: a student who can walk/trot/canter with full control and confidence (and jump cross rails if training over fences). A Level Three student can independently and correctly halter, tie, groom, bridle, saddle and polo wrap their horse's legs. Level Three riders are allowed to lease horses from our program if suggested at the instructor's discretion. (Riders will not be offered to lease horses unless the instructor determines the rider is fully capable and ready to properly handle and care for a leased horse.)
4. Level Four: a rider who can competently and consistently do everything required of a Level Three rider AND can properly educate and school a horse no matter which horse it is. Riders at Level Four must also know how to apply a proper standing wrap, administer proper equine first aid, know basic barn management, and be able to ride at a Level Three competency in their weaker seat (English/Western).

B. These levels are largely based on the Certified Horseman's Association (CHA) guidelines. (Note: Instructor time for surveillance and assistance while the student learns to properly prepare their horse for riding is counted as part of the lesson time.)

C. The Head Trainer (Serena Heppes) has the sole discretion to evaluate and test students to determine their appropriate program level. The Head Trainer may delegate a student's program level evaluation and testing to their riding instructor.

D. New students, regardless of their prior riding experience, will be evaluated and tested on their skills, knowledge and competency prior to being placed in a program level.

## II. RELEASE FORM AND WAIVER REQUIREMENTS

A. All students, or parents/guardians of students under the age of 18, must sign the following:

1. Under The Son Horsemanship Release Form
2. Rose Rock Ranch Release Form
3. McIntosh Equestrian (Training Barn) Release Form
4. Under The Son Horsemanship Lesson Policy
5. Helmet Waiver (for non-jumping adult riders only)

## III. REQUIRED ATTIRE AND RIDING EQUIPMENT

A. For the safety of our students, the following attire is required for riding:

1. Long pants,
2. ATSM/SEI approved helmet (if within age restrictions), and
3. EQUESTRIAN GRADE HEELED BOOTS. (Heel must be at least ½ inch, smooth soled, and be graded for equestrian usage. FASHION BOOTS are NOT acceptable). Equestrian grade paddock boots with half-chaps are acceptable in lieu of tall boots or field boots for English riders. Students must possess (or have proof of ordered) their own boots as of their fifth (5<sup>th</sup>) lesson.

B. It is the responsibility of the student to arrive for their lesson with the proper riding attire. An instructor has the right to turn away any student who arrives for a lesson without proper riding attire. The student will be charged for the lesson regardless of riding in order to cover the instructor's reserved time.

C. All students who are jumping or are under the age of 18 MUST wear an ATSM/SEI approved helmet when mounted.

D. Riders over the age of 18 who are not jumping are encouraged to wear a helmet but have the discretion whether or not to wear a helmet. All non-jumping adult riders over the age of 18 must sign an additional helmet waiver.

#### IV. OTHER SAFETY RESTRICTIONS

A. Only students are allowed in the horse stalls at either training facility (McIntosh Equestrian training barn or Rose Rock Ranch).

B. No parents are allowed to assist in grooming/tacking for their own safety and the safety of the student. Exception: Parents with a privately-owned horse may handle their own horse; however, it is for the students' benefit and learning experience to allow them to groom/tack their horse unassisted.

C. Parents may observe lessons but are restricted from entering the riding arena. Observers are allowed at the instructor's discretion. Observers must remain quiet and not disrupt the lesson nor distract the student in any way. Lesson observation is a privilege, and anyone disrupting a lesson will be asked to leave the lesson area.

#### V. SCHEDULING LESSONS

A. Lessons can be scheduled through [EquiLesson.com/utshorsemanship](https://EquiLesson.com/utshorsemanship) or by contacting your instructor directly. Please keep in mind that billings for lessons are tracked on EquiLesson, so if there is an incorrectly scheduled lesson, please notify your instructor immediately.

B. Priority for scheduling lessons with the Head Trainer (Serena Heppes) will be given to IEA team riders, students at the competitive (show) level, and students who ride their own horse or leased horse. Students who are not in these priority rider categories may schedule a lesson with the Head Trainer but are subject to an additional Head Trainer premium fee per lesson.

## VI. LESSON CANCELLATIONS

A. If a student needs to cancel a lesson, it must be done at least 24 hours before the lesson time. Lessons that are canceled in less than the required 24 hour period will need to be paid in full. Three (3) “sick days” (cancellations in less than the 24 hour period) are allowed per student per calendar year (January through December).

B. If a student cancels a lesson at least 24 hours prior to the lesson, their Equilesson account will be credited for a make-up lesson with their regular instructor.

C. Instructors have the right to reschedule/cancel riding lessons less than 24 hours before the start of the lesson. Students will not be charged for instructor-cancelled lessons that are not rescheduled or otherwise made up.

## VII. CANCELLATIONS DUE TO WEATHER

A. Weather cancellations are at the instructor’s discretion and can happen because of the following:

1. It is currently raining/hailing at lesson location,
2. Wet conditions of the arena make the arena unusable,
3. High winds that may spook a lesson horse,
4. Extreme heat (95 degrees Fahrenheit or higher),
5. Extreme bad air quality particularly due to heavy smoke from area fires.

B. An instructor may also shorten a lesson at their discretion due to weather if it becomes a concern for the rider’s safety.

C. Students are not to assume that lessons have been cancelled due to weather conditions. If the weather is not safe enough to ride, the instructor may choose to do an unmounted lesson. The 24-hour lesson cancellation policy still applies for unmounted lessons.

VIII. LESSON PAYMENTS AND FEES

- A. Payments for lessons paid on an individual basis are due at the start of said scheduled lesson.
- B. Students have the option to prepay and have credit in their account for future lessons.
- C. Pre-paid lessons are transferrable, but are NON REFUNDABLE.
- D. A service fee will be applied for any lessons paid with a credit card.
- E. A service fee will be applied for any returned checks (NSF checks) or related bank charges.

IX. RIGHTS RESERVED

- A. Under The Son Horsemanship reserves the right to adjust lesson and service fees at any time.
- B. Under The Son Horsemanship reserves the right to modify these lesson policies at any time.

X. STUDENT/PARENT ACKNOWLEDGEMENTS

The undersigned student, or parent of student under the age of 18, acknowledges that the student or parent has read and understands the Under The Son Horsemanship Lesson Policy and will adhere to its requirements.

STUDENT (Print Name) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

PARENT (Print Name) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_