



**Maryland Adaptive Riding, Inc.**

# **PARTICIPANT MANUAL**

*Please read this Participant Manual and then sign and return the  
Receipt of Participant Manual form with your Application Packet.*



1141 Sunrise Beach Road, Crownsville MD 21032  
410.923.6800 (phone) 410.923.1432 (fax)  
[www.horsethatheal.org](http://www.horsethatheal.org)



## Receipt of Participant Manual

Maryland Adaptive Riding, Inc. operates under guidelines established by the Professional Association of Adaptive Horsemanship International (PATH Intl). These guidelines allow us to provide quality equine experiences while ensuring safety for all participants. Please read this manual thoroughly and sign and return this page, acknowledging your receipt. Please contact us at 410.923.6800 if you have any questions. Thank you for your cooperation.

Participant's Name: \_\_\_\_\_  
(please print)

I have read, understand and agree to comply to the rules and policies in Maryland Adaptive Riding, Inc.'s Participant Manual. I acknowledge that failure to comply with MTR's policies may result in dismissal from the program.

\_\_\_\_\_  
Signature of Participant, Parent, Guardian, or Caregiver

\_\_\_\_\_  
Date

## **Service Descriptions**

The Maryland Adaptive Riding (MTR) Equine Assisted Services are outlined below:

### **Adaptive Riding and Riding for Wellness**

These programs are designed to teach the skills necessary to ride a horse, as well as the skills to appropriately groom and tack a horse in preparation for riding. Skills taught will vary depending on the rider. Riding for Wellness is offered for all individuals over the age of 5 years old. Adaptive Riding lessons are lessons for individuals with physical, cognitive, or emotional challenges. Instruction can be modified to individualized instruction. These lessons are offered during all sessions and are taught by PATH Intl. Certified Adaptive riding instructors.

MTR considers the characteristics, age, riding level, and goals of all participants and will make recommendations on whether participants will be in a group or private lesson when scheduling. The maximum class size is three riders. Private lessons are up to 45 minutes in length and group lessons are up to 55 minutes in length. Participants may indicate their preference for a private or group lesson at the time of registration. For group lessons, appropriate rider match of age and skill level will be prioritized.

### **Equine Learning**

Maryland Adaptive Riding offers unmounted horsemanship lessons to any individual interested in learning skills related to horse health and care, horse handling, barn maintenance and equine body language. This program allows participants to form a unique bond with the horse by learning how to communicate and work with the horse on the ground. Private lessons are 45min in length.

### **Physical Therapy, Occupational Therapy, and Speech/Language Therapy (Hippotherapy)**

Our Hippotherapy services offer private occupational, physical, and speech therapy sessions with trained and licensed therapists. In this unique form of rehabilitation, therapists utilize the horse and the horse's movement in conjunction with traditional therapy techniques to improve functional outcomes. The horse is a wonderful motivator, and clients are usually very responsive in this type of treatment setting.

Occupational Therapy is designed for:

- Individuals who wish to improve motor control, balance, and attention to task, problem solving skills, cognition, and sensory processing.

Physical Therapy is designed for:

- Individuals who wish to increase their balance, strength, endurance, and flexibility, and improve their gross motor and mobility skills.

Speech Therapy is designed for:

- Individuals who wish to improve speech and language communication through augmentative communication, sign language and verbal modalities.

## **Equine Assisted Psychotherapy**

Equine Assisted Psychotherapy is defined as a form of experiential psychotherapy that includes equine(s). EAP are **unmounted** appointments with an EAGALA certified *licensed mental health provider and equine specialist*. An EAGALA treatment session consists of the client working with the horses, leading a process of discovery and change, and guided by trained EAGALA professionals. The horse's unique sensitivity to humans can help the client understand her/his own internal processes. Being able to experience her/his life story unfolding through the horses and the external elements in the environment, the client begins to gain deeper understanding into his/her inner world, thoughts, and behaviors. Through this process, change occurs naturally.

Horses provide reflective opportunities that can be utilized to meet individual, group, couple, or families' treatment goals. MTR partners with Ten Ten Counseling to provide these services and is able to accept Carefirst insurance.

Equine Assisted Psychotherapy may benefit people with mental health needs, as well as those looking for overall life skill improvement. Examples include, but are not limited to:

- Self-esteem and confidence building
- Major life change and adjustment issues
- Anxiety Disorders
- Mood Disorders
- Communication skill development
- Connection and relationship building skills
- Trauma
- Grief and Loss
- Family Counseling
- Group Counseling

## **Program Policies and Procedures**

### **Statement of Participant Eligibility or Dismissal**

Eligibility for participation in MTR's programs is based solely upon an individual's ability to participate meaningfully and safely, provided the necessary resources are available including: an instructor, horse, volunteers and class availability which meets individuals' needs.

As a fully accredited PATH Intl. operating center, MTR fully ascribes to the Precautions and Contraindications as recommended by the Medical Committee of PATH Intl. as well as Professional Standards. Therefore, our professional staff provides initial and ongoing evaluations for all prospective and active participants.

Due to the nature of Adaptive riding and other equine related activities, there are individuals for whom MTR's programs are deemed inappropriate during the evaluation process and are not accepted for enrollment or not eligible to continue in MTR's programs. This determination is made on the basis of physical, behavioral and other limitations including PATH Intl. premier accreditation and safety guidelines.

Individuals accepted into MTR's programs are required to take part in periodic progress reviews and follow MTR's rules and procedures. During these reviews, or as a result of unusual occurrences during a program session, the MTR professional staff may find that continuance in the program for a given individual is inappropriate or contraindicated. For this reason, MTR reserves the right to discontinue the participation of an individual in its programs when it is deemed that discontinuance is in the best interest of MTR and/or the individual concerned.

**Maryland Adaptive Riding reserves the right to decide we are unable to serve an applicant due to unavailable resource(s) and/or safety concerns including PATH Intl. guidelines relating to contraindications for participation.**

### **Participation Criteria**

#### **Mounted Programs:**

- Physically able to sit symmetrically with torso upright and legs astride the horse during dynamic movement
- Physically able to maintain head and neck position independently in proper alignment with dynamic movement
- Weigh less than 200 pounds
- Able to tolerate a riding safety helmet
- Ability to accommodate the movement of the horse without pain
- Adequate range of motion in hip(s) to sit astride

#### **All Programs:**

- Does not exhibit physical or behavioral conditions that are contraindicated by PATH Intl. (see Medical History Form)
- Have current signed and dated paperwork – including Registration and Release Form, Medical History Form, and Annual Update Form
- Benefit physically, emotionally, socially and/or cognitively from services provided at Maryland Adaptive Riding, Inc.
- Complete an intake assessment where trained staff evaluate eligibility
- Safety awareness around animals
- Ability to express pain or discomfort
- Behave in a manner that is safe for self, horses and others

### **Age and Weight Requirements**

Minimum age for Hippotherapy participants is 2 years old, 5 years old for Adaptive Riding or Riding for Wellness, and 8 years old for Equine Learning and Equine Assisted Psychotherapy. There is no maximum age limit. Participants involved in mounted activities may not exceed 200 lbs. due to the weight limits of the current horse herd.

## **Registration and Fees**

All participants must have a fully completed application prior to registering for a service or program. Session dates are available on the annual session calendar posted under the 'Services' link on our website and are attached. The current fee schedule is also attached. Registration will not be considered if the annual paperwork and annual fee have not been received. Any rider with an outstanding balance from a previous session will also not be placed on the schedule until their balance is made current.

### **Adaptive Riding and Equine Learning Enrollment:**

All participants must complete a registration form to enroll in the program. Enrolling in a session, is a commitment to attend ALL weekly lessons as scheduled. Pre-registration for upcoming sessions will be available for all active riders and will be available at the farm one week prior to the opening of general registration. Registration forms for each session will be sent via email when it is made available. If you have any difficulty downloading the forms, please contact the Program Department at 410-923-6800.

When completing the registration form, participants may request their first choice of lesson type (private or group lesson). While every effort will be made to honor lesson preference, group spaces may be limited. Participants may choose to defer registration to the next session if their lesson preference is unable to be met.

### **Hippotherapy and EAP Enrollment:**

Hippotherapy and EAP participants may enroll on a rolling basis and continue treatment until discharged. All program activities follow the yearly session schedule and program activities may take place during a scheduled Make Up Week. Equine activities and therapies will not take place during scheduled Break Weeks.

### **Payment Information for all programs/services:**

Payment may be made via check or credit card. If you prefer not to pay the entire tuition by the first day of the session, you may choose to make multiple payments dependent upon the length of the session and as outlined on the registration form that will be billed throughout the session. All participants will be asked to complete a credit card on file form. In the event that a session balance is not paid by the end of a session, the credit card on file will be billed for the balance.

Scholarship applications are available for those participating in all programs. Scholarship applications must be updated on an annual basis. Please review our Scholarship Policy, as well as a list of funding resources found on our website. Many clients in our hippotherapy program are receiving reimbursement from their insurance companies for occupational, physical, and speech therapy sessions. Additionally, clients participating in Equine Facilitated Psychotherapy can also submit their receipts to insurance. The therapists will provide you with any paperwork necessary to facilitate the reimbursement process.

## **Annual Update of Paperwork**

It is a requirement of both PATH Intl. and MTR that ALL participants submit an Annual Participant Application Update January 1 (or stated deadline) of each new calendar year (or the first session of the New Year). This standard is regardless of how often an individual has participated at MTR during the previous year.

**It is the participant's responsibility to be sure paperwork is current.** Failure to comply will result in a temporary suspension from the program until paperwork is made current. All of the participant paperwork is available at MTR's website: [www.horsethatheal.org](http://www.horsethatheal.org).

Submission of other paperwork such as IEPs and therapy evaluations are encouraged, as these assessments are a beneficial part of lesson/treatment planning. Participants with outdated forms will not be allowed to participate.

If you would like MTR to release participant information, you must sign and submit the Participant's Consent for Release of Information form, found in the application packet.

## **Scholarships**

MTR, Inc. is a non-profit organization. Participant fees are necessary to help defray the expenses of equine assisted activities and cover only a small portion of the actual cost.

It is the policy of Maryland Adaptive Riding (MTR) to provide financial assistance to MTR participants in an objective, fair and responsible manner. MTR is committed to providing this type of financial assistance to participants who **would not be able to participate** without this financial support. Prospective participants and their families are expected to exhaust all other options of financial support prior to filing a scholarship application. (Please see list of outside funding sources) Scholarship applications received after the scholarship application deadline will not be considered. Students may not receive more than one semester of scholarship assistance per calendar year if a student receiving a scholarship misses more than 30% of their lessons, and they will not be eligible to re-apply for another scholarship during that calendar year. We ask that you contribute a share of the participation fee so that there will be enough scholarship funds available for all who need them. **Participants who receive funds from outside funding organizations do not qualify for an MTR scholarship.**

## **Outside Funding Requests and Policies**

**Please note the following applies when receiving outside funding for services at MTR:**

1. Outside funding does not guarantee a spot in a specific session. Openings are on a first come, first-serve basis, with current participants getting first choice at registration. If we are not able to get you into a session, you will be put on a wait list until an opening becomes available, or you will need to register for the following session.
2. Outside funding must be used within one year of Maryland Adaptive Riding receiving the funds.
3. Extensions are available only in situations where a participant slot is not available within the one-year time frame.
4. Participants must complete the MTR enrollment process (submitting a completed participant application for the applicable service) BEFORE outside funding requests can be made. Invoices or paperwork needed for the funding will not be provided if the individual has not completed their enrollment process.
5. Please allow the MTR Billing Department at least a one week (7 day) return on any outside funding requests.

Please see our website [www.horsethatheal.org](http://www.horsethatheal.org) to download the scholarship policy and application.

**Please Note:** If you are applying for an MTR Scholarship, your completed Financial Resource Packet must accompany your registration form. If you are awarded an MTR Scholarship, you will be notified via email of the award given. For additional information on scholarships, please go to the 'Participate' link on our website.

## Attire

All participants must wear ASTM-SEI approved headgear while mounted. Riders are encouraged to purchase their own helmet. Shared helmets are available at the arena. Long pants are preferred; shorts are permitted, but not recommended, in warm weather. Nylon pants (such as warm-up pants or ski pants) are not permitted because they are too slippery against the saddle or pad. Hard soled shoes or boots with a heel are ideal for riding, but sneakers are acceptable. Sandals or open toed shoes are not permitted. Jewelry should be kept to a minimum.

Participants should dress appropriately for the weather conditions so they can be comfortable during lessons. All participants must wear closed-toe shoes. Remember to layer clothing during cold weather and to wear warm coats, heavy socks, long underwear or tights, gloves, and ear protection that will fit under the riding helmet.

In warm weather, please remember to wear light-colored clothing and apply sunscreen before riding. Participants may also want to bring their own water bottles.

## Cancellation Policy

**Please find our cancellation policy for each program below.**

**1. Cancellations by Adaptive Riders, Riding for Wellness, and Equine Learning Participants:** Once enrolled in a session, Adaptive Riding clients are responsible for attending all weekly lessons in that session. Refunds or make-ups will not be provided when riders cancel, due to the complicated nature of rescheduling riders, horse usage, and volunteers. Individual arrangements will be made on a case-by-case basis, primarily for extended illnesses and/or surgery with doctor documentation.

**2. Cancellations by Hippotherapy and Equine Assisted Psychotherapy Clients:** For morning sessions, a cancellation call must be made by 7:00 AM, for the afternoon and evening sessions, a call must be made by 12:00 noon. Any cancellation that is made without appropriate notice will incur a \$75.00 cancellation fee. In addition, cancellations without advance notice of 2 or more weeks in succession will result in the loss of your appointment time.

**3. Cancellations by MTR:** Every attempt will be made to avoid cancellations. However, there are situations that are unavoidable at times, such as, equine health related issues, dangerous weather, and staffing. We appreciate your understanding and support regarding our cancellation policy.

PLEASE don't be a "No-show, No-call"- this results in:  
Unnecessary tacking and untacking of our horses.  
Inefficient use of staff and volunteers  
Excessive absences take up a time slot that could be used by another rider

*MTR Participant texting line: 410-429-0535*



## **MTR Weather Policies and Procedures:**

1. MTR staff will check the weather for Crownsville, MD via [www.weather.com](http://www.weather.com) at least two hours prior to the lesson or session start time. Whenever possible, staff will check the weather the afternoon prior to morning lessons and sessions scheduled for the following day. Instructors, therapists, EAP team, Pony Partners and participants are encouraged to also track the weather related to their sessions and contact MTR with any questions or concerns.
2. Weather related cancellations or changes may be made due to:
  - Wind chill for the day is below 25 degrees
  - Heat Index: All Hippotherapy sessions will be cancelled when the heat index for the day is above 97 degrees. When the heat index is 97-100, all Adaptive Riding lessons will be offered as unmounted lessons. If a Adaptive Riding participant chooses to cancel instead of having an unmounted lesson, their lesson will be forfeited. All activities and therapies will be cancelled when the heat index is above 100.
  - Winds exceeding 25 MPH
  - Tornado or hurricane warnings
  - Severe rain or hail
  - Snow and/or hazardous driving conditions.
  - Unsafe conditions due to melting snow on the roof of the indoor arena or poor footing in either of the outdoor arenas.
  - Weather related closures by Anne Arundel County Public Schools
  - Thunderstorms: lessons may be canceled in advance if a severe thunderstorm warning is issued for Anne Arundel County. In the event of hearing thunder during a lesson, riders will be asked to dismount or discontinue horse interaction and wait in the waiting area for 10 minutes. Lessons may resume if no thunder is heard after 10 min. In the event of a significant storm, the remainder of the lesson may be canceled.
3. If it is determined that sessions must be canceled or altered, every effort will be made to make timely cancellation phone calls/texts to the number(s) provided. When texting or leaving a message, recipients will be asked to confirm that they received the message. If no confirmation of text or call is received, the responsible party will make an additional phone call.
4. **Make-Up Weeks and Credits:**

MTR will provide two make-up weeks at the end of the winter session and one make-up week at the end of the Spring, Summer, and Fall sessions. Make up lessons are reserved for MTR related cancellations. All Hippotherapy and EAP participants will have sessions during the Make-up week(s).

  - **For Adaptive Riding and Equine Learning participants, make-up weeks are utilized for cancellations that are made by MTR.** If MTR does not cancel any lessons during the session, TR and Equine Learning participants may have the opportunity to purchase an additional lesson for that session. If participants cannot attend their make-up class, the lesson will be forfeited.

- **Due to full lesson and session schedules, make-up lessons may be offered at different times.**
- MTR Maintains daily attendance of riders and will keep track of any absences.

5. **Break Week:** All programs are closed during designated Break Weeks.

6. **Credits:** Credits will not be issued for any weather-related cancellations in the Spring, Summer, or Fall as of February 1, 2022.

### **Late Arrivals**

**Participants who arrive 15 minutes or later will have their lesson cancelled.** Hippotherapy clients who are late will still be charged from the scheduled start time of their session.

After the fifteen **(15) minute** waiting period has passed, the volunteers will be instructed to return the horse to the barn and the lesson/session will be forfeited. Hippotherapy and EAP clients will be charged a \$75.00 cancellation fee.

**MTR Participant Texting Line  
410-429-03535**

### **Parking**

Dedicated participant parking is marked with signs and is available near the arenas and in the upper parking lot adjacent to the 2 small barns. **Please note that the speed limit on the farm is 5 mph.**

### **Designated Waiting Area and Observation Area**

For Adaptive Riding, Hippotherapy, and Equine Learning, upon arrival for sessions, participants and family members/caregivers should gather outside their assigned mounting area. Instructors/Therapists will meet participants at this location to select helmets and prepare for the lesson. Family members/caregivers and guests should use the observation areas outside the arenas for observation of sessions. Children must be under the supervision of a parent/adult at all times. EAP participants may wait in the waiting area in the Main Office for their therapist to meet them. Do not walk with the participant and their team to the field or the trail. Please leave the trail open for participants and their team of horse, volunteers, and instructors or therapists.

**The barn is a busy place during lesson times. For your safety and the safety of others, please do not congregate in the barn, in front of the barn, or in the pathway leading from the barn to the mounting area. This area needs to remain clear for the horses. Only staff and volunteers are permitted in the barn, paddocks, and arenas.**

## **General Barn and Farm Rules**

1. **Treats must not be offered to the horses by anyone at any time.** If you wish to donate carrots or apples, please bring them to the main office. No other types of treats will be accepted. It is important for the horses' health that these guidelines are followed. ***Volunteers, however, are***

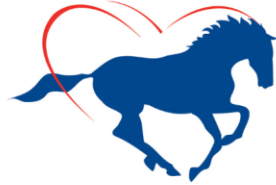
***allowed all forms of treats such as cookies, chips, etc. Donations of treats for our hardworking volunteers are always welcome and appreciated and may also be delivered to the main office.***

2. For safety reasons, several areas around the farm are posted “Authorized Personnel Only”. Please observe these signs during your visits. **Only staff and volunteers are permitted in the barn.**
3. Do not enter the mounting area. Mounting and dismount is critical to the safety of the participants, staff, volunteers, and instructors. Only trained individuals are permitted to enter mounting and dismounting areas.
4. Do not interrupt instruction or therapy sessions unless there is an urgent need. Instructors and Therapists need their undivided attention for the safety of participants. If there is a concern or request, please wait until participants have ended their lesson or session.
5. There is no smoking allowed on the property.
6. The speed limit on the farm is 5 mph. Please drive carefully.
7. Dogs are not permitted on the property; this includes your car.
8. Parents, guardians, or caregivers must remain on the premises during lessons/sessions if:
  - the participant is under the age of 16, or;
  - The participant is in the care of or under the supervision of a parent, guardian, or caregiver.
9. **Please supervise children at all times to ensure that they do not enter any restricted areas.** No running or fence climbing is allowed. Please encourage quiet play in the designated waiting and observation areas. This is for the safety of the children and to ensure that no horses are startled during lessons.
10. Photography is permitted as long as it is not interfering with the lesson in any way or startling the horses.

## 2023 Fee Schedule

<b><i>Item</i></b>	<b><i>Fee</i></b>	<b><i>Payment Schedule</i></b>
<b>Annual Registration Fee</b> (all programs and services)	\$50 per family	Due prior to first lessons/sessions in 2022
<b>Private Adaptive Riding and Equine Learning</b> (class length 45 minutes)	\$85 per class; total fee varies based on number of weeks in the session	Total fee due with registration (registration will not be processed without receipt of total fee)
<b>Group Adaptive Riding</b> (class length 55 minutes; 2-3 riders per group)	\$75 per class; total fee varies based on number of weeks in the session	Total fee due with registration (registration will not be processed without receipt of total fee)
<b>School Group Adaptive Riding</b> (class length 55 minutes; group dependent upon # of school participants)	Please inquire within; total fee varies based on number of weeks in the session	Total fee due with registration (registration will not be processed without receipt of total fee)
<b>Summer Celebration</b> , (Monday-Friday, 9am-2pm)	\$650.00 per week	Total fee due with registration
<b>Day on the Farm</b> , Adaptive Riding and/or Equine Learning and/or EAP	\$100 per participant for a 2hr event	Total fee due with registration
<b>Hippotherapy: Individual Occupational, Physical, and Speech Therapy Sessions</b>	\$125 for 60 min.	Due at the completion of each treatment session
<b>Private EAP Session</b> (session length 55 minutes)	In network with Carefirst, Blue Cross Blue Shield + \$75.00 horse usage fee. Out of network fee, \$145.00 + \$75.00 Intake, \$185.00 + \$50.00	Due at the completion of each treatment session and billed through Ten Ten Counseling's patient portal. Horse usage fee is billed directly through MTR.
<b>Group EAP Session</b> (groups up to 12; session length 60 minutes)	\$75.00 per participant	Due at the completion of each treatment session

Maryland Therapeutic Riding  
**2023 PROGRAM SCHEDULE**



**WINTER SESSION:  
7 WEEKS**

**Jan 2-Feb 19**

Makeup Weeks:  
**Feb 20-26**

**Feb 27-Mar 5**

Break Week:  
**Mar 6-12**

**SPRING SESSION:  
13 WEEKS**

**Mar 13-Jun 18**

**CLOSED:**  
Derby Day Week  
**May 1-7**

Memorial Day Weekend  
**May 27 and 29**

Makeup Week:  
**Jun 19-25**

Break Weeks:  
**Jun 26-July 2**  
**July 3-July 9**

**SUMMER SESSION:  
7 WEEKS**

**July 10-Aug 27**

Makeup Week:  
**Aug 28-Sep 3**

Break Week:  
**Sep 4-10**

**FALL SESSION:  
12 WEEKS**

**Sep 11-Dec 10**

**CLOSED:**  
Thanksgiving week  
**Nov. 20-26**

Harvest Hoedown  
**Oct. 21**

Makeup week:  
**Dec 11-17**

Break Weeks:  
**Dec 18-Dec 31**

**For scheduling questions:**  
call 410-923-6800  
text the participant texting line at  
(410) 429-0535  
email [programs@mtrinc.org](mailto:programs@mtrinc.org)



Participant parking is in front of the Main Office.

Make sure participant has mask and helmet on.

An MTR staff members will meet you at the car at your lesson time.

With your instructor/therapist, proceed to the arena hand washing station and wash your hands with soap and water for 20 seconds then dry.



Please practice social distancing!



Stay at least one horse length apart from each other.



# WELCOME BACK!

Here are a few steps you will need to follow when you come back to Maryland Therapeutic Riding

Parents/Caregivers if you have brought a chair you may place it in designated area.



Please practice social distancing while observing.

## **Don't forget to bring...**



Participants are required to bring their own, ASTM-SEI certified helmet.



Please also bring your own labeled water bottle.

We appreciate that you arrive on time and depart without delay (to keep everyone safe!)

