



WELCOME LETTER / INFORMATION SHEET

**** Reading / Understanding this “Welcome Letter” is REQUIRED prior to scheduling any lesson. ****

Lessons:

- During inclement weather, lessons may involve ground, arena, classroom and/or barn activities to meet specific goals.
- Actual mounting and riding time is usually 20-30 minutes for half hour lesson. 45-50 minutes for hour lesson.
- An additional 10-20 minutes will be spent working with horses and riders on the ground to saddle or unsaddle, put away, mucking or other horse activities.
- Students will be required to help prepare their horse for their level of riding.
- **Please arrive/be ready for your lesson 20-30 min. prior to your lesson time.**
 - If you are late by less than 15 minutes, your lesson can continue (at the discretion of the instructor) but your “time” will be shorted.
 - If you are more than 20 mins late your lesson time is forfeit and lesson fees are still owed to instructor.

Payment:

- When booking individual lessons payment is required on the day of the lesson.
 - Please ensure **all payments are deposited to Marilyn Coffey/Instructor on the day of riding lesson.**
 - Payment recommended is Check or Cash.
 - A \$20.00 late fee will be applied to any payment paid later than 2 days after lesson.
- Please make checks payable to Marilyn Coffey or *MC Equestrian*
- If you wish to pay via PayPal or Venmo you must have paid for and received 5 or more lessons (paying with check or cash) from MC Equestrian.
- Returned or rejected checks will be assigned a \$50 office fee.

“Travel Services” Payments and Fees (prices may vary):

- Mileage Fee for instructor to travel for Lesson/Events: \$0.62 per mile round trip.
- No mileage fee for those who take lessons at the 4Him Ranch location.
- Mileage fee will only be charged per visit, not per rider/lesson and can be split among individuals.
- MC Equestrian will not haul “MC Equestrian lesson horse(s)” to client for lessons.
- MC Equestrian will not haul “client owned horse” for any reason at this time.

Lesson Rates:

- Private lesson 30 min (one rider) -----\$55.00
- Private horsemanship/ground work lesson 30 min (one person) ----- \$55.00
- Private lesson one hour (one rider) ----- \$75.00

Lesson Rates Client owned horses:

- Private lesson 30 min (one rider) -----\$55.00
- Private lesson one hour (one rider) ----- \$75.00
- Semi private lesson (two riders of similar riding skill) -----\$35.00 (Each Rider pays \$35.00)
- Group lesson (3 or more riders and requires special secluding) -----\$25.00 (each rider pays \$25.00)

To participate in this program, it is required to come dressed for riding (every session).

- Boots with a half inch heel are a must.
- Full length pants are **required**, no shorts.
- No spaghetti straps which create a safety hazard.

- Helmets are **REQUIRED** for **ALL** students. We highly recommend rider purchase his/her own Helmet we cannot guarantee we will have a helmet available for you to borrow... No helmet NO RIDE!
- **Helmet must be ASTM-SEI** (Safety Institute) approved for equestrian activities.
- **Helmets** must be within the 5 year expiration of mfg date.
- Long hair must be tied back, with ties positioned low so as not to interfere with helmet fit.

Showing/Event Criteria:

- If Student is interested in showing, after a minimum of 24 lessons the student will be evaluated for the privilege of showing MC Equestrians lesson horse(s).
- If wishing to show your own horse (client owned) a separate contract for “coaching for shows” is given to client after 24 lessons with MC Equestrian.

A word to the “Parent(s)/Legal Guardian(s)”:

- If the student is under 18 but driving themselves to lessons a parent/legal guardian does not have to be present during the lesson however, because they are a “minor” the parent/legal guardian must have signed the liability paperwork before student can ride.
- If you have a child taking lessons, you (as the parent/legal guardian) CANNOT drop off your child and leave without asking the instructor in advance... you MUST STAY for the ENTIRE LESSON.
 - “...asking the instructor in advance to watch your child...” means asking the instructor and confirmed it is “okay” with them well over 12 hours before lesson time.
 - If instructor agrees to a “drop off” and pick up time, and you are “late” for the agreed upon pick up time, (without contact/reasonable excuse) the instructor has grounds to charge a “fee” and if repeated offence in this way stop offering services to you/your family.
- MC Equestrian is NOT A CHILD CARE FACILITY / PROGRAM!

The " Orientation/Evaluation" What is the Instructor looking for in me the possible student?

All new clients are required to book an “Orientation/Evaluation” before scheduling regular lessons. The purpose of the Orientation is for the potential student(s) to meet the instructor(s) and the lesson horse(s). In addition, the Instructor will be evaluating (in person) the potential student ensuring that MC-Equestrian would be a good fit for the student.

Participating in "Orientation" does NOT guarantee there is availability for you to book lessons. (Waiting lists are available).

List of things the Instructor would be assessing (but not limited to):

- Able to follow basic instruction rules. (See forms for rules)
- Dress code appropriate for when at the barn. (See forms or "What to Wear" above)
- Helmet fit and the safety checks. (See forms or "What to Wear" above).
- Check that all necessary forms signed and filled out appropriately.
- Student meets the age requirements.
- If student wishes to use their own equipment (i.e. saddle/reins) a safety check MUST be performed by instructors before use of any client equipment.
- Student’s cognitive function. (MC Equestrian is NOT able to accommodate those with special needs at this time). Referrals available upon request.
- If the Instructor deems it safe, and the student participates in an “Evaluation Ride” / “Sample Lesson” the student must be able to mount and dismount the horse independently. “Mounting blocks” are used for when “Getting on” the horse. However, mounting blocks are NEVER used for when dismounting off the horse. (Rider must follow instructions directions and dismount safely to the ground).
- Rider’s level of fitness.
 - For mounted riding lessons the rider's weight limit is 20 % of horse’s weight (this is Industry Standard). MC Equestrian’s current strongest lesson horse can safely carry up to 200lbs. (See “Weight Limit” policy below).

Rider Weight policy:

The safety and health of both the horses and riders is MC-Equestrians top priority!

At this time, because MC-Equestrian is limited on the availability of lesson horse(s). MC-Equestrian is in the position of having to set a (temporary) weight limit of 200 lbs.

This weight limit is based off of "Industry Standard" (for the horse's safety and wellbeing) that a horse can carry appropriately 20% of their own body weight (including tack/equipment).

For clients that wish to ride and are over this (temporary) weight limit a "waiting list" is available for if/when MC-Equestrian attains other lesson horse(s) that can accommodate. However, if a client is over the (temporary) limits "Ground lessons" (or non-mounted horsemanship lessons) CAN possibly be offered!

Cancellation Policies:

Cancellation Policy for individual lessons.

- If lessons are canceled by MC EQUESTRIAN due to weather, or any other reason, the lesson will be rescheduled.
- If lesson is canceled by client 24 hours (or more) in advance, there is no fee/charge.
- If client fails to give cancellation notice 24 hrs. prior to lesson time, there is a "late notice" fee of \$55 dollars.
- If (without reasonable excuse) client fails to give ANY notice to cancel lesson, client will be charged a "no show" fee which is: Full lesson payments and instructor's travel fee (charged to the client).
- If client has more than two "no shows" within 30 days from each other, and is without reasonable excuse, client will be charged the "no show" fees plus an additional \$45 dollars.

Closed Every Sunday (unless event). Easter Sunday, Thanksgiving Day, and Christmas Eve/Day. Other Holidays will be considered a riding day unless given previous notice.

- In the event that the client/rider is deemed by Instructor to "not be a safe to mount or handle any equine for any kind of lesson," the instructor, at her sole discretion, may stop/cancel the lesson until the time that the client/rider is deemed appropriate. In the event that this determination is made at the arrival of client/rider to the facility, the client will still be charged for that lesson fee and the instructor travel fee (if travel fee is applicable).
- In the event that the horse is deemed by Instructor to not be a safe mount for the rider's skill level and/or needs additional training/schooling, Instructor, at her sole discretion, may cancel the lesson until the time that the horse is deemed appropriate. Any requests by participant for training/schooling of the horse will be handled by separate agreement. In the event that this determination is made at 30 minutes or greater into the lesson, the full lesson fee will be required. A prorated fee will be required otherwise.

Horsemanship Rules:

1. Be aware when walking directly behind the horse. Keep a hand on horse. Be aware of the horse's head in case of nipping.
2. Do not over tighten cinches, which leads to nipping.
3. Do not run, yell, scream, or jump suddenly at a horse. Sudden and fast movements may cause a horse to startle/react causing injury.
4. Do not jerk on the reins. Jerking may cause rearing or movements that may cause loss of balance.
5. Do not allow the horse to run or trot without permission from instructor or instructor's direction.
6. PLEASE pay attention. It's for your safety.
7. Keep all gates closed. If in doubt, close it!
8. Tie only to designated poles. Do not tie to rails, gates, fences etc.
9. Only go into horse pens with permission from instructor! We need to know where you are at all times.
10. No one under 18 may ride without an onsite designated instructor or adult. Property owner or instructor must be notified.

Facility Rules:

(Relevant for when lessons are conducted at 4Him Ranch)

4Him Ranch Location:

- 4Him ranch is gracious enough to host MC Equestrian Lessons/Training for your convenience.
- When you are on site do NOT go “wandering around” for any reason. Stay where the instructor has designated as “safe areas” for you to observe or wait.

If you break any of the rules above, there is grounds for the instructor to end the lesson immediately.

If you break any of the rules above repeatedly after mutable warnings, instructor has grounds to stop offering services to you then and there and in the future.

WARNING:

Under Oklahoma law, a livestock activity sponsor, participant or livestock professional acting in good faith and pursuant to the standards of the livestock industry shall not be liable for injuries to any person engaged in livestock activities when such injuries result from the inherent risks of livestock activities, pursuant to the Oklahoma Livestock Activities Liability Limitation Act, OK Stat. Title 76 50.3



Thank you for choosing MC Equestrian!

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