**Rules and Policies at Westside Riding Academy**

At Westside Riding Academy, safety and professionalism are our top priorities. We strive to offer quality instruction in the safest environment possible, all the while encouraging riders with independence, confidence, and self-reliance. Westside Riding Academy’s policies that are designed to keep our students and horses safe.

Please drive slowly – we have very slow moving dogs

**HELMET USE** - Helmet use is required by all students of the Westside Riding Academy. No students under the age of 18 will be allowed to enter the stall unsupervised, and no student will be allowed to enter a stall without a helmet, *at any time*.

**BE ON TIME -** For safety reasons, we do not allow riders who come more than 15 minutes late for their lesson to ride that day. It is not healthy for the horse to be short-changed on grooming, not fair for other riders to be interrupted, and not possible for the instructor to offer the late arriving student adequate supervision or assistance, should they need it. We understand that sometimes it is not always possible to be on time, and we will do our best to accommodate student when we can with proper advanced notice.

**GROOMING -** Horses must be presented in the arena clean and brushed: No caked on mud on faces, necks, or legs, and no shaving in their tails. This is for our horse’s health as well as the professionalism of Westside Riding Academy. The instructor reserves the right to send a student back to the grooming area to complete their grooming if they arrive in the arena with a sub-standard turnout.

**DRESSCODE -** Riders are expected to show up to the clean, tidy, and dresses in the appropriate riding clothes. Young ladies are required to tie back long hair in a ponytail, braid, or bun, for their own safety. Pants that cover all of the rider’s legs are required. For safety reasons and for the comfort of the rider, Capri pants and other attire that leaves bare skin exposed on the riders’ legs are not permitted. In the summer tank tops must have an inch wide shoulder strap. In the cold months, no excessively baggy clothes please – they are a safety hazard and also make teaching the rider very difficult as Instructors need to be able to see the rider’s position.

**NO CHILDREN UNSUPERVIZED IN THE BARN -** We offer competent adult supervision for the duration of the student’s lesson. However, it is not always possible to provide supervision before or after a lesson. It is required that your student be picked up promptly following their lesson. If you are not available to supervise your child while he/she is at the barn, he/she must remain within sight of a responsible adult or wait in the Riding Academy Tack Room for your return. This is strictly enforced for **ALL** minor students.

**NO OPEN-TOED SHOES IN THE BARN -** If a student arrives for a lesson at the barn in open-toed shoes, they will be invited to watch the lesson from the comfort of the viewing area. For safety reasons, students will not be allowed in the barn aisles or near the horses in open-toed shoes and **NEVER** into a stall.

**NO PARENTS IN THE ARENA -** Westside Riding Academy has a viewing area available if parents wish to observe the lesson. *Unless your assistance is requested by the Instructor in the case of an accident or injury,* no parents will be allowed in the riding arena at any time.

**GENERAL SAFETY -** Common sense shall prevail, but in general terms a few things to keep in mind: No running in the barn or near horses. No dogs are allowed to visit the barn. No yelling or screaming in the barn or around horses. *No smoking in the barn or on the premises*. No unauthorized people entering stalls or handling horses, etc.

**MAKE UP LESSONS AND LESSON CANCELATION POLICY -** If a student is unable to make a scheduled lesson, the Riding Academy requires notification at least 24-hours advanced notice. Students are allowed to make up a missed lesson before the end of the calendar month. If a student does not show up for your scheduled lesson and does not give advanced notice, **NO** make-up lesson is offered. If a lesson is canceled due to weather, holidays, or shows, a make-up lesson will be offered and must be schedules within a reasonable time. Refunds and Credits are not automatically offered, these are approved on an individual basis by the Riding Academy Manager.

**ALL CLASSES MUST BE PAID FOR IN ADVANCE -** No riders will be permitted to ride if their account is in arrears. Please call the Riding Academy Manager with any billing or payment questions.

**EXTENDED ABSENCES -** To ensure quality of instruction, there is a limit to the number of riders scheduled for group classes. For this reason, lesson slots are at a premium, and waiting lists are available if there are no openings for a rider’s chosen class. If a student plans on being away from lessons for three weeks or more, they will be taken off the schedule and placed on the waiting list if their lesson slot has been filled before return. A student may choose to hold your lesson slot for a flat fee of $60 for up to 4 weeks of absence.

 **NEGLECT -** Students who are riding at Westside Riding Academy are taught proper Horsemanship. This means that students are required to tack and un-tack their horse, store their tack properly, and care for their horse after their lesson concludes. Horses may need to be sponged or hosed off in the heat of summer, hand walked to cool off, or blanketed in the winter. Students are required to clean up any mess made while grooming or riding the horse. Equipment, such as grooming tools and halters must be put away properly before the student leaves. Students who leave equipment lying out or do not properly care for their horse will be given 3 chances to improve their standard before a parent is notified. If there is no improvement in the standard of care, other repercussions are considered.

**RESPECT -** Riding is a gift that our priceless lesson horses give our students. We expect our riders to treat themselves, their classmates, their horses, and their Instructors with respect. Riding at Westside Riding Academy means that you are taking part in a long tradition of timeless horsemanship. We hold our students, parents, our instructors and staff up to a very high expectation, and the quality of your experience at Westside Riding Academy shall reflect those high standards. We expect participants in our programs to relate with kindness, patience, and respect to each of the horses and people in the barn while they are on the property. Riders who are unable to learn this essential aspect of Horsemanship will not be invited to continue in the Riding Academy.

Thank you for taking the time to review our rules and policies! Ignorance of these policies will not be accepted as a reason for not adhering to them.

Regards,

The Staff of Westside Riding Academy