

Farnham Riding School & Livery Yard



“Leaders in Equine Tuition” TAMAR GLICKSMAN – FEI QUALIFIED COACH

Dear Parents / Riders,

Kindly complete this form with all your relevant details. This information is for your/your child’s safety so please ensure all details are up to date. Please make sure you read and sign each page. Please print clearly to avoid errors.

NAME OF PERSON RESPONSIBLE FOR ACCOUNT			CONTACT NUMBER FOR ACCOUNT HOLDER
EMAIL ADDRESS FOR ACCOUNT HOLDER : (for invoices)			ID NUMBER OF ACCOUNT HOLDER
RESIDENTIAL ADDRESS FOR ACCOUNT HOLDER:			POSTAL ADDRESS FOR ACCOUNT HOLDER:
NAME OF RIDER:			DATE OF BIRTH OF RIDER: (yy/mm/dd)
RIDER TEL.(HOME):	RIDER TEL (WORK):	RIDER/GUARDIAN CELL:	CORRESPONDANCE EMAIL ADDRESS: (newsletter/events)
EMERGENCY CONTACT NAME & CAPACITY: (ie: Grandparent)			EMERGENCY CONTACT NUMBER:
DOCTOR’S NAME & NUMBER:			ANY ALLERGIES (RIDER):
			ANY MEDICATION (RIDER):
MEDICAL AID:	MEDICAL AID No.:		PRINCIPAL MEMBER:

Initial: _____

WAIVER AND INDEMNITY

I do hereby:-

1. acknowledge that in agreeing to participate in any horse riding activity or in any competition or event organised by Farnham Riding School and/or any employees thereof that I may be taking part in an inherently dangerous activity, competition or event;
2. agree to assume all risks connected with or arising out of such participation, competition or event;
3. waive any rights of any nature whatsoever which I, my assignees, successors in title or heirs may have against any one or more or all of Farnham Riding School, its members, servants, agents and/or representatives ("the designated person") in respect of my injury or death, or loss or damage I may sustain in connection with or arising out of participating in such activity, competition or event, notwithstanding that it may have been occasioned by any negligent act or omission on the part of any one or more of the designated persons;
4. indemnify the designated persons against all loss or damage of whatsoever nature which one or all of them may, or be likely to, sustain as a result of any claim (contingent or otherwise) relating to any such injury, loss, damage or death arising out of or in connection with my participation in such activity, competition or event notwithstanding that such injury, loss or damages or my death may have arisen as a result of any act or omission, whether negligent or otherwise, of any of the designated persons.

PLEASE NOTE: ONLY A LEGAL GUARDIAN MAY SIGN THIS PAGE IF RIDER IS UNDER 21.

NAME OF PUPIL:	AGE OF PUPIL:
SIGNATURE OF PUPIL:	DATE:
SIGNATURE OF LEGAL GUARDIAN IF PUPIL IS UNDER 21:	
NAME OF GUARDIAN:	CAPACITY OF GUARDIAN (ie: Mother):

PLEASE NOTE: -

The Stable Yard will not be held responsible for any loss or damage to your personal property.
All riding at the stable yard, is done at your own risk.

LESSON FEE STRUCTURE OPTIONS:

OPTION 1: *fees may increase annually at the discretion of management.

PAYMENT MONTHLY	
Deposit: (once off payment on enrollment)	R1,700.00
1 hour group (monthly payment)	R1700.00(This amount includes a R200.00 discount for payment before the 5 th of each month) R1,900 – R200(discount) = R1,700.00
½ hour private (monthly payment)	R1,900.00
Lonehill Emergency Services (monthly payment)	R22.00

1. Invoices are billed at R1900.00 and a R200.00 discount is applicable if fees are settled in full by the 5th of the month, except December where fees must be settled by the 1st of December. (invoices will be sent by the 20th of November)
2. Riders receive a permanent timeslot on payment of their deposit, and lessons are taken weekly, regardless of whether it is a 4 or 5-week month.
3. The lesson deposit as outlined in the lesson rules is payable by the 1st lesson in order to secure your timeslot.
4. Fees on this package are payable 12 months of the year.
5. Should fees not be received by the 5th of each month, your deposit will be used to cover your outstanding fees and the package will be discontinued.

OPTION 2: *fees may increase annually at the discretion of management.

PAYMENT ON THE DAY (COD):	
Group	R500.00 - per hour
Private	R500.00 - per half hour
Show Help:	R500.00 (per horse, per day)

1. Riders book lessons on an ad hoc basis.
2. Lessons will not be taken without payment upfront.
3. No deposit is required and no makeup lessons are necessary.
4. Lessons will need to be booked each week and do not roll over in a permanent time slot.
5. Show help is charged at R460.00, regardless if it is a full/half day show/ may be charged at x2 or 3 lesson rates.

Initial _____

OPTION 3: ****fees may increase annually at the discretion of management.**

PAYMENT ON THE DAY WITH A PERMANENT SLOT:	
Deposit: (once off payment on enrollment)	R1,700.00
Group	R500.00 (per hour)
Private	R500.00 (per half hour)
Show Help	R500.00 (per horse, per day)

1. Lessons will not be taken without payment upfront at each lesson.
2. A deposit is payable to secure the same weekly slot.
3. **A 24-hour cancellation is required should you not wish to be charged for your lesson.**
4. Lessons will only commence on payment of the deposit.
5. Show help is charged at R500.00 regardless if it is a full/half day show.

PLEASE CIRCLE AND INITIAL YOUR PACKAGE CHOICE:		
Option 1: MONTHLY PAYMENTS	Option 2: COD PAYMENT ON THE DAY	Option 3: COD WITH DEPOSIT

Commencing on – Date: _____

Signed: _____

I hereby acknowledge that I have read and understood the lesson fee structure and **commit to settling my fees by the 5th of each month.**

NAME OF PERSON RESPONSIBLE FOR THE ACCOUNT	SIGNATURE OF PERSON RESPONSIBLE FOR THE ACCOUNT

LESSON RULES

please read carefully

Hours of Business (Lessons):

Tuesday to Friday:	7:00am - 5:30pm
Saturday:	7:00am - 4:00pm
Sunday:	Show Days. Planned activities and shows only
Monday:	Closed
Public Holidays:	Closed (makeup lessons will be given prior to the public holiday)

Hours of Business (Office):

Monday to Friday:	08:00am – 5.00pm
Saturday and Sunday:	Closed

Events or clinics may be arranged. Details will be advertised.

FEES / EXPENSES:

- Lessons taken on an AD HOC basis must please be booked at least 24 hours in advance and payment settled before the lesson.
- On commencement of weekly lessons, a deposit equivalent to one month's fees is required over and above the fees payable for that month. If you wish to stop lessons, a calendar months' notice is required, and the deposit will cover your fees for that month. Lessons will be ridden as normal for the notice period.
- Should you not use your deposit up within 30 days, the deposit falls away. Should you want to start riding again a new deposit will be due.
- Riders wishing to have multiple lessons each week must please note that deposits are payable per set of lessons and the same rules apply.
- All makeup lessons must be completed before the end of your notice period or they will be forfeited. Should riders be in a credit for makeup lessons, the ridingschool reserves the right to invoice for extra lessons taken.
- Parents and riders must please note that all fees have to be paid in full by the 5th of every month. Any fees not settled by the 5th will result in immediate suspension of lessons until payment is made in full. Should payment still not be received by the 15th of the month, your deposit will be used to cover the fees and all lessons owing will be suspended. Please ensure that fees are settled on time to avoid unpleasant situations. Lessons missed due to late or non-payment will be forfeited.
- Deposits, lessons and make-ups are not transferable from one rider to another. (Relatives included)
- Monthly lesson fees are payable month to month from January – December. (See fee structure). Should the rider wish to give notice for the months November – January and then sign up the following year, a rejoining fee of R450.00 will be charged.

CANCELLATIONS, MAKEUP LESSONS AND CLOSING PERIODS

- Please note that lessons with Tamar are subject to change weekly in order to accommodate the competing riders, venue training and scheduled shows. An email will be sent weekly confirming the times of lessons for the following week.
- Lessons must please be cancelled 24 hours in advance and in writing otherwise they will be charged for. No exceptions.
- All cancellations and lesson changes need to be done via email to the office, not verbally or with your instructor.

Initial: _____

12. Lessons continue in the rain, unless there is lightning or conditions are dangerous. 24 hours' cancellation notice is still required if you wish to cancel lessons due to bad weather. (Riders receive valuable theory lessons if riding is unable to take place)
13. Riders are to please inform the office **in writing** of the dates when they will not be attending lessons. E.g. holidays, school functions etc. Lessons not cancelled in writing will not be accepted as cancelled. **Please do not cancel lessons with your instructor.**
14. **Riders who compete or have their own horses or ponies will not receive makeups for cancelled lessons. Ponies / horses will receive valuable schooling sessions during the assigned lesson times when the rider cannot attend.**
15. The riding school will close on certain days due to Interschools or graded shows. Clients will be notified of these closing dates with plenty of notice and makeup lessons will be arranged. This should not occur more than 4 or 5 times per year.
16. **Due to the Government Ruling on African Horse Sickness vaccination, the yard closes for 1 week in either June/July, 1 week in either September/October, 2 weeks in December and 1 week in January. There will be no lessons during these closing periods. Lessons will be made up prior to the closing period. Camps/clinics/lunge lessons can be booked in lieu of makeup lessons.**
17. **The riding school is closed on public holidays.** Make up lessons will be given prior to the holiday. In the event lessons will be given, you will receive notification from the office beforehand. Events may be organized for public holidays. Clients will be notified of events.
18. Lessons are planned and structured each week. **Outrides are always taken in the first lesson after a show.**
19. Competing horses will trot out / go on outrides after weekend shows during the scheduled lesson time. Horses receive 1 day off for a 1 day show, 2 days off for a two day show etc.

IMPORTANT INFORMATION

20. Parents are asked to please not stand on the side of the arenas and coach their children whilst lessons are taking place.
21. Please note that yard parking is outside the property. This parking is secured and monitored by a security guard. Parking inside the yard is prohibited for the safety of our horses and riders.
22. My signature below verifies that I have read and understand the lesson fee structure and agree to follow the system.
23. My signature below verifies that I accept the riding school's lesson rules as laid out on this sheet.

PRINT NAME OF GUARDIAN/RIDER

CAPACITY OF ACCOUNT HOLDER

ACCEPTED AND SIGNED BY GUARDIAN/RIDER

DATE

PLEASE TAKE THIS PAGE HOME.**LONEHILL EMERGENCY MEDICAL RESPONSE SERVICES**

Dear Clients

In view of the slow response time that the Ambulance Service provides we have decided to join the Lonehill Emergency Medical Response Services. We feel this is a mandatory service essential at our yard.

All Advanced Life Support staff is qualified personnel, and they guarantee a response time to a reported incident within 10 minutes.

Only Advanced Life Support (ALS) Paramedics or a registered practicing doctor are allowed & qualified to administer life-saving drugs, or to perform certain procedures on a patient or accident victim. There are no additional costs for any drugs or materials used at the scene of the incident.

The service provided is dedicated to our subscribing medical service subscribers only. Subscribers will have direct & immediate access to an ALS Paramedic in their vehicle, 24 hours per day, 7 days per week. The Lonehill Control Room is also able to connect a subscriber in need to the ALS Paramedics.

ALS service is independent of any hospital, clinic or ambulance company. They have guaranteed access to every available medical transportation service in the region, including medical helicopters. They will also ensure that the patient is transported to the best possible hospital facility depending upon the patient's condition or injuries sustained.

The cost of this world class service is only R12 per client which is added to your monthly account.

Regards

Tamar Gliksman

Farnham Riding School Kyalami

Office: 082-803-9903

Email: ridingschool@farnham.co.za

Website: www.farnham.co.za

"Leaders in equine tuition"

BANKING DETAILS

FARNHAM TUITION CC

LESSONS/EVENTS ONLY:

Farnham Tuition CC

FNB Fourways

Branch: 251-655

Account: 62572792656

Please note: We do not accept cheques.

PLEASE ASK ABOUT OUR SNAPSCAN AND CREDIT CARD FACILITIES.

228 Galanthus Rd, Cnr Maple Road, Kyalami | GPS: -25° 57' 49.7262" 28° 2' 47.7378"

Tel: +27 (0) 82 803 9903 | email: ridingschool@farnham.co.za / tamar@farnham.co.za

website: www.farnham.co.za | Find us on Facebook: www.facebook.com/FarnhamRiding



Parent's Agreement

This agreement is the foundation of our future relationship:

We respect and honour your trust in us to coach your child. Our aim is to assist your child to become the best rider he/she can be and to guide your child in mastering skills and challenges to live a exciting and adventurous life. Before we can continue this relationship, we need to stand in agreement as to what to expect from one another. In order for us to coach your child, we need to agree on certain rules/expectations/conduct regarding respect, discipline, behaviour and responsibility.

OUR COMMITMENTS:

We will, at all times strive to conduct ourselves in a professional manner.

We will regard our relationship as professional and strive to maintain a high standard of coaching and conduct.

We commit to stay on top of all new techniques and developments in order to assist your child the best.

If your child experiences difficulties in certain techniques or exercises, we will address this promptly.

Young children all go through a stage of rapid physical growth at some time. When this happens your child's technique will probably have to adjust slightly. You, as parents need to understand this process and be committed to see it through (with your child). Alterations usually go hand-in-hand with a temporary drop in performance. Some children might experience a drop in motivation during this phase. You need to "protect" your child from losing heart during such a phase. Both you and your child need to commit to "stay in the process" and trust that improvement will surely come. This has been the case with thousands of sports-people.

We might change the height-levels at shows to gain back confidence and master new skills.

You need to trust our decisions (and back us) for the sake of your child. Success is a process. Sometimes we need to take a step back in order to take a jump forward! We commit to stay in the process as long as it takes.

Our goal is to equip your child with the best skills to achieve his/her dreams and goals. If your child is not serious about competitive riding, you need to tell us so we can expect less than what we expect from our competitive riders. If your child wants to be the best he/she can be, the intensity and demands of training will be high. It will always take more discipline and responsibility from someone who wants to be more than average. We would like you to be open with us in this regard so we know what to expect. There is a place at Farnham for everyone, whether competitive or otherwise so please be transparent with us about your goals and dreams and we will help you to reach them!

PARENTS COMMITMENTS:

We expect that both you and your child will protect and cover our professional image. It is impossible that we will always fulfil every need. If there is anything you want us to address, we ask you to discuss it with us personally and not spread rumours or gossip. We can only coach who we are. What we do and how we do it will not always be perfect in everyone's view. We might also be wrong sometimes, but we strive to become better every day.

We ask you not to attend training sessions in close range (emotional contact range). You are the most important person in your child's life. If your child looks at you for confirmation and acceptance all the time they have no freedom to make mistakes and develop their skills. It also robs any trainer from authority. Interruptions from parents on the sidelines are detrimental to the rider during training. We want the children to have the freedom to make mistakes and try new things without the fear of failure. If someone fears failure or mistakes, they will never make it. We want to encourage our riders to take risks and enjoy the adventure with their horses and their coach.

We ask that you will understand when we change or reschedule sessions. This sport is very dynamic and these changes are made for the benefit of your child and their preparations for upcoming shows. We will do our best to accommodate everyone. We request that you accept the need for flexibility in the interest of a sound and well rounded pre-show preparation. This might cause some lessons to run late but it is definitely not our aim. Sessions needs to end with an experience of success. A child leaving before completion of a successful session will suffer loss of confidence and motivation. Sometimes it might be someone's else child having troubles and we ask for your understanding, as one day it might be your child and we hope that the other parents will afford your child the same patience.

We understand that everyone has an "off" day at times. We are not blind to emotional needs. We do however not have the luxuries to have emotional outbursts in public. We are a team and need to respect one other, irrespective of how we feel at the time. Whoever you are, other people are watching you and you represent more than just yourself.

You represent all of us - the Farnham Brand!

Initial: _____

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Your attendance and support at shows is encouraged, yet it is far better to stay at an “emotional disconnected-distance”. It is essential that children take responsibility to organise their own equipment, their horse and all other stuff. They need to be disciplined enough to find out their schedules and riding times. They need to learn to focus 100% on their ability and the instructions of their coaches. Too much involvement from parents can create feelings of anxiety and confusion. Your child needs to find ways to master different situations during competition in order to become a true master themselves.

We ask that parents respect their coach’s choice of shows and only enter shows as outlined on our show calendar or recommended by us. We work with a plan and therefore we select certain shows to enter.

We are part of a team and we need you to trust our judgement. Should you decide to enter any shows without the clearance of your coach; we will be unable to provide you with staff assistance.

We would like you to be familiar with the Rider’s Agreement, so that you know what we will expect from your child. We would love to take this journey with you; no-one ever makes it alone!

Farnham Riding School and its coaches strive for excellence whilst having fun.

We are all part of a journey to become the best we can be.

We are proud of our efforts and humble and thankful in our successes.

Are you in? _____

Parent’s Name: _____

Parent’s Signature: _____

Coach: _____

Date: _____



Rider's Agreement

This agreement is the foundation of our future relationship:

In order for us to ensure your ultimate success in your riding, we expect certain characteristics from our riders. It is imperative that you understand these characteristics and agree to commit to be a team player at Farnham Riding School.

RESPECT: For your parents, your coach, show officials, your opponents and the rules of your chosen discipline.

DISCIPLINE: You are expected to be on time for your lessons, to be on time at shows, to be committed to your schedule as laid out by your coach, to take control of arrangements for your horse both at the riding school and at shows, to take an interest in the preparations for competitions, to be responsible for your own equipment and to stick to all these agreements.

SPORTSMANSHIP: We expect mature and proud conduct from our riders, both at the riding school and at shows. Wherever you go you represent more than just yourself. You represent your parents and the Farnham brand. Each of us is all of us and we shall represent each other with pride and dignity.

EMOTIONAL CONTROL: You need to become mentally tough. Mental toughness means no arrogance, no tantrums, no complaining and no excuses. You need to agree to take control of your emotions. There is never any reason to disrespect your coach or your parents. You will at all times be 100% responsible for your conduct at the riding school and at shows. We are aware that unforeseen and uncontrollable events might occur which will influence your results – you will have to learn to deal with this. These events are all part of what it takes to become a true master in your chosen sport. You will learn to take it in your stride.

INTENSITY: You are expected to react with promptness, respect and efficiency. We expect you to react verbally when we speak, acknowledging any advice or coaching and making known your understanding of all instructions. If you wish to become a master in your sport, you need to become a strong link in this team. There will be times to relax and have fun, and then we will do so. We want you to have the freedom to make mistakes and try new stuff. If you fear making mistakes, you will not make it. We want to encourage you to take risks and enjoy the adventure with your horse and your coach. Remember that sometimes you have to take 2 steps back to jump 10 steps forward. This is how the road to success works. Trust that we are here to help you!

RESPONSIBILITY: You are expected to be fully aware of your horse's requirements and what is needed to keep them in top physical condition. You have to agree to take your coaches' advice on training schedules, show practises, feeding, veterinary, shoeing and supplement instructions. It is essential that you take responsibility for these factors to ensure that your competitive career is balanced and you are in control.

If you want to become better you will have to work on any areas of improvement in your own time! This is where character is built – (when no-one else is watching!)

Breaking any points in this agreement will result in a verbal warning.

Should the verbal warning not be acknowledged and displeasing behaviour continues, you will be asked to leave and not participate in the particular training session or show any further.

This is your DREAM! We are here to assist, guide and support you and we commit to give you our best at all times. We trust that you will do the same!

Are you in? _____

I agree to uphold this agreement at all times: _____

Rider Name: _____

Rider Signature: _____

Coach: _____

Date: _____