



VICTORY
THERAPY CENTER



Dear Prospective Participant:

Thank you for your interest in receiving equine-assisted services at Victory Therapy Center (Victory), a PATH International Premier Accredited Center located in Roanoke, Texas, providing both Physical Therapy incorporating Hippotherapy and Therapeutic Horsemanship. We are a 501c(3) non-profit organization utilizing 20+ horses, 300 trained volunteers, and a highly qualified staff to help make miracles happen!

In order to provide the safest and best therapeutic environment to all our participants, Victory has established policies and procedures for acceptance into the program. It is a Victory requirement that participants be at least two years of age and have emerging head and neck control for Physical Therapy incorporating Hippotherapy. Participants must be at least four years of age to participate in Therapeutic Riding with a PATH Intl. Certified Therapeutic Riding Instructor.

An initial evaluation will be conducted by the Physical Therapist or the Program Administrator to determine the most appropriate path of therapy for each individual. In compliance with PATH Int'l Standards, participants will be periodically reassessed.

Participant guidelines have been established to ensure safety. If the individual meets initial criteria for equine assisted services, then thoroughly complete the enclosed forms. The Physician's Release form must be completed and signed by your physician *prior* to participation. Many forms require a signature and date. All forms must be returned before you or your family member can be enrolled.

Upon completion of the evaluation, required paperwork and acceptance into the program; the participant will be assigned an appropriate class time or be placed on a waiting list until an appropriate class time is available. Victory sessions are scheduled based on participant needs, age, and goals, as well as availability of staff, volunteers, and an appropriate horse. To increase your chances of securing a place in the class schedule, be sure to note ALL times that you are available to participate. If placement on a waiting list is necessary, you will be contacted when a time becomes available.

In this packet, you will find other useful information about the Victory program such as our goals and fees. If you have email access, please note it on the application form. A great deal of information is disseminated to our participants electronically. Please call Victory's office at 682-831-1323 if you have any questions concerning this process. We look forward to working with you!

Forms may be faxed, emailed, or mailed to: Victory Therapy Center
New Participant Registration
10600 Dunham Rd
Roanoke, TX 76262
Fax: 682-831-1362
programs@victorytherapy.org

Victory Therapy Center ~ With you every step of the way!

Victory Therapy Center offers services that improve a participant's quality of life through the healing spirit of the horse. Victory uses a team approach to provide treatment with the guidance of PATH Int'l Certified Therapeutic Riding Instructors and Licensed Physical Therapists. The horse provides a unique opportunity to achieve goals that enhance physical, emotional, social, cognitive, behavioral, and educational skills for people who have disabilities by not only focusing on horsemanship skills, but also the development of a relationship between horse and participant.

Victory has provided equine-assisted services to children and adults with physical, cognitive, and emotional disabilities in North Texas for over 30 years. Victory currently serves over 100 participants weekly ranging from age 2 to 86. Program services provide the opportunity for improved quality of life for individuals of all life stages.

Our vision is to be innovative in the field of equine-assisted services and to explore new and dynamic approaches to equine-assisted services. We compassionately partner with and recognize the role that the horse plays as an integral part of our team. At Victory, it is our priority to maximize the benefits to the participant while fostering this partnership between horse and participant.

Some of the needs or disabilities serviced at Victory Therapy Center include (but are not limited to):

- Amputation
- Attention Deficit Hyperactivity Disorder
- Autism
- Brain Injury
- Cancer
- Cerebral Palsy
- Down Syndrome
- Multiple Sclerosis
- Muscular Dystrophy
- Post-Traumatic Stress Disorder
- Sensory Integration Dysfunction
- Spina Bifida
- Spinal Cord Injury
- Stroke
- Visual/Hearing/Speech Impairments

Unfortunately, there are some precautions and contraindications that may preclude us from providing services to a participant. The following list will be reviewed during the initial assessment. If any of the conditions exist, equine assisted services are not generally recommended; and the Program Director will have further discussions with you regarding Victory's ability to provide safe therapy.

ACUTE MS	BLOOD PRESSURE CONTROL	OSTEOPOROSIS (SEVERE)	SPINAL FUSION
ACUTE HERNIATED DISC	COXA ARTHROSIS (Degeneration of hip)	OSTEOGENESIS IMPERFECTA	SPINAL INSTABILITY
ACUTE STAGE OF ARTHRITIS	CRANIAL DEFICITS	PVD	SCOLIOSIS GREATER THAN 30'
ALLERGIES	DANGEROUS TO SELF/OTHERS	RESPIRATORY COMPROMISE	SPONDYLOLISTHESIS
ANIMAL ABUSE	HEMOPHILIA	SEIZURES UNCONTROLLED	SUBLUXATION DISLOCATION OF JOINT
ANTI COAGULANT MEDICATION	KYPHOSIS (EXCESSIVE)	SHUNT (S)	SUBSTANCE ABUSE
ATLANTO-AXIAL INSTABILITY	LORDOSIS (EXCESSIVE)	SKIN BREAKDOWN	SPINA BIFIDA UNSTABLE SPINE

Victory Policies & Procedures

Equine Assisted Service Sessions: Based on the needs and abilities of a participant, an individualized program will consist of Physical Therapy incorporating Hippotherapy or Therapeutic Horsemanship. Therapeutic Horsemanship classes with 1-3 participants are 45 minutes in length. Classes with 4-5 participants are 60 minutes in length to allow extra time for mounting and dismounting. Class time **includes time to mount, 30 minutes of mounted instruction, dismount time and other activities at the instructor's discretion; for example, putting away tack, grooming and giving thank-you treats to horses.** In some cases, session times may be shortened to accommodate a participant's special needs. Occasionally, unmounted horsemanship lessons are conducted in lieu of a mounted activity, such as when weather conditions would make a mounted activity unsafe. Please keep in mind unmounted activities are beneficial for teaching a variety of life skills.

Fees:

Physical Therapy Evaluation	\$180 (annual)
Physical Therapy	\$40 per 15-minute unit (Sessions are 30 minutes to 1 hour)
Physical Therapy Monthly Re-evaluation	\$5 (required every other month)
Therapeutic Horsemanship Evaluation	\$60
Therapeutic Horsemanship – Private	\$85/lesson payable by Session*
Therapeutic Horsemanship – Group (2-5)	\$60/lesson payable by Session*

Payment Policy:

1. Payment from individuals must be received each session prior to services being rendered. In addition to full payment, other payment options are available: monthly or 2 equal payments. This can be arranged by contacting our Finance Manager at accounting@victorytherapy.org.
2. **Full TR Session fee applies regardless of number of times present for scheduled class time. Clients will be responsible for payment of missed visits unless a doctor's note for that day is provided to your instructor.**
3. **Any rider that has an account 30 days past due will not be able to ride until their account is brought current. No Exceptions.**
4. **An option to provide a credit card on file for monthly payments has been added. Specific payment dates may be arranged directly with our Finance Manager.**
5. Agency-funded therapy will be billed directly to the Agency on a monthly basis, or as per requirements.

***Sessions:** Length of sessions varies by season. See current Session Calendar for specifics. Sessions do not apply to Physical Therapy participants.

NOTE: PT Participants do not participate in the session calendar. Specific closure dates will be communicated by your therapist.

Holidays: Refer to current Session Calendar for holiday closures.

If a participant has a lesson scheduled on a holiday closure, he/she will not be charged for that lesson.

Progress Reports: Instructors will maintain regular progress reports on each participant. Goals and objectives will be reviewed and adjusted as necessary.

Annual Paperwork: Victory Therapy Center maintains **required** participant paperwork on an **annual** basis. This includes updated Participant Registration, HIPAA, PT Prescription (if doing Physical Therapy), and a Physician's Release. This ensures Victory has the most current information on file for all clients. New packets will be distributed at the end of each year with a return deadline. A participant's services may be put on hold if this paperwork is not complete.

Weight Guidelines: Horse selections are based upon safety, the horse's size, build, age, temperament, lesson objectives, etc. PATH Int'l recommends "regular and re-evaluation" of both horses and participants on a regular basis as it pertains to safe and proper horse selection. Therefore, in order to comply, each horse will be evaluated according to its body weight and body condition score (BCS) as well as other variables; *and* each participant will be evaluated by his/her weight. Both will be at the discretion of the Equine Manager and/or Program Director.

Unmounted lessons will be offered if:

1. Participant becomes too large or heavy for the program to serve safely mounted on a horse or;
2. Program does not have suitable mount for participant

Safety Requirements: It would be a contraindication for participation in the program if any of the following situations occur:

1. A participant's physical condition is exacerbated by participating.
2. An appropriate horse is not available for the client.
3. The participant's behavior poses safety concerns for the participant, staff, volunteers, or horse (at the discretion of the instructor, and/or Program Director, and/or Equine Director).
4. Required paperwork has not been received.

Be aware of safety barriers, hazards, or other restricted areas in our Waiting Area. Participants must be supervised by Victory personnel beyond this point; this is to ensure the safety of both participant and horse.

Parents, guardians, or designated agents must remain on the premises during lessons.

Punctuality: It is important for a participant to arrive on time for his or her lesson. Consideration should be given that mounted time of a lesson will be no more than 30 minutes. The rest of the lesson time is used for mounting, dismounting, grooming, and giving 'thank you' treats to the horses.

Late Arrival Policy: If a participant is late for a scheduled therapy time, Victory cannot guarantee he/she will be able to participate. Once the lesson has begun, the instructor may not be able to leave other participants in order to mount late arriving participants. Therefore, horses will be untacked, and volunteers released 15 minutes after the scheduled start time of the class.

Attendance: For best results, regular and consistent therapy is recommended. Arriving late or missing appointments impairs a participant's ability to progress, disrupts staff schedules, limits other participant's ability to arrange appointments and may impact Agency coverage. It is important that Victory maximize appointment scheduling to control therapy costs. We understand that emergencies do arise and will handle these on a case-by-case basis.

Please note the following cancellation policy:

1. Please document your attendance by signing in on the Daily Participation Schedule on the podium next to your name. This is required for both safety reasons (in case there's an emergency) and for billing purposes.
2. If you are unable to make your lesson, please give Victory a minimum of 24-hours' notice. If you have a last-minute cancellation, call the office at 682-831-1323, or your instructor directly.
3. **Physical Therapy Cancellations made less than 24 hours prior to an appointment will result in a \$25.00 cancellation fee billed on the following months invoice. We understand that emergencies happen, or a participant may get sick within the 24-hour cancellation period. If this happens, please contact your therapist as soon as possible to cancel the session. The reason for cancellation will then be reviewed. Agencies will not pay these charges, so families need to be prepared to pay out of pocket. If you do not call and do not come for your scheduled appointment time, you will be charged a \$25.00 no show fee that will be billed on the following months statement.** Victory utilizes many volunteers who arrange their time to assist with classes and makes every attempt to advise them when they are not needed for a class.

4. **If your fees (TR or PT) are paid by a service provider (DSSW, Scoggins, ARK, SIT, etc.) Victory can only bill for days that you receive services. Therefore, to keep things fair for all participants, if you have an unexcused absence or do not show up for the session, you will be charged a cancellation fee of \$25.00 for which you will be responsible. If the session is canceled by Victory, no fee will be charged.**
5. **Three (3) cancellations in a session OR five (5) cancellations per calendar year could result in the loss of your scheduled appointment time and/or scholarship.**
6. **Victory's schedule leaves little to no room for scheduling make-up classes. Therefore, cancellation will have no guarantee that a make-up lesson can be scheduled.**

Weather Policy: Victory follows the NWISD cancellation policy, so if NWISD cancels classes in the event of a national weather advisory Victory will as well. Victory will cancel classes in the event of a national weather service warning for Denton or Tarrant Counties.

Victory uses the Weatherbug app with a Roanoke location to make any weather determinations. While we will make every effort to hold mounted lessons, the following are examples of when unmounted horsemanship lessons will be substituted for mounted lessons. If an unmounted horsemanship lesson is not appropriate for a participant, then the lesson would be cancelled all together.

1. If there is thunder and/or lightning within 10 miles of the facility. Victory instructors use the "Spark" feature on the WeatherBug app to determine lightning proximity.
2. If temperature + humidity is over 150.
3. If temperature, or "feels like" temperature, drops below 32 degrees Fahrenheit.

In the event of a lesson cancellation due to inclement weather, Victory will make every attempt to notify the participant or their representative. It is the responsibility of the participant to ensure that Victory has a current phone number and/or email address for participant notifications.

Clothing Requirements for Participants:

1. ASTM/SEI approved helmet (can be provided by Victory)
2. Closed-Toe shoes or boots, preferably with heels
3. Long pants (slippery sport pants are not appropriate for riding)
4. Gloves or jacket, as needed

Siblings: If siblings are in attendance with parents of students or clients participating in class, **parents are responsible for direct supervision at all times.** Noise and disruptive activity distract horses and participants and can be a safety issue especially during transfers at the ramp and when grooming and tacking.

Conduct While at Victory: It is important that everyone complies with all posted safety rules; therefore, obey all posted off-limit areas. Victory is a **"no smoking" facility** and the use of drugs, alcohol or firearms on the property is strictly forbidden. No mistreatment or abuse of any person or animal will be tolerated.

Discharge Policy:

Victory Therapy Center reserves the right to discharge any participant from the program at any time. Reasons for discharge may include, but are not limited to the following:

1. Incomplete required paperwork;
2. Participant's condition or behavior becomes a safety issue;
3. Participant progresses to a level of skill that they may be better served by a more traditional horsemanship program.

- * **Victory is a “no smoking” facility. This includes cigarettes, cigars, pipes, and vaporizers.**
- * **Due to insurance reasons (including safety concerns for horses), only “working” Service Dogs on leash with their service vest on who are quiet and obedient to their handler, are allowed on property in the Waiting Area. Do NOT approach any horses with the service dog inside or outside of fencing; horses (prey) are typically very afraid of dogs (predators).**

Acknowledgement of Receipt of Victory Policy & Procedures Document

Participant/Guardian,

Please complete below and return to your instructor prior to participation.

I, _____, have received a copy of, understand and agree to the attached

Print Name

Policies & Procedures for Victory Therapy Center regarding Participant _____.

Signature

Date

WARNING: UNDER TEXAS LAW (CHAPTER 87, CIVIL PRACTICE & REMEDIES CODE) A FARM ANIMAL PROFESSIONAL IS NOT LIABLE FOR AN INJURY TO OR THE DEATH OF A PARTICIPANT IN FARM ANIMAL ACTIVITIES RESULTING FROM THE INHERENT RISKS OF FARM ANIMAL ACTIVITIES.