



GENERAL

REGULATIONS OF

PONY CLUB DO PORTO

– FRIENDS FOREVER –

ASSOCIAÇÃO SOLIDÁRIA



SCOPE OF THE ACTIVITY OF PONY CLUB DO PORTO

Pony Club do Porto – Friends Forever – Associação Solidária is an institution of social solidarity created to address the social and collective interest in assisting individuals with special needs, through equine-assisted therapy.

Cognizant of their place in the equestrian world, the association's scope of activity was expanded to include competition/recreational horse riding, inclusive holiday camps, and birthday parties, allowing all children to enjoy the benefits and experiences these animals offer.

PURPOSE

The association's main purpose involves equine-assisted therapy, teaching horse riding, and social inclusion.

The aim is to showcase the therapeutic, recreational and sports benefits that its primary tool of trade, **the horse/pony**, provides.

ENROLMENT & INSURANCE

Competition/recreational horse riding and adapted riding

- Enrolment in Pony Club riding lessons should be done at the Pony Club do Porto Administrative Services Office;
- Students and/or their guardians must complete the individual enrolment form;
- Students and/or their guardians must purchase personal accident insurance, which is required and shall be valid for the calendar year in which the student is enrolled.

Equine-assisted therapy

- Potential students shall be required to attend an evaluation session for admission, and all required documents must be submitted;
- The guardians/students must fill out the individual enrolment form;
- In addition to the form referred to in the preceding paragraph, the medical record form, the monitoring team's form, the questionnaire and the commitment letter, which shall be provided by Pony Club do Porto at the time of enrolment, must also be submitted;
- Guardians/students must purchase personal accident insurance, which is required and shall be valid for the calendar year in which the student is enrolled.
- The guardians/students who wish to have their monthly fee calculated based on bands shall be required to submit the following documents for such purpose (model 3 IRS personal income tax statement of the previous year and respective tax assessment; pay slips of the previous 3 months; proof of rent or loan instalment paid for their personal and permanent residence; proof of

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transport costs, which shall be accepted up to the maximum amount of the fare charged for their area of residence; health expenses and expenses related to the purchase of medicines for continued use in the case of chronic disease, with the respective invoices and prescription). Failure to submit the foregoing documents shall result in payment of the maximum monthly fee.

COMPETITION/RECREATIONAL HORSE RIDING AND ADAPTED RIDING LESSONS AND EQUINE-ASSISTED THERAPY SESSIONS

Scheduling lessons/sessions

- Lessons/sessions must be scheduled beforehand with the Pony Club do Porto Administrative Services Office;
- Lessons/sessions should be scheduled in accordance with the slots available at Pony Club do Porto;
- Where the student has opted for the monthly fee option, lessons/sessions shall be scheduled for fixed days and times;
- In any case, a trial lesson/session shall always be conducted to assess a potential student's level and evaluate their abilities/difficulties.

Cancelling lessons/sessions

Lessons/sessions must be cancelled in person at the Pony Club do Porto Administrative Services Office or by telephone (Competition/recreational horse riding – 926 550 267 (*) or equine-assisted therapy – 969 773 956 (*)), at least 24 hours prior to the lesson/session, by the students or their guardians. (*) call to the national mobile network.

- Pony Club do Porto may cancel lessons/sessions at any time for reasons of force majeure that make it impossible for activities to be adequately carried out.

Absence and rescheduling of lessons/sessions

- Students shall not be entitled to reschedule any competition/recreational horse riding and adapted riding lessons they fail to attend. Only lessons cancelled with the minimum 24-hour advance notice and for which a doctor's note was submitted within 5 days, may be rescheduled.
- Equine-assisted therapy sessions can only be rescheduled when cancelled at least 24 hours in advance, and only up to a maximum of 6 sessions per academic year (September to July). Where not cancelled with the minimum 24-hour advance notice, or where more than 6 sessions are cancelled, none of the said sessions will be rescheduled. Only sessions cancelled with the minimum 24-hour advance notice and for which a doctor's note was submitted within 5 days, may be rescheduled.
- Equine-assisted therapy sessions/lessons may only be rescheduled until the end of the subsequent month;
- Lessons/sessions shall be rescheduled according to the day and slot made available by Pony Club do Porto;
- Where lessons/sessions cannot be rescheduled in accordance with the slots made available by Pony Club do Porto and the student's availability, students will automatically lose their right to reschedule the missed lessons/sessions;
- Any fees paid will not be refunded in the event no slots are available for the rescheduling of lessons/sessions;

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- Where Pony Club do Porto cancels a lesson/session, these lessons/sessions may be rescheduled for the specific slots made available by Pony Club do Porto, by the subsequent month. If the guardian so wishes, the fee paid may be refunded in lieu of rescheduling the lesson/session.

Lessons/sessions

- Students shall arrive at the scheduled time of the lesson/session, so as to avoid a delay in other lessons/sessions;
- If a student is late to a lesson/session, the time during which the student was absent from the lesson/session time shall not be compensated;
- Pony Club do Porto closes on public holidays and therefore no horse riding lessons or equine-assisted therapy sessions will be held, and these will not be rescheduled;
- Persons not participating in a lesson/session are prohibited from entering the arena;
- Persons accompanying students may watch the lesson/session either from outside the arena or from the area indicated for such purpose.

Duration of individual riding and adapted riding lessons

- Baby Classes shall have a duration of 25 minutes;
- Level 1 lessons (lunge line/vaulting surcingle) shall have a duration of 25 minutes.

Group lessons

- Level 2 lessons (lunge line/saddle) shall have a duration of 45 minutes;
- Level 3 lessons (in a class) shall have a duration of 45 minutes;
- Level 3 classes can also be individual (see pricing).

Duration of equine-assisted therapy sessions

- Sessions shall have a duration of 45 minutes.

Gear

- All Pony Club do Porto students must wear a horse riding helmet, except in cases duly identified by the technical team;
- Proper horse riding gear is recommended, including riding breeches, riding boots or ankle boots and half chaps;
- Students shall be required to wear the Pony Club do Porto polo (which can be purchased in the Pony Club do Porto Administrative Services Office) during lessons and in non-official competitions.



STUDENT EVALUATION

- The level of a student shall be assessed by the riding instructor at the beginning of the academic year, or when a student starts riding at Pony Club do Porto;
- Exams will be scheduled regularly to assess the students' knowledge;
- The complexity of the exams shall vary according to the level the student wishes to reach;
- Exams will always include three components: tacking up and grooming, practice and theory.

PARTICIPATION IN COMPETITIONS/TESTS

- Where possible, and where students are interested in such, Pony Club do Porto will endeavour to participate in competitions;
- The participation of Pony Club do Porto students in competitions shall always require the prior approval of their instructor;
- Level 1, 2 and 3 students may participate in the gymkhanas (to test their horsemanship skills). Level 3 students may also participate in the Academy Tests, focusing on teaching or obstacle jumping (up to 80 cm);
- Any expenses incurred with participating in competitions (registration, transportation, accommodation, assistance) shall be borne by the students/guardians;
- Students shall be required to wear a show or competition jacket, white riding pants and black boots in official tests.
- Fees for participation in tests must be paid to the Pony Club do Porto Administrative Services Office until 6pm on the day before the respective test.

OPENING HOURS

Pony Club do Porto Administrative Services Office

- Mondays to Fridays from 10am to 6pm, and Saturdays from 9am to 12pm;
- Saturday afternoons, Sundays and public holidays – closed;
- Any administrative issues can be addressed directly with the Pony Club do Porto Administrative Services Office.

Competition/recreational horse riding and adapted riding

- Mondays from 3pm to 7pm;
- Tuesdays to Fridays from 10am to 7pm;
- Saturdays from 9am to 1pm;
- Saturday afternoons, Sundays and public holidays – closed.

Equine-assisted therapy sessions

- Mondays to Fridays from 10am to 7pm;
- Saturdays from 9am to 1pm;
- Saturday afternoons, Sundays and public holidays – closed.

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OPTIONS, ENROLMENT AND PRICING

Option - Lesson packs

- From the date of purchase, students shall have a maximum period of 3 months to use lessons/sessions (individual, pack of 5 lessons/sessions or voucher), except for packs of 10 lessons/sessions, which can be used within 6 months;
- Lessons/sessions are personal and non-transferable.

Option - Monthly fee

- When opting for a monthly fee, students will be ensured of a fixed schedule;
- Choosing this option implies the payment of 11 months per year (September to July);
- Payment of the monthly fees must be made by the 8th of the respective month, under pain of losing the allotted time slot;
- The following penalties shall apply for failure to make payments on time:

By the 8th of each month	Between the 9th and 15th of the month	Between the 16th and the end of the month	After the end of the month
Full monthly fee	An additional €5	An additional €15	Loss of time slot and deduction from the deposit

Enrolment

Students must provide/complete the following documents when enrolling:

Competition/Recreational Horse Riding:

- enrolment form, duly completed;
- proof of payment of annual personal accident insurance.

Equine-assisted therapy:

- Enrolment form;
- Monitoring sheet;
- Medical record form;
- Pony Club questionnaire;
- Commitment letter;
- Documents required to determine band.

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Enrolment implies payment of the following amounts:

OPTION	COMPETITION/RECREATIONAL HORSE RIDING		EQUINE-ASSISTED THERAPY	
	Monthly fee	Lesson pack	Monthly fee	Lesson pack
SPORTS INSURANCE	€20.70	€20.70	€11.38	€11.38
AMOUNT	Monthly fee + one month's Deposit		Monthly fee + one month's Deposit	
		Pack fee		Pack fee

Pricing - Competition/recreational horse riding and adapted riding:

LESSONS	BABY CLASS	LEVEL I (lunge line)	LEVEL II	LEVEL III	LEVEL III (individual lessons)
Per lesson	€25.00	€25.00	€30.00	-	-
Pack of 5 lessons	€110.00	€110.00	€140.00	-	€275.00
Monthly fee, 1x week	€70.00	€70.00	€77.00	€77.00	€220.00
Monthly fee, 2x week	€130.00	€130.00	€144.00	€144.00	€385.00

- Lessons to try out competition/recreational horse riding and adapted riding shall have a duration of 25 minutes and will cost €25 (both for children and for adults).

Pricing – Equine Assisted Therapy:

As Pony Club do Porto is a private institution of social solidarity (IPSS – *Instituição Particular de Solidariedade Social*), equine-assisted therapy sessions are subject to monthly fees calculated based on bands. In accordance with the practical guide issued by Social Security, the formula for calculating the amount of a family's household per capita income is as follows:

$$RC = \frac{RAF/12 - D}{n}$$

Where:

RC = monthly per capita income

RAF = household income (annual or annualised)

D = Fixed monthly expenditure

N = Number of household members

Proof of income and fixed expenditure shall be provided in the form of the respective income statement, tax assessment statement and other documents demonstrating the real financial situation of the household.

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Fixed expenditure accounted for includes:

- the amount of any levies and taxes that determine net income;
- the amount of the rent or loan instalment due for the acquisition of a personal and permanent residence;
- transportation costs, up to the maximum amount of the fare charged for the area of residence;
- health expenses and expenses related to the purchase of medicines for continued use in the case of chronic disease, with the respective invoices and prescription, duly identified.

The upper limit for the fixed monthly expenditure referred to in points (b) and (d) shall be €1 000.00.

	INDIVIDUAL PERSONS	Monthly fee 1 (band 1)	Monthly fee 2 (bands 2 and 3)	Monthly fee 3 (bands 4 to 6)
Per lesson	€30.00	-	-	-
Pack of 5 lessons	€135.00	-	-	-
Pack of 10 lessons	€255.00	-	-	-
Monthly fee, 1x week	-	€65.00	€80.00	€90.00
Monthly fee, 2x week	-	€120.00	€150.00	€170.00
Monthly fee, 3x week	-	€185.00	€230.00	€260.00

INSTITUTIONS	
Sessions (1.5h/max. 6 students)	€50.00
Sessions (2h/max. 8 students)	€55.00

- Equine-assisted therapy evaluation sessions cost €25.

Dropouts

- Where students dropout of lessons/sessions, irrespective of the reason given, no amounts already paid shall be refunded;
- The deposit shall be used to cover the fee for the month of dropout. Where this is not the case, the deposit shall be returned.

CONTACT INFORMATION

- E-mail to : ponyclub@ponyclubdoporto.org, info@ponyclubdoporto.org, hipoterapia@ponyclubdoporto.org
- Telephone numbers - 926 550 267 (*) / 228 318 288 (**) / 969 773 956 (*)
- Address of Pony Club do Porto: Rua Fonte do Outeiro, 272, 4200-303 Porto

(*) call to the national mobile network.

(**) call to the national landline network.



COMPLAINTS BOOK

Pony Club do Porto has a physical and electronic complaints book.

OMISSIONS

Any matters not provided for in these regulations shall be analysed and resolved by the Pony Club do Porto Management Board. The laws in force shall apply to all other matters.

PRIVACY MANAGEMENT

Pony Club do Porto ensures the privacy of personal data when completing the enrolment form. Data collection, the internal manual or computer processing thereof, as well as data retention on paper or in electronic format shall be carried out in accordance with the provisions of the privacy management policy.



ANNEXES

OBJECTIVES AND RIDING LEVELS AT PONY CLUB DO PORTO

Cognizant that riding with ponies, although complementary, has particular and distinct characteristics from horse riding, Pony Club do Porto has developed a set of objectives and levels based on the following principles:

- nurturing the bond between pony/horse and rider;
- mutual respect;
- learning horse/pony handling techniques;
- learning horse/pony riding techniques;
- responsible approach to riding, while ensuring enjoyment.

Baby Class (25-minute lessons)

Individual lessons for younger children (2/3/4 years old):

- first contact with ponies;
- interaction with ponies;
- grooming (brushing and currying);
- guided riding;
- basic balance exercises and body awareness on top of the pony.

Level 1 (25-minute lessons)

Introduction to riding. Lunge line lessons on a saddle pad (guided) and introduction to trot. Individual lunge line lessons with a vaulting surcingle.

- Approaching a pony/horse;
- Grooming (brushing and currying);
- Walking and trot exercises; can include a brief introduction to canter and gallop, on a lunge line.

After completing this level, students should be able to:

- be comfortable on top of a pony/horse;
- have the correct posture, position and balance of a rider;
- identify the main parts of a pony/horse, fore (head, neck, crest, withers) and rear (croup, tail).

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Level 2 (45-minute lessons)

- Lunge line lessons (guided) on a saddle;
- Lessons include walking and trot, but on a more dynamic and autonomous level, and an introduction to canter and gallop.

In addition to the tacking up and grooming objectives of the previous level, Level 2 students should also know how to:

- put on the head collar;
- clean the hooves of a pony/horse;
- name the main components of the saddle and halter;
- tack up/untack a pony/horse;

In terms of riding:

- do a rising trot, on a lunge line;
- use their legs (to get the pony/horse to walk);
- use their hands/reins (to stop and steer the pony/horse);
- be autonomous on top of the pony/horse;
- do physical exercise on pony/horse back (vertical, long stirrups, short stirrups, no stirrups, etc.);
- do a rising trot without a lunge line (on their own);
- steer a pony/horse;
- control a pony/horse in two gaits, walk and trot, and do transitions that include the canter and gallop.

After completing this level, students should be able to:

Walk	Trot	Canter and Gallop	Ride on different terrain
<ul style="list-style-type: none">• maintain balance while seated;• transition between walking and stopping;• maintain pace in the various riding figures in the arena;	<ul style="list-style-type: none">• find their balance;• transition between walking and stopping and different trot paces;• hold a trot along the wall;• understand the trot diagonal.	<p>find their balance in this gait.</p>	<ul style="list-style-type: none">• maintain balance during 'rise and fall';• trot over poles.

Level 3 (45-minute lessons)

Students are responsible and mature and are able to participate in group classes (or school classes).

This level includes children in a more advanced stage of learning, who have mastered riding ponies/horses, and at this level start focusing on the gallop, are introduced to obstacle jumping and to teaching exercises.

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In addition to the tacking up and grooming objectives of the previous level, Level 3 students should also know how to:

- take basic care of a pony/horse;
- lead a pony/horse into and out of their stall;
- feed a pony/horse;
- name of the main parts of a pony/horse's anatomy (body and limbs).

After completing this level, students should be able to:

Walk	Trot	Canter and Gallop	Teach	Obstacles and/or on different terrain
<ul style="list-style-type: none"> • vary gait pace; • do transitions easily, seamlessly and at a defined point. • Arena 	<ul style="list-style-type: none"> • rising trot on the desired diagonal; • easy and seamless transitions at a defined point; • steer straight. 	<ul style="list-style-type: none"> • maintain balance while seated; • go into a gallop from a defined point and in the right leg sequence. 	<ul style="list-style-type: none"> • riding figures at a walk, trot, canter and gallop; • interior lines; • bending; • shoulder-in. 	<ul style="list-style-type: none"> • find their balance on stirrups (with and without obstacles); • ride an obstacle path (from poles on the ground to a maximum height of 50 cm).



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