



The Operational Checklist: For Equine Lesson Programs

The quick reference checklist to ensure your program is either ready to launch, or to ensure you are up to date with your current program



The Operational Checklist is designed for lesson program owners and operators to have a quick go to, in order for their program to be running functionally. Now, I will always say that each program is different so what may work for you, may not work for someone else and vice versa.

This checklist is a very miniature version of the lesson program guide. You may also have things to add to it, and in that case that is great!

Another thing to keep in mind, is that most programs are constantly evolving and/or growing. This is a beautiful thing. I encourage you to explore new processes, procedures, activities and all of the above.

I say that to say this, if your program is in the evolving stages and you say to yourself “I am not there yet, I don’t know how to get there, this wont work for me”- please keep going. Your program will grow into everything you believe it can be, and more. I promise.

Trust me, I have been there.

-Britt.

Start up:

- Program Name (Secured W/ FBN)
- Business License
- Insurance
- Facility/Place to teach
- Horse(s)
- Startup Equipment
- Release Forms
- Payment Plan/Options
- Social Media Account (s)
- Designated Email
- Designated Phone #
- Website

Bonus

If you are in the process of starting a lesson program, this is the checklist for you. Now, you are able to start your program without having everything on this list checked off. For example, you do not NEED social media accounts although they do help spread the word.

Policies:

- Payment Policy
- Cancellation Policy
- Bad Weather Cancellation Policy
- Emergency Cancellation Policy
- Resignation Policy
- Rescheduling Policy
- Booking Procedures/Policy
- Volunteer Policy
- Social Media Policy
- Visitor (Non-student) Policy
- Photo Taking Policy
- Instructor/Staff Member & Client Interaction policy

Bonus

These are the main policies that every single lesson program should have. Now, remember each program is different so there may be policies that you need to have in place that another program doesn't. Remember, always do what's best for YOUR program.

Barn Structure :

- Client Arrival Routine
- Family Arrival/Waiting Area
- Barn rules
- Arena Rules for Clients
- Arena Rules for Parents/Families
- Horse Rules for Clientss
- Horse Rules for Client Families & Visitorss
- Parking/Driving Rules
- Rules for additional barn owned animals on property
- Rules for client/guest dogs. Are they allowed?
- Message Boards
- First Time Client Walkthrough/Routine

Bonus

Have a plan for when your clients and families come to the barn. Some barns allow families in certain areas, or all areas, and other barns do not, Everyone's rules are completed valid as each barn is different. Have a set structure for when clients and families are on the property so accidents do not happen.

Keep in mind, having to many people in the barn at once can be a liability. So depending on how your set up is, ensure that everyone is kept safe and make as little room as possible for accidents. We understand that guests of clients may be excited to see the horses, but remember they can also be a liability.

You will be suprised at how many people are unaware, that horses are naturally flight animals...

Lesson Horses:

- Horse/Client Roster (Who rides what horse(s))
- Horse passes mental readiness check
- Horse passes physical readiness check
- Proper Diet
- Up to date on farrier
- Up to Date on Medical
- Updated Lease/ Sale Paperwork
- Proper Fitting Tack
- Other Horse Necessities (fly mask, blankets,etc)
- Schooling Schedule (If Needed)
- Scheduled Mental Health Days
- Scheduled Physical Health Days

Lesson horses are what keep our programs going! Before you begin lessons on a certain horse, ensure that the horse is mentally and physically prepared. Lesson horses work hard, and we need to ensure they have the best care possible.



I hope this quick checklist was able to assist you as you ran through your program to ensure you have what you needed.

For a more detailed list please check out my guide that is available on Amazon titled “How to Build Your Dream Equine Lesson Program”. This guide is a comprehensive step-by-step administrative guide on how to start a top tier lesson program, and keep it running.

We all have the common goal of bringing up the next wave of equestrians. So lets make sure they are given the best experiences possible with our programs.

Make sure to check out my podcast and join my Facebook Group both titled “Building Equine Lesson Programs”

Talk soon...

-Britt