

OPERATIONAL POLICIES FOR THE RACINE COUNTY PONY CLUB EQUESTRIAN CENTER

CENTER HOURS

8:00 am – 9:00 pm Monday through Sunday

NOTE: Center does not guarantee supervision for minors. Hours subject to change.

MANAGEMENT

Center Committee: 7 members, including 2 co-chairs (committee will meet as needed)
Center Committee is responsible for overseeing all operational activities.
Center Manager is responsible for consistent care of the horses and ensuring the center grounds are maintained in a safe and clean condition.

BOARDING FEES

\$300.00 per month - Outside Board only - no volunteer hours required. Limited availability. Boarders may request an overnight stall for a \$10/night fee. All requests must be made to the Assistant Manager, and will be subject to availability.

\$400.00 per month with 10 hours of volunteer work at the Center. Work assignments will be made by the Assistant Manager. All volunteer hours must be recorded on the work log

\$500.00 per month with no volunteer hours

Sales Tax

Additional tax required for Non-USPC Members

Other Services Available (with arrangement made with Center manager)

Blanketing service: \$50.00 per month

Application of fly spray: \$10.00 per month

Handling fees: \$10.00 per hour with one hour minimum charge

Handling fees consist of: vet or farrier visits and special medical needs

Note: Boarding and service fees will be reviewed by Center Committee every 6 months.

Note: Board is due on the first of each month, \$25.00 late fee after the 5th, another \$25.00 fee after the 10th, an additional \$25.00 late fee will be charged on payments more than 15 days late.

A 30 day written notice of lease termination is required.

VOLUNTEERS

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- Refer to position description for volunteer information and requirements.
 - Volunteers are assigned duties according to abilities and or USPC rating.
 - Volunteers assigned to turn out/in duties are to be a minimum age of 12 years or D3 rating and up. Exceptions can be granted if Center Management is present.
 - Assigned volunteers at C-1 level and up may lead more than 1 horse at a time, but only with pairs that are well-behaved and easily controlled.
 - Refer to Duties List for hours assigned to each duty.
 - Volunteer application should be filled out by each family member interested. Upon approval by Center managers, duties will be determined according to ability.
 - Volunteer hours will be coordinated by Center Managers.
 - If unable to fulfill a volunteer responsibility, volunteers are to refer to the volunteer call list for a qualified backup.

CENTER USAGE FEES

	RCPC Members:	Non- RCPC members:
<i>Arena</i>		
Daily	\$10.00	\$20.00
<i>Stalls</i>		
Overnight	\$10.00	\$20.00

NOTE: all stalls must be cleaned after use.
Community Lessons \$10.00

CENTER RULES

- Access available during operational hours only, unless prior arrangements made with Manager.
- Message board should be checked upon arrival each day.
- Manure must be picked up immediately in aisles and dumped in designated areas; Manure must be picked up in arena(s) when rider is done riding.
- No visiting dogs allowed at center.
- Athletic shoes okay when handling horses ... but at your own risk.
- No open toe shoes allowed by spectators in the vicinity of horses
- Gates should be latched open or closed appropriately.
- D2 & 12 and under must have supervision to bring own horse(s) in from paddock.
- Halter and lead-rope should be within reach of horse at all times when not tacked.
- Lead ropes required when leading horse at all times.
- Horses brought in through designated doors only.

- Horses should not be left unattended in cross-ties for extended periods.
- Stall guards or hay nets are not allowed in stalls.
- No stall toys without approval.
- Grooming area must be cleaned before riding.
- When entering arena proceed with caution and open sliding door slowly.
- Arena lights should be turned on only as needed, and turned off when not in use.
- Horses shall pass left shoulder to left shoulder.
- Sign up required for lesson times.
- Instructors must provide proof of insurance and with RCPC Center added on their policy.
- Spectators to stay in designated areas only.
- Horses can be left in if finished up to one hour before sunset.
- Barn and aisle should be left neat before departure. All tack put away correctly and in proper location.
- Helmets must be worn at all times when mounted.
- Fans will be provided as needed.
- Boarders may utilize own vets, farriers and clinicians.
- No smoking of any kind allowed in buildings.
- All stable equipment should be properly stored after use.
- All boarders and visitors are to respect each other's belongings.
- Profanity will not be allowed at any time.
- Small children that are visitors must be supervised by parent or guardian at all times.
- Boarders and visitors should not feed a horse (including treats) without the owner's permission.
- All minor riders trail riding alone must leave riding plans/destination information and cell phone or other contact number before leaving.

FEED TIMES

Morning Hay/Grain 7: 00 – 8:00am

Evening Hay/Grain at Sunset

NOTE: Up to 5 lbs of grain will be supplied daily. Additional grain can be fed at an additional charge per month. Special feed requests can be worked out with center manager. Supplements are to be labeled and packaged (if necessary) individually.

All horses boarded will be put on the Center's worming schedule and wormed by the center manager. See Center Worming Schedule for more information. Exceptions must be brought to the attention of the manager for approval. Cost of wormer is paid by boarder, (\$15.00 per worming).

Wood shavings placed in stalls are the responsibility of Center Management. Boarders are not to add shavings to stalls, unless approval has been given. Additional shavings can be provided at an additional charge per month.

TURN IN/OUT TIMES

Turn out to begin at 7:00 am or before (depending on season).

Turn in is with sunset.

Horses may be left out at night if weather permits.

Horses needing stall rest for more than 3 days will be charged an additional \$5.00 per day.

SUPERVISOR DUTIES

While on duty, a supervisor is responsible for overseeing the care and safety of all members, mounts and visitors. Special care should be taken to ensure safety is practiced by riders at all times.

NOTE: See job description for full list of responsibilities.

NON-RCPC CENTER USAGE FEES

	<u>Youth</u>	<u>Non-Youth</u>
Half Day Center fee:	\$ 75.00	\$150.00
Full Day Center fee:	\$150.00	\$300.00
Educational Center fee:		
½ day (5 hrs or less)	\$ 50.00	\$100.00
full day (more than 5)	\$100.00	\$200.00
Overnight Stalls:	\$ 20.00	\$ 20.00

Special events: Determined upon request

VISITOR (NON-BOARDER) RULES

- All riding visitors::
 - Contact Center Management before visiting Center
 - Fill out all proper documentation and pay applicable fees
 - Must provide a copy of current coggins for Center's files.
- Visiting Organizations/Clubs must provide a copy of their insurance. Instructors/Clinicians must also provide proof of insurance. See Center Rental Agreement for further details.

REQUIRED SUPERVISION

- Riders 12 years of age & under **and** unrated through D2 require parental/guardian supervision at all times. Parent/guardian may delegate supervision responsibilities to another adult. Please note supervision is required when retrieving or leading horses to/from paddocks.
- Children 12 years of age & over **and** rated D3 & above do not require parental/guardian supervision, but it is recommended for ages 14 years of age and below for safety reasons.

JUMPING RULES

- D2 and 11 years of age & under can jump only with parental/guardian supervision or instructor present.
- D3 and 12 years of age & older can jump without parental/guardian supervision. However an adult, Center Manager or delegated supervisor must be on duty.
- Members are allowed to jump higher than present rating only with parental/guardian supervision or instructor present.
- Only one rider over a jump at a time.
- Jumps should be put away upon request by Center Manager.

ARENA USAGE

- Six (6) riders allowed in the indoor arena at one time during unstructured event, unless authorized by management.
- Eight (8) riders allowed in the indoor arena at one time during structured event, unless authorized by management.
- No more than two (2) lessons in indoor arena at one time.
- No more than two (2) riders may be present in indoor arena when two (2) flat lessons are in session.
- No more than four (4) riders may be present in indoor arena when one (1) flat lesson is in session.
- No more than three (3) riders may be present in indoor arena when one (1) jumping lesson is in session.
- Lessons have priority at all times, other riders must schedule around accordingly.
- No more than two horses being lunged at one time

TACK

- Tack trunks should be no bigger than 40" H x 40" L x 25" D
- Larger trunks will be considered as space allows.

This document is subject to change.
Updated April 26, 2011

- Blankets should be hung in designated area when wet.
- Blankets bars on stalls are for temporary storage of blankets and coolers
- Keep only seasonal blankets at facility. Blanket notices will be posted seasonally.
- Saddles and bridles should be hung properly in designated area when not in use.

VIOLATION OF POLICIES

First violation – Verbal notification of violation

Second violation – Verbal and written notification of violation and an appropriate penalty assigned depending on the severity of the violation.

Third violation -- Written notification of violation, which may result in eviction from Center.

Note: Any violation of Center Rules and/or Policies resulting in penalty will be to the discretion of the Center Committee and Manager.

TRAILER-IN FEES

- \$25.00 annual Caledonia Conservancy Trail Fund Membership required (payable to Caledonia Conservancy) to access trails from RCPC property.
- \$20.00 per trailer parking fee per visit (payable to RCPC)
- Reservations are required.
- No trailer-in fees for RCPC or USPC members
- Signed release and copy of Coggins required for each rider/mount before using trails.
- Trail guides may be available upon request.

TRAIL RULES

RIDE AT YOUR OWN RISK – WISCONSIN STATE STATUE 895.525 APPLIES

- Don't ride on trails when your horse or barn has health issues.
- Stay on path or cut area.
- Ride single file unless beaten path allows otherwise.
- Do not ride when wet or muddy.
- If riding around farm field, stay to very edge. NEVER ride in field, no matter what time of year. There is never an off time to a field.

- Be cautious when letting your horse eat. There could be noxious weeds or fields could be sprayed with herbicides or pesticides.
- Stay out of Town Parks. No horses allowed.
- Do not ride in or through drainage ditches. Town rules.
- No dogs allowed.
- Do not ride near fences that have other animals housed, you may irritate them or spook your own animal.
- Do not ride on private property cut grass (i.e., roadside ditch), stay on road.
- Do not ride on snowmobile trails (with or without snow), these are off limits.
- Be careful during hunting season (bow & gun). Wear blaze orange or bells.
- Follow other posted rules.

WISCONSIN STATE STATUE 895.525

A person who is engaged for compensation in the rental of equines or equine equipment or tack or in the instruction of a person in the riding or driving of an equine or in being a passenger upon an equine is not liable for the injury or death of a person involved in equine activities resulting from the inherent risks of equine activities, as defined in section 895.481(1)(e) of the Wisconsin Statute grooming or riding as a passenger upon the equine.

Always remember: Riding on someone else's land is a privilege that can be taken away. Be respectful of someone else's property.