

# OPERATIONAL POLICIES FOR THE RACINE COUNTY PONY CLUB EQUESTRIAN CENTER

Racine County Pony Equestrian Center (RCPCEC) is owned and operated by Racine County Pony Club, Inc (also known as Racine County Pony Club). Racine County Pony Club, Inc has established policies and guidelines for the center which will be overseen by the RCPCEC Management Committee (also known as the Barn Committee). The Barn Committee will report to the Racine County Pony Club board and sponsors.

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## MANAGEMENT

The Barn Committee consists of a minimum of 7 members, including a chair, who is appointed by the DC and approved by the sponsors. The chair will not be a current boarder or current employee of the barn. The current RCPC treasurer will hold a seat on the barn committee. The DC will appoint new members of the barn committee when needed and they will be approved by the sponsors. The barn committee chair and/or barn manager will report to the DC and sponsors. The Barn Committee is responsible for overseeing all operational activities. The Center Manager will also hold a seat on the barn committee and responsible for consistent care of the horses and ensuring the center grounds are maintained in a safe and clean condition. The Center Manager will report to the Barn Committee.

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## CENTER HOURS

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

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

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## BOARDING FEES

**\$475.00 per month** - Outside Board only - no volunteer hours required. Limited availability.

Boarders may request an overnight stall for a \$15/night fee. All requests must be made to the Barn Manager and will be subject to availability.

**\$575.00 per month** -with 10 hours of volunteer work at the Center. Work assignments will be made by the Manager. All volunteer hours must be recorded on the work log.

**\$675.00 per month-** with no volunteer hours

**\$290 per month** – Outside Board Hold

**\$430 per month** – Stall Hold

Current Boarder may “sub-let” their spot upon approval of the barn manager.

### ***Sales Tax***

Additional tax required for Non-USPC Members

**Other Services Available (with arrangement made with Center manager)**

- Blanketing service: \$75.00 per month / \$5.00 a day
- Application of fly spray: \$15.00 per month
- Handling fees: \$15.00 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 and is to be either mailed or placed in the black RCPCEC Boarders mailbox, located outside of the Barn Manager’s Office on or prior to the 1<sup>st</sup> of each month.

Late fees: \$25.00 late fee after the 5<sup>th</sup>, another \$25.00 fee after the 10<sup>th</sup>, an additional \$25.00 late fee will be charged on payments more than 15 days late.

A 45-day written notice of lease termination is required by boarders.

**VOLUNTEERS**

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- Refer to position description for volunteer information and requirements.
- Volunteers are assigned duties according to abilities.
- 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.

**HORSE LEASE**

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- Existing boarders who would like to lease or partial lease their horse must give notification to the barn manager PRIOR to leasing their horse, per boarding agreement.
- All leases must be approved by the barn manager and all policies of RCPCEC reviewed before lease can begin. An “Acknowledgement of Center Policies” form must be signed by the new lessor.
- The boarder is ultimately responsible for the lessor’s behavior during the time of the lease and all disciplinary action will be issued to the boarder.
- The boarder is responsible for the payment of all boarding fees.

**CENTER USAGE FEES**

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	<b>RCPC Member</b>	<b>Non-RCPC Member</b>
<b>Arenas (Daily)</b>	\$12	\$25
<b>Arenas (Monthly)</b>	\$60 <i>(paid at the beginning of the month)</i>	NA
<b>Stalls (Day)</b>	\$15 <i>(May be waived for clinics)</i>	\$25
<b>Stalls (Overnight)</b>	\$20	\$50 <i>(includes the day stall fee)</i>
<b>Meeting Room (5 hours or less)</b>	\$50	\$75

NOTE: All stalls must be cleaned after use.

## VISITOR (NON-BOARDER) RULES

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- Non-Members or Visiting Organizations/Clubs:
  - Allowed with an insured instructor. Instructor must provide proof of insurance that list Racine County Pony Club as an additional insured with minimum limits of 1 million per occurrence and 2 million aggregate.
  - Reservations are required. Prior approval is necessary so there is not a conflict with a scheduled activity. Contact Center Management.
- All riding visitors:
  - Complete the sign-in/sign-out sheet upon arrival and departure, which is hung outside of stall number 10.
  - Fill out all proper documentation and pay applicable fees.
  - Must provide a copy of current coggins for Center's files.
- Visitors are allowed to use the cross ties in the aisles, grooming stall, and wash stall.
- Club towels and other equipment found in the grooming or wash stall are not to be used by visitors.
- Stalls may only be used if prior approval is given, and additional stall fee is received.
- Please make sure that all lights and water are turned off before leaving.

## CENTER RULES

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- Access to the center is 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.
- No open toe shoes allowed.
- Gates should be latched open or closed appropriately.
- Children 12 years 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 and be hung on the stall door for emergency use when horse is in the stall. When horse is outside in their paddock, the halter and lead rope must be hung in the proper box.
- Lead ropes required when leading horse at all times.
- Horses brought in through designated doors only.
- Horses should not be left unattended in crossties for extended periods.
- Stall guards are not allowed
- Hay nets are allowed with Center Manager approval
- No stall toys without approval.
- Grooming area and aisle must be cleaned before riding.
- All manure buckets must be dumped in dumpster after use
- When entering arena proceed with caution and open sliding door slowly.
- Arena, tack room, aisle, and stall 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 with proper coverage and must be approved by the Center Manager.
- Spectators to stay in designated areas only.
- Horses can be left inside for the night if within one hour of sunset.
- Barn and aisle should be left neat before departure. All tack put away correctly and in proper location.
- Tack room should be clean and neat, free of clutter.
- Helmets must be worn at all times when mounted.
- Fans will be provided as needed.
- Boarders are responsible for replacing the stall hay nets as needed.
- Boarders may utilize vets and farriers of their choice.
- 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.
- Do not walk over the dressage ring when bringing horses in and out. Use the gravel path as much as possible. The mulch path is only to be used when dry or gravel is impassable.
- Do not ride in the rings when wet.
- Stall plates are not allowed unless issued by RCPC or RCPCEC for recognition.

## **FEED TIMES**

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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.

Hay is fed twice per day when pastures are not accessible.

## TURN IN/OUT TIMES

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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 \$7.00 per day.

## REQUIRED SUPERVISION

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- Riders 12 years of age & under 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 do not require parental/guardian supervision, but for safety reasons, it is recommended that no one ride alone.

## JUMPING RULES

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- Do not jump when alone.
- Children must be supervised by a parent or approved instructor.
- Only one rider over a jump at a time.
- Jumps should be put away upon request by Center Manager.

## ARENA USAGE

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- 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

- Only one tack trunk per horse is allowed.
- Tack trunks should be no bigger than 40" H x 40" L x 25" D without prior approval from the barn committee
- Larger trunks will be considered as space allows.
- 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.
- Tack room should be clean and free of extra clutter and buckets.
- Belongings should fit in tack truck and not left on the top.

## TRAILER-IN FEES FOR TRAIL RIDES

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- Reservations are required. Prior approval is necessary so there is not a conflict with a scheduled activity
- Signed release and copy of Coggins required for each rider/mount before using trails.

## TRAIL RULES

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### 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 or groomed cross country ski 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.

## GRIEVANCES

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- Please talk to the barn manager if there is an issue with a horse, worker, boarder, facility, or policies.
- If the issue was not resolved, please contact the barn committee chair or Club DC, who will present your case to the barn committee and/or the RCPC board & Sponsors

## VIOLATION OF POLICIES

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**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, Center Manager, and DC (if that individual is a member).

## CLOSURES

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If there is a barn closure, all boarders will be notified via email as to the reason for the closure. We will be following state mandates on business closures or vet mandated closures if the need ever arises. The barn committee will communicate those closures to you as well as the procedures and policies for reopening.

## BARN COMMITTEE MEMBERS

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Kim Kind-Bauer (Chair/JtDC), Jenny Berg (Center/Barn Manager), Sue Jensen (Treasurer/Boarder Representative), Sara Fischer (DC), Sally Pankonen (JtDC), Greg Kaser, Sharon Bradshaw, Michelle Luczak, Vera Stock.

### 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.