

OPERATING RULES Equestrian Center



The Laguna Woods Village Equestrian Center is a private facility for the residents of Laguna Woods Village and their guests. Residents must show their ID card when visiting the facility. The Equestrian Center offers a Boarding Program, a Riding Program including rental horses with guided lessons and trail rides, an outdoor brick BBQ and small kitchen for outdoor social events, and horse trailer storage for current boarders. All fees for boarding, riding and social events are set by GRF. Everyone utilizing the facility must follow the Operating Rules at all times. Rules and procedures will be set by the Recreation Department for the protection of residents, guests, staff, and horses and are subject to change as needed.

OPERATING RULES SECTIONS:

- General Facility Rules
- Boarding Program Rules
- Stable Yard Rules
- Arena Rules
- Trail Rules
- Turnout Rules
- Feed Rules
- Tack Room Rules
- Riding Program Rules
- Volunteer Program Rules

GENERAL FACILITY RULES:

1. Everyone who enters the facility must sign in.
2. Business hours are Wednesday through Sunday, 7:00 AM until 4:00 PM, except holidays.
3. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may enter between 10:00 PM and 6:30 AM unless there is a horse emergency. In this instance, Security and the Equestrian Supervisor must be notified.
4. Everyone who rides or handles horses at this facility is required to have an Equestrian waiver on file which will be verified and/or renewed annually.
5. Residents must accompany their guests to the Equestrian Center to register them and will be required to show their ID card. In addition, the Equestrian Supervisor must provide each guest with authorization to use the facility.
6. Guests must be at least 10 years of age in order to ride a horse.
7. Minors must have a waiver and a Medical Release signed by the parents and are required to wear helmets while riding. Minors must be under adult supervision at all times while on the property.
8. There is NO SMOKING anywhere on the property.
9. There is NO FEEDING of any horses unless the owner gives explicit permission.
10. Bare feet and inappropriate clothing are not allowed.
11. Dogs are not allowed on the property during business hours. Boarders may bring dogs after hours, but they must be kept on a leash at all times.
12. Accidents should be reported immediately to the Equestrian Supervisor. When the Equestrian Supervisor is not available, Security should be notified right away.
13. When rules are broken, a complaint will be filed with Compliance. While the complaint is under consideration, use of the facility may be restricted until a resolution is made by the GRF board. When a complaint is against a

guest, the guest must be accompanied by their resident sponsor at all times or they will be suspended from using the facility at the discretion of the Equestrian Supervisor until GRF decides the final outcome.

BOARDING PROGRAM RULES:

1. Residents with a valid Laguna Woods Village ID card may lease a 12x12 box stall for their owned/leased horse and must be actively involved in the care of their horse. In addition, boarders must be willing to follow all facility rules and are responsible for making sure their guests follow all rules as well.
2. The boarding fee will include the stall, one stall cleaning daily, 2 feedings daily, use of day turnouts on a rotation schedule, and 3 bags of shavings per week. Stalls are chosen based on seniority.
3. All boarders must sign a Boarders' Waiver and Release of Liability as well as provide information about their horse, their choice of vet and farrier, the desired feed for their horse, a list of people authorized to handle their horse, and proof of liability insurance with Golden Rain Foundation of Laguna Woods and Village Management Services, Inc. listed as additional insured. All paperwork must be complete and on file in the Equestrian Office. Paperwork must be renewed annually or anytime the owner exchanges their horse. Any horse exchanges must be approved by the Equestrian Supervisor.
4. Each resident is entitled to one stall. If there are empty stalls and no waiting list, the resident may rent one additional stall. If one of the stalls is vacated for any reason (death, sale of horse, etc.) and there is a waiting list, the stall becomes available to the next person on the list. If there is no waiting list, the resident may pay a dry stall fee for up to 90 days at which time they either fill the stall or give it up.
5. If there is a waiting list when a stall becomes available, the first person on the list will be called. If that person accepts the stall but does not have a horse, a dry stall fee will be charged for up to 90 days at which time they must either get a horse or give up the stall (no refunds). If a resident is not ready when called, they will be put at the end of the list.
6. Only boarders may rent trailer space at the Equestrian Center.
7. For staff to transport a boarder's horse, an Equestrian Trailering Release, Waiver of Liability and Indemnity Agreement must be completed and signed and placed on file in the Equestrian office prior to any transportation being provided.
8. Only the Equestrian Supervisor may give out facility keys to boarders and their agents.
9. The Equestrian Supervisor must be present when a new horse comes in and has the authority to refuse any horse for boarding that may be dangerous to the facility and other participants. Stallions are never allowed and very young horses must be assessed ahead of time by the Supervisor.
10. All new horses are subject to a quarantine of up to 7 days. Yearly shots are mandatory for all boarded horses and horses must be wormed twice a year unless a veterinarian recommends otherwise.
11. Boarders are responsible for arranging veterinary and farrier services as needed and agree to be directly billed for all services. In addition, boarders must notify the Equestrian Supervisor of all vet visits and the reason for the visit for the protection of the other horses at the facility. All vet and farrier work must be done in the designated areas.
12. In the event of a medical emergency involving a boarded horse where Staff has made all reasonable attempts to contact a boarder, the owner/lessee agrees that the Equestrian Supervisor will use his/her best professional judgment as to the Veterinarian services required in administering care to the horse; owner/lessee agrees to be billed directly by the Veterinarian for services rendered.

13. A washer and dryer are available for cleaning blankets, pads, and towels. Boarders must provide their own soap (HE approved) and must be on the property until the cycle is complete. Items must be removed immediately so others may use the washer/dryer.
14. Boarders are welcome to participate in staff guided lessons and trails with their horse.
- 15. Staff will be unable to train or ride private horses but may give instruction or assistance to boarders when requested. Training by anyone other than staff is not allowed on the property.**

STABLE YARD RULES:

1. Horses are not allowed at the tack rooms or in the breezeways near the tables when people are present. Horses must be tied at designated areas where they cannot injure another horse or damage someone's property. Horses must never be left unattended.
2. Never touch or feed a horse other than your own (including GRF horses) without the owner's permission.
3. All horses must be kept to a walk in the stable yard. The only exception is for injury assessment when the area is clear. In this instance, horses may trot or canter on a lead line.
4. Loose horses are never allowed anywhere in the stable area.
5. When Staff is mounting riders in the GRF area, other riders must wait out of the way or use mounting blocks in other areas.
6. There is a 30 minute limit on the hot walker when others are waiting.
7. Riding double is prohibited at all times.
8. There is no feeding in the turnouts, at the tack rooms, or at the railings.
9. Horses must be washed in the wash rack. There is a 15 minute limit when others are waiting, and water conservation efforts should always be kept in mind.
10. Everyone must clean up after their horse in the wash rack, at the rail, in the grooming stall, and in the turnouts after hours. Bridles, buckets, or other items must be cleaned in the utility sink not the bathroom sinks.
11. Horses must be under control of their rider or handler at all times. Staff has the authority to determine when a situation is not safe.
12. Farriers must use the area at the end of the barn by the wash rack and must clean up all clippings and nails.
13. Exterior gates must be secured at all times by a padlock and chain.

ARENA RULES:

1. Use is prioritized as follows: 1. Lessons 2. Riding 3. Lunging 4. Loose horses. When both arenas are busy, the small arena must be shared by rotating every 15 minutes to the next person. Horses should never be left unattended in either arena.
2. Lessons always have priority in both arenas. Lessons shall have the front half of the large arena, and the back half will be reserved for owners wishing to ride during a lesson. Owners must ask for permission to enter/exit and/or to canter when lessons are taking place.
3. Loose horses may run free for up to 15 minutes if no one is using the arena. They must immediately be removed if someone wishes to ride or lunge their horse.
4. Only 3 loose horses are allowed at a time.
5. If a new horse is being introduced, the limit is two.
6. The gates must always be secured with the chains when horses are loose.

7. Riders should be polite and considerate and should try not to interfere with other riders by following these guidelines:
 - Pass on the inside when travelling in the same direction
 - Pass left shoulder to left shoulder when travelling opposite
 - Canter safely towards the center of the arena when others are present
8. Riders must follow the instructions of staff when a lesson is in progress.
9. If problems occur, stop all horses immediately.
10. If riders are present and you wish to lunge a horse, ask for permission and stay in your own space.
- 11.** If lesson equipment is moved, it must be put back in place.
- 12.** Appropriate gaits are walk, trot, and canter. Galloping (running) is only allowed under the guidance of the Equestrian Supervisor or other certified staff.

TRAIL RULES:

1. Guided trails with staff are walking only. Riders should pay attention to their horse and the area around, maintain appropriate spacing between horses, pass oncoming horses left shoulder to left shoulder, and follow all instructions of staff.
2. All horses should be kept to a walk when going up and down hills or through tunnels and also when other horses are in the area. Private horses may trot or canter only when the area is clear.
3. The Bridle Trail gate must be locked upon entry and exit. Riders must stay on the path and not on the grass. In addition, after 2:00 PM and when the Equestrian Center is closed, the rider is responsible for picking up the horse's droppings. Riders are always required to pick up droppings on the creek side.

TURNOUT RULES:

1. Twenty turnouts are provided for the use of the boarders. Boarders must follow the rotation schedule and turnout rules posted by staff. Four turnouts are reserved for GRF horses and for quarantine purposes in the GRF area.
2. There is no riding in the turnouts or in narrow aisles between turnouts unless the turnouts are empty.
3. There is NO FEEDING allowed in turnouts except under special circumstances with staff approval.

FEED RULES:

1. Feed cost is not included in the boarding fee, and prices may fluctuate with the current market prices.
2. Staff sets feed and feeds 2 times per day unless the owner is feeding something other than feed that is provided. In this instance, the owner is responsible for setting the feed and staff will place it in the manger. All supplements are the responsibility of the owner.
3. A flake of hay is an approximation. Staff will make their best attempt to be consistent and to accommodate requests for slightly more or less depending on the needs of their horse. Amounts may fluctuate slightly from day to day.
4. Boarders may get loose hay from the ground at any time to give their horse and may also get a small amount of pellets for supplementation occasionally.
5. For horses with specific medical needs requiring precise feedings, owners may be responsible for preparing the feed.
6. Supplemental feed must be kept in designated areas and/or in approved containers to help with rodent problems.

TACK ROOMS RULES:

1. Boarders are allotted space in one of five common tack rooms and must contain their tack and supplies to their own space.
2. Boarders must keep their area clean and help to keep the tack room clean as well.
3. Horses are not allowed in or near the tack rooms.
4. Any feed (horse only) must be stored properly in an approved airtight container and all preparation should be done at the sink or tables outside.
5. Tack room should be locked when you leave after you have confirmed that other occupants are not in the immediate area. Keys should not be left in the tack room, and the door should be secured in the open position when you are inside.

RIDING PROGRAM RULES:

1. All residents and guests must follow GRF Policies and the Equestrian Center Operating Rules at all times.
2. The Riding Program is for boarders and their own horses as well as residents and their guests who rent a GRF horse. Reservations are required and can be scheduled by calling the Equestrian office.
3. The schedule is determined by the Equestrian Supervisor and is based on demand, staff availability, weather, and protecting the welfare of the horses.
4. Riders must meet the weight and age requirements: 200 lbs. maximum weight, 10 years old minimum age. Riders must be free of injury or illness that might compromise their safety or the safety of staff assisting them. Riders must also be able to mount and dismount using the mounting block with very minimal staff assistance.
5. Residents must accompany their guest(s) for the first visit to show their ID card and sign the waiver. Due to the nature of this activity, residents are not required to ride with their guests.
6. Staff will assess all riders to determine their ability to safely participate and may cancel or end a lesson/trail ride if the safety of the rider, horse, or staff could be compromised.
7. Minors are required to wear a helmet, must be able to reach the stirrups, be strong enough to control the horse and be able to follow instructions.
8. Before riding on the trail riders must demonstrate, to staff's satisfaction, their ability to handle the horse at a walk and trot while guiding the horse on a course.
9. All lessons and trail rides will be with staff instructor or guide.
10. Riders must follow the directions of staff at all times.
11. Riders must wear long pants and riding boots or other staff approved footwear. Shorts and open-toed shoes are prohibited.
12. Only staff and staff-trained volunteers may handle and feed GRF horses.

VOLUNTEER PROGRAM RULES:

1. Volunteers must be at least 12 years of age and have completed at least 6 months of riding lessons.
2. Volunteers must have attended several Grooming and Tacking classes and be able to demonstrate proficiency in several basic skills as well as confidence in handling the horses.

3. Once approved by the Equestrian Supervisor, new volunteers will be mentored by staff and by other trained volunteers and must continue to participate weekly in the riding program.
4. Volunteers may only handle the horses during business hours and under supervision by staff and must remain in the GRF area under staff supervision unless otherwise directed by staff.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.