

**OPERATING RULES
Equestrian Center**



A. General

1. All residents and guests must sign in upon arrival at the facility.
2. Business hours are Wednesday through Sunday from 9 a.m. to 3 p.m., except holidays.
 - a. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may be on the Equestrian Center property from 10 p.m. to 6:30 a.m. unless there is a horse emergency. In this instance, Security Services staff and the Equestrian Center supervisor must be notified.
3. Visitors may visit the office from 10 a.m. to 1 p.m. to request to view the GRF courtyard and arenas. For a more detailed view of the facility, visitors will be asked to return for a scheduled tour time.
4. No unsupervised visits are allowed at the Equestrian Center for safety reasons. No petting of horses or feeding of horses is allowed by visitors at any time unless staff or the owner of a horse permits.
5. Everyone who rides/handles horses at the Equestrian Center is required to have an equestrian waiver on file.
 - a. Minors 10 years of age and older must have a waiver and a medical release signed by a parent or guardian and are required to wear boots and helmets while riding. Minors must be under adult supervision at all times while on the property.
6. Smoking anywhere on the property is not permitted.
7. Gasoline storage is not permitted.
8. Touching or feeding of horses is strictly prohibited unless the owner gives explicit permission.
9. Bare feet, flip flops, sandals and other inappropriate clothing are not permitted.
10. Leashed dogs are allowed on the trails. Only boarders may bring leashed dogs on the property. Dogs deemed a nuisance (excessive barking, aggressive behavior, etc.) by staff must be removed from the property. Registered service dogs trained to perform a task directly related to a person's disability are permitted.
11. Label all tack, equipment and supplies that will be stored on the property. The Golden Rain Foundation (GRF) is not responsible for the theft, loss, damage or disappearance of any tack or equipment or other property stored at the facility. Owners store all items at their own risk.
12. Immediately report all incidents to the Equestrian Center supervisor and/or the Equestrian Center assistant. If the Equestrian Center supervisor or assistant are unavailable, immediately notify Security Services personnel.

13. In case of an emergency that involves evacuation of the Equestrian Center, all horses will be moved to the OC Fair & Event Center per Orange County Fire Control, or any other location as designated by Orange County Fire Control. The Equestrian Center serves as an evacuation center for horses in danger due to fire (i.e., Trabuco, Silverado and Majeska canyons); Equestrian Center supervisor approval required.

B. Guests

1. Guests under 10 years of age are not permitted to take lessons but may visit and attend events at the Equestrian Center. Residents sponsoring guests must be on property at all times, but are not required to ride with their guests. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility.
2. All facility guests are encouraged to attend staff- and volunteer-guided tours Wednesday through Sunday. Visit the Equestrian Center webpage for current tour times.

C. Safety

1. All lesson clients are required to wear a helmet, boots, long pants, riding boots or other staff approved footwear. Shorts and open-toed shoes are not permitted.
2. Only staff and staff-trained volunteers may handle and feed GRF horses.
3. The Equestrian Center supervisor or Recreation and Special Events Department staff have the authority to determine when a situation is unsafe.

D. Boarding Program Rules

1. Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.
2. Residents with a valid Laguna Woods Village ID card may lease a 12-by-12-foot box stall for their owned/leased horse and must be actively involved in the care of their horse.
 - a. Laguna Woods Village residents may sponsor a nonresident boarder to lease a 12-by-12-foot box stall for their owned/leased horse. Nonresident boarders must be actively involved in the care of their horse.
 - b. Residents are responsible for their sponsored nonresident boarders' billing, unpaid feed and/or any damage caused by the sponsored nonresident boarder or the boarder's horse, or violations of this policy.
3. Boarding fees include the stall, one stall cleaning daily, two feedings daily, use of day turnouts on a rotation schedule, three bags of shavings per week and one tamping service per year, per stall. Stalls are chosen based on seniority and horse safety determined by the Equestrian supervisor.
 - a. Care services are available only as staff time allows; there may be a waitlist for additional care services.
4. All boarders must sign a horse boarding agreement, providing information about their horse, their choice of veterinarian and professional farrier, the desired feed for their

horse, a list of contacts authorized to handle their horse and proof of liability insurance, with GRF and Village Management Services (VMS) listed as additional insured. All paperwork must be complete and on file in the Equestrian Center office. Paperwork must be renewed annually or any time the owner exchanges their horse. Any horse exchanges must be approved by the Equestrian Center supervisor.

- a. Boarders are responsible for arranging veterinary and professional farrier services as needed and agree to be directly billed for all services. All veterinary and farrier work must be done in designated areas.
5. Each resident boarder is entitled to two stalls. If one stall is vacated for any reason (death, sale of horse, etc.) and there is a waitlist, the stall becomes available to the next person waitlisted. If there is no waitlist, the boarder may pay a dry-stall fee for up to 90 days, at which time the stall must be filled or relinquished.
 - a. When there is a waitlist, resident boarders take priority over nonresident sponsored boarders.
 - b. Nonresident boarders will be entitled to one stall only and will not be asked to vacate if there is a waitlist.
 - c. If there is a waitlist and a stall becomes available, the first individual on the list will be contacted. If that individual accepts the stall but does not have a horse, a nonrefundable dry-stall fee will be charged, at which time the stall must be filled or relinquished. If a resident is not ready when contacted, they will be placed at the end of the waitlist.
6. Only boarders may rent trailer space at the Equestrian Center.
 - a. Trailering may be scheduled with the Equestrian Center office for local transport during business hours when available. Nonemergency transport must be scheduled at least 48 hours in advance.
 - b. Emergency transport to the veterinarian will be provided when qualified staff are available from 7 a.m. to 7 p.m. The Equestrian Center supervisor will determine whether a horse is safe for staff to transport.
 - c. Owners will load their own horses for transport or may ask for staff assistance only if owners are physically incapable of doing so. Horses showing dangerous behaviors will not be transported by Equestrian Center or VMS staff and will be referred to a local professional hauling company. Staff has a right to refuse hauling for any horse they believe will be dangerous to haul. Staff will provide a current list of local haulers and horse ambulances when they are not able to transport a horse. Horse owners or those leasing a horse being transported by the Equestrian Center will be responsible for any damage to the trailer caused by their horse.
7. In the event of a medical emergency involving a boarded horse where staff has made all reasonable attempts to contact the boarder, the owner/lessee agrees that the Equestrian Center supervisor will use their best professional judgment as to the

veterinarian services required; owner/lessee agrees to be billed directly by the veterinarian for services rendered.

- a. After hours communications with staff hours must be for emergency, critical care or training information only.
 8. No carts for driving horses are allowed onsite.
 9. Only the Equestrian Center supervisor may provide facility keys to boarders and their agents.
 10. The Equestrian Center supervisor must be present when a new horse arrives 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 Equestrian Center supervisor.
 - a. All new horses are subject to a quarantine up to seven days. Horses without vaccines or from out of state may be subject to quarantine up to two weeks. Yearly vaccines are mandatory for all boarded horses. Horses must be dewormed twice yearly unless a veterinarian recommends otherwise.
 - b. Local horses with vaccines up to date will be in quarantine for three days.
 - c. California horses or local horses without current vaccines will be in quarantine for five days.
 - d. Horses from out of state with current Coggins and health certificates with current vaccine records provided will be quarantined for seven days.
 - e. Horses from out of state without current vaccines from areas with reported communicable disease or from rescue/auction situations will be quarantined for two weeks.
 11. Nonresident boarders are not entitled to remain if their sponsor is no longer a resident of Laguna Woods Village. Nonresident boarders must vacate the facility by the move date of their sponsor. If a new sponsor is to be added, they must apply to the supervisor for permission to continue tenancy. The supervisor will review on a case-by-case basis. Continued permission to remain on the facility is not guaranteed.
 12. A washer and dryer are available for cleaning blankets, pads and towels. Boarders must provide their own HE-approved soap and remain on the property until washing and drying cycles are complete. Remove items immediately so others may use the washer and dryer.
 13. During hot weather, boarders may use battery-operated fans in stall windows only. Fans cannot be permanently secured and must be used according to manufacturer directions, per Orange County Fire Authority.
 14. Boarders are welcome to participate in staff-guided lessons and trails with their horse.
- E. Stable Yard Rules
1. 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. All horses must be kept to a walk in the stable yard unless under direction of staff. The only exception is for injury assessment when the area is clear. In this instance, horses may trot or canter on a lead line.
3. Loose horses are never allowed anywhere in the stable area.
4. When staff is mounting riders in the courtyard, other riders must wait out of the way or use mounting blocks in other areas.
 - a. Riders may ride around the courtyards and must never walk under eaves of barn or through breezeways.
5. There is a 20-minute limit on the hot walker when others are waiting.
6. Riding double is prohibited at all times.
7. There is no feeding in the turnouts.
8. Horses must be washed in the wash rack. There is a 15-minute limit when others are waiting; always keep water conservation efforts in mind.
9. Everyone must clean up after their horse in the wash rack, at the rail, in the grooming stall, in the hot walker, in the arenas and in the turnouts. Bridles, buckets or other items must be cleaned in the utility sink—not the bathroom sinks.
10. Riders/handlers must keep a hold of led horses in hand at all times.
 - a. Boarded horses may not be walked two at a time by one person (double).
11. Professional farriers must use one of three designated areas on the property and must clean up all clippings and nails.
12. Exterior gates must be secured at all times by a padlock and chain.

F. Arena Rules

1. Use is prioritized as follows:
 - a. Lessons
 - b. Riding
 - c. Lunging
 - d. Loose horses/turnout
2. When both arenas are busy, the small arena must be shared by rotation every 15 minutes. Never leave horses unattended in either arena.
3. Lessons take priority in both arenas. Owners must ask for permission to enter/exit and/or to canter when lessons are taking place.
4. Loose horses may be turned out for up to 20 minutes if no one is using the arena. They must immediately be removed if someone wishes to ride or lunge their horse.
5. Only three horses can be turned out at a time.
6. Gates must always be secured with the chains when horses are loose/turned out.
7. Rider guidelines:
 - a. Pass on the inside when travelling in the same direction.
 - b. Pass left shoulder to left shoulder when travelling opposite.
8. Riders must follow staff instructions 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. No lunging is allowed in the dressage arena.
12. If lesson equipment is moved, it must be put back in place.
13. Appropriate gaits are walk, trot, and canter.

G. Trail Rules

1. Guided trails with staff are walking only. Riders should pay attention to their horse and the surrounding area, maintain appropriate spacing between horses, pass oncoming horses left shoulder to left shoulder and follow all staff instructions.
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 3 p.m. 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.

H. Turnout Rules

1. Twenty turnouts are provided for the use of boarders. Boarders must follow the rotation schedule and turnout rules posted by staff.
2. There is no riding in the turnouts or in narrow aisles between turnouts unless the turnouts are empty.
3. Feeding is prohibited in turnouts except under special circumstances with staff approval.
4. Horses may share waterers in turnouts; boarders are responsible for cleaning all added water containers.

I. Feed Rules

1. Feed cost is not included in the boarding fee; prices may fluctuate per current market prices.
2. Staff sets feed and feeds two times daily unless the owner is feeding something other than the feed provided. In this instance, the owner is responsible for setting the feed; staff will place it in the stall. Lunch is fed for an additional charge. All supplements are the responsibility of the owner unless paying for this optional service.
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 daily.
4. Boarders may get loose hay from the ground at any time to give to their horse.
5. For horses with specific medical needs that require precise feedings, owners may be responsible for preparing the feed; all preparation should be done at the sink or tables outside the tack rooms.

6. Supplemental feed must be kept in designated areas and/or in rodent-proof, approved containers to help mitigate rodent infestation.

J. Tack Rooms Rules

1. Boarders are allotted space in one of six common tack rooms and must contain their tack and supplies to their own space.
2. Boarders must keep the tack room and their area clean.
3. Horses are not allowed in the tack rooms.
4. Lock the tack room when you leave and after you have confirmed that other occupants are not in the immediate area. Do not leave keys in the tack room; secure the door in the open position when you are inside.

K. Riding Program Rules

1. All residents and guests must follow the directions of staff at all times.
2. The riding program is for boarders, residents and their guests who schedule lessons on a boarded or GRF horse. Reservations are required and can be scheduled by calling the Equestrian Center office.
3. The schedule is determined by the Equestrian Center supervisor and is based on demand, staff availability, weather and protecting the welfare of the horses.
 - a. Lessons may be canceled due to inclement weather including heat over 83 degrees, excessive wind, thunder, lightning, rain, fire danger and air quality.
 - b. All lessons and trail rides will be with staff instructor or guide.
4. Riders must meet weight and age requirements: 200 pounds maximum weight and 10 years old minimum age.
5. Riders must be free of injury or illness that might compromise their safety or the safety of staff assisting them.
6. Riders must also be able to mount and dismount using the mounting block with only one staff person assisting. Referrals to therapy centers in the area for those with physical disabilities may be provided by the Equestrian Center Supervisor.
7. 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.
 - a. 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.
 - b. All lesson clients must be able to reach the stirrups, control the horse and follow instructions.

L. Volunteer Program Rules

1. Volunteers must be at least 12 years of age.
2. Volunteers who handle horses 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 Center supervisor, new volunteers will be mentored by staff and other trained volunteers.

Volunteers may only handle the horses during business hours and must remain in the GRF area under staff supervision unless otherwise directed by staff.

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.