



Policies and Procedures

The well-being of our horses and riders is extremely important to us. It is essential to establish rules to keep people happy and safe and to allow the barn to operate smoothly. We ask that each person become familiar with our policies and procedures to help maintain a safe and productive environment for everyone. These rules will be strictly enforced at all times.

General

- No smoking inside any buildings or anywhere on Appalachia Valley Farms property.
- No alcoholic beverages or drinking of such beverages inside any buildings.
- Absolutely no handling of horses, whether on the ground or riding, under the influence of any illegal substance or alcohol.
- All persons entering the property must sign a Indemnity and Hold Harmless Agreement. Agreements can be found on our website and on the wall next to the tack room as well as by asking a barn manager.
- Guests are always welcome. Please be sure all guests sign an Indemnity and Hold Harmless Agreement. Guests should never enter a stall or handle a horse without prior permission. Ensure that guests are not disturbing or discourteous to other clients and their guests.
- The speed limit on all driveways is 10 MPH.
- Please do not bring your pets without prior approval. All dogs must be kept on a leash unless given permission from the barn manager. Dog owners are responsible for any and all damages or injury caused by their dog.
- Our facility hours are 7:00am to 9:00pm. To aid with security, please notify the barn manager if you need to be at the facility before or after hours.
- Do not feed horses **anything** unless you are the owner of the horse. We strongly against hand feeding at any time; this only encourages biting and mouthy behavior.
- Remove all training equipment including jumps, cones, poles, and barrels from the arena after you're done riding and store in the designated areas.
- Return all supplies to their appropriate place. This includes putting all tack and equipment in the correct place, cleaning up manure and hair in all areas besides the arena, and cleaning your area before you leave. We appreciate you helping to keep the facility clean!
- Respect all staff, clients, parents, guests, and their property. Disrespect will not be tolerated.
- Turn off all lights before leaving and be sure all gates and stall doors are closed and latched securely. To help us save on costs, please do not turn lights on in an area until you need them and turn off immediately after use if you are the last to leave the area.

- Nothing should be left on the floor in the isle or wash rack area. Halters and leads must be hung neatly without the lead rope touching the floor. Blankets should be folded neatly and hung on the blanket bar or preferably in a stall bag on the front of the stall. Please keep the number of blankets on the front of the stall to a minimum.
- We encourage everyone to label all tack, equipment, and supplies that will be stored on the property. We are not responsible for the theft, loss, damage or disappearance of any tack or equipment or other property stored at the facility, as same is stored at the owner's risk.
- All incidents that occur, resulting in injury or not, must be reported to the barn manager and an Incident Report Form will be filled out.
- If you see a horse in difficulty please inform staff immediately. **Do Not** try to assist the horse without permission from the owner or Appalachia Valley Farms.
- We understand accidents happen; if you break something or you see something is broken, please notify the barn manager immediately.
- Do not use or borrow any items without the owner's permission including, but not limited to, tack, blankets, brushes, sprays, and supplements. If you have permission to borrow something from someone, and it breaks, please take responsibility and fix or replace the item.
- Always lead your horse with a properly fitted halter and lead rope.
- Never go in a horse's stall without permission from the owner or the barn manager.
- Due to the facility being heated, do not leave doors open during the cold months unless specified by the barn manager.
- All young children ages 12 & under must be supervised by an adult at all times and must be prohibited from disrupting the horses in the arena and possibly spooking a horse.
- No running, jumping, yelling, screaming, fence climbing, or performing any other actions that could cause horses to spook, both while inside the facility or when around horses anywhere on the property.
- Inappropriate footwear such as open-toed shoes are not to be worn in the barn isle, arenas, or wash rack areas or near a horse at any time. Guests who do not have proper footwear are not permitted near any horses at any time and should remain in the viewing areas only. Riders must wear a boot with a distinguishable heel.
- Please check the dry erase and bulletin boards in the barn regularly. Important information and announcements will be posted in these areas as well as on our Facebook page.
- All important numbers including staff and emergency personnel are posted on the board in the barn.
- Safety is our priority, if you have any questions or concerns about our policies and procedures that affect the safety of others or the horses, notify the barn manager immediately.

Riding

- It is required that every rider under the age of 18 wear a helmet while riding.
- It is recommended that riders 18 years of age and older wear a helmet, but it is not required.
- When lessons are in progress, please remember that the instructors are in charge of safety. Instructors have the right to ask boarders to stop a handling procedure or practice ride if they feel that the rider is being unsafe or setting a bad example for others. Please do not question any authoritative request in a negative manner especially in front of other clients. Boarders and

clients can request a full explanation of the situation, and we will work with instructors and clients to ensure that all issues are explained and resolved in a respectful manner.

- Lesson fees are due at time of service.
- Riding Alone - For your safety, if you are riding alone, we request that you inform staff or a family member or friend when you arrive and your intended riding time, and again when you leave. This can be communicated via text message or phone call. We encourage riders to not ride alone as it is not a safe practice. If you must, please keep your cell phone in your pocket and use extra precaution.

Boarding

- Horses will be fed breakfast between 6:30am-7:30am, and dinner 5:00pm-6:30pm.
- Horses will be fed what is listed on their stall card. **Do Not** make changes to the stall cards. All changes must be made by the barn manager. We are happy to discuss your horse's nutritional needs and make changes as needed.
- We are more than happy to feed your horse owner-supplied oral supplements at feeding times. This must be specified in detail on the stall card. Owner is responsible for monitoring and replenishing the supply.
- If you want to supply your own grain for your horse, we will feed that to your horse instead of our grain. It is the owner's responsibility of arranging for the purchase and shipment of such grain as well as monitoring and replenishing the supply of grain. No discounts will be given for owners supplying their own grain.
- Horses cannot leave the property until their board and training balance is paid in full.
- Stalls will be cleaned every morning or evening.
- We strongly suggest that owner's carry insurance on their horse(s) and property that will be stored at Appalachia Valley Farms.
- Any costs or expenses associated with damage to the facility, unless normal wear and tear, caused either directly or indirectly by a client or their horse to the facility or property will be the sole responsibility of the client or horse owner.
- Boarders are limited to 2 saddles per horse stored in our tack room at one time. If you have more than 2 saddles per horse, talk to the barn manager about possible options.
- Horse owners must provide the barn manager with copies of the horse's biannual negative coggins, annual rabies, and registration papers or bill of sale. These documents must be kept current in your file and updated before they expire. A signed boarding agreement and Billing Sheet must also be on file for each horse.
- Boarded horses must participate in this stable's deworming schedule. Every spring and fall a free fecal test will be performed and the results will be posted. Owners will be billed for deworming twice a year. If your horse is not at the facility during our deworming time, owner must deworm the horse at least 14 days prior to arrival.
- All horses will be added to our farrier's schedule and will be trimmed every 8 weeks. Payment must be left with the barn manager prior to the appointment or your horse will not be done until the next available appointment.
- Horse owners are responsible for paying for veterinarian, farrier, dental, and any other outside services directly to the provider before or at time of service; owners may make other arrangements with the provider, such as sending an invoice, prior to time of service.

- If you are not available to hold your horse for the vet, farrier, dentist or other appointments you must notify the barn manger prior to the appointment to make arrangements. A fee of \$15 may be applied if not notified that you will not be available.
- Boarders are welcome to store one horse trailer at our facility free of charge if they are paying for full board. If not the cost is \$10 per month.

By signing below, I acknowledge that I have read and fully understand all of the facility rules.

I (print name) _____ have read the above stated rules and policies on this _____ day of _____ (month), 20 _____ (year) and agree to follow them in their entirety.

Signature

Signature of parent or guardian if under 18 years of age