

Towne Lake Equestrian Club, Inc
DBA

The Stables at Towne Lake

409 Old Boring Lane
Woodstock, GA 3089
302.750.3309

General Barn Rules:

- The Stables at Towne Lake is a **non-smoking** family facility. No profanity or unsportsmanlike behavior
- Barn hours are: 9:00am – 8:00pm Monday – Saturday
12:00pm – 6:00pm Sunday
- Children under the age of 13 must have a responsible adult, approved by the barn manager, supervising them in the barn at all times. Children under 14-18 with permission from and under the supervision of staff. Under no circumstances should anyone under 18 be dropped off at the barn without staff approval.
- Please pick up after yourself. There are several trash cans located conveniently.
- If you are not in a lesson please stay out of the barn. You may sit in the lounge or outside of the barn.
- Please do not run in or around the barn or rings. No climbing rails or gates. Do not let children put hands, legs, heads etc inside the arena fencing as horses can kick out. .
- No flip flops or other similar open shoes are allowed to be worn in the barn. If you have inappropriate footwear, please do not enter the barn.
- No yelling, hitting, yanking reins or screaming at horses or others will be tolerated.
- No one is permitted inside of a horse's stall, field, pasture or the ring unless you have permission (a signed release form & medical form) and there is a responsible adult on the property.
- If you open a gate/door, close it.
- No riding in the barn – dismount before entering the barn.
- No outside animals allowed on premises for the safety of our clients and animals
- If you need help, just ask
- Not adhering to all of the rules contained on these pages and posted in the barn is grounds for immediate termination.

Arena Rules:

- Lessons get first priority for arena use. If a lesson is in progress, ask the instructor if you can join before entering and accept the answer respectfully. When at all possible you will be allowed to join and any denial is based on safety.
- No free lunging in arenas.
- Permission is required for use of jumps and obstacles in the arena during open times. If granted, please remove the obstacles immediately when finished from the riding arena for safety.
- Arena lights should be used only at night or during lessons when necessary.
- Slower movers stay to the rail, faster movers pass to the inside of the arena.
- If going opposite directions, pass left hand to left hand.
- Appropriate riding attire and safety gear required of all riders. No shorts, tank tops, helmet and appropriate riding boots always required by all riders at all times Safety first!
- No jumping outside of a lesson unless you have specific permission from the English riding instructor.
- Parents/friends etc. are never allowed in the arena. Students that have signed waivers and medical release forms are allowed to enter if they ask the trainer first. The trainer has the right to refuse entrance.

Lesson and Riding Rules:

- Appropriate footwear is required for riding. Closed toed shoes must be worn at all times while in and around the barn. (This means no flip flops, crocks or sandals!).
- All riders **MUST** wear an ASTM-SEI currently approved helmet. Please see a trainer for information on approved helmets. **NO EXCEPTIONS!**
- Do not mount or dismount in the barn.
- Walk all horses and ponies to and from the ring. Make sure that stirrups are up and secured, and girths are loosened.

- Remember to be prepared for your lesson or ride. Bring your water, bat, spurs, hair neatly pulled back etc.
- Arrive at the designated time so that you may have time to thoroughly groom, tack and warm-up. If you are late it will cut into your lesson.
- As tempting as it may be for you to help or “coach” your child, please refrain. Please do not interrupt a lesson; it is distracting to the trainer, student and other riders.
- After your lesson, please ask whether your horse goes out to pasture or into the stall. Do not assume he/she goes back where you found him/her. Always remove halter and any tack and check buckets for water before leaving a horse in a stall. Check that door is closed and latch is down.

Scheduling and Payments:

- Lessons must be cancelled 24 hours in advance or you will forfeit that lesson. Missed lessons must be rescheduled and made up within 14 days or you will forfeit that lesson.
- If a student is late for a lesson, extra time will not always be allowed. If the Instructor is running behind, the subsequent students will get their allotted lesson time.
- If you want to receive the reduced rate for lessons, your check for 4 or 5 weeks of lessons must be in my mailbox no later than 8pm on the first of every month. Make sure to fill out your check for the correct number of weeks. Please fill out the clipboard with your name, check number, date and number of lessons paid. If the check is received after 8pm the first of the month, please fill out your check to reflect the \$60.00 per lesson package rate. If you are taking a single/individual lesson, your check must be in the mailbox before you start your lesson, make sure it reflects the single lesson rate of \$75.00.
- Returned checks will pay the regular rate for lessons and all fees incurred from returned check.
- **THIRTY “30” days notice for discontinuing lessons is customary in the horse business and mandatory for the business. NO EXCEPTION**
- **You have 30 days from the date that you cancelled a lesson to make it up or you forfeit that lesson. IF LESS THAN 24 HOUR NOTICE IS GIVEN YOU FORFEIT THAT LESSON.** If you consistently miss lessons, we reserve the right to replace you with another student in your time slot. It is your responsibility to keep track of your make-up lessons and schedule the make-ups. We do not guarantee that you will be able to schedule make-up lessons within 30 days. Cancelled make-up lessons are not make up. Lessons do not carry over to the next month.
- We have a no refund policy.
- In order to be a lesson student at our barn, you must take a minimum of 1 lesson per week. This is a challenging and dangerous sport and we welcome riders that are as committed to learning and safety as our trainers. Unmounted lessons are necessary. This is at our discretion.
- Towne Lake Equestrian Club Inc., DBA The Stables at Towne Lake has assistant trainers/independent contractors that work part time. If you have any question, issues with others about schedules or make-up lessons, comments, concerns, etc. they should be directed to Ita Dore or Jennifer Buck via a phone call or meeting in person. They are not to be directed to other trainers, boarders or helper
- Please do not email/text me if you have a question or concern. Please set up an appointment or call: 302-750-3309

Horse Care and Training Rules:

- The following **will not** be tolerated:
 - Excessive yanking or pulling on the horse’s mouth
 - Excessive hitting with a crop, whip, or any other object that may inflict pain
 - Jumping outside of lessons.
 - Working your horse to a point of exhaustion
 - Verbal abuse, yelling, shouting, profane or derogatory comments about any horse rider or staff member
- If you have a horse that becomes difficult to handle or develops a behavioral problem, please ask barn staff for help before the situation gets out of control.
- Do not leave horse unattended in cross ties.
- Unhook cross tie when another horse is passing.
- Horses in cross tie area should either be attached to BOTH cross ties when grooming/tacking or grooming/tacking should be done in the stall.
- Please make sure your horse is properly cared for after a workout. This means you have taken time to cool your horse off, brushed him/her, treated any wounds and/or fungus and placed him/her back in the proper place.
- Report any wound or suspected injury to your trainer immediately.

- If you need help please ask!

Borders, Lessees, Trainers:

- Although we encourage new ideas and perspectives, all outside trainers must be approved by the Barn Manager and submit appropriate liability insurance documentation.
- Please turn off everything when you leave and lock appropriate doors.
- Riding is allowed during lessons; lessons have the right of way.
- If you fully lease a horse or own a horse and would like a friend or family member to ride, a release form and medical information form must be signed prior to riding and you must be on the property assisting them. If you half-lease a horse or pony no one else is allowed to ride that horse or pony without prior approval from Jennifer Buck or Ita Dore, and proper forms are signed.

Any concerns, requests, comments, etc. must be addressed in writing via email with the date and your name. Please email to JenniferLBuckStables@gmail.com. These rules have been instated to insure the safety of you, your family and the horses. Failure to follow the rules will result in immediate dismissal from lessons – No Refunds!

I have read all rules and agree to the above terms

Border/Student

Date

Parent/Guardian

Date