

# Westwind Community Barn

27210 Altamont Road  
Los Altos Hills, California 94022

Rules, Regulations and Policies

Torie Dye, Barn Manager  
office : (650) 941-6113 / cell : (310) 880-2549  
e-mail: [toriedyeatwestwind@gmail.com](mailto:toriedyeatwestwind@gmail.com)

# EMERGENCY DIRECTIONS

Please be sure to check the Emergency Binder for the individual horse. Some horses require their insurance carriers be notified of illness or injury before anyone else.

Failing any special instructions, contact:

1. Owner
2. Horse's Veterinarian; if unlisted, use another Vet.
3. Torie Dye, Barn Manager

**If a horse requires rescue from an emergency situation, a human was injured, or there is a non horse-related emergency, call 9-1-1.**

If it is a facility emergency, call Torie Dye (310) 880-2549

## Local Vets

Bayhill Equine (650) 851-2300

Hanes, Gary (650) 851-1569

Peninsula Equine (650) 854-3162

Wohlford, Larry (650) 851-1214

**IT IS YOUR RESPONSIBILITY TO KEEP YOUR EMERGENCY RECORDS AND STALL CARD UP TO DATE.**

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## **Article I. General Grounds Guidelines**

### ***Section 1.01 Overview***

VDE strives to maintain positive, constructive relationships with all Los Altos Hills residents, especially its immediate neighbors.

Children under 12 must be accompanied by a responsible adult at all times, unless the child's parents receive permission from the Barn Manager. Small children under 5 must be held in hand at all times by a responsible adult. A ratio of two children under 12 to every responsible adult must be maintained at all times.

### ***Section 1.02 Smoking is strictly prohibited at the Barn facility***

### ***Section 1.03 Barn aisles***

- (a) Wear closed-toe shoes at all times in and outside the barn.
- (b) There are no weapons allowed on Westwind Barn property.
- (c) Minimize time spent in the aisles. The motto is: get in – get out.
- (d) Pick up after your horse.
- (e) It's always OK to answer the public phone!
- (f) Hanging or installing your own hooks, racks, name cards or blanket bars is not allowed. If you chose to hang or install anything extra on your stall front, it will be removed and kept in the office for you to pick up. You are allowed one halter and one blanket on your stall front. Buckets, tubs, feed bins, tack trunks or additional blankets will be picked up and kept in the office for you to pick up.
- (g) Riders under 18 are required to wear a helmet and shoes with a heel at all times. It is recommended that shirts with sleeves and long pants also be worn while riding. Riders who are jumping are required to wear a helmet, regardless of age.

### ***Section 1.04 Cross Ties and Tie Rails***

- (a) Use slip knot to tie horse; don't let the loop touch the ground.
- (b) Secure halter on hitch rack after bridling your horse; don't let it dangle or lie on the ground.
- (c) Do not leave horse unattended for more than ten minutes.
- (d) Pick up after your horse when you leave the area.

### ***Section 1.05 Wash racks***

- (a) Horses being bathed have priority. Horses being groomed or tacked up should vacate the wash rack as quickly as possible to allow those wishing to bathe access to the space.
- (b) Remember to sweep after each use.
- (c) Feeding is prohibited and grain buckets are not to be cleaned in the wash racks.
- (d) Do not leave your horse unattended.
- (e) Before you leave, clean up and put away what you and your horse leave behind. During shedding and clipping time, put hair in garbage.

### ***Section 1.06 Tack Space***

- (a) You will be assigned space to store a bridle and saddle when you arrive. Your assignment will be based on your stall number. Spaces are not to be swapped with others for security reasons. Saddle racks can be used to store a saddle and saddle pad only. Bridle racks can be used to hang bridles only. If excess equipment is left out, it will be removed immediately.
- (b) Lock the tack room every time you leave.
- (c) Your stall will come equipped with one blanket bar, one halter hook, and a name card. No additional hangers, hooks, signs or cards are to be hung on your stall front. Only two blankets may be hung on your blanket bar. Any additional equipment that does not fit inside your tack trunk or cannot be hung on the appropriate equipment hooks should be taken home. Any items left outside your trunk or hung inappropriately will be removed by

staff.

- (d) Your halter must be hung on your halter hook at all times for emergency reasons. If your halter is not hanging on your halter hook on a turnout day, staff will assume you do not want your horse turned out and will not turn your horse out until a halter is available.

### **Section 1.07 Paddocks**

- (a) You and the boarders with whom you are assigned a paddock are responsible for:
  - (i) *Picking up manure once a week, and cleaning the water troughs once per week, year round.*
  - (ii) *Managing footing, bedding and other paddock conditions at all times during the year. This includes additives to reduce mud in the winter and dust in the summer.*
- (b) Staff turns out and brings in on all days when paddock conditions permit.
- (c) Don't put your horse out on days when the staff has not turned any horses out.
- (d) Staff does not turn out or bring in horses on holidays. Arrange extra use of the turnout with whomever you share your paddock.
- (e) Horses are to be returned to their stall by 4:30. If staff finds your horse out after 4:30, a \$20.00 handling fee will be assessed. If a pasture horse is left in a paddock, a \$20.00 handling fee will be assessed to return your horse to the pasture.
- (f) Only use the paddock staff has assigned your horse to. Use of a different paddock may result in a handling fee to return your horse to its proper space.

### **Section 1.08 Lay-up, Temporary and Quarantine Spaces**

- (a) Lay up, temporary and quarantine spaces are occasionally available inside the main barn for horses kept in the feeding pasture who are injured and unable to remain in the pasture, or horses requiring temporary board.
- (b) Spaces are for short-term use – any stay over fourteen consecutive days will be considered a permanent board change and the horse will be assigned a regular stall, if any are available. If space is not available, the horse must enter the waiting list.
- (c) Lay up stalls are only available when space permits. Horses boarded in a stall will not be removed to make space for a lay-up horse.
- (d) The horse owner will be charged the daily stall rate for board. If the horse is on lay-up or quarantine from the feeding pasture, then the daily stall rate will be charged in addition to feeding pasture board.
- (e) The horse owner is responsible for stripping the stall or paddock of all bedding after their horse returns to the pasture, even if the stall was only used for a partial day.

### **Section 1.09 Stalls**

- (a) Stalls are assigned by the Barn Manager, and the Barn Manager's decision on stall assignments is final. The Barn Manager will try to match each horse with its stabling requirements to the best of the Barn's abilities.
- (b) Stall assignments may not be switched, permanently or temporarily, without permission from staff.
- (c) Upon termination, the horse owner is responsible for stripping the stall of all bedding and waste. Failure to do so will result in a fee, pursuant to the current Rate Schedule.
- (d) The horse owner is responsible for ensuring their horse's water supply is kept clean.
- (e) Each stall is equipped with a tie ring and bucket hook. No other hardware may be installed by the horse owner. The tie ring is the only connection point a handler may use when tying their horse in the stall.

## **Article II. Emergency Directions**

### **Section 2.01 Overview**

- (a) Call 911 on the pay phone, if it is safe to do so. Use a neighbor's phone if necessary.
- (b) Notify the Barn Manager, if the manager is present and you can safely do so.
- (c) Notify any humans present in the facility to evacuate to safety. Remove your car from the parking lot to ensure quick access by emergency personnel.

**Section 2.02** *Brush or grass fire*

- (a) Do not remove horses from the barn. If time and circumstances permit, bring turned-out horses into their stalls. Remove horse blankets / sheets / coolers.
- (b) Go into the loft and close the hay holes and upper doors to keep out embers and reduce the draft.
- (c) Close the doors and windows on the barn's main floor and then leave the barn area. Don't forget to close the fire door in the Byrne Wing.
- (d) The Fire Department will station a fire unit at Westwind to keep the barn watered down. It is their opinion that the barn is fire-safe and that the fire should burn through.
- (e) Trying to ride, lead, or trailer away may be difficult due to emergency vehicles and other residents on the road. Please do not attempt this unless instructed to do so by emergency personnel.

**Section 2.03** *Barn fire*

- (a) For a small fire, use the fire extinguishers, stationed at the end of every aisle way. Point the extinguisher at the base of the fire.
- (b) Determine whether the horses can be removed safely. If so, work with the cooperative horses first and put them in the Byrne Preserve or paddocks (do not put them in the arenas). Difficult horses or those without halters should be left until all others have been evacuated. You may attempt to move them only if time permits and it is safe to do so.

**Section 2.04** *Prevention and training*

- (a) All boarders and users are required to take an Emergency Preparedness tour each year.
- (b) Planned and unplanned fire drills are periodically conducted for boarders and staff.
- (c) Keep plain nylon halters hanging, unbuckled, on each stall door for quick use in an emergency. No rope halters or other specialty leads. It is recommended that you have some form of identification on your halter, such as your name or phone number.

**Article III. Guest and Facility-User Policies**

**Section 3.01** *Overview*

- (a) VDE is committed to the safety of Westwind users and horses.
- (b) When you board a horse at Westwind, your agreement limits riders to you and your immediate family members, approved, insured instructors, and other boarders that you list on your boarding agreement.
- (c) Other parties such as lessors and non-Parks and Recreation students must pay a facility-use fee to use anything on the property (including tie racks and grooming areas, arenas, wash racks, turnouts, etc.). Facility-use Fees are available on a daily, 6 month, and yearly rate.
- (d) Guests and visitors are never allowed to feed someone's horse without the owner's permission. If you see a guest or visitor feeding a horse, please explain why we discourage this practice.

**Section 3.02** *Guest Requirements*

- (a) Boarders must be present before and during the guest's ride. You are responsible for ensuring your guest understands and follows Westwind's rules and guidelines.
- (b) Guests must be announced to the Barn Manager ahead of time by e-mail, phone, or in person.
- (c) Guests must be introduced to the Barn Manager before riding, if the Barn Manager is present.
- (d) Guests must complete a liability release before riding; if your guest is under 18, a parent must sign the liability release.
- (e) Guests must be properly attired (helmet required if under 18, boots/shoes with heels). You are responsible for ensuring this is done.

### **Section 3.03 Facility Restrictions**

- (a) All people wishing to use Westwind Barn's facilities who do not currently keep a horse on the property in their name are required to pay a Facility Use Fee as outlined in the Schedule of Fees. Exceptions include riders participating in the Parks & Recreation Year Round Riding Program lessons, 4-H riders, and immediate family members or one-time guests of current boarders. Riders leasing horses, walk-ins and haul-ins are required to pay the Facility-Use Fee.
- (b) Boarders have priority use of the facility. Facility users should ensure that 4-H Programs and boarders wishing to ride in arenas or use other common areas have adequate space.
- (c) Facility Users are allowed access to all outdoor riding facilities as well as the outdoor wash rack and tie rails. Indoor facilities such as the hot water wash racks, cross ties and inside grooming areas are for boarders only.
- (d) You must keep your horse under control at all times. We do not consider ground tying or leading your horse without a halter or bridle to be adequate means of controlling your horse. If your horse is feeling frisky, please use a stud chain.
- (e) You are responsible for storing and securing your own equipment. If you have valuable equipment and are concerned about theft, please consider keeping your equipment in your car or at home. Space will not be assigned to you in tack or grain rooms.
- (f) Do not help yourself to hay or bedding.
- (g) You may not put your horse in a stall or turnout paddock without permission from the Barn Manager.
- (h) You are expected to read and required to follow all facility rules, regulations and guidelines, as outlined in the Rulebook.

### **Section 3.04 Safety**

- (a) If you bring feed, treats or anything else edible on the Westwind premises, you must keep it in a rodent-, horse- and insect- proof container.
- (b) No feed, buckets, supplies, blankets, etc. are to be stored in front of a stall or in aisle ways. Any items left out at the end of the day will be confiscated.

## **Article IV. Health Policies**

### **Section 4.01 Vaccinations**

The following vaccinations are required of all horses on Westwind property – including Facility Users and Haul-ins. New boarders, facility users and haul-ins must provide proof of vaccination to Westwind's Barn Manager before the horse arrives and on an on-going basis.

Influenza	2 x / year injectable or 1x year intranasal
Rhinopneumonitis	2 x / year injectable or 1x year intranasal
Tetanus	annually
West Nile Virus	2 x / year
Rabies	annually
Strangles	2 x / year

You must vaccinate and provide written proof to the Barn Manager. All proof must show dates, vaccinations, and the attending veterinarian. It is possible to provide and administer your own vaccinations, however, VDE strongly advises against this practice.

#### Section 4.02 Farrier

- (a) Owners are required to provide regular hoof care for their horses.
- (b) Lost shoes should be replaced immediately and loose shoes should be repaired as soon as possible.
- (c) The horse should not be allowed to go more than 8 weeks between trims, and the hoof should not be allowed to grow so long that it is flared and cracking or causing the horse discomfort.

#### Section 4.03 Parasite control policy

- (a) Parasite control, or de-worming, is required of all horses boarded at Westwind. Written proof of worming needs to be provided to the Barn Manager in the form of a receipt or bill from your vet. There are multiple options for implementing this policy, Westwind recommends consulting your vet to choose which option is right for you.
  1. *Paste de-wormer.* Administered quarterly, at minimum. Wormer is to be provided and administered by the boarder. A rotating schedule of products is advised.
  2. *Daily De-wormer.* Pelleted wormer administered daily in the feed. Product to be provided by boarder and pre-mixed into daily feed.
  3. *Injectable/stomach tubed de-wormer.* Administered three times yearly, generally done by a vet at the same time as vaccinations.


Westwind's Recommended De-worming Schedule

Month	Parasite(s)	Chemical
January	Tapeworms	Pyrantel Pamoate, Strongid, Rotation 2
February	Tapeworms	Fenbendazole
March	Tapeworms, Cyathostomes	Ivermectin, Praziquantel, Rotation 1, Ivercare, Zimectrin
April	Tapeworms, Bots, Cyathostomes, Pinworms	Moxidectin
May	Bots, Cyathostomes	Fenbendazole, Safe-Guard, Panacur, Anthelcide EQ
June	Bots	Fenbendazole
July	Bots	Pyrantel Pamoate, Strongid, Rotation 2
August	Bots, Tapeworms, Cyathostomes, Pinworms	Moxidectin
September	Tapeworms, Cyathostomes	Ivermectin, Praziquantel, Rotation 1, Ivercare, Zimectrin
October	Tapeworms, Cyathostomes	Fenbendazole
November	Tapeworms	Fenbendazole, Safe-Guard, Panacur, Anthelcide EQ
December	Tapeworms	Ivermectin

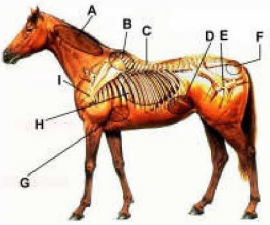


## Section 4.04 Overall Health

- (a) All horses at Westwind must meet the Henneke Body Condition Score Requirements for a 4 or greater. The Henneke BCS is based on visual and palpable fat on 6 major points of the horse:



**BODY CONDITION SCORING CHART**




**Areas of Emphasis for Body Condition Scoring**

A: Thickening of the neck  
 B: Fat covering the withers  
 C: Fat deposits along backbone  
 D: Fat deposit on flanks  
 E: Fat deposits on inner thigh  
 F: Fat deposits around tailhead  
 G: Fat deposit behind shoulder  
 H: Fat covering ribs  
 I: Shoulder blends into neck

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**1 Poor**


Animal extremely emaciated; spinous processes, ribs, tailhead, tuber coxae, and tuber ischii projecting prominently; bone structure of withers, shoulders, and neck easily noticeable; no fatty tissue can be felt.



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**2 Very Thin**


Animal emaciated; slight fat covering over base of spinous processes; transverse processes of lumbar vertebrae feel rounded; spinous processes, ribs, tailhead, tuber coxae, and tuber ischii prominent; withers, shoulders, and neck structure faintly discernable.



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**3 Thin**

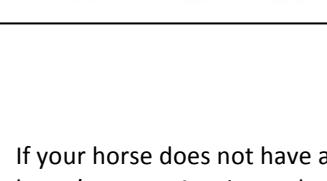
Fat buildup about halfway on spinous processes; transverse processes cannot be felt; slight fat cover over ribs; spinous processes and ribs easily discernable; tailhead prominent, but individual vertebrae cannot be identified visually; tuber coxae appear rounded but easily discernable; tuber ischii not distinguishable; withers, shoulders, and neck accentuated.



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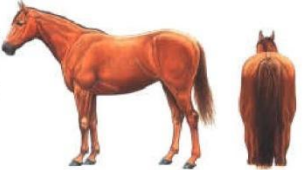
**4 Moderately Thin**

Slight ridge along back; faint outline of ribs discernable; tailhead prominence depends on conformation, fat can be felt around it; tuber coxae not discernable; withers, shoulders, and neck not obviously thin.



**5 Moderate**

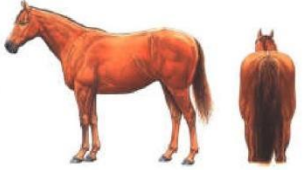
Back is flat (no crease or ridge); ribs not visually distinguishable but easily felt; fat around tailhead beginning to feel spongy; withers appear rounded over spinous processes; shoulders and neck blend smoothly into body.



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**6 Moderately Fleshy**

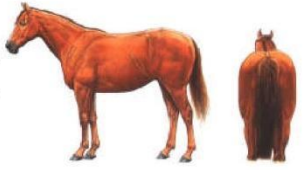
May have slight crease down back; fat over ribs fleshy/spongy; fat around tailhead soft; fat beginning to be deposited along sides of withers, behind shoulders, and along sides of neck.



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**7 Fleshy**


May have crease down back; individual ribs can be felt, but noticeable filling between ribs with fat; fat around tailhead soft; fat deposited along withers, behind shoulders, and along neck.



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**8 Fat**


Crease down back; difficult to feel ribs; fat around tailhead very soft; area along withers filled with fat; area behind shoulder filled with fat; noticeable thickening of neck; fat deposited along inner thighs.




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**9 Extremely Fat**

Obvious crease down back; patchy fat appearing.





Henneke et al., 1983 Illustrations by Japan Racing Association

- (b) If your horse does not have a BCS of at least 4, action must be taken to improve the horse's score. A written plan of action has to be submitted to the Barn Manager and carried out by the owner.
- (c) If the horse fails to improve his BCS within three months, the owner is required to have a veterinarian check the health of the horse to ensure there are no major medical problems preventing the horse's body condition from improving.

## **Article V. Guidelines for Arena Use**

### ***Section 5.01 Lower and Upper Arena***

- (a) The arena may be closed for specified activities or when it's too wet. Closures are posted on the white board and all other applicable calendars. The 'Arena Closed' sign, a chain, and/or a lock mean the arena is closed. Arena status is posted on the Arena board in the barn.
- (b) Cooperate with the staff in the performance of their duties. Be prepared to vacate the arena during maintenance.
- (c) As a courtesy, alert those in the arena when you enter or leave.
- (d) Riding takes precedence over lungeing and turnout. See Longeing Guidelines below.
- (e) In general, pass left shoulder to left shoulder. Be generous with giving right of way, even if it is not the correct right of way. Slower riders should stay on the inside track, and faster riders should be given the outside track.
- (f) Remove manure immediately. Put it in the carts provided, not over the fence. This is imperative for longevity of arena surface.
- (g) Do not sit on the fence boards or gates; leave gates closed, especially in windy weather.
- (h) Discourage observers from standing along the fence. No one may be inside the arena on foot unless he or she is an active instructor.
- (i) Mount out of the way. Be aware of where you are 'hanging out'. Don't stop your horse in front of a jump or along the rail.

### ***Section 5.02 Lower Arena***

- (a) No more than ten horses in the arena at one time (except for group lessons).
- (b) Avoid riding in puddles or wet spots – this could disturb the integrity of the arena's base and result in a long-standing deep spot.
- (c) Use the first gate unless closed during wet weather.
- (d) No horses or people in the 'moat'.

### ***Section 5.03 Upper Arena***

- (a) No more than five horses in the arena at one time (except for group lessons or drill practice).
- (b) Put jumps, cavalletti and poles away after use; do not heave over the fence or leave in the arena. If equipment is left in the arena, it will not be dragged until it is removed.

### ***Section 5.04 Round Pen***

- (a) Horses being ridden have priority over horses being longed.
- (b) Horses being lunged have priority over horses turned out to play.

### ***Section 5.05 Lunging Guidelines***

- (a) Before lunging or, when a rider enters while lunging, verify that the rider(s) is comfortable with you lunging. Riders' needs have priority.
- (b) In the upper arena, if someone is riding, only one horse can be lunged at the same time.
- (c) Use the lunge whip with awareness and caution if others are present.
- (d) Keep your horse off the track while lunging if there is a rider present. Leave enough space between your circle and the rail for the rider to safely pass through if necessary.
- (e) Don't leave lunge lines hanging on the rail – you may hang them on the brass hooks on the outside of the arena.

### ***Section 5.06 Jumping Guidelines***

- (a) If you take down a jump, put it back together when you leave or return the standards, poles and filler to the jump deck. Do not throw the jump over the fence or leave parts to

- the side.
- (b) Don't set up jumps on the track. Leave at least 12' between the rail and the fence.
  - (c) Put excess jumps and standards on the jump deck, not in a pile or off to the side of a jump.
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- (d) If your horse breaks a jump, notify the Barn Manager. You may be responsible for the cost of repairs or replacement.
  - (e) Wear an SEI-approved helmet when jumping, regardless of your age.
  - (f) When jumping, call out your intended jump(s) if non-jumping riders are present.
  - (g) If your horse knocks down a jump, put it back together before you leave.

## **Article VI. Byrne Preserve**

### *Section 6.01 Overview*

- (a) No more than nine (9) horses are permitted in Byrne Preserve
- (b) Seven spaces are reserved for the Town's Parks and Recreation Program
- (c) Two spaces are reserved for the 4-H Riding for the Handicapped Program.
- (d) Only public service animals may be kept in the Byrne.

### *Section 6.02 Other*

- (a) Spaces in Byrne Preserve are not eligible for sub-lease.

## **Article VII. Trainers, Instructors, Coaches, Clinicians**

### *Section 7.01 Overview*

- (a) Westwind Barn is an equestrian facility for the use and enjoyment of the community. A clinic that requires a significant portion of the facility and/or includes participants who are not boarders or facility users reduces availability of the facility to its regular users.
- (b) This policy defines the requirements and limits of such clinics.

### *Section 7.02 General Guidelines*

- (a) There can be up to twelve clinics per year. A clinic can be from one to five days, up to nine hours a day, including a lunch break if there is one. The use fee is 20% of the clinician's fee. The facility and arena(s) will still be available for use by others unless a facility-use fee of \$300.00 per day is paid. Closing an arena for a clinic or event should be scheduled with the Barn Manager at least thirty (30) days in advance.
- (b) The annual clinic schedule is approved by the Town. The Town will verify the clinician, their insurance and approve/deny them a clinic spot based on eligibility. It is important to submit a clinic proposal well in advance of the event.
- (c) The Clinician/Sponsor is responsible for obtaining the applicable liability release forms and related paperwork from the Barn Manager and returning completed documents to the Barn Manager before the clinic starts.
- (d) The Clinician must obtain liability insurance for the scheduled clinic, in the minimum amount of \$1,000,000, naming "Victoria Dye Equestrian, LLC, its officers, employees, and agents, and the Town of Los Altos Hills, its officers, employee, and agents" additionally insured.
- (e) The Clinician must work with the Barn Manager to arrange stabling for outside participants and any other special clinic requirements. When the clinic is over, the Clinician/Sponsor is responsible for assuring the area where the clinic was held is cleaned up.

### *Section 7.03 Insurance Requirements*

- (a) You must provide a copy of your Professional Equine Liability Insurance.
- (b) Policy limits must be at least \$1,000,000 per person /\$2,000,000 aggregate.
- (c) Victoria Dye Equestrian, LLC, and the Town of Los Altos Hills must be named an additional insured

#### **Section 7.04** *Forms*

- (a) All Clinicians must sign and return an Adult Rider Release Form.
- (b) All your riders and students must sign and return the applicable Release Form before riding or handling a horse.
- (c) All students must fill out the appropriate Liability Release Form with the barn and turn in the completed paperwork to the Barn Manager, along with a facility-use fee prior to taking a lesson or handling a horse on the property.
- (d) If you or your students, clients, visitors, etc., witness or are involved in an accident where an injury occurred or incident that could have resulted in an accident, an Incident Report Form must be filled out and returned to the Barn Manager.
- (e) If you witness another boarder, facility user or visitor violate a rule or you are in a verbal disagreement with another person, a Rule Violation Report may be filled out and turned in to the Barn Manager. Multiple reports against a single person may result in a permanent ban from the facility.
- (f) All forms are available at the public phone booth in the white or black binders, or in the files on the wall.

#### **Section 7.05** *Facility Training Requirements*

- (a) Trainers must read and obey all facility rules. It is your responsibility to stay up to date with the Rules, Policies and Guidelines for the facility and to enforce the rules with your riders.
- (b) You must attend an Emergency Walkthrough Tour each year with the Barn Manager. Become familiar with the facility layout and know where water shut-off valves are located, as well as first aid kits and public telephones.
- (c) You must be familiar with standard trainer etiquette and follow the recommended guidelines at all times while on the property.

#### **Section 7.06** *Use Fees*

- (a) For every hour you instruct, ride, handle or otherwise assist in the training of a horse on Westwind's property, you must pay VDE a Lesson Fee at the rate of \$5.00/hour or 10%, whichever is greater. Payments may be made at the end of the month.
- (b) You may be assessed a clean-up fee if you fail to pick up manure, jumps or other equipment after your lesson.
- (c) Non-boarder students are required to pay a Facility Use Fee.
- (d) You are required to sign-in on the Instructor Schedule next to the public calendar in the barn every time you give a lesson or work a horse on Westwind property. When turning in arena fees, you must include an invoice with the dates and times that you instructed or otherwise worked on Westwind property. Failure to pay arena fees by the 10th of each following month will result in a \$100.00 fine.

#### **Section 7.07** *Arena Sharing Rules*

- (a) When sharing the arena with other riders, it's customary to split the arena in half. Each group takes half. Work together and split the ring fairly.
- (b) Don't allow your students to disrupt the other lessons or riders. Keep them in your area of the ring.
- (c) Before you dismantle or move jumps and equipment, ask the other instructor or riders if they are using the equipment.
- (d) Ask permission before using another instructor or rider's equipment or jumps.
- (e) Notify other riders when you are going to be moving large pieces of equipment, poles, etc., that may spook their horses.
- (f) Don't let your riders hang out on the rail or in front of jumps.
- (g) Don't give lunge lessons in the arena without the other rider's permission. If there's any problem, riders have priority and the lunge lesson should be moved to the round pen.

- (h) Use whips and vocal cues with awareness.

**Section 7.08** *Etiquette*

- (a) Educate your students about standard arena etiquette. Enforce these rules at all times. Refer to the handout on recommended arena etiquette.
- (b) Discourage negative criticism or remarks about other riders.
- (c) Remove your student's manure immediately. Failure to remove manure or trash from the arena will result in a pick-up fee being charged to your account.

**Section 7.09** *Upper Arena*

- (a) The upper arena should be cleared of jumps and equipment immediately after use.
- (b) Jumps and equipment should be neatly stacked outside the arena by the gate.

**Section 7.10** *Lower Arena*

- (a) If you dismantle a jump, put it on the jump deck; not in a pile in the ring.
- (b) Unused and extra standards, blocks, poles, etc., should be put on the jump deck.
- (c) Jump cups should be removed from standards if not in use. Leaving empty cups in the standard is a safety hazard and can seriously injure a horse or rider.
- (d) Pins should be pushed all the way through the standard and out the opposite side of the cup. Failure to push the pin all the way through results in a hazardous situation, and will deform and/or break the jump cups.
- (e) All equipment should be kept at least 12' from the rail.
- (f) When you are done, put the arena back the way you found it or leave it set up in a way that others can easily use the equipment without adjustments. This means rolling placing poles to the base of the jumps, removing piles of poles and standards, picking up trot poles, etc..

## **Article VIII. Dogs**

**Section 8.01** *Overview*

- (a) To ensure the safety of facility users and horses, special care must be taken to manage dogs. If your dog has been deemed a dangerous animal by a state or local government, do not bring the dog to the Barn.

**Section 8.02** *Requirements*

- (a) Keep your dog on a 6' leash at all times. Retractable leashes are discouraged; if you use one, don't allow it to extend in or around the barn. Los Altos Hills does enforce a leash law on all Town property – including Byrne Preserve and the Pathways system.
- (b) Clean up after your dog if it leaves a mess.

**Section 8.03** *Prohibitions*

- (a) Dogs may not be left unattended.
- (b) Dogs may not be tied and left alone
- (c) Dogs are not allowed inside the arenas or paddocks, even if leashed.
- (d) Dogs may not be left in a stall.
- (e) Dogs may not be groomed in the wash racks. You may wash off muddy paws and bellies.
- (f) Dogs may not be allowed to pester horses or bark excessively.

## **Article IX. Requests, suggestions, and complaints**

**Section 9.01** *Forms*

- (a) Any minor concerns or complaints should be submitted to the Barn Manager via email.
- (b) Serious rule violations or events/activities that may harm a horse or human should immediately be brought to the attention of the Barn Manager. The Barn Manager may file

- a 'Rule Violation Report', with all information recorded as accurately as possible. Please note the date and time the event occurs.
- (c) If a Rule Violation Report is filed against you, it is your responsibility to meet with the Barn Manager to resolve the situation. If your behavior risks the safety or wellbeing of a human or animal, or you perform an action that does or has the potential to permanently damage the facility, your boarding or use agreement may be terminated immediately. Repeat offenders may be asked to permanently leave the facility.
  - (d) Upon entering into a boarding agreement with VDE, you will be asked to fill out an 'Emergency Horse Record'. It will be your responsibility throughout your stay at Westwind to ensure that all information contained in our Emergency Binder is kept up to date. VDE will not be responsible for out-of-date information. The Emergency Binder is kept next to the public phone.
  - (e) Any incident that does result or might have resulted in an injury must be reported using the 'Incident Report Form' - available by the office - whether or not an injury is immediately obvious.
  - (f) An active Waiting List is maintained for the Feeding Pasture, Stalls and trailer spaces. To be added to the Waiting List, a Waitlist Form must be filled out and submitted to the Barn Manager. To reduce time spent on this list, a \$100.00 non-refundable fee should be included with your form. Your name will be added to the top of the Waitlist, below current boarders wishing to move spaces and Town Residents.

*Section 9.02 Procedure*

- (a) All forms, questions, suggestions and complaints must first be submitted to the Barn Manager.
- (b) Urgent requests will be prioritized accordingly.
- (c) If you have a sensitive complaint, the Manager may request to meet with you privately in the office.
- (d) The Barn Manager's decision relating to an animal's well-being or management is final.

