

Boarders Handbook

In general, any **concerns** (e.g. pasturing concerns, mistakes made by co-op on shift) **should be brought to Barn Staff (ecstables@earlham.edu) immediately** for a timely resolution.

The Earlham Equestrian Program

- The barn has 25 12' x 12' stalls, two heated tack rooms, two heated bathrooms, a heated classroom, feed room, hay room with automatic fire doors, and shavings room with automatic fire doors
- 100' x 200' indoor arena, sand and recycled rubber footing
- 100' x 200' outdoor arena, sand and recycled rubber footing
- A couple miles of forested trails
- Five 5-acre pastures with plastic Centaur fencing and one holding pen
- The barn is run by students of the school, and is not operated for profit or by professional trainers.
- Boarder horses will be handled by students inexperienced with horses. Therefore, horses at the Earlham College Stables must be safe to handle from the ground.

Procedure for bringing a horse to Earlham

- Boarders must be in good standing with the program and do not have previously recorded, unresolved infractions which would invoke the disciplinary protocol
- All prospective boarders must show a current (less than one year old), **negative Coggins** test from a licensed veterinarian for all horses they wish to board.
- All horses traveling from outside of Indiana must have a **health certification** from a licensed veterinarian
- All horses must have up-to-date Flu/Rhino and Rabies vaccinations to enter the property.
- Prospective boarders must fill out a **boarding application**. Barn Staff must review this application in a timely manner and communicate to the prospective boarder whether their horse may board at Earlham College Stables and give the boarder a copy of the contract. Barn Staff and the boarder must sign this contract either before or immediately after the horse arrives.

Boarding cost, determined by Barn Staff in consultation with advisors and the Friends of Earlham Stables and consensed upon by co-op.

- Boarding prices may fluctuate each year but must remain the same throughout the academic year.
- Co-op members may negotiate for board discounts in exchange for other services, such as the use of their horse in lessons or taking extra shifts. The amount of the discount will be determined through discussion with the co-op member, Barn Staff, and advisors and added to the boarding contract.

- Board shall be billed at the beginning of each month. If a horse is in the barn for only a part of the month, the boarder will be billed for only the days that the horse was at the barn starting on the day of arrival to the day of departure, regardless of the time of day.
- Boarders may request that their horse's stall be cleaned daily for the entirety of or portions of break. Boarders must pay \$5 per day for stall cleaning and feeding, to be paid directly to Barn Staff.
- If the horse is being boarded by a student, their Earlham College student account will be billed for board each month. If the horse is not being boarded by an Earlham student, the fee will be billed directly to the owner.

Stall Priority

1. Third year co-op members and Faculty Advisor
 2. Second year co-op members
 3. First year co-op members. Those who have successfully completed Introduction to Equine Studies and Leadership and Barn Management have preferential consideration over those who have failed to complete the course.
 4. Incoming co-op members
 5. Earlham College community members
 6. Richmond and surrounding community members
 7. Non-co-op student boarder
- All of these categories are limited to one horse per person unless there is no interest from any of the below priority levels.
 - Barn Staff will review the applications for stalls, taking any behavioral concerns into consideration to find the animals that best fit our program.
 - If there are more suitable horses than stalls available, those who submitted their application first will receive a stall, but the decision is ultimately made by Barn Staff.

Turn out

- Horses left in their stalls for more than 72 consecutive hours are expected to be hand walked, unless otherwise instructed by a veterinarian.
- A boarded horse will be pastured in one of the five main pastures or the holding pen. Barn Staff will notify boarders of changes in pasture.
- **Boarders** may decide when they do or do not want their horse blanketed, but any boarder horse that displays obvious signs of discomfort stemming from cold or wet weather (e.g. shivering) will be blanketed at the discretion of the shift instructor and/or Barn Staff. The boarder must be notified whenever their horse is not blanketed per their stall card's instructions. Boarders may **override the above temperature/precipitation cutoffs** except below 0°
- Any horse that causes excessive fighting among the herd, injury to other school or boarder horses, or injury to people while in the pasture may be denied pasturing with other school or boarder horses. In this case the horse may be turned out in a different pasture, independently of other horses, be confined to the holding pen (subject to availability), or turned out at an alternate time.

- In the event that a single horse is required to be turned out separately, the boarder may be required to assume the responsibility for the turn out of the horse.

Feeding

- Horses have access to water at all times and are fed hay and grain twice daily.
- Earlham College Stables provides two types of hay from which to choose: “Grass Hay”, a mixture of orchard and timothy, as well as “Mix Hay”, the majority of which is alfalfa with some timothy grass mixed in.
- Earlham College Stables provides different types of grain from which to choose.
- If the boarder decides not to use any of the provided options or requires additional options, they must provide a private supply of hay and/or grain at their own expense. The boarder is responsible for acquiring and maintaining these supplies.

Stall Cleaning

- Boarders are responsible for **cleaning their horse’s stall at least every 48 hours**.
- Water and feed buckets must be scrubbed by the boarder.
- Wood shavings are provided for the bedding material of all horses. If this is not suitable, the boarder is responsible for the acquisition of an alternative bedding for his/her horse at their own cost.
- If, for any reason, the boarder cannot continue cleaning the stall or maintaining his/her horse’s basic health care needs, the boarder must find someone to fulfill these tasks in their absence. If these duties are not performed, the boarder will be notified in person, via e-mail, through campus mail, text and/or call, and have 24 hours to complete them. If at the end of the 24 hour period the tasks have not been completed, Barn Staff will hire someone to complete the task (for a fee of \$10 per hour) at the boarder’s expense. If the boarder repeatedly fails to fulfill these tasks, the boarder will be given a two weeks notice to remove the horse from Earlham College Stables.

Horse health

- The boarder must keep the above mentioned horse in good health and hygiene.
- It is the boarder’s responsibility to **test their horses for worms** at least once a semester.
- The boarder will be **notified when the vet or farrier is expected to come** for the regular care of Earlham horses. If the boarder requests in advance, the boarded horse can be treated by the veterinarian or shod by the farrier at these times.
- If there is a need for the above horse to be seen by the vet or farrier at a time other than the appointments scheduled for Earlham horses, the boarder shall notify Barn Staff so they may contact the vet or farrier (unless there is an emergency situation in which case the boarder should call the vet themselves).
- Both the veterinarian and the farrier have the right to refuse services if they deem any horse a hazard to work with. In such cases, the owner is responsible for engaging their own services.
- If the horse is being boarded by a student, their Earlham College student account will be billed for vet/farrier expenses each month, along with the boarding fees. If the horse is not being

boarded by an Earlham student, the fee will be billed directly to the owner by the veterinarian or farrier.

Equipment

- Boarders are required to provide a halter and leadrope available exclusively for each horse they bring.
- Boarders are required to provide a blanket for their horse. If a boarder is unable to provide a blanket, one may be rented from Earlham College Stables, subject to availability.
- A helmet must be worn at all times when riding on Earlham property.
- Each boarder must fill out a stall card for each of their horses, including the boarder's contact information, secondary contact information, and hay, blanketing, and turnout instructions.
- Each stall is equipped with two water buckets, a feed bowl, and a blanket bar. Boarders are responsible for the costs of any damage to these items that was not noted upon the boarder's arrival.
- Boarders may keep their tack and supplies in the boarder tack room.
- Boarders will be issued an HB-4 key that will unlock the front, boarder tack room, and feed room doors. This key must be returned no later than the day that student housing closes.
- Earlham College and Earlham College Stables is not responsible for lost or stolen equipment stored in the Earlham College Stables.
- Boarded horses must be removed from the facility no later than the day after graduation unless prior arrangements have been made and approved by Barn Staff.

Boarder routine deviations

Boarders may want to care for their horse in a way that deviates from the typical routine, e.g. feeding their horse three times a day. Any deviation in a boarder horse's care must be taken care of by the boarder.

Outside professionals

If a boarder wishes to bring in an outside professional, such as a different vet or farrier for their horse, they will work with Barn Staff to do so.

Damage to facilities

If a boarded horse causes damage to Earlham College property, the boarder will be responsible for the repair or replacement of the damaged item. Damage will be assessed by Barn Staff as to whether it is abnormal wear of the facility.

Dangerous horse protocol

- Horses are considered to be dangerous if they threaten the safety of other people or horses including **kicking, biting, charging, or striking**. Medical causes should be investigated.
- The dangerous behavior and a course of action will be discussed by Barn Staff and communicated to co-op. The horse may be put on a **probationary period** for a minimum of two weeks to give the boarder a chance to improve the horse's behavior.

- The **handling of the horse will be restricted** to those designated by Barn Staff and/or the boarder, including turn in and turnout, any vet or farrier work, and any emergencies. The horse may also be restricted to the holding pen or stall.
- Lack of cooperation in the creation or execution of a plan of action on the owner's part can result in the horse's removal.
- When a schoolie or boarder horse has shown no progress and is determined to be too dangerous, the owner may be **asked to remove their horse**. All situations regarding the dangerous behavior of a horse will be evaluated on a case by-case basis and Barn Staff will make the final decision in consultation with the Barn Supervisor.

Absences

- If the owner of the horse will **not be present for any period of one or more days**, the boarder **must inform Barn Staff** of their absence, provide a departure and return date/time in writing, and leave emergency contact information for at least two people.
- The boarder must find a caretaker for the duration of their absence who will be accountable for the horse's daily and emergency care.
- During absences including breaks, Barn Staff or hired help may call the veterinarian or farrier in emergencies, but will not be held liable for the horse in any way.
- If the boarder is absent and has not appointed a caretaker, Barn Staff reserves the right to hire someone to perform caretaking tasks, paid \$10/hour, billed to the boarder. The boarder will be charged \$10.00 a day in addition to the regular board fee. During this time, Barn Staff will begin trying to contact the boarder. If after two weeks the boarder/owner cannot be reached or will not assign a caretaker to assume care responsibilities, Earlham College Stables will begin the legal process for assuming ownership of the horse, and will become completely responsible for its care, and will have all rights for the horse's future use or sale.

The boarder understands that their horse is considered to be on a trial period for the first two weeks of boarding at Earlham College Stables. During this time, Barn Staff will monitor how well this horse fits into the routine of the program, including turn out and friendliness to other horses and people. At the end of the two week trial period, if Barn Staff deems the horse unsafe or inappropriate for the program, Barn Staff will notify the boarder. The boarder will then have two weeks to remove the horse from the Earlham College Stables. All rules and regulations stated in this contract apply during the trial period.

Removal of horse

Should the boarder horse exhibit significant aggression or medical condition such that they are no longer suitable for the Earlham College Equestrian Program, their contract shall be terminated. Earlham shall give notice of 2 weeks via phone call, text, and/or e-mail, unless unable to accommodate the horse for that duration.

If the Boarder plans to terminate their contract and remove their horse from Earlham College Property, the boarder must notify Barn Staff in writing or via email and at least 1 week prior to the horse's departure to allow scheduling of the checkout process explained in the Boarder Contract. Failure to do

so for a non-emergency situation will result in a fine of \$15 and/or action according to the disciplinary protocol.

Non-co-op student boarder:

Community members who board a horse do not have to be a part of co-op. However, it is generally expected students who board a horse are a part of co-op. Students who wish to become boarders and not co-op members must first take AWPE 109 and 209 and demonstrate compelling reason(s) why being a part of co-op would negatively affect them. This may be for medical, time commitment, or other reasons. If the reasons are personal, the prospective boarder may speak with the advisors as an intermediary with Barn Staff. To protect privacy, it may be necessary to limit the number of people with knowledge of the details surrounding an extenuating circumstance. Student community boarders pay community member board rates.

Liability

Earlham College and the Equestrian Program assume no liability whatsoever for boarded horses, tack, or personal belongings. The boarder assumes all risks for accident or injury to the horse. Earlham College assumes no liability and is in no way responsible for the injury, illness, or death of any horse boarding at the Earlham College Stables, or for the injury, illness, or death of a rider on- or off-campus while riding a boarder or school horse. Earlham College is not responsible for acts, occurrences, or elements of nature that can scare or injure a horse (e.g., thunder, lightning, wind, tornado, water, insects, wild or domestic animals). In cases of medical care and emergencies, the boarder will cover all expenses.

The boarder and their visitors must sign Earlham College's barn "Acknowledgment & Assumption of Risk, Release and Waiver of Liability" prior to entering the property.