

Earlham Equestrian Program Guidelines

Last updated December 2022

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Access and Amendments

Accessibility of Information

It is the responsibility of Barn Staff to ensure that a current version of this information is posted in the barn and on the Earlham College website and is accessible to anyone who wishes to view them.

Amending Guidelines

These guidelines must be changed and updated as the needs and wants of co-op change. A co-op member who wishes to change a protocol may communicate this desire to Barn Staff. Barn Staff must propose the change to co-op in a timely manner and lead co-op to consensus on the change. Barn Staff may change policies without consensus from co-op only when consensus within co-op is impossible or otherwise not in the best interests of co-op.

Any questions?

Contact Barn Staff: ecstables@earlham.edu

Emergency and Safety Protocols

Hierarchy of Safety Concerns

Safety of humans and horses is paramount at Earlham College Stables. However, there are times when interests of human, horse, and property safety conflict.

1. All people on the property of Earlham College Stables must always treat the safety of humans as paramount and the top priority at all times.
2. The safety and wellbeing of horses is extremely important, but must never be prioritized over human safety.
3. The wellbeing of the barn's property, equipment, and facilities is prioritized below the safety of horses and humans.
4. The safety and wellbeing of horses and equipment may only be sacrificed when to not do so would cause injury to humans.

Disciplinary Protocol

In the case of **endangerment or injury to persons, horses, or property, or failure to complete responsibilities**, Barn Staff must be notified immediately. Barn Staff, Supervisor, and Faculty Advisor(s) will review the incident and will discuss the incident with the individual responsible and create a plan to remedy the situation.

Possible disciplinary actions (including but not limited to):

- Payment for damaged property or work to pay off the cost of fixing that property
- Work dedicated to fixing the problem caused by the individual.
- A letter of apology to any individual harmed by the situation or to the owner of any horse harmed by the situation.
- Reduction of co-op privileges.
- Expulsion from co-op.

Documentation of disciplinary offenses and actions taken must be kept by Barn Staff in a confidential file on Box. This record is imperative for determining future Barn Staff selection, quitting/rejoining, boarding/stall priority, and rental of equipment policies.

Safety Policies

Footwear

- When unmounted: Co-op members must wear closed-toed and closed-heeled shoes. Appropriate shoes include paddock boots, sneakers, muck boots, etc. Sandals of any kind are not permitted.
- While mounted: Co-op members must wear riding boots or similar footwear while riding that a) slides easily out the back of the stirrup and will not become stuck and b) has a closed toe, preferably hard and c) a small heel to keep the foot from sliding through the stirrup

Helmets

All co-op members, community members, boarders, and guests must wear a horse riding helmet any time they are mounted on a horse on Earlham College Stables property. The helmets must be less than 5 years old and replaced after a head-impact fall.

Headphones

Any person on the property of Earlham College Stables may only have one earbud in one ear at any given time.

Access to phones

A phone must be present in the arena while riding or carried by at least one person in the group while trail riding to ensure emergency services can be contacted if necessary.

Riding etiquette

- Standard ring manners include passing left shoulder to left shoulder, calling out where you are going, and leaving adequate space between horses (at least one horse length).
- If an individual wishes to ride in an arena where a lesson is taking place, the individual must ask the Instructor of the lesson prior to riding and if permitted must be respectful of the lesson's space and safety.
- Yell 'door' when you enter the connector!

Intoxication

No person is allowed to smoke, be under the influence of alcohol or illicit substances, or carry alcohol or illicit substances while on the property of Earlham College Stables.

Safe barn social climate

Aggression towards fellow humans including, but not limited to, curse words, yelling, or physical violence will not be tolerated. Refer to disciplinary protocol.

Dangerous Horse Behavior

- 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.
- School horses are also considered to be dangerous if they are a danger under saddle including consistent bucking, rearing, spinning or bolting (boarders ride at their own risk).
- 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 Barn Staff and/or 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 expulsion.
- When a school horse 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, advisors, and veterinarian.

Emergency Protocols

Human injury

Fall from horse

- Administer first aid, see below for spine or head injury.
- **Notify Horse Care Manager and/or Barn Supervisor** so that the horse's behavior can be monitored going forward.
- Fill out an incident report form.

Minor injuries

- First-aid kit can be found on the wall at the front of the barn.
- Contact the Barn Manager and/or Barn Supervisor.
- Fill out an incident report form. Where do all these forms go?

Emergency human injury

- Call 911 and direct them to **1052 Gurney Drive in Richmond**, the Suzanne Hoerner Jackson Equestrian Center ("the big gray barn"), tell them to cut the sirens, and designate someone to flag down the ambulance.
- In case of suspected head or spinal injury, do not move the patient unless they are in a dangerous environment.
- If injury has taken place in pastures, consider opening the gate to the chute so an ambulance may drive through.
- Contact the Barn Manager and/or Barn Supervisor.
- Fill out an incident report form.

Suspected concussion

- The athletic trainer in AWC can diagnose concussions or seek medical attention elsewhere (but don't drive yourself).
- **Signs of a severe, emergency concussion are:**
 - Loss of consciousness occurs
 - One pupil is larger than the other
 - Repeated vomiting or nausea
 - A headache that gets worse over time
 - Slurred speech, weakness, numbness, or decreased coordination.
 - Convulsions or seizures (shaking or twitching).

Suspected spinal injury

- Symptoms include
 - Extreme back pain or pressure in your neck, head or back
 - Weakness, incoordination or paralysis in any part of your body
 - Numbness, tingling or loss of sensation in your hands, fingers, feet or toes
 - Loss of bladder or bowel control
 - Difficulty with balance and walking
 - Impaired breathing after injury
 - An oddly positioned or twisted neck or back
- Don't move the patient and call 911
- Place towels on both sides of the neck or hold the head and neck to prevent them from moving until emergency care arrives

Horse injury/colic

- If a horse is injured or colics, those present must immediately **contact the Horse Care Manager** for school horses or horse owner *and* Horse Care Manager for boarder horses. In an emergency, **the veterinarian** must be contacted first.
- Fill out an incident report form.
- The HCM or boarder may consult with the Barn Supervisor and create a plan of action.
- The co-op will be informed of significant health issues and Barn Staff will document the incident in the horse's file.
- Boarders and HCM are responsible for the treatment of boarder and school horses respectively, but both may request voluntary assistance from co-op members.
- Leased school horse owners should be contacted in the event of significant injury or illness in a school horse.
- In the case that a horse requires emergency care and the boarder/lease horse owner is unable to be contacted within a reasonable time, they may be treated by a veterinarian at Earlham or taken to an equine hospital and be treated up to the amount specified in their contract.

Violent persons

- In the event of a violent intruder or co-op member, call Public Safety immediately to send an officer. Remain calm and do not attempt to confront the person.
- Fill out an incident report form. Remove yourself to safety.

Extreme weather

- In the event of severe weather, Barn Staff must contact the people who have indicated their availability for that time period on the **emergency contact list** to come out to the barn and help.
- **< 0° locked door policy.** No horse, whether school owned or boarder, may be turned out. No outside barn related activities may take place. All school horses should be blanketed. All workers must alert co-op and boarders and give all the horses extra hay and make sure each horse has at least 2 full buckets of water.

- **Thunderstorms:** If any thunder is heard, Barn Staff or Faculty Advisor(s) should reach out to the emergency contact list and rendezvous at the barn to turn the horses in. The horses should not be turned out again until an hour after the last thunder/lightning or at Barn Staff and the boarder's discretion.
- **Tornado:** Horses should remain in the large pastures (not holding pen) to avoid a collapsing barn. Humans should shelter in windowless interior rooms.

Fire

- In the event of a **small fire**, call Public Safety immediately, then use the fire extinguisher to put out the fire and call the Barn Manager, Supervisor, and/or advisors. Halter and lead horses to the holding pen and then into the pastures. Fill out an incident report form.
- In the event of a **large fire**,
 - Call 911. When everyone is in a safe place, call the Barn Manager, Supervisor and/or advisors.
 - Refer to the hierarchy of safety concerns. Do not enter a barn engulfed in flames even if horses are present.
 - If it is safe to enter the barn, open the barn doors, open the stall doors (consider shutting them behind the horses so they do not return) and get them out of the barn. Trying to individually catch, halter and lead each horse out and away to safety will be virtually impossible in a large fire.

Co-op Structure

Membership levels

An **Assistant** is a co-op member who has not yet passed AWPE 109 Equine Studies and AWPE 209 Leadership and Barn Management.

- Assistants must work a total of one shift per week.
- Must assist a lesson and ride in a lesson, each for one semester.
- Must attend Introduction to Equine Studies and Leadership and Barn Management
- While taking Introduction to Equine Studies AWPE 109
 - Assistants may ride school horses under the supervision of a shift or lesson instructor.
 - Assistants may NOT jump the school horses outside of a lesson taught by an instructor cleared to teach jumping.
- After passing Introduction to Equine Studies AWPE 109
 - Assistants may ride school horses with other assistants who have passed Introduction to Equine Studies.
 - Assistants may NOT have non-co-op member guests ride with them
 - Assistants may NOT jump the school horses outside of a lesson taught by an instructor cleared to teach jumping. The only exception to this is assistant Horse Care Managers.
 - Assistants may not ride school horses alone.
 - Assistants may not work shifts at the barn alone with other assistants. An instructor must be present for all shifts.

An **Instructor** is a co-op member who has passed Leadership and Barn Management.

- Instructors who are sophomores or juniors must work a total of two shifts per week.
- These two shifts may be any two of the following: working a shift, teaching a weekly lesson, or teaching the Introduction to Equine Studies or Leadership and Barn Management (which counts as two shifts)

Seniors

- Senior co-op members are only required to work **once per week** in addition to attending weekly meeting during the **first year** that they hold senior status. For each academic year following their first “senior year”, returning members may choose to use their senior privileges for one semester. During the other semester, they must work twice per week, as in the instructor guidelines
- Students are considered a Senior for the two semesters before their planned graduation.
- A community member of the co-op is considered a Senior if they have been an instructor for at least four semesters.
- A member of the co-op enrolled in any of Earlham College’s graduate programs, that has passed both Introduction to Equine Studies and Leadership and Barn Management, is considered a Senior by the co-op.

Barn Co-op Member Requirements

- It is the responsibility of barn co-op members to adhere to the Earlham College Equestrian Policies.
- Every barn co-op member is required to attend the weekly co-op meeting.
- Every co-op member is required to work the appropriate number of shifts per level of membership.

Earlham students alternatives to full co-op membership

Some students are unable to fulfill the standard duties of co-op members including shifts, meetings, and Assistants' Course due to academic, time commitment, medical reasons, etc. Individuals who are interested in being in co-op but cannot fulfill the standard duties of co-op should contact barn staff to work out an alternative arrangement.

Examples (not exhaustive)

- Co-op member has a medical condition that prevents them from riding, so instead of taking a lesson they might do groundwork, pasture observation, etc.
- Co-op member is “half-time” meaning that they work fewer shifts in exchange for access to schoolies half of the week.
- Co-op member is unable to work shifts, so they commit a certain amount of time to the barn each week doing an alternative task(s) (e.g. cleaning tack, sweeping, cobwebbing, etc.) in exchange for a proportional amount of co-op member privileges.

FOES (Friends of the Earlham Stables) Weekend

The Friends of Earlham Stables (FOES) generously provide the barn co-op with guidance, support, and advice. The FOES visit the barn one weekend per semester, typically on a weekend in October or November in the fall and March or April in the spring.

- FOES Weekend typically consists of
 - A walkthrough of the barn with Barn Staff, the FOES, advisors, and other interested co-op members
 - A formal business meeting with current Barn Staff, the FOES, and advisors including a budget, co-op membership, and school horse report.
 - An informal meal with Barn Staff, other co-op members, and the FOES
- FOES shifts
 - The week before Friends’ Weekend, every co-op member will work an extra 2- hour shift at the barn for the purpose of cleaning the barn extra nicely in preparation for the walkthrough, scheduled by the Lesson Coordinator.
 - On the day of the walkthrough of the barn, boarders must clean their stall or arrange to have their stall cleaned prior to the walkthrough or be charged \$15.

Co-op meetings

Co-op meetings are held once per week. During the first part of the meeting, Barn Staff, co-op members, community members, and advisors share any cheers, news, reminders, ideas, or other issues with the rest of the group. During the second part of the meeting, consensus or consultation discussions are held as necessary.

Meeting etiquette Co-op meetings are a safe space. Everyone in the meeting must speak and act with respect at all times. Eye-rolling, mean-spirited laughter, or any other non-respectful attitudes will not be tolerated.

Missing meetings

- Members with a lasting conflict with meetings must communicate that conflict with Barn Staff in order for it to be considered excused.
- In order for a meeting to be excused, the party missing must **contact all members of Barn Staff** (ecstables@earlham.edu)
- Examples of excused absences: conflicts with an academic course, being out of town, illness, etc.
- Examples of unexcused absences: homework, hanging out with friends, etc.
- We refrain from defining the exact terms of what makes an absence excused or not excused, as there are infinite possibilities for absence which could not adequately be described in this policy. So we leave it to the discretion of Barn Staff, as a confidential party, to decide.
- Those who miss meeting, excused or unexcused, must read the meeting minutes in order to be up to date on the happenings of the barn.
- If a member misses more than two unexcused meetings in a semester, they will be **charged \$5 per missed meeting to their student account**. Barn Staff must reach out to the individual to see how to support them further.
- If a co-op member misses five (or more) meetings in a semester without adequate notice or reason, the action to be taken will be left up to Barn Staff to decide, and the course of action may include suspension or expulsion from the program.

Barn Staff meetings

The members of Barn Staff meet once per week. These meetings are for Barn Staff to discuss any barn-related current or upcoming events, happenings, issues, or problems with each other and with advisors as necessary. Minutes will be edited to preserve elements that must be kept confidential and distributed to co-op.

Leaving co-op

- Co-op members who wish to no longer be a part of co-op must **notify Barn Staff at least two weeks before** ceasing to participate in co-op activities (e.g. shifts).
- An exception to this will be made if the person wishing to leave is physically unable to work shifts. If a member needs to quit due to injury or illness, they must work together with Barn Staff to get their shifts covered for the next two weeks.
- If a co-op member leaves for reasons they don't want to share with Barn Staff, they may notify an advisor who will notify Barn Staff of the person's departure.

Rejoining Co-op

- People who have quit co-op in the past and wish to rejoin may do so by contacting Barn Staff. Barn Staff may not prevent anyone from rejoining the co-op unless they have unresolved infractions recorded under the disciplinary protocol.

- Rejoining co-op members who have been **out of co-op for longer than one year must take and pass the final exam for Leadership and Barn Management** and be retested to be a lesson instructor to renew their shift instructor and lesson instructor privileges/status respectively.
- Rejoining co-op members who have been out of co-op for longer than one year and who have passed Leadership and Barn Management but do not wish to retake the final exam for the course may rejoin co-op with the privileges of an assistant who has passed Introduction to Equine Studies.
- Rejoining co-op members who have not passed Leadership and Barn Management must resume taking either Introduction to Equine Studies or Leadership and Barn Management as appropriate as soon as possible.

Studying abroad

- Co-op members who go abroad (but do not quit co-op) for **one semester or less** are considered co-op members at the time of their return and have the **same status/privileges** when they return that they had prior to leaving.
- Co-op instructors who study abroad more than a semester must retake and pass the final exam for the Leadership and Barn Management to renew their instructor privileges at the time of their return.
- Co-op members who have not yet passed the Leadership and Barn Management must resume taking the Leadership and Barn Management when they return if they wish to remain co-op members.

Shift Guide

Shifts must consist of **at least two co-op members**, at least one of which must be a shift instructor. PM shifts usually have three members, and in the case of a two person PM, at least one person must be either currently on Barn Staff or a previous member of Barn Staff.

It is Barn Staff's responsibility to work shifts when there is no formal shift schedule, e.g. in late August or after finals week.

Comments book

The comments book is a notebook near the front entrance of the barn that has been designated as a place for co-op and community members to write any relevant notes about horses and/or goings on at the barn e.g. if a boarder wants their horse left in because the farrier is coming. Every co-op member must **look at the comments book upon entering the barn** and read any notes that have been written since they were last at the barn.

Weather parameters for turnout

The co-op uses AccuWeather Real Feel temperature to standardize turnout parameters. AM shifts use the highest temperature for the day and PM uses the lowest for the night.

- > 65% chance of **thunderstorms** before 3 pm, no turnout.
- > 65% chance rain or currently raining -> do not put fly masks on the horses
- > 16° F horses are turned out
- 15 ° F to 0° F consult stall cards
- < 0° **locked door policy**. No horse, whether school owned or boarder, may be turned out. No outside barn related activities may take place. All school horses should be blanketed.
- If horses are not let out, shift workers must alert co-op and boarders and give all the horses extra hay and make sure each horse has at least 2 full buckets of unfrozen water.

AM Shift 7-9 am

- Bring horses in who are turned out 24/7.
- Check the high temperature for the day update the weather whiteboard.
- Toss AM hay to each horse as indicated on individual stall cards.
- Dump either the left or right water bucket in each stall and record which bucket was dumped. If the previous AM shift dumped the right bucket, the left bucket must be dumped the next day. If both buckets are dirty, dump both.
- Give grain to each horse as specified by the whiteboard in the feed room.
- Water the indoor arena if the temperature is above 32°F
- Muck out half the school horse stalls and write which stalls were cleaned in the comments book.
- Blanket each horse according to the high temperature and chance of precipitation for the day.
- Plug in the electric fence.

- Walk horses to the chute gate and herd horses out as a group without halters (as opposed to leading out horses individually) unless a boarder or the Horse Care Manager requests that particular horses are led out. Pastures are specified by the pasture board.
- Break up any ice in the water troughs in the pastures.
- Sweep the rubber mats in the aisle, and the washstall if necessary.
- Open windows if the high temperature for the day is 32°F or higher.
- Ensure that lights are off and that the tack, feed, and front doors are locked.

PM Shift 4:15-6:15 pm

- PM shifts with two people must have one member of current or previous Barn Staff. These shifts are allowed to herd horses in (though best practices are to lead them in if possible). A shift worker should check with anyone riding in the outdoor arena prior to herding in. If the person riding indicates that they are uncomfortable with horses herding in, shift must lead horses in.
- Check the low temperature for the night and update the weather whiteboard.
- Toss PM hay to each horse as indicated on individual stall cards.
- Fill up all the water buckets in each stall and leave ~2-3 inches of space at the top.
- Water the aisles if above 32°F and rake.
- Clean any school horse stalls that the AM shift did not clean.
- Sweep
 - Concrete in the front of the barn
 - Tack room
 - Feed room
- Sweep the rubber aisle mats, rake the aisles, and pick up piles of what has been raked.
- Unplug the electric fence.
- PM shifts with three or more people lead horses inside. One person may lead up to two horses if they feel comfortable doing so.
- Give grain to each horse as specified by the whiteboard in the feed room.
- Blanket each horse according to the low temperature for the night.
- Turn the horses on 24/7 turnout back out.
- Close windows if the low temperature for the night is 32°F or lower.
- Ensure that the lights are off and the front, tack room, feed room, and back doors are closed and locked prior to leaving. If the temperature is around 70°F and weather will continue to be good until night check, back doors may be left open. Shift members should notify barn staff that the doors were left open and write this in the comments book.

Night Check

- Night check happens every day except for on breaks. Night check is conducted by one member of Barn Staff and must be completed between 9:00 pm and 12:00 am
- Check each stall:
 - The stall latch is completely latched
 - The horse has at least a bucket and a half of water
 - The horse does not appear to be colicking or otherwise ill

- The horse is blanketed appropriately
- All doors are shut and locked, the lights are off, and the windows are open or closed as necessary

Paid Shifts

When every member of co-op is working their required number of shifts and there are still not enough workers to cover all shifts, co-op members may be paid for working extra weekly shifts.

Co-op members working extra shifts will be paid \$15 per shift.

It is the Lesson Coordinator's responsibility to ensure that the number of paid shifts is minimized each semester. It is the responsibility of the person working the extra shift to ensure that their timesheets are completed.

Etiquette during shift

- Co-op, boarders, and community members in the barn during shift should take care to stay out of the shift workers' way.
- Horses may not be cross-tied while shift workers are turning horses in or out.
- If lessons are during a shift and need to be cross-tied, communicate with those on shift and consider cross-tying in the wash stalls.

Missing Shifts

For non-emergency shift covers, it is the responsibility of each co-op member to find an appropriate substitute. Members who find themselves in need of a shift cover should follow the procedure detailed below.

1. **Email barnco-op@earlham.edu** at least 48 hours before the scheduled time of the shift.
 - a. Indicate the date/time of shift that needs covering.
 - b. Indicate whether or not an assistant may cover the shift.
 - c. Let co-op know how you are able to compensate someone covering your shift, such as **trading shifts, paying in food, money, or doing stalls.**
2. If the previous item was unsuccessful, **individually text or call co-op members** that are available during the time of the shift at least 24 hours before the scheduled time of the shift.
3. **Text or call the lesson coordinator** at least 12 hours before the shift if the previous items were unsuccessful.
4. If a member cannot find a cover for a non-emergency related missed shift, and has not done every item listed above, their student account **will be charged \$15**. If a member should miss more than 2 shifts in a semester, Barn Staff must arrange a meeting with the individual to determine how to support them further.
5. If a co-op member misses five (or more) work shifts within a semester without adequate notice or reason, the action to be taken will be left up to Barn Staff to decide, and the course of action may include suspension or expulsion from the program.
6. In the event that a co-op member finds themselves in an emergency or extenuating circumstance that prevents them from working a shift, they should contact Barn Staff as soon as possible to avoid being charged. We refrain from defining the exact terms of what makes a

missed shift excused or not excused, as there are infinite possibilities for extenuating circumstances which could not adequately be described in this policy. So we leave it to the discretion of Barn Staff, as a confidential party, to decide.

Horse Care Guide

Riding in the cold

Give significant time for warm-up in cold temperatures. Use a cooler after riding. When less than 25°F, schoolies may not be ridden.

Humane handling

School horses No school horse shall under any circumstances be hit, kicked, or otherwise physically disciplined. A jerk of the lead rope is acceptable. Any co-op member who is observed physically disciplining a school horse should be reported to Barn Staff and their actions will fall under the Disciplinary Action Policy.

Boarder horses It is strongly encouraged that boarders practice humane handling techniques. If there is evidence that a boarder is physically abusing their horse, Barn Staff reserves the right to intervene. No co-op member is permitted to physically discipline a boarder horse.

Breakaway equipment

School horses that are turned out in halters must wear breakaway halters.

When school horses are tied or cross-tied, the rope or cross tie should be attached to a breakaway material such as bailing twine.

Boarders are encouraged, but not required, to follow the above guidelines.

Exercise frequency

School horses may be ridden or worked on the ground twice per day and/or a maximum of three hours per day and have one day off per week. The Horse Care Manager and Barn Supervisor may consult to limit exercise. There is a whiteboard located outside of the school horse tack room that is designated for recording the use of school horses. The rider of the horse must note their name, horse, how long, and what gaits ("W" for walk, "T" for trot, "C" for canter, "J" for jump, and "GW" for ground work).

Jumping

School horses may be jumped in advanced level lessons taught by a student who has been certified to teach jumping, by an outside instructor who has been approved to by co-op to teach jumping, by the Horse Care Manager, or with permission from the Horse Care Manager only.

Bareback and trail riding

These are generally accepted unless Barn Staff deems a certain horse unsafe for these activities. School horses may not be cantered, galloped, or jumped on trails or while riding bareback. Neither of these

activities may be done alone. School horses must wear halters over their bridles and riders should carry leadropes when trail riding.

Treats

School horses may not be hand-fed treats without permission from the Horse Care Manager and/or Barn Supervisor. Owners of boarder horses may give permission for others to hand feed their horse. Do not use treats to bribe a horse to be caught from the pasture without explicit permission from the Horse Care Manager.

Schooling/training

Any attempt to correct significant behavioral issues a horse may be having under saddle or on the ground (unless by not doing so the horse poses an immediate danger to itself or others) is considered schooling. It is **not appropriate to school or train the horses** without consulting the Horse Care Manager. In the event that a school horse is **behaving badly, the Horse Care Manager and/or Supervisor should be made aware** and resolve behavioral issues. An individual may volunteer their skills and services to the Horse Care Manager and/or Barn Staff to help correct the problem.

During lessons it is **inappropriate** for the instructor to ask a student to dismount so that they can mount and school the horse. Notify the Horse Care Manager of the need to school the horse.

Facilities Use Guide

Rental of equipment

Equipment/tack not used by schoolies may be rented by members of co-op/boarders with permission of Barn Staff. Barn staff may deny this request if the prospective renter has relevant, recorded, unresolved infraction that invoked the Disciplinary Policy.

All rented equipment is **due promptly at the end of the school year** or the renter will be charged the value of the equipment.

Costs

- Saddles \$25 per saddle per semester
- Blankets \$30 per blanket per winter season.
- The cost to rent other equipment must be mutually agreed upon by the renter and Barn Staff.

Renters are responsible for costs of damage. Renters should document existing damage.

Barn visitors

- **Release and Hold Harmless Agreements** must be signed by all visitors.
- Each co-op instructor may have up to two guests or assistants ride with them at any given time. Assistants may not ride with guests unless an instructor is present in the arena.
- Friends or family of a co-op member may enter a pasture or arena where horses are present only when accompanied by a co-op member. It is the co-op member's responsibility to ensure that the visitor is safe, respectful, and adheres to the barn rules.
- If a visitor appears unannounced it is the responsibility of any co-op member present to ensure that the individual signs a waiver and is safe and respectful.
- Tours
 - Tours are led by the Barn Correspondent and can be scheduled through the Admissions Office.
 - Formal barn tours may not enter any pasture or arena where horses are present.
 - Tours may walk on the boarder side of the barn only if there are no horses in the aisle.
 - Co-op members should be thoughtful of visitors and should keep horses a safe distance from the tour group at all times.

Arena use by outside riders

Non-boarder community members who wish to ride in the Earlham College Stables arenas must **contact Barn Staff**. Outside riders may not interfere with lessons but lesson instructors may allow outside riders to ride at the time of the instructor's lesson.

Outside riders must present proof of their horse's **negative Coggins** test and riders from outside of Indiana must present a health certification. These must be presented prior to the horse's arrival. Barn Staff reserves the right to ask an outside rider to leave at any time.

Outside riders must pay **\$15 per horse per visit** for their use of the arenas.

Private lessons and outside professionals

- **Lessons on a boarder horse** Any co-op member can bring in an approved outside instructor for lessons on a boarder horse but cannot interfere with Earlham's lesson program.
- **Outside instructor for lessons on a school horse** Permission must be granted by Barn Staff before an outside instructor can teach a private lesson on a school horse and/or ride a school horse. Payment for these lessons must be arranged between the co-op member and the outside instructor.
- **Private lessons taught by a co-op member** Boarders can teach private lessons on their own horse. A co-op instructor can give informal private lessons on a school horse, but they cannot charge the student.

Facilities and school horse use

- Individuals who wish to use school horses must be:
 - A member of co-op
 - The guest of a co-op instructor, with the instructor present in the arena
 - A non-member of co-op enrolled in AWPE 100 (riding lessons) who is taking a lesson with a co-op instructor. These lesson students may not ride school horses outside of riding lessons.
- In order to use Earlham College Equestrian Co-op facilities and equipment individuals must be:
 - A member of co-op
 - A boarder
 - Enrolled in a riding lesson taught by a co-op lesson instructor or an outside instructor that has been approved by co-op
 - The guest of a co-op instructor
 - The guest of a boarder
 - A non-boarder community member who pays the arena use fee and trailers their horse in to use the arenas
- Earlham students who are in the barn regularly (more than once weekly) and participate in barn functions are encouraged to be in co-op.

Tractor

The Barn Co-op owns a tractor that is used for dragging the arena, managing the manure pile, and other miscellaneous farm chores. The tractor may be used only by individuals who have been trained to operate it by Miller Farm. It is the responsibility of Barn Staff to oversee tractor use and the training of those who wish to operate it. It is the responsibility of the Barn Director and/or Barn Staff to liaise with Miller Farm in order to ensure that the tractor is properly maintained. Nobody may operate the tractor under the influence of alcohol or illicit substances. Miller Farm may designate trained individuals to operate the tractor for purposes that Barn Staff and Miller Farm have mutually agreed on (see Memorandum of Understanding for more) It is the responsibility of the Barn Manager and/or Barn Staff to communicate with Miller Farm about the use of the tractor.

Curriculum Guidebook

Assistants' Courses

The Equestrian co-op is a unique program and thus requires a training period regardless of background or horse knowledge. Two mandatory semester-long classes aim to introduce newcomers into the program by teaching horse knowledge, responsible participation, and co-op community standards. These courses strive to mitigate hierarchy based on horse knowledge and/or past experience by ensuring each individual has the knowledge to recognize their value as a co-op member and therefore be a fully participating member of the co-op in every aspect.

- **Introduction to Equine Studies AWPE 109** is the first semester/fall semester course. This course is a prerequisite for AWPE209.
- **Leadership and Barn Management AWPE 209** is the second semester/spring semester course that is a prerequisite for becoming a shift and lesson instructor.
- While taking the courses assistants must work one shift per week and assist a lesson or ride in a lesson, each for one semester.
- Passing both Introduction to Equine Studies and Leadership and Barn Management is a prerequisite to becoming a shift instructor, lesson instructor, and Barn Staff member.
- A faculty member selected by the instructors and Barn Staff may assist the instructors in syllabus writing, attendance, participation, etc. but will not be in charge of assigning material or assessing the students.
- Completion of the course is dependent on both satisfactory completion of course assignments, attendance to weekly course meetings, and completion of a minimum of 9 riding lessons both as a student and as a lesson assistant. Assistants will be assessed with tests, quizzes, projects, and a written and practical final examination.
- Completing both courses fulfills all of Earlham's Wellness requirements (requirement is 4 credits).
- Courses may be taken for 0 or 2 credits. AWPE109 and AWPE209 will appear as 2 credit courses on a student's semester course load. However, if a student already has 17 or 18 credits and wishes to participate in AWPE109 or 209, they can request (via email to the course faculty instructor) to be enrolled for 0 credits.

AWPE 109: Introduction to Equine Studies

This course is typically taught in the fall semester. It meets 2 hours each week, historically Sunday afternoons from 2-4 pm. The course includes both classroom and hands-on learning. Students should expect to spend 2-4 hours per week outside of class working on assignments and studying. It covers the following topics:

- Introduction to the program
- Basic horse care
- The duties of a shift.

- Basic horse knowledge including parts, conformation, breeds, colors, markings, body language, behavior, etc.
- Diseases and vaccinations.
- Basic veterinary and farrier care.
- Handling horses including catching, leading, tying, blanketing, tacking, etc.
- How to participate in consensus discussions.
- Co-op policies.

AWPE 209: Leadership and Barn Management

This course is typically taught during the spring semester. It meets 2 hours each week, historically Sunday afternoons from 2-4 pm. The course includes both classroom and hands-on learning. Students should expect to spend 2-4 hours per week outside of class working on assignments and studying. It covers the following topics:

- How to be effective and safe lesson and shift instructors
- Leadership in the barn
- Advanced horse care
- Handling barn emergencies
- Strategies for becoming a successful lesson instructor, including dealing with various problems riders have at different riding levels and how to address them.
- Advanced horse care such as bandaging, wrapping, nutrition, etc.
- The Winter Horse Project: each Assistant will be assigned to a horse and must work with them at least weekly for the duration of the semester and keep a journal of their progress.

Teaching the courses

- Two co-op members (hereafter referred to as “Class Instructors”) teach the Introduction to Equine Studies and Leadership and Barn Management.
- It is recommended, but not required, that one class instructor is a member of Barn Staff.
- Both class instructors must have passed AWPE109 and 209.
- At least one class instructor of Leadership and Barn Management should be teaching riding lessons.
- Instructors are chosen by previous class instructors, and approved by Barn Staff.
- Course details and requirements to pass will be outlined in the syllabus and remain at the discretion of the course instructors.
- Should a member of co-op feel the material of either course be changed, they may bring it to co-op for consideration of consensus.

Test to become a lesson instructor

- Lesson instructors must pass AWPE109 and 209
- Prospective lesson instructors are typically tested at the end of the spring semester concurrent with the Leadership and Barn Management final exam. The lesson instructor test is optional and not a requirement for the Leadership and Barn Management course.

- The test consists of a mock lesson in which current lesson instructors are the “students.” Ideally there will be four or five “students,” at least one of which must be a Barn Staff member.
 - The prospective lesson instructor must give the “students” a full-length lesson that involves catching, tacking up, riding, and untacking the horses.
 - Each “student” should demonstrate a problem that typical lesson students have. These problems may be anxiety, lack of physical strength, being overly emotional, overly talkative, too tentative, disrespectful toward the “instructor,” etc.
 - The prospective instructor must demonstrate that they can teach all of the “students” and safely get them through the lesson.
 - After the lesson, the “students,” in consultation with Barn Staff, will decide whether the prospective instructor passed or failed.

Riding Lessons (AWPE 171-175)

- A session of lessons is one semester long and must include a minimum of nine lessons. Instructors should offer a couple of extra lessons in case students must miss one
- Each lesson is two hours in length, typically from 1-3 pm or 4-6 pm.
- Boarder horses may be used in lessons with the boarder's permission.
- Types of lessons
 - Beginner: these are for students with minimal to no prior horse experience. Basic skills such as catching horses, grooming, tacking, untacking, mounting, dismounting, horse and human body language, steering, walking, and trotting are covered. It is generally expected that beginner lessons begin to cover trotting by the end of the semester.
 - Intermediate: these are for students with some prior horse experience, typically students who are able to steer their horse at the walk and trot and ready to advance to cantering. Skills such as steering at the trot, posting and posting diagonals, ground poles and cantering are covered. It is generally expected that intermediate lessons introduce students to cantering by the end of the semester.
 - Advanced: these are for students who are adept at cantering and are ready to begin jumping. Skills such as cantering, jumping grids and courses, and lateral work may be covered.
- Depending on the available school horses, lesson students who weigh over 250 pounds may not take lessons. This is for the welfare of the horses.
- No lesson may have more than five students.
- Priority for lesson students each semester:
 - 1. Co-op members enrolled in Intro to Equine Studies or Leadership and Barn Management
 - 2. Other co-op members who are paying for lessons
 - 3. Earlham students registered for an AWPE riding lesson who are not co-op members
 - 4. Earlham faculty who are not co-op members
 - 5. Non-student community members over the age of 7

- 6. Co-op members who are auditing lessons
- Lesson assistants are co-op members taking either Introduction to Equine Studies or Leadership and Barn Management.
 - As part of these courses, assistants must take one semester-long lesson and be a lesson assistant in another semester-long lesson.
 - Lesson assistants must follow the directions of the instructor at all times.
 - Lesson assistants are expected to assist the instructor by teaching others how to correctly handle horses, groom and tack horses, and otherwise helping during the lesson.
- Community Members in Lessons
 - Adults may be added into regularly running student lessons appropriate for their skill level
 - Children over 7 but under 14 will be sorted into children-only group lessons which will be scheduled into the regular lesson schedule.
 - Teens aged 15-18 will ideally be grouped into their own lesson, but if there are not enough within the age bracket to create their own lesson, they will be included in regularly running student lessons.
- Fees for community members:
 - Lessons must be paid for up front at the beginning of the semester
 - \$210 per semester (\$30 per lesson)
 - If two children from the same family sign up together, they will have a discounted rate of \$350 for both children for the semester (\$25 per lesson). The rate of \$25 per lesson per student can be applied for as many children as the family is registering.
 - If lesson instructors are performing an extra lesson then they will be paid: For 3 or less participants they will receive \$15 per lesson from the barn, for 4-5 participants instructors will receive \$20 per lesson from the barn.
- Canceling lessons: Lesson instructors are required to offer at least 12 lessons, but may cancel lessons for the following reasons:
 - No cover required
 - There are not an adequate number of school horses that are fit for use at the scheduled time of the lesson.
 - The real feel temperature per AccuWeather is below 25°F, or other extreme weather conditions prohibit the use of school horses. Although it may be too cold to ride, many people, even experienced riders, benefit from groundwork lessons. We encourage lesson instructors to consider if the weather will permit a groundwork lesson instead of cancellation.
 - There is a scheduled lesson which no students are able to attend
 - The instructor has already taught 12 lessons
 - Must find a person to cover their lesson if the following apply: personal, academic, or athletic commitment
 - It is the responsibility of the instructor to provide their students with adequate notice when they need to cancel a lesson and inform Barn Staff.

- Instructors that do not find a cover if necessary or do not notify students will incur a \$15 fee billed to their student account.