



"Barn" Rules & Regulations

General Information:

VHS Management refers to either Cynthia (Primary Contact) or Mike Souza (Secondary Contact), the owners of Victoria House Sporthorses. **Cynthia cell: 209-914-6763** Mike cell: 209-649-4120

The "Greater Barn Area" (GBA): refers to any horse/equine area that is within the double gated fencing leading from the Souza residence and contains the turnouts, tacking areas, pasture stalls, open pasture, arenas, jumping, training, obstacle area, etc.

Hours of Business: Sunrise to dark year-round. No one should be riding or mounted 30 minutes after sunset at any time of year. You need remaining sunlight to properly put away and clean up after your horse, riding and grooming equipment. Please keep noise levels low between the hours of 6 a.m. and 10 p.m. *Business Hours are subject to change on weekends and Holidays, or at the discretion of Management.*

Critical Rules: No one is allowed inside the gate of the lower Gated Barn area without a signed liability release. Liability releases are on a clipboard inside document box attached to the Wooden Shed. Please have guests (family members, friends over 18) complete and put in the locked payment box.

USPC approved helmets with chin harness connected must be worn at all times while mounted.

Any Jumping (Obstacle jumping and stadium jumping) is allowed only during supervision by rider's instructor or with (primary) VHS Management permission. No one under 18 is allowed to jump unsupervised. **No exceptions.**

For the safety of our horses: If you are the last person to leave, you are responsible to make sure all shed doors and all gates and stalls are closed & secured. *Especially* the entrance gate into the GBA.

No bare feet or open-toed shoes allowed within gates of Greater Barn Area. **No exceptions.**

No smoking anywhere on the VHS or Souza Property. No drinking of alcoholic beverages or illegal drugs allowed on the VHS Barn property or driveways.

Please be sure to pick up your trash, your guest's or children's trash or any other trash you see lying around. Let's keep our farm a beautiful place.

Drive slowly upon all roads leading to and away from VHS and Souza residential property.

If at any time, you see something you feel is inappropriate or dangerous, please contact Cynthia or Mike immediately. Even if it is questionable in your mind, management should be informed immediately. (Cynthia: 209-914-6763; Mike: 209-649-4120).

Parking: Please park vehicles on graveled areas only. It is preferred that you park facing fence (nose in) next to hay stack and horse trailers. You may park in front of vehicle gates, however, you may be asked to move when access is needed. Never park on dirt areas unless directed to by VHS management. Dirt areas are for horses and riders and may become rutted when muddy. *Please do not park on pathways from Saddling/Tacking area to riding/training*

areas. There is not enough room for many cars to park in "barn" area. *Guests of either boarders or students* must park in front of Residence, *but along side* of pasture fence, allowing room for other vehicles to pass on driveway. Please *do not* park on the landscaping. It is not a long walk ☺.

Gates: If you open a gate, please close same gate after passing through it. This includes entrance gates, stall/turnout gates and pasture gates. Please close pathway gates to and from the Souza's yard or residence. **For our horses' safety:** *If you are the last person to leave, you are responsible to make sure all shed doors and all gates and stalls are closed & secured. Especially the entrance gate to the GBA.*

Liability Releases: No one is allowed inside the Saddling/Tacking/Stall and Pasture area without a signed liability release. (This includes all Instructors/Trainers, Riders and Guests whom must sign a liability release before handling, training or riding any horse) Liability releases are on a clipboard inside document box attached to front of Wooden Shed or in the big shed. Please have any guests (family members, friends over 18) complete form and put in the locked payment box.

Persons under 18 may not ride unsupervised without VHS management and parent's written permission. **NOTE:** No riders under 18 may jump any obstacles or stadium jumps *without instructors's supervision* unless VHS Manager is provided with written permission from instructor *and* Parent.

Guests: Guests are welcome, but do not "borrow" a horse for this person to ride. Please contact VHS Manager to request permission and arrange to pay fees for guests to ride horse or take a lesson. Guest riders must be able to demonstrate/validate adequate riding experience/horse handling knowledge. You may pick up a liability release ahead of time so your (minor) guest can bring completed release. **Note:** *It is a Student's or Boarder's responsibility to ensure that all his/her guests (over 18) have completely filled out and signed a liability release.* If under 18, liability releases MUST be signed by Parent or Guardian and their phone number put on form for verification. Put completed releases in lockbox before guest enters area.

Tacking/Stall Areas: Only students and guests who are pre-authorized to work with or ride a horse are allowed in the washstand/tacking area, arena, round pen, obstacle course or pasture areas. All other family/guests who are watching lessons must remain on graveled areas outside the washstand/tacking area. Please use the washstand/tacking area to groom and tack your horse. If the spots are taken, you may tie your horse to any other *thick fence post* or inside any empty stall. Do not tie to any gates. Never tie to electric wire fencing or wire fence posts. Each person is responsible for cleaning up after themselves and their horses. You must sweep up any hair, trimmings, clippings, hoof pickings, manure, etc. from your horse. Please put any saddles, bridles, grooming and washing equipment, etc. away after use. Please do not leave your horse tied for long periods as others may be waiting to use the area. **Note:** If you are borrowing (with permission) VHS saddles, tack & equipment, you are responsible for cleaning all items used and for putting them away properly.

Large Arena and Round Pen: Both are available for riding, training, lunging or free lunging and short turn-outs. Please be considerate and do not turn out your horse and leave the property. Others may be waiting to use the round pen or arena. *Only one horse per turnout area.* Round pen may often be used for scheduled lessons; please wait patiently to use it. You may use the arena if a lesson is in progress but please do not interfere with the instructor or student. Keep a respectful distance from the lesson activities. When riding in arena, please keep a wide space when passing another horse & rider. Please stop your horse if someone is having trouble with their mount. Only continue after the horse is under control. Be sure to pick up after your horse, after using the arena and round pen, before you leave GBA. Jumps, poles, barrels and other equipment may be used, but they are to be removed completely from the arena when you are finished unless they were already in place.

Dogs: We do love our dogs. However, we do have a no dog policy. (If you must bring your dog, you must keep him/her on a leash or in your car at all times. Please pick up after your dog and bury waste in the manure pile. If your dog continually barks, you must remove it from the property. **If you do not clean up after your dog, you will be asked to not bring your dog.**

Lessons: Please be on time for your riding lessons. Instructors need to maintain a punctual schedule. If you need to cancel your lesson, please contact your instructor 24 hours in advance. Riders should be dressed appropriately for safe riding. All riders must wear an ASTM F-1163-01/SEI certified riding helmet, properly fitted and secured with a chin strap while mounted. Long jeans or breeches and heeled riding boots are necessary for safety.

Non-student children under the age of 16 must be accompanied by a parent or other responsible adult at all times. Non-student children may not be "dropped off" at the barn, as we are not equipped to supervise children while we are working. An adult must be present and accountable for each student and rider, without first making other arrangements with VHS Manager or instructor/trainer.

In general, schooling over fences and log obstacles is permitted only under the direct supervision of an instructor. However, when the rider achieves a level of skill where their instructor will submit a written recommendation to the VHS Management, then the minor rider may school over fences with the direct supervision of their parent or legal guardian. No Minors may jump without adult supervision. Adult riders that wish to school over fences independently may do so with *written recommendation in their file* from a VHS approved instructor who has conducted a skilled evaluation on the rider.

Horses should be properly cooled down and groomed after riding. All saddles, tack and grooming tools must be returned to their proper storage places. Don't leave for someone else to do.

Horse handling: Never tie a horse to electric wire fence posts or any gate. Plan ahead to prevent spooky situations for your horse. A horse can easily pull back and pull out a wire post or bend a gate off the hinges causing a dangerous flight response. Never tie your horse with its bridle and reins. Use only halters and lead lines to tie up your horse to the appropriate tie locations. Horses may be led by a lead rope clipped to a fastened halter or a fastened rope halter only. No loose ropes about the neck, or unfastened halters. Horses may **never** run freely through the barnyard to their stalls. In all open and general use areas, the horse must be under your *direct control*.

Note to Parents: It is expected that parents will drop students off for instruction; however it is not acceptable to leave children for more than two hours without prior arrangement.

Please look after small children, as the barn can be a dangerous place. Encourage kids to behave calmly around horses. Running in any "barn" and riding areas, screaming, and throwing objects is not permitted. If a horse should become suddenly frightened it could easily injure itself, the rider or anyone else in the area.

Trail Riding: Only experienced youth riders may take trail rides with clearance from their trainer or VHS Management. Students must always be accompanied by their instructor or with permission from their instructor to ride with another approved student. *An adult must be informed when to expect your group to return as well.* **Any trail riding is done at your own risk.** Pick up any horse droppings on any driveway area through to Linne Road. If you should ride on farm roads/trails in the area: Always ride with a buddy and carry a cell phone for emergencies. Please be aware of farmers' guard dogs which can spook your horse. Be courteous to neighbors and avoid riding close to homes and vehicles.

Access from the "Barn" to the farm road trails is by the furthest driveway that goes past the main house. Please use the driveway that is closest to the pasture as you ride past the main house. Maximum pace is a *walk* from the "barn" until you reach outside the fenced property. *Never* trot or canter back to the Barn. When trail riding, stay on the roads and watch for occasional farm or resident vehicles. Please do not ride through fields or orchards – they are private property with valuable crops. Be aware of hunting seasons, as we do have hunters beyond our property at different times during the year. When returning from a trail ride, you must approach VHS property from the last **½ mile** at a *walk* and maintain a *walk* anytime you are on the VHS roads or driveways.

Do not ride through pastures if any loose horse is present. You may ride in an empty pasture, but get permission first. Also, beware of sprinkler heads and mole holes. Do not ride horses in the Souza's yard or tie horses to any rails or fences on Souza's house or porch. All horses and riders must be back to the barn by 30 minutes past sunset. No exceptions.

We encourage trail riders to carry a cell phone, and to never trail ride alone.

No one should be riding or mounted 30 minutes after sunset. You need remaining sunlight to properly clean up after and put away your horse and riding and grooming equipment. There is not reliable lighting in the barn or riding areas.

Guests & Visitors: Please contact VHS Manager to request permission and arrange to pay fees for guests to ride horses. Guest riders must be able to demonstrate/validate adequate riding experience/horse handling knowledge. Riding guests must sign a waiver form upon arrival to VHS Farm. If in question, guest must show a valid California Drivers License to show proof of being 18 or older. If the guest rider is a minor, that guest's parent or legal guardian must sign the liability acknowledgement and waiver form. The forms are hanging on a Clip Board in the big wood shed. (If you are planning to bring a minor guest and wish to have the guest's parent sign the waiver ahead of time, you may take an extra form home with you.)

Non-student children under the age of 16 must be accompanied by a parent or other responsible adult at all times. Non-student Children may not be "dropped off" at the barn, as we are not equipped to supervise children while we are working. An adult must be present and accountable for each student and rider, without first making other arrangements with VHS Manager or instructor/trainer.

Safety & Caution

Helmets and boots with heels must be worn by all riders.

Be safe and take care of those around you. If you see a dangerous situation, please alert Cynthia or Mike Souza immediately.

Any accident or injury to a person or horse must be reported immediately to Cynthia Souza, an accident report must be filled out.

Never leave horse unattended while tied.

During turnout and boarding, all halters are to be removed from horses unless they are leather or break-away. *Never* leave nylon or cotton halters on a horse in pasture, turnout or stall.

Please be careful when turning your horse out in the pasture. Close the gate behind you fully before attempting to release your horse. Also check for other horses nearby so you don't get kicked during their greetings. If yours is a new horse, wait and watch directly outside of the pasture to make sure the other horses are accepting of him/her.

Do not climb on fences or gates. If you notice any broken or malfunctioning fencing or broken gates, please tell Cynthia (209-914-6763) or Mike (209-649-4120) immediately. No climbing on the shed roofs, lofts, hay bales or horse trailers! It is a liability issue—we want everyone to stay safe.

Always double check every gate to make certain they are shut and secured with a D-ring; please close and lock all sheds with locks after putting all tack and gear away. Please turn off any lights and/or flashlights in sheds when you are done using them.

Accidents: If an accident happens, and someone falls off, do not move them or remove their helmet. If the person chooses to rise, that is their choice. If the person is unable to speak, is in a lot of pain, or incoherent, please call 911 immediately. Please call Cynthia or come knock on the door to the house to tell Cynthia what happened. An accident report must be filled out.

Property or Equipment Damage: If you, your horse, or your guests break something on the farm, please tell Cynthia or Mike. We will come up with a plan to fix or replace it. If it is an easy fix, please fix it yourself—then tell Cynthia. We reserve the right to charge for any damages you or your horse might cause to our facilities and equipment (stall, barn, fencing, arena, riding equipment, grooming tools, etc.) through carelessness. Normal wear and tear is acceptable.

Common Sense General Rules: Be respectful. If something is not yours, DO NOT touch it without permission. This includes horses, riding equipment and grooming and medical supplies.

Please clean up after yourself and anyone who is with you. Help each other. Please clean up after your horse in the arena, round pen, driveways and open areas. There are rakes, brooms and dustpans between the sheds. If the wheel barrel is full, please (carefully) dump it in the manure pile in the front pasture and re-close the gate.

Please return your horse to wherever you got it from unless asked to do otherwise by Cynthia or Mike.

If at any time, you see something you feel is dangerous, please contact Cynthia or Mike immediately. If it is questionable, management should be informed immediately. (Cynthia: 209-914-6763; Mike: 209-649-4120).

Do not coach other people in the barn. There are insured instructors at this facility, and we don't want accidents.

VHS vehicles and farm equipment are for the exclusive use of VHS management and employees, only. **No Exceptions.** Please remember that this is our home. Our front and back yards are off limits to livestock -- do not release horses there to graze.

Please do not turn off the water to any water troughs at any time anywhere on property. If you use a hose to rinse off your horse please turn off water when done and return hose to proper place. Do not move hoses without permission.

Horses/Boarding:

Boarders must comply with all rules and regulations outlined in this packet.

Board Payments are due on the 1st through 7th of the month. Any payments received past the 7th of the month will be charged \$10 for each day the board payment is late.

Farriers: Each boarder is responsible for paying for their own farrier services. Boarders are also responsible for cleaning up after their horse in the area where it is shod.

Any boarding fees, service fees, trailer storage fees, etc. are due at the first of each month before use. Payments made after the 5th of the month will be charged a \$5 late fee. Pay directly to Cynthia Souza (or put in Lock Box on shed). You can mail a check to Victoria House Sporthorses, 6000 W. Linne Road, Tracy, CA 95304. Checks should be written out to Cynthia Souza.

Horses must be current on vaccinations and deworming. It is very important that all information regarding your horse is available to us. You never know when it may become critical.

If you feel your horse isn't getting enough food, speak to Cynthia or Mike immediately. We never want to see ribs on any horses on our property in our care. We will be happy to discuss with you additional feed options and costs.

Please do not help yourself to extra hay or grain without permission.

Illness: If something is causing your horse pain, discuss this immediately with Cynthia. We may work out a stall rest schedule, or figure out a way to separate your horse to keep him or her quiet. Please contact Cynthia if your horse is not feeling well or seems down. You may relay any important instructions to Cynthia at that time.

We will attempt to call you for ½ hour in the case of an emergency. If we cannot reach you, we will still call the vet, if deemed necessary. Please make sure your owners' information sheet is complete and up to date.

Please take care when turning out your horse in round pen or arena. Try not to tear up the arena under-footing. Do not turn out horses in arena after down-pours of rain and arena is very wet as this will disturb the under-footing. Do not leave your horses unattended during turnout. You must remain on property during turnout, unless they are turned out in a secure pasture. Do not allow your horse to chew or kick the fence or jumps. Use only approved turnout areas and do not turn-out your horse when arenas are being used during lessons or have riders in them. Please be considerate of those waiting to use turnout areas after you.

The barn is open for riding/training/conditioning from sun-up to 30-minutes after sun-down every day. Both arenas and round pen must be vacated within 30 minutes after sunset as they are not lit. Boarders must respect any revised barn hours and "closed" days that may be posted by management.

All horse related issues should be addressed with Management either at the barn or by phone during business hours. See first page for phone numbers.

Note: Barn Rules & Guidelines will be posted in the top metal lock box and may be changed as needed at any time by management. We have designed these rules for the safety of our boarders, horses, and visitors. In addition to these rules, we expect our boarders and guests to be respectful of people, property, and animals. If you have a complaint or problem, please speak to the barn management.

Please complete & sign the following signature page and put in Lock Box on Shed for Management.



"Barn" Rules & Regulations

Signature Page

I have received a copy of Victoria House Sporthorses (VHS) barn rules and regulations. I have read and completely understand the rules and regulations that VHS management has given me. I will follow them, and I will make sure that any of my guests or invitees follow them also. I will be responsible for my guests at all times, and will be responsible if my guests do not obey the rules.

I have *carefully* read the rules and agree to obey them:

Date: _____ Name: _____

Name: (Printed) _____

Signature _____ Date _____

Parent or Guardian (if minor) _____

Parent or guardians: please make sure your child is aware of all the rules contained in this document, as is applicable.

Please Print out a copy of rules to keep, and **please sign a copy of the Signature Page** and put in Lock Box for Management's files. Thank you!!