

North Ridge Community Association
Equine-Canine-Agriculture-Sports & Recreation

Handbook

**Updates and Calendar can be found at
ridingarena.weebly.com**

Version 1-Effective Oct 1-2013

Welcome All!

As of October 1, 2013, a new Community Association will lease and operate the Riding Arena and surrounding property. This association is a fun and inclusive group who will work to make the Arena and Grounds available for:

Equine: Sharon Jensen built the arena for horses. We honour her original vision by encouraging all horses, all types of horsemanship and equitation to use the Arena and grounds.

Canine: Horses and dogs have long worked together. This Association also encourages all dogs, all types of canine groups and trainers to use the Arena and Grounds.

Agriculture: The Arena and Grounds are located on 150 acres of prime agricultural land. The Association intends to explore options for northern agricultural research, development and production.

Sports & Recreation: There is space for many. The Association will accommodate other sport and recreation user groups (for example cross country skiers, skijorers, skaters, indoor fitness etc).

Events: The Association will make the Arena and Grounds available for other events, from business retreats to weddings to dog trials and horse shows. The mezzanine is also available for meetings, classroom use and more.

The Arena Association will work to welcome and accommodate all groups as long as these groups support the ethical treatment of animals, humane training methods and a premium is placed on good animal care.

Guiding Principles of the Association

- **Safety** for all sports, agricultural, business and recreational activities.
- **Fun, respectful and inclusive** atmosphere for all.
- **Fair & Equitable access:** Compromise will ensure maximum use of facility resources . The Association board will attempt in every way to accommodate as many groups and individuals as possible.
- **Sustainability:** The Association must run the Arena and Grounds in a business like manner to ensure efficient and long term operation.
- **Sport & Skill development:** this includes regular access to train and learn and it includes as many types of activities as our resources, facilities and time permits
- **Open communication:** Communication with a problem solving and supportive principle will maximize use of the facility and environs.

These principles will guide Association members, user groups and staff in day-to-day and longer term decisions for the Arena and Grounds. This is a new and growing organization and we will work to refine and focus the contents of this handbook. This is a first draft and these rules and guidelines will change over time as we work together to ensure we have a space to learn, practice, and grow. The handbook updates will be distributed via email, posted on the website and posted at the arena.

Facility Description

Location: 25 minutes north of Whitehorse, Yukon, at Mile 7 on the Mayo Road (Km 11 North Klondike Highway).

Directions: Turn North on to the Klondike Highway (locally known as the Mayo Road). Go over the Takhini River Bridge. Pass the Takhini Hotsprings Road. Continue about 3 kilometres to Burma Road on the right. Turn right on to Burma Road. Take the 4th turn right on to an (as yet) unnamed road off of Burma. The arena is at the end of this Road.

The Indoor Arena: includes an heated 80 ft x 180 ft riding arena with crumbled rubber and fiber footing, heated indoor barn with 5 stalls for tacking up, wash-rack, lockers for rent, and inside boarding for emergency use. The 1000 square foot Viewing Lounge with fireplace, full kitchen, desk and tables with chairs is available for all those who pay A&G Fees, and it is available for rent for events, parties, meetings, seminars, and classes.

The Grounds: The entire Grounds include 148 acres and border on the Yukon River. There is currently a pole barn for hay storage with 7 covered stalls for temporary or overnight board. There are 22 pens with automatic waterers and shelters for horses as well as a 50 foot outdoor panel fence round pen. In the near future the Grounds will include outdoor horse arenas. There is the possibility that a dog training yard will be built as well. Inquiries have been made for X-country trails and for a skating rink. There is access to public trail systems off of the property. The Association will be pleased to discuss possibilities for varied community use of all the grounds and facilities.

Facility Rentals

Viewing Lounge

The Viewing Lounge can be rented for parties, classes, meetings, and other activities. Rental for the lounge is \$20/hour with a cleaning deposit of \$50 at time of booking. Please inquire about rates for ongoing scheduled use.

The Indoor Arena

The Arena can be rented for other activities such as weddings, trade shows, dog shows, or horse shows. Rental is subject to availability as, of course, the arena must answer first and foremost to the needs of the ongoing users. But please be assured that the Association Members will do their best to work with you! Please inquire for current rates.

Equine Health Services

Equine health services (i.e. farriers, veterinarians, dentists, chiropractors) can use the heated barn and can briefly use the arena (example: lunging a horse in the arena to see lameness, then moving to the barn to treat the horse). However the horse owner must have paid an A&G Fee. They must submit a waiver and proof of negative Coggins or have both on file.

Membership and A&G Fees

What does “Membership” mean?

In past people who used the arena paid a fee known as ‘membership’. This term is now changed to ‘Arena and Grounds Fee’ (the A&G Fee) because the Community Association must have members as per the Yukon Society’s Act. The Association will sell memberships for \$10 each in order to run the Arena and Grounds. All association members who use the Arena or Grounds will pay A&G Fees as outlined in this Handbook.

What do A&G Fees include?

Equine A&G:

Use of the arena grounds, barn, stalls, mezzanine and indoor arena according to the posted Arena Schedule and rules. When the arena or mezzanine has been booked for an event, clinic or for exclusive use, access by non-participants may be limited. Notice of these bookings will be posted on the website calendar and on the Communication Board in the barn.

All persons providing instruction outside of a clinic must be up to date with insurance and A&G fees.

Equine A&G Fees	1 day only	8 use punch card	4 month Package A&G Fee per month	Annual A&G Fee per month
		expires Sept 30 2014	start 1st of any mth, end last of mth	Sept 28 2013- Sept 30 2014
per person	\$20	\$100	\$125	\$100

Packages Package rates require a cheque for first & last month, then posted cheques dated for the first of the month

Months Months start on the 1st and end on the last day. There is no partial payment mid month. If a rider begins mid-month, she can purchase day passes or a punch card.

8-use punch cards Punch cards are transferable. This means that you can buy a card and then you and a friend can punch two holes in it when you both come to ride. If two people share one horse, this means 2 punches. If one person comes with 2 horses, this is one punch. A punch card is valid until Sept 30th, 2014. All horses who are towed to the grounds must have negative coggins.

Boarding

Horses are boarded in outdoor pens with shelters. They are allocated pens according to the appropriate social/feed groupings. We will work with owners to find the living arrangements that work best for their horses. Horses who need to be alone may be subject to an additional charge of \$50/mth if the existing pens become crowded.

Board rates don't include hay, grain, salt or supplements.

Boarding Rates	1 day only (up to 24 hours)	1 month Board	Packages	
			4 month Package Board per month	Annual Board Fee per month
	owner feeds, provides all feed, horses are either in outdoor stalls or available pens	Starts 1st of month, ends last day of month		Oct 2013-Sept 30 2014
Per Horse	\$10	\$200	\$150	\$125

- Package rates require one cheque for first & last month, then post dated cheques dated for the first of the month.
- Months always start on the 1st and end on the last day. There is no partial payment mid month. If you arrive mid-month, you pay the daily rate until the 1st of the next month.

To ensure the health and safety of all and to meet the requirements of Yukon and Alaska Horse Shows, all horses:

- must have annual proof of a negative Coggins test before they may be unloaded on the property.
- must be wormed on a regular schedule or according to your veterinarian.

Leased or ½ leased horses. The owner of the leased horse is responsible for the organization and payment of board. The owner:

- must ensure that updated contact information is available for owner and leaser.
- must sign the Boarder Agreement that outlines responsibilities, feeding arrangements and length of stay.

Horse Care

- Your horses and their waterers will be checked morning and night by arena staff.
- All horses checked daily: blankets will be adjusted but they will not be added or removed unless they are a danger to the horse
- Your horses need salt. Please ensure they have access to a block unless you are supplementing them separately. Please determine this with other horse owners in your pen.
- Baling twine from the round bales catches legs! As the hay gets eaten down cut away the twine. Arena Staff will try to keep up with this but you are responsible!

Feed

Boarders are responsible for providing their own hay. Limited storage in the hay shed is available, please contact staff prior to delivery. We can only handle round bales that are 700 lbs or less. Round bales can be used only for free feeding situation. Staff will move round bales into the pens with the tractor as requested by owner and/or when the horse has finished the previous bale.

Small square bales will be hand fed according to feed requirements outlined in the board agreement. If your horse requires a change in feed, please contact staff and ensure the change is posted on the whiteboard.

We would like to avoid any feed or buckets in the aisles or accessible to curious ponies. We have started to set up bins next to the first stall in the barn. Members can buy bins and stack them in this stall at no charge. They are the property of the members and can be removed by the member at any time. Please write your name on the lid.

If your horse needs to be fed grain or supplements arena staff is available to provide this service for \$75 per month. Please inquire for holiday rates (example you escape to Hawaii for 2 weeks: arena staff may be able to feed). You will be responsible for keeping a good supply of feed available.

Emergency Inside or Outside Boarding:

We will work to provide support in the event of sickness or injury of a horse! All paid users have free use of stalls for emergency or for sickness/injury as recommended by their veterinarian. Boarders will have to purchase shavings from a local feed store. They will have to make arrangements to clean their own stalls or arena staff will clean the stall every morning for a \$15 fee.

To support our equine community, non-members are welcome to use the arena in case of equine health or safety emergency. We will have to protect the barn and boarders from any contagious diseases and may refuse access on this basis. Daily or punch card rates for arena use (membership) and stall use (boarding) will be applied after the emergency has passed.

In the sad event of euthanasia or death, owners are responsible for the removal and burial or disposal of the horse within 24 hours.

Overnight Boarding Rate for haulers and visitors:

Inside Stall: \$20/day

Outside Stall: \$10/day

Pen (if available): \$10/day

These rates are for boarding only and do not include any riding or arena use. If you plan to ride, please pay the applicable A&G fee. Daily & Punch card Boarders provide their own feed, shavings and horse care. Please clean out all shavings and manure when departing. Horses must have recent negative coggins.

Overnight Camping for Boarders & Haulers

Members may want to camp for special events and haulers may need to stay overnight. Camping without electricity is free. Its \$10 to plug in to one of the 2 electrical plug-ins. Sorry laundry is for tenants only. (A Laundromat is located at Takhini Hot Springs Gas Station.)

Removing your Horse from the Grounds

Please notify (email address and/or phone number to come) us and write on the whiteboard if you remove your horse from the property (other than trail rides). Since we all watch out for all horses, we will all be concerned if we see open gates or missing animals. We understand that some decisions are made last minute but we'd appreciate some notice. If you don't tell us and if you don't write on the whiteboard we will begin a search for your horse. You will be charged for our time and work on this. We will be worried! We depend on each other to ensure the care of our horses so we have to work together.

Horse Trailer Parking

Horse Trailers may be parked in designated areas for free. If you need to access your trailer during the winter months you may need to dig your trailer out!

If You or a Friend Rides, Please Pay and Sign the Risk Form

If you bring friends to ride in the Arena, please ensure that they have signed the Assumption of Risks Form and paid the appropriate A&G fee. The Assumption of Risks form only needs to be signed once. Arena staff will keep all forms on file. If friends are not riding or handling horses, no forms needed!

Lockers & Storage

Currently there are only 16 lockers available. Boarders have priority for these lockers. One half locker and 2 indoor blanket hooks are available per boarded horse, outdoor bin and blanket hooks available as needed in the container moved next to arena.

If available additional locker space is \$10/month per ½ locker.

Non-boarders may rent for \$20/month per ½ locker.

Lockers, especially additional lockers are subject to availability as space is limited.

Boarders who are also members get priority for lockers. Annual boarders have priority over package boarders. Prepayment of locker space for membership duration is requested.

The Riding Arena Schedule-Lessons, training, clinics, camps

Arena hours: 6am to 11pm.

Basic Arena use - included in A&G fees

Basic use is riding in the arena, doing exercises and patterns. Basic use includes ground

work. It includes lunging only if no other member wants to use the arena at the same time.

Members are able to set up trot poles, jumps or cones that others can easily get around. Jumping can be quite disruptive to other riders so it's best to limit the number of jumps or to wait until others are finished riding in order to ensure safety and good training space for all. Members who are under 16 must have written permission from their instructor in order to jump without instructor supervision. Members under 16 must be supervised by an adult at all times, whether jumping or not.

Ongoing Lessons

Members who ride during lesson time will do their best to accommodate lessons. Members do have exclusive member time so they are asked to be vigilant to the needs of the lesson. When you enter during a lesson, member & teacher will check in at a suitable break in teaching. Splitting the arena in ½ may or may not work for the lesson or perhaps your exercises can be incorporated into the lesson patterns. It is more challenging, but not impossible, to school individually during a jumping lesson. Jumping lessons are marked clearly on the calendar.

Schedule

The Calendar on the Arena website is updated on an ongoing basis by Arena Staff and by instructors. Please go to ridingarena.weebly.com for the latest schedule and events!

Lesson and lesson costs

Even if a teacher doesn't charge, if they give continuous instruction, it's a lesson! Please put your lessons in the calendar if you are teaching as other riders consult it to figure out when they will ride. Email ridingarena.yk@gmail.com with at least 2 day notice. All instructors must pay their A&G fee and \$5 per rider in the lesson. The \$5 will be collected and paid to the arena by the riding instructors. The Arena will provide a receipt for this cost to instructors, as it is a business expense.

Trainers

If you are charging to ride someone's horse, then you are considered a trainer and you have to have insurance for this paid activity. If you are training the horse during lesson or member time (basic use) and you are a paid member, there is no charge by the arena. Just be sure that the training does not turn into a lesson.

Clinics, Camps and Hourly Exclusive Use

We will limit clinics and any other private arena use to a maximum of 2 weekends per month, from 9am to 7pm on Fridays and 9am to 5pm on Saturday and Sunday. Monday to Thursday may also be booked and the maximum number of these will be set at the discretion of arena organizers. Clinics and camps may still be carried on in the barn or lounge after hours as long as members can use stalls for tacking up and can carry on with

their riding or casual lounge use. A clinic form will be available.

Clinic/Camp Rate	Time	Day	Rate per Day
	8.5 hrs max per day Fri, Sat, Sun & Mon	1 or 2 weekend days & Mon or Fri	\$150
	9-5, school days	Mon-Fri	\$120

- Clinicians & Participants must have signed waivers on file
- Participants pay A&G fee, board & camping fees
- All participating horses must have negative coggins submitted before unloading.
- Clinicians and instructors must provide proof of insurance.
- Clinic organizers are asked to give as much notice of clinic hours as possible to allow members riding time before or after

Members can also book the Arena for Exclusive Use for up to 2 hours. Exclusive Use will have to be booked two weeks in advance so that we can provide notice to members and it can not be booked in prime time. We see reserved use being booked for free lunging, jumping courses, larger lesson groups, free jumping (with experienced supervision) or special riding lessons that need obstacles or just plain old silence and privacy. A sign will be posted on all doors to ensure that doors are not opened in error.

Member Exclusive Use \$20/hr	not prime time	max 2 hours
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Arena Equipment

All A&G users are welcome to bring their own equipment to the arena. Any equipment left inside the arena will be used for the enjoyment of all members. The owner of the equipment is in no way to be held liable for any injury you or your horse may sustain as a result of using their equipment. Please talk to the owner of the equipment if you break something.

Liability Insurance and Incident Report Forms

Independent operators (trainers, teachers, clinicians, etc.) who use the arena and grounds must have insurance. This is a stipulation of insurance. Individual horse owners are not required to have insurance but it is recommended. Membership with the Equine Association of Yukon provides \$5 Million personal liability insurance; \$30,000 accident, death and dismemberment (A.D.D.) insurance; and hauling of non-owned horse liability insurance up to \$10,000 per horse with a maximum of \$50,000 per accident. Please go to equineyukon.weebly.com for more information.

If an accident occurs at The Arena, please fill out an Incident report form as soon as

possible. These will be made available in the barn.

Equine Emergencies

We all depend on each other for the health and safety of our animals. If you discover a medical emergency with a horse at the Arena and you think a veterinarian is needed quickly or immediately:

1. Alert staff and owner as listed on the barn white board.
2. If no staff or owner is available, phone the Veterinarian and help care for the horse as necessary according to the vet's instructions.

Even if something seems minor, we all agree that it's better to say something than nothing.

Rules

Some are major and some are just maintenance issues but all are important so that we can work together to build a great place for everyone to ride and learn!

1. Everyone must sign The Assumption of Risk and Liability (Waiver) including anyone who boards, trains, rides, works on the property, and their guests. Children under 16 must have a parent sign.
2. Accidents or injuries involving horses or humans must be reported as soon as possible to Arena staff. An incident form will have to be filled out.
3. All riders under 16 must wear helmets, and we strongly encourage all riders, regardless of age to wear helmets. Any rider jumping a horse must wear a helmet.
4. Safe and appropriate attire including footwear with a heel is required when riding a horse.
5. Riders under 16 MUST be accompanied and supervised by someone over 16 year of age (may be instructor or clinician). This person must be present for the duration of the ride/work session, however, may be in the lounge, barn or mounted. They must be aware of the activities of the minors in their care!
6. Absolutely NO SMOKING in arena, or barn, or anywhere near the hay shed. Dispose of cigarette butts in the trash.
7. The Riding Arena is not responsible for any lost, stolen or damaged items, including contents of lockers.
8. Only instructors, trainers, and clinicians who have paid A&G fees and have insurance, can teach, train, or coach. Lesson time is allocated in the Schedule. If you would like to schedule a lesson time, please call or email ridingarena.yk@email.com
9. The arenas may close for cleaning and maintenance. Unless it's an emergency, notice will be given.
10. The Association reserves the right to change prices, policies, rules and regulations and has the right to accept or reject members, boarders, horses, clinics, clinicians, instructors, or students taking lessons.
11. Members are responsible for cleaning up after themselves and their horse(s). Please

clean up manure and other remnants (urine, hair, dirt as appropriate) in the arena, grooming stalls, aisle and outdoor common areas (including parking lot and outdoor stalls).

12. Please don't adjust the heat in the barn or arena. If you have problems, please find arena staff to help you.
13. Members may lunge their horse in the arena only when there are no other riders in the arena or waiting to use the arena. You must stop lunging if another member comes to ride or move outdoors or in the round pen. All gates and doors must be closed before you begin lunging. Fix any holes in footing your horse may have made as soon as you are done. Free lunging or free jumping is only possible if the member has organized and paid for Exclusive Arena Use. All doors must be closed.

General Barn and Arena Guidelines

- We encourage you to turn horses out in paddocks without halters. If you require your horse to be haltered at all times use a leather halter or breakaway halters for safety.
- Please don't hang bridles, etc. from the water tap.
- Practice energy conservation and turn off the lights whenever you can! Our electricity bill is huge!
- Close the door to the lounge – make sure it is latched shut so that the barn smell does not spread to the non-horse areas. Please turn down the lounge heat to save energy!
- Some horses have allergies or are on specific diets so please do not feed treats to horses that are not yours.
- When opening the Arena door: knock, announce, "Door", check that riders are not approaching the door, and slowly open the door. Open the door all the way so that saddles do not get caught on it and close the door as soon as you and the horse(s) have entered. Close the door immediately on leaving the arena.
- Horses should not be left unattended in the stalls during busy times as other riders may be waiting to use that stall.
- Shavings are to soak up urine, not to "bed" the stall. Several riders have trained their horses to pee into a urine bucket - this practice keeps the stall dry and reduces rider workload.
 - Try to avoid letting your horse pee in the arena. Do not take them to a corner to pee; try to get them to a stall. If you can't avoid it, please pick up the wet footing.
- Save the arena footing as much as possible. Ensure that you shake it out from the manure you are picking up.

- Please report any required repairs on the whiteboard.
- Please keep gates and doors closed even if there are no horses in the pen or pasture.
- No riding inside the barn, into or out of the barn or arena doors.

Arena Etiquette

- Slow riders are to stay on the rail, so that other riders can use the center of the arena for pattern work, such as circles. Faster riders will pass on the inside track. Please announce your intentions.
- Riders travelling in opposite directions pass left to left or left shoulder to left shoulder.
- When there are multiple users in the arena, everyone can get maximum enjoyment by communicating and often it works to all go in the same direction as much as possible, and agree when to change directions.
- Give way to horses doing lateral work or obvious exercises.
- In winter all arena doors must be kept closed to keep warmth in. In summer, the doors should be closed or blocked by a gate or pole on standards.
- When not in use equipment such as jump poles and standards, trail bridges etc. should be stacked neatly in such a way that they do not block an exit or interfere with basic use of the arena.

Community Barn

We must all keep things neat and clean up after ourselves. Once a month a hired hand will give the bathroom, stairs, lounge & kitchen a thorough clean. This is not very often so please give them touch up's as you can! PLEASE wash your dishes & wipe in the kitchen!

As a group we must keep our barn clean. This includes

- the wash bay
- nooks and crannies between stall doors, floor mats
- the stall walls
- the stall bars and doors

So, when you clean your stall after use, wipe the walls too!!!

Entry Access and Gates

The truck and trailer entry to the Arena is from Burma Road. The gate on Sharon's Way must be kept closed. If you must come that way, please be sure to close the gate once you are through.

Calendar

All lessons and clinics will be updated on the online calendar

www.ridingarena.weebly.com or email MJ at ridingarena.yk@gmail.com to get the latest excel version. Notice of major changes will be emailed to all members.