

Operations and Procedures Manual

Gale's Equine Facility

January 16, 1998

Revised, 2nd printing May 20, 1999

Revised, 3rd printing, March 30, 2000

Revised, 4th printing, Sept. 28, 2001

Revised, 5th printing, April 14, 2002

Revised, 6th printing, October 28, 2002

Revised, 7th printing, August 12, 2003

Revised 8th printing, August 19, 2004

Revised 9th printing, July 6, 2005

Revised 10th printing, April 8, 2010

Revised 11th printing, Dec 10, 2010

Revised 12th printing, Dec 18, 2011

The contents of the publication are for general information only. They are not intended to replace common sense and logic, for not every situation with horses may be handled the same. It is up to YOU to stay safe and to use your head. If in doubt DON'T. STAY SAFE. GET HELP. YOU are more important than any horse in the barn. ***YOUR SAFETY COMES FIRST AND IT IS YOUR RESPONSIBILITY, AND NO ONE ELSE'S, TO KEEP YOU SAFE.***

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New people to the world of horses must read and understand this manual, and in addition, make arrangements to take a private lesson with Gale or designated instructor, to review safety techniques outlined in this manual.

EVERYONE AT GALE'S is responsible to read all posted notices at the barn and to follow the directions and requests of such notices. STAY UP TO DATE. READ THE WHITEBOARD WHEN YOU ENTER THE BARN FOR UPDATES.

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Introduction and Purpose

All of a sudden we had a new group of boarders at Gale's. There were so many things, details, instructions, how to's and don't do's, that it was frustrating for all concerned. It seemed that I was constantly criticizing the new people every time they turned around, when really it was not my intent to do so. There is just so much to know!

I overheard instructions given by one person to another that contradicted some of the standing procedures here at the barn.

Someone mistimed the feeding of the horses.

Once again, children were being dropped off at the barn with no adult in attendance.

Horses were put in the wrong pasture.

All of these things, and many more, have inspired me, and others, to develop this manual of Operations and Procedures for Gale's Equine Facility. Its purpose is to instruct, inform and direct all who are at the barn now, and all who will join the barn in the future, as to how we do things around here...for safety mostly...for human and for equine.

Thanks go to all that helped with input and typing as it certainly turned out to be a significant and much appreciated task.

SECTION 1: THE COOPERATIVE

Gale's Equine Facility offers a unique opportunity for horse owners and horse lovers. By allowing people to share the work load of taking care of their horses, they, as a group, perform the necessary tasks needed to keep the stable running. Participation in the co-op is absolutely voluntary. The basis for the co-op is "you take care of my horse some times, and I will take care of your horse other times". The amount of participation is determined on a case by case basis dependent on the amount of time and/or funds available. Some people choose to provide more time to the co-op and therefore reduce their board payment. A time scale has been established for the routine chores at the stable and this is used to determine board rate reductions.

Co-op participation is also available to those who do not own a horse. Participation of non-horse owners allows them to receive reduced lesson rates and extra riding privileges at the barn.

Once a person volunteers to be a part of the co-op, the commitment is expected to be kept for the entire month. Co-op schedules are arranged by the calendar month, and at least one *month's* notice must be given to Gale if there are to be changes in the co-op arrangements for the next month. Once the next month's schedule is established, time allowances will be calculated and board rate reductions will be determined and board bills will be produced for that month.

Co-op members are also expected to "pitch in" for extra chores from time to time. Board reductions reflect a compensation for this expectation.

If anytime a co-op member has a question about the time allowances given, they are to contact Gale immediately to review the determinations.

Young people who join the co-op **must have the support of their parents**. The co-op is to be considered as important as having a real job, or meeting school responsibilities. **Although homework must come first, the barn commitment must also be met. If the child is sick, the parents should either substitute in for the child or make arrangements with another co-op person to get the duties done.** Parents must also instill in the child the importance of the co-op and that co-op duties must be completely met prior to the child participating in other recreational activities such as going to the Mall with friends or going to a party. If all participate in this educational effort, children will learn responsibility and commitment.

In the past, young people have used the barn's co-op as a reference on a job application. This has been found to be a real benefit to these young people looking for their first job. So there is a real importance for the young person to do well and meet the responsibilities promised to the co-op, and this can not be stressed enough by parents. Gale's sincerely requests that parents understand and support the young person's commitment to the co-op.

SECTION 2: MORNING FEEDINGS

Morning Feedings are done everyday of the week. There is a desired order of doing these duties. Please follow them as described below and by the Day Duty Sheet that serves as a log/message site for daily items. This Day Duty sheet is on a clipboard on the wall, next to the phone, near the door going into the hallway to the tack room. **Accomplished duties are recorded on the Day Duty sheet.**

Morning Chores should start between **5:00AM and 6:00 AM** each day.

Please first read the Day Duty Sheet before starting any chores and note any special needs for that day. Check the whiteboard for any special notes.

A. SPECIAL MASHES

Several horses have special dietary needs that require the preparation and feeding of mashes. The assigned worker should find buckets in the tack room, in a cart, with dry feed (mash recipes) for each of the particular horses. Warm water is added to each of the buckets, in an amount that the mixture can just be stirred. Too much water is not desired as it makes a soupy mess and the horse will have difficulty eating it. Not enough water is not good either as the mash needs to be mooshy.... About the consistency of oatmeal. Normal procedure is the assigned worker first prepares (adds the water) and allows the mash food to swell and absorb the water. The Morning Mashes also require the addition of supplements (usually "Smart Paks) for several of the horses. These are mixed in well in the mashes as the water is added. Empty Smart Pak containers are then placed in the recyclable bin in the feed room. Mashes should "soak" for about 20 minutes... normally about the same amount of time to distribute the hay rations to the horses. See the next session. Mashes are fed immediately after the hay is given to the horses. Mashes are normally placed in floor tubs that are provided for the assigned horses. At the time of the 12th printing of this Manual, there are 10 horses getting mashes along with their hay rations.

B. HAY

Each horse has *an information* sheet on their stalls telling how many flakes of hay they get each feeding. This is figured by their size, how often they are worked, how hard they are worked, what physical shape they are in, and on their age. A "flake" of hay is considered to be about 4 inches thick, so if some bales of hay "fall apart" with a variety of flake sizes, use your best judgement to approximate the size of flakes to give the correct amount to the horse.

There are several schools of thought but Gale's has adopted the procedure of allowing approximately 20 minutes of "hay eating" prior to graining. The reasoning is that the slower digesting hay slows down the digestive track, allowing a longer "detention" time

for the grain to be digested fully and more complete absorption of nutrients.

Relating to the hay bales is the issue of TWINE. All twine must be disposed of properly in the trash receptacles. It is not to be left in the bales, or on horses halter hooks. Twine should not be allowed to get into the fed hay at any time. Gale knows of a horse that got twine tangled around its tongue when eating and then when it lifted its head, the other end of the twine was under its foot, and the horse ended up ripping its tongue right out! True story.

Watering hay

Look for a note near the stall door that requests the horse's hay to be watered. *Some* horses have breathing problems because of allergies to the weed pollens, and dust found in the hay causing the horse to wheeze or have a chronic cough. If the hay is watered down, the allergens aren't breathed in and the horse remains more comfortable. Sometimes you will find a small bucket of water next to their gate. Fill this small bucket and pour enough water on the prescribed flakes of hay to moisten the hay without "flooding" the stall. Or if there are several horses to have watered hay, you should use the "Rubbermaid Cart" to water a whole bale of hay, or the correct number of flakes.

Moldy hay

Moldy hay should never be fed to horses. It can be hard to see and most often you will smell the problem before you see it. Moldy hay smells 'musty' or 'mildewy' and you can actually see white dust or even a dry-caked paste in the hay. This happens when hay becomes wet and doesn't dry properly. Even the best of hay producers will have spots of hay that has molded; it's unavoidable, so we are always on the lookout for it in our hay supply. For the most part, horses will avoid eating moldy hay. It doesn't smell good and they will leave it, but, occasionally they will eat it, subjecting themselves to the mold dust which is highly allergenic and can cause, if there is long term exposure, breathing allergies and problems. Severely molded hay, just like any "rotted" food can cause botulism and therefore should not be fed to horses at any time. If you are not sure what moldy hay looks like, and you think you found some, **set it aside for Gale's inspection**. If you know it is moldy, place the bad pieces/sections in the manure spreader.

There are two ways that hay has been distributed by the various workers. Some people use the large hay cart that holds eight bales of hay. Some people use one of the rubber maid carts that can hold two bales of hay. Normal haying will require six to eight bales of hay per feeding of 30 horses. If you, the feeder, take a bit of care when opening the bales of hay, and carrying the hay from stall to stall, you can minimize the amount of hay mess that you make in the aisle. Since you will have to sweep up the mess, it behooves you to take a bit of care when feeding hay.

After haying is complete – feed the mashes that have been soaking in the tackroom. After feeding mashes, the mash buckets should be immediately rinsed out and set to dry (or wiped out dry) so that they are ready for preparing the mashes for the next feeding.

C. Bring in horses (summertime operations)

After you have fed hay, and put the mashes in the floor feed tubs, bring the horses that have been turned out overnight in and put them back in their assigned stalls. Remember safety first, sometimes the horses are excited about breakfast and might try to run you over to get to their stall. Horses establish a pecking order, and usually the “top horse” will be at the gate first. Bring that horse in and then the following horses in order of rank. Read the section about the pecking order in this manual.

Inexperienced horse handlers should always use a lead rope (line). Use of lead rope is recommended for all at Gale's. Gale recommends the use of a chain lead rope on ALL horses. Please see Gale for instruction on proper placement of the chain over the horse's nose.

There is a switch located in the tool room to turn off the night-light. The switch is labeled “arena light”. Please turn this light out during the day.

After haying has been completed and all horses are in their stalls, this is a good time to sweep the aisle...before getting the hose out for watering. This helps to keep sweeping down to a minimum by not having the water hose drag the mess around the aisle.

D. Watering

While waiting the aforementioned 20 minutes after haying to feed the horses their grain is a good time to fill the water buckets. **The buckets should be filled to 2 inches from the top.** Make sure to fill any buckets used for watering hay (these are located on the ground in front of the pertinent horse's stall). **Any soiled or dirty water buckets MUST be dumped and cleaned.**

Special hose instructions

During warm weather the hose is stored in the barn. The water hook up is located in the mid "cubby" (tool storage area) in the barn. In the cold weather we store the hose in the **tackroom or** hall to prevent it from freezing up. During freezing weather we hook up to the hydrant in the feed room and blend hot and cold water to help melt the ice. (See Gale for a demonstration.) If the bucket is frozen solid we need to pop the ice out and then fill with water. There are a couple of ways to do this. One is to take the bucket to the tack room and let it sit for awhile in the warmth and then dump the ice OUTSIDE...not in the sink. Another way is to tip the bucket upside down in a wheelbarrow, or outside somewhere far away from doorways and GENTLY tap the bucket on the bottom and the sides until the ice cracks and slips away from the wall of the bucket. Rubber buckets can be hit a bit harder than the plastic buckets. Plastic buckets, even the good ones, will crack in the wintertime, if banged too hard. **Please DO NOT dump dirty water buckets into the sink in the tack room at any time. The tack room sink drains into the septic tank and we don't need the lines or the tank clogged.**

We have several horses that like to wash their hay and/or grain in these buckets and some don't aim well when pooping. Check the buckets prior to filling as some will need to be dumped (maybe rinsed) and refilled. Lack of fresh water can cause constipation, an intestinal obstruction and/or colic (see Section on colic).

E. GRAIN

On the *information* sheets is listed the grain amounts. The amounts listed on the sheets are in pounds. The scoops provided are real close to the pound measurement if the scoop is not overfilled. Please learn from Gale regarding the current methods for measurement and types of grain/feed concentrates being fed.

Some horses are also fed a special mash along with their hay feeding. Instructions for preparations of the mashes are in the Feed Room. Please meet with Gale to learn how to prepare mashes. See Part A above for more information on the mashes.

F. AM Supplements

Several horses get supplements in the morning these should be in the *grain wagon*. If the horse gets a morning supplement, this will be indicated on the *instruction* sheet on the stall. For the most part all supplements are given only AT THE NIGHTTIME FEEDINGS or in their MORNING MASHES.

G. Preparing the next feedings....

Each feed person prepares the grain/hay for the next feed person. This means that the mash buckets, that are dried out, have their new mixtures added as per the recipe chart that is posted in the Feed Room. The prepared mash buckets are stacked (make sure the bottoms of the buckets are dry before stacking) in the posted order and then placed in the wagon in the tack room, and covered with a "shower cap" to keep flies and cats out of the buckets. Supplements are placed in the appropriate bucket, container or the feed cart for the next feedings as well.

The hay carts are refilled for the next feeders. Eight bales of hay should be set up in the large hay cart.

Place enough new grain in the bins in the grain cart. Record the grain bags dumped into the hay cart on the record sheet on the feed room work table.

SECTION 3: DAYTIME TURNOUTS

Turnouts:

It is desirable that every horse gets exercised, with pasture turnout every day, however, this is not always possible due to weather. However, Gale's will make every effort to get every horse some exercise every day, even if it is just for a few moments in the indoor while its stall is being cleaned. Obviously, summer weather makes turnouts more pleasant than in the winter weather. It is the experience of Gale's that the horses really don't enjoy being out for very long in the colder weather, so a good romp in the indoor for a few minutes usually satisfies them.

A. New Horses:

New horses arriving at Gale's will, as a rule, may not be turned outside without supervision, for the first week. This will allow the horse to acclimate to its new home and to "learn" his new "home instinct". So, if your horse is a new boarder, be patient, he/she will be put into the turnout rotation in good time, when we are sure of the horse, and he "knows" us.

B. Turnout Partners and Pasture Assignments:

Turnout buddies are determined, unfortunately, a bit by "trial and error" and a bit by experience. We know which horses get along with other horses, but even still, we are only guessing when it comes to the horse's inner-personality...his likes and dislikes. Even the most gentle "dobbin" can be a monster to another horse. Some geldings become raging "stallions" and some mares become real witches, chasing their new partners right through the fences. This is why new introductions are done in the indoor arena for safety. When we are comfortable with these matches, then we will assign the new buddies an outdoor spot.

Turnout spots are assigned based on horse personalities (who can they be "next to") and by the number of horses in the turnout group. Also, lesson horses are usually assigned to spots closer to the barn for ease of the instructors. Please follow pasture assignments. There are reasons for the certain locations of which you may not be aware.

Each pasture group will have its dominant horse and related pecking order...do not try to intervene with this or you may get hurt. If you need to bring your horse in and he is the dominant one, you are in luck...your horse will be at the gate, or at least the other horses will stay away. If you have the "lower ranking horse" you must use EXTREME caution in retrieving your horse. Take some hay or other diversion to give to the higher ranking horses, or best yet...get another co-op person to go out with you to assist by either holding the other horse, or bringing the horse in. If you are bringing your horse in for a ride later in the day, say in the winter, bring the buddy in too at that time...use your best judgement. Buddies who are left out in the pasture by themselves tend to panic and

therefore for safety, they should be brought in when your horse in brought in.

We do turnouts differently in the summer than in the winter. In the summer, we do many overnight turnouts when it is cooler and fewer bugs. Several horses are put in the "North 40" pastures for the entire day and night. Usually in the summer, all horses get out every day or every night.

In the winter, the rule of thumb is that when the temperatures (taking wind-chill into account) are going to be below 20 degrees, we do not do outdoor turnouts. Sometimes the indoor arena will be used for some short turnout exercise, but generally this will be not done if the jumps are set up in the arena. Horses will chew on the jumps and can get injured on the obstacles.

When using the indoor arena for turnouts, make sure that all red tube gates are secured closed and latched and that all tack and riding equipment have been removed from the arena. Horses make great toys out of whips and hats when they are left to their own devices!

C. Cautions:

Horses are naturally playful and also timid animals. The playfulness can be dangerous when doing turnouts. A frightened animal can also be dangerous. If you are not comfortable handling any horse, please say so. We would rather not combine an unconfident handler with a "horsey challenge". This is not a good mix and should be avoided. When in doubt...DON'T. However, if you are stuck with an unpleasant horse, use a bucket of grain to carry along as a distraction. Apples or other treats work well to keep the horse's mind on you and not the excitement of being turned out.

Horses get nervous when it is turnout time. They get excited when the other horses start going out. They get anxious to not be left behind and get anxious to get into the safety of the group...their herd. It is important to NOT leave less subordinate horses behind as they will panic and become very anxious. When these large animals get anxious, it is best to understand this and deal with this in a safe manner. This is the WRONG time to be teaching "leading habits" to a horse. If you expect a problem...use your head...use some grain in a bucket to help pacify the horse. **Get someone to help...**but most important...don't get in a battle with a horse during turn-outs. "When in a tug-a-war with a dumber animal, the dumber animal always win".

D. Flyspray:

Flyspraying is done in attempt to repel the annoying flies, gnats, mosquitoes and botflies away from the horse. Even the BEST of products have a short time effect. However, before horses go out, they are sprayed up with a product of choice of the horseowner. If the horseowner provides a bottle of spray on the horse's stall, then use this spray for that horse. The bottle will clearly have the horse's name on it.

Spraying should be done on the legs (inside and out of the horses), the chest and underbelly, the neck and ears and also the face (hand wiping preferred) avoiding the eyes. Don't get spray into the eyes. A quick spray over the top of the rump is also appreciated by those horses that don't have a flysheet on. It is recommended to halter up the horse, put the lead rope on correctly and then spray the horse while in the stall...for better control of the horse. Many horses do not like flyspray and will get quite excited during the process.

E. How to lead:

Make sure that your halter and lead line are fitted and attached appropriately for the horse with which you are working. Gale recommends the use of a chain lead rope, properly placed over the horse's nose. Many require that little extra "anchorage" of a chain lead rope with the chain properly placed over the nose such that it intertwines with the halter nose band. This keeps the chain from sliding down off the nose. If the chain slides down, and you happen to pull up tight to discipline, you could break the end of the horse's nose bone!

Lead the horse with a firm point of direction in your mind. Walk off briskly with an attitude that you are going somewhere and the horse will follow along. Hold the lead rope about four to six inches from under the horse's chin and the remainder of the rope looped in your hand. NEVER WRAP or allow to be wrapped ANY PART OF THE LEAD ROPE AROUND ANY PART OF YOUR BODY!!! A runaway horse can pull an arm right out of the shoulder socket from a lead rope wrapped around a hand. (This goes also for longing also...do not wrap ropes).

When you get to the pasture gate, enter, and turn the horse around and wait until your co-op partner is also there and ready. Unclip your horses, and hold them, making them stand and be petted for a bit and then QUIETLY turn them loose by letting go and stepping back. Do not "shoo" the horse away, or give it a slap on the rump. Watch out for that friendly "gosh I am glad to be free" hind leg kick out, that could hit you in the head.

SECTION 4: STALL CLEANING

Stalls are cleaned thoroughly everyday at Gale's. Effective stall cleaning includes removing the soiled material while leaving reusable bedding material and supplying the stall with a modest amount of new bedding material. **Gale has produced a video on stall cleaning. It is also available to view on the internet and DVD copies are at the barn.**

A. Stall cleaning:

Some horses can be allowed to remain in the stall while you are cleaning the stall. They are quite content to eat their hay in the corner and are willing to shift around out of your way when asked. However for safety, it is always suggested that you use your best judgement, and if necessary, move the horse out of the stall to either the specified turnout place, another stall, or onto the cross-ties. To limit the length of time that the horse is on the cross ties (A HORSE SHOULD NEVER BE LEFT UNATTENDED ON CROSSTIES AT ANY TIME), go get your cleaning tools and supplies first, before you take the horse out of the stall. Here is how Gale cleans a stall...

“ I take a *look at the stall and evaluate* my needs. I can tell pretty quick how much bedding I am going to need, and how much lime I am going to need even before I move the horse out of the stall.

“Then I go and get my *wheelbarrow*, and put the *estimated amount of bedding product* into the wheelbarrow.

When using pellet bedding I examine the stall, as the stall may need more pellet bedding. Usually one whole bag of pellet bedding would be added to a stall. Please record all bedding used on the chart next to the whiteboard. (Please check with current barn procedures as bedding products may vary over time)

We use spray deodorant products. Bottles of prepared spray are stored on the shelves in the cubby

I gather up my deodorant product bucket, *a shovel, broom and my pitchfork* (and I use ONLY MY FORK, and not someone else's) and head for the stall to be cleaned.

“ Setting my supplies down at a safe place away from the stall door, I get the haltered horse, and, in most cases, *will remove the horse from the stall* to another spot. For this example, I will place the horse on a set of cross ties nearby. If someone was trying to bring horses in from outside or was involved with lessons, I would try to put my horse in another stall to keep the aisle clear.

“ Once the horse was settled and in a safe mode, I would take my pitchfork *and clear a spot in the stall in which I could dump my supply of bedding.* Then I would get the

wheelbarrow, and dump the supply of bedding in my prepared spot.

“ Into my cleared wheelbarrow, I would go around the stall and pick up the major manure droppings...just the droppings, shaking the pitchfork so that reusable bedding will fall through the tines. I then put the manure into the wheelbarrow, repeating this procedure until all the evident manure is removed from the stall. Sifting out the bedding is most important in saving bedding, and saving money. This money saved keeps the costs of the co-op down!

“Each horse has its preferred place to urinate. Some have more than one place, and all places must be found and cleaned away thoroughly. Move bedding around until you find the darker, smelly wet spots. You have to look because the urine falls down through the layers of sawdust and then the wet spot is not visible from the top surface. Once located, I rake up (using a proper raking tool) and pick up the entire wet urinated bedding, cleaning the area down to the mats. I sweep up the urine soaked bedding and shovel it out of the stall. Then I sprinkle/spray the deodorant product, over the entire wet spot, and if I am going to add new bedding to the stall, I then place the bag of new pellet bedding onto the horses' urination spot. I then rake the reusable bedding back over the top of this spot.

“At this time, I start pulling the bedding away from the walls. The movement of the horse in the stall tends to cause the bedding to shift up again the walls, and in many cases this will bury more manure balls. By raking out and sifting through this bedding, the bedding can be reused and the rest of the manure can be found.

“I start “backing out” of the stall with my wheelbarrow, and complete the search for manure and wet spots.

“I have to take special care with the stalls with mats. For the most part, they make cleaning easier, but the mats do shift, and bedding starts piling up underneath them. This is when I have to lift up the “raised” corner of the mat and scrape out the stuck bedding until the undersurface is flat again. Then I replace the mat back down and put bedding back over this.

Under no circumstances are rocks to go into the wheelbarrows and then into the manure spreader. Rocks become dangerous projectiles from the spreader and can hit the tractor driver. In addition, the rocks can get jammed into the spreader chain mechanism and can cause a costly repair. Please put rocks outside of the stall along the walls and from time to time, someone should volunteer to go down through with a bucket and pick the rocks up to be disposed of outside in the hedge.

“Once my stall is cleaned and refreshed, I will move my wheelbarrow out of the stall and to a safe place away from the stall entrance. I will retrieve the horse and replace him into his stall. Then I take the wheelbarrow to the spreader ramp, go up the ramp, and carefully turn the wheelbarrow and dump the cleanings into the spreader. **I note here that we don't want the cleanings to spill out of the spreader onto the floor. You**

must push your wheelbarrow as far into the spreader to dump your load. Please be careful of the low ceilings in the tractor/spreader shed.

“There will be cases where it may take a second wheelbarrow to get all the soiling out of a stall. If possible, be prepared in advance, and have the second wheelbarrow there. If you have only the one wheelbarrow, because all the others are in use, and you have to dump your wheelbarrow to continue, then get someone to watch the horse, if the horse is on cross-ties. **DO NOT LEAVE HORSES UNATTENDED ON CROSSTIES.**”

“A word about the pitchforks. The “state of the art” tool nowadays is the plastic multi-tined fork, mostly known as the “future-fork”. **Co-op persons are to supply their own fork and take care of it due to the delicate structure of the tool.** It is not recommended to use these forks as “rakes”. The forks are not designed to be turned over and used as rakes to dig out wet-spots. They will break. The forks are also not designed to be used to dig out rocks. They will break. So, take care of your fork and if you happen to accidentally break someone else’s fork, please admit to the accident and offer to buy a replacement fork for the owner. Another word about pitchforks...when carrying them, do so with the tines pointing down to the ground. This way, if you happen to trip, you will not fall face first into the tines, nor will the tines be at eye-level with another person or a horse.

“The stall cleaner is required to dump and clean the water bucket (s) of each stall that he/she cleans. The bucket must be refilled at least halfway... please follow the procedures that will depend on the season.

“After my stall is cleaned, or after I have completed all my stalls, I will go to the Day Duty Log Sheet, and circle and initial the stalls that I cleaned. I will, at this time, double check the Co-op roster to make sure that I completed my commitments for cleaning stalls. I then record the amount of bedding that I used on the appropriate place.”

Safety note: No more than two people should be in a stall at a time if the horse is still in the stall, even if the horse is tied securely. This is unsafe and inappropriate.

Stall Cleaners are also required to dump, rinse, and perhaps clean, the water buckets in the stalls EVERY DAY. Feed buckets and floor tubs need also to be checked for cleanliness every day as well. If you wouldn't drink or eat out of the bucket...then the horses shouldn't have to either. Clean the bucket. Remember.....nothing but PLAIN WATER gets dumped into the sink in the tackroom. Bucket dumpings need to be done well away from the barn to eliminate a mess at the door ways and drives.

B. The Stall Shifter Machine

We now have a machine, called the Stall Shi*fter that is used by trained adults to clean stalls. This machine significantly reduces cleaning time and effort to thoroughly sift the bedding. Bedding amounts are conserved as well with the use of the machine. Because it is a “mechanical device”, youth under the age of 18 are not allowed to operate the

machine. Adults interested in learning how to use the machine should see Gale to receive a training session.

C. Spreader operation:

Only certain people are trained to operate the spreader. You can help to maintain its proper operation by not putting anything but bedding, manure and hay into the spreader. No rocks! No garbage! No twine! If the spreader appears full, do not continue to put wheelbarrow loads of material into the spreader, just to have it fall out onto the floor. Just stop your cleanings, and wait for the spreader to be dumped. Go do something else in the meantime. If you can not wait, and it is critical for you to get your stall cleaning done, you can push your wheelbarrow loads out into the hedge.

D. Aisle Sweeping

Everyday, a co-op person is assigned to pick up and sweep (or use the leaf blower) the aisle. This task means that all trash and undesirables are picked up and disposed of correctly. The hay that has fallen into the aisle is picked up. If the hay is edible (by not having a lot of dust and dirt mixed in) it can be used for feeding outdoors (where there is fresh air). Please check with Gale as to the "disposal" site for aisle hay rakings and the site varies with the season.

DO NOT SWEEP AISLE CLEANINGS OUT THE DOORS !!!! THIS JUST LEAVES A MESS FOR SOMEONE ELSE TO WALK THROUGH. AISLE SWEEPINGS THAT ARE NOT FIT TO GO INTO STALLS, SHOULD GO INTO THE SPREADER.

All co-op people are expected to assist with aisle cleaning by picking up and raking up areas in front of the stalls to which they are assigned to clean. STALL CLEANERS ARE TO SWEEP THE AREA IN FRONT OF THE ENTIRE STALL INCLUDING BEHIND TACK TRUNKS.

E. Hedge Dumping

We use the hedge to dispose of rocks and other undesirables. When we say "put it into the hedge" that is exactly what we mean. We do not mean in front of the hedge. Hedge dumpings must be INSERTED into the briars, and not be disposed of onto the lawn neighboring the hedge.

SECTION 5: TURNINS

All co-ops on site are expected to help with turn-ins if capable. This makes the task move along quicker.

Make sure that all folks and horses are safely in the barn prior to releasing the North 40 horses for their turnins.

A. Precautions:

Even though horses have been exercising during the turnout period, they can still be a handful when it comes time to bring them in. Use all safe leading habits.

Be aware of the pecking order established in a turnout group. Please see the paragraph on turnout partners and review the information about pecking order.

Horses get nervous when it starts to get dark. They get excited when the other horses start going in. They get anxious to not be left behind and get anxious to get into the safety of the barn and to their expected meal. When these large animals get anxious, it is best to understand this and deal with this in a positive direction, and use the same determined leading practices outlined earlier in this manual. It is best to “scoot” a nervous horse in rather than stand out there trying to “teach” it manners. That is the WRONG time to be teaching “leading habits” to a horse. By “scoot”, it is meant that you walk briskly, even allowing the horse to jog a bit and get to the barn as quickly and as safely as possible. If you expect a problem...use your head...use some grain in a bucket to help pacify the horse. Get someone to help...but most important...don't get in a battle with a horse during turn-ins. “When in a tug-a-war with a dumber animal, the dumber animal always win”.

B. How to lead:

*See the paragraphs on how to lead in Section 3E
See safety message in Section 19 – on electric fences.*

C. Use of cross ties during turn-ins:

It is not appropriate or good manners to put your horse on the crossties when others are trying to do turn-ins. Please be courteous and refrain from blocking the aisle while the Turn-in team is trying to bring horses in. You can speed up the process by helping with turn-ins. If you can not help, then at least, keep your horse in a stall until all the turn-ins that need to pass by your area, are completed.

D. Halters

Unless there are directions on the stall otherwise...ALL HALTERS ARE TO BE OFF OF HORSES while in their stalls at all time. Please follow this rule.

SECTION 6: EVENING FEEDINGS

Evening feedings should begin no later than 5PM. It should be timed that the horses receive their grain at 6PM. Evening feedings are done the same every day of the week in the order described below and on the Day Duty Sheet.

A. SPECIAL MASHES

Several horses have special dietary needs that require the preparation and feeding of mashes. The assigned worker should find buckets in the tack room, in a cart, with dry feed (mash recipes) for each of the particular horses. Warm water is added to each of the buckets, in an amount that the mixture can just be stirred. Too much water is not desired as it makes a soupy mess and the horse will have difficulty eating it. Not enough water is not good either as the mash needs to be mooshy.... About the consistency of oatmeal. Normal procedure is the assigned worker first prepares (adds the water) and allows the mash food to swell and absorb the water. Mashes should "soak" for about 20 minutes... normally about the same amount of time to distribute the hay rations to the horses. See the next session. Mashes are fed immediately after the hay is given to the horses. Mashes are normally placed in floor tubs that are provided for the assigned horses. At the time of the 12th printing of this Manual, there are 10 horses getting mashes along with their hay rations.

B. HAY

Each horse has an information sheet on their stalls telling how many flakes of hay they get each feeding. This is figured by their size, how often they are worked, how hard they are worked, what physical shape they are in, and on their age. A "flake" of hay is considered to be about 4 inches thick, so if some bales of hay "fall apart" with a variety of flake sizes, use your best judgement to approximate the size of flakes to give the correct amount to the horse.

There are several schools of thought but Gale's has adopted the procedure of allowing approximately 20 minutes of "hay eating" prior to graining. The reasoning is that the slower digesting hay slows down the digestive track, allowing a longer "detention" time for the grain to be digested fully.

Watering hay

Some horses have breathing problems and from time to time need their hay watered down, there generally is usually a small bucket of water next to their gate. These particular horses are allergic to the weed pollens, etc., that are in the hay, so if the hay is watered down, the pollens don't tend to get breathed into the horse's lungs.

Moldy hay

See Section 2 for a complete description. Moldy hay should not be fed to horses.

C. CHECKING WATER BUCKETS:

The person putting hay into the stalls for the evening feedings should verify that the stall's water bucket has at least ½ bucket of CLEAN water available for the horse.

In the summer time, it is advisable to double check the water buckets later in the evening. Horses may have drunk quite a bit of water, and we don't want them to go the night without water in front of them.

D. GRAIN

On the information sheets is listed the grain amounts. The amounts listed on the sheets in pounds.

Some horses are also fed a special mash along with their hay feeding. Instructions for preparations of the mashes are in the Feed Room. Please meet with Gale to learn how to prepare mashes.

E. PM Supplements:

Several horses get supplements in the evening and these should be in the grain wagon. If the horse gets an evening supplement, this will be indicated on the instruction sheet on the stall. Supplements are not always the same from day to day for each horse. Some horses, get special medicine **only on certain days. Make sure to check the labels.** Containers have been accidentally switched on several occasions and this is very undesirable.

F. FINAL WATER BUCKET FILLINGS FOR THE EVENING:

The assigned worker, after the horses have eaten their grain, will then get the hose out and verify that the buckets have at least 2/3rds filled (no more than 2 inches below the top of the bucket) so that horses have enough water for the night.

Special hose instructions:

During the summer the hose is stored in the barn. The water hook up is in the "cubby" in the center of the barn aisle.

In the winter we store the hose in the hall to prevent it from freezing up.

During the winter we hook up to the hydrant in the feed room and blend hot and cold water to help melt the ice. (See Gale for a demonstration.) If the bucket is frozen solid we need to pop the ice out and then fill with water. There are a couple of ways to do this. One is to take the bucket to the tack room and let it sit for awhile in the warmth and then dump the ice OUTSIDE...not in the sink. Another way is to tip the bucket upside down in a wheelbarrow, or outside somewhere far away from doorways and GENTLY tap the bucket on the bottom and the sides until the ice cracks and slips away from the wall of the bucket. Rubber buckets can be hit a bit harder than the plastic buckets. Plastic buckets, even the good ones, will crack in the wintertime if banged too hard. Please DO NOT dump dirty water buckets into the sink in the tack room at any time. The tack room sink drains into the septic tank and we don't need the lines or the tank clogged with bucket dumpings.

We have several horses that like to wash their hay and or grain these buckets or don't aim well when pooping. Check the buckets prior to filling as some will need to dumped (maybe rinsed) and refilled. Lack of fresh water can cause constipation, an intestinal obstruction and/or colic.

G. PREPARE FOR TOMORROW MORNINGS FEEDINGS

Everything is prepared and readied for the person doing the chores the next morning.

Grain tubs are prepared for enough grain for the next feeding. Make sure that you read the labels correctly on the grain bags. Don't mix them up.

Supplements are placed in the mash buckets or the feed tubs as directed. Next evening's supplements are placed in the baskets.

Hay is placed in the aisle at the designated places. Currently, we are putting down enough hay for 10 bales per feeding, with the hay cart being filled with 8 bales. It'll never hurt to place a couple of extra bales down and out just in case. The next feeder will appreciate it. Do not place hay where a horse can reach it from under the stall gate. Cut and remove the strings from the upper bales and place any fallen flakes up on top of the bale of hay.

As of the December 2011 printing, there is a special log/report sheet in the FEED ROOM for the evening feed person to complete. This check list identifies the needed tasks to be done, and provides a place for the worker to record accomplishments and the amount of grain added to the feed cart.

SECTION 7: EVENING TURNOUTS**A. Summer:**

In the warmer summer months, we will do turnouts of some trustworthy horses overnight in the outdoor pastures. Turnouts will be done after the horses finish their evening meals. Follow the same procedures for turnouts as listed in Section 3.

B. The Indoor Arena for turnouts:**Ranking**

The horses will have established their pecking order, and they should be turned out, opposite order of turn ins, "Underdogs go out first. Top horse should go out last." This helps prevent problems at the gate.

Gates

Double check that all the gates are latched. This includes the two small gates, the one by the sliding glass door and by the front east emergency door.

SECTION 8: BARN CLOSE UP

All co-op are responsible for checking on the following, especially if you are the last one in the barn at night. Please see current posted rules for what doors are to be closed up.

A. Summer:

Double check the water buckets for horses still in their stalls. Make sure they have enough water to get through the night until the next morning. Many times, when it is hot, the buckets have needed refilling at 9:00.

All lights need to be turned off. This includes the arena lights, spreader shed, tack room, and hall. The only exception is the night light switch located in the tool area next to arena entrance.

The tack room door needs to be locked.

The hall door from the stall area needs to be locked up, also the sliding glass doors needs to be closed and the board placed in the track to "lock" the door, by preventing it from being pushed open.

Make sure that no one is locked outside, check to make sure that no one is doing the spreader or repairing fence.

Double check the stall gates that they are all latched securely.

The doors to the outside are left open for ventilation when overnight temperatures will be over 50 degrees.

Check to be sure all tack and grooming buckets are put away.

Check that the grain room gate is latched. If a horse gets loose they could over indulge and colic.

Check that all the horse's halters are off except those few that keep them on. If they stay on there will be a notice posted on the stall.

Check that all the horses water buckets got filled

Make sure that the water hydrants are all the way down. This includes the outside faucets and faucets in the tackroom and bathroom also.

Check that all horses that are on night turn out outside are out.

B. Winter

All lights need to be turned off. This includes the spreader shed, tack room, and hall. The only exception is the night light switch located in the tool area next to arena entrance.

The tack room door needs to be locked.

The hall door from the stall area needs to be locked up, also the sliding glass doors needs to be locked by placing the board into the door.

Make sure that no one is locked outside, check to make sure that no one is doing the spreader or repairing fence.

Double check the stall gates that they are all latched securely.

The doors into the arena need to be closed. This includes the door at the back of the barn going out toward the shavings area.

All outside doors need to be latched **except the front sliding door, but make sure that the door is slid well into the "catch" at ground level.**

Check to be sure all tack and grooming buckets are put away.

Check that the grain room gate is latched. If a horse gets loose they could over indulge and colic.

Check that all the horse's halters are off except those few that keep them on. If they stay on there will be a notice posted on the stall.

Check that all the horses water buckets got filled to the appropriate level and the hose is in the hall.

Make sure that the water hydrants are all the way down. If they do not drain in the winter they will freeze. **Make sure all hoses are disconnected from hydrants.**

C. Expected deliveries of grain and and other supplies

At the time of this writing edition, we receive grain deliveries on Thursday every week. The front aisle door to the barn should be left unlatched for the driver to gain entrance and to get to the grain room. Normally, during the day, the front aisle door should be unlatched so there should not be a problem.

Please note that these delivery days may change in the future.

SECTION 9: YOUNG RIDER PROGRAM

Young Rider program, *when it is in operation*, provides adult supervision on Saturdays and sometimes on Sundays from 12:00 AM to 5:00 PM. A fee of \$15.00 is charged to non-co-op, non-boarder children.

Liability releases must be executed by the parents of the Young Riders and be on file at the stable.

The children must be **active in the lesson program** to take part in the Young Rider program. **They must have taken at least one riding lesson** at Gale's prior to participation in the Young Rider Program. They need to continue to be taking a least one lesson each month. Children not meeting these requirements are welcome at the barn as your guests, as long as you, the responsible boarder/parent, stay with them and are responsible for them.

The children learn the skills necessary to safely handle horses, and horse care skills. This is not to be confused with the lesson program.

We prefer the children should be at least seven years old, they need to be able to do the tasks assigned. The younger children sometimes do not have the strength and or the attention span to stay on task till the job is completed.

The new young riders are paired up with a young rider that is older and has been in the program for a time. They show the new young riders how we do things at the barn. The young riders help with stall cleaning, moving hay, turn ins and turn outs, raking the aisle, filling water buckets, and any other "Young Rider project" that may need to be done.

If the child finishes the tasks assigned and if time allows they will get to ride (hack). They are usually put on the same horse they are currently taking lessons on. They are only allowed to do the skills that they have already done and accomplished in their lessons, such as trotting. They will not be allowed to canter if they have not had successful lessons in cantering. Canter will not be allowed until the instructor has advised the supervisor that the student is competent to try cantering during hacking. **Jumping is not allowed at any time unless the child's instructor or knowledgeable parent is present.**

All Young Rider horse assignments must be approved by Gale. No Young Rider should be allowed to ride a horse that she/he has not ridden competently in the lesson program, and it expected that Young Riders will be truthful and honest about this.

Young Riders are expected to act maturely and responsibly around the barn at all times. The barn is not a rumpus room for inappropriate activities. **Running, screaming and general silliness are not allowed and will not be tolerated.** Violators will be reminded to behave and if manners don't improve, parents will be called to take the uncooperative person home!

SECTION 10: YOUNG RIDER PROGRAM SUPERVISOR RESPONSIBILITIES

The main job of the supervisor is to keep the Young Rider children safe and to help them learn the skills necessary for safely handling a horse. We are here to teach basic horse skills in care, grooming and barn chores.

We try to teach the children the correct way to complete a task and to be responsible for assignments. We try to do this in a fun positive way.

The supervisor needs to see that the children are on task, and behaving in a safe, responsible manor. Silliness and inappropriate behavior are not allowed. Supervisors need to make sure that all the assigned chores are completed. This should be done **before** the children are allowed to ride. The supervisor must be present and watching when ever there are young riders in the arena riding.

Suggested young rider chores are:

- a. helping with stall cleaning
- b. raking the aisle
- c. moving hay
- d. picking up rocks
- e. brushing horses that are not used often
- f. raking the edges of the arena back away from the rail
- g. picking up horse poops in the arena
- h. cleaning the hay mow
- i. get cobwebs off stall with brooms
- j. cleaning up extra poops that have escaped the spreader
- k. help with cleaning and fill water buckets
- l. any jobs that need to be done
- m. tack cleaning

There should be absolutely no children left at the barn when the supervisor leaves unless their parents are there to watch over them.

SECTION 11: PREPARING FOR THE LESSON/RIDE

After being assigned a horse to ride, the rider/student must gather the cleaning tools and equipment and riding tack and carry the same to the horse's stall. The rider should also take care of any personal needs, such as using the restroom prior to starting to work on the horse.

When the rider is ready (including having a helmet on and fitted correctly) and all equipment has been gathered, then, the horse should be haltered and secured by either tying it in the stall or putting it on crossties. Tying should be done with a proper slip knot. Then the following tasks are done to prepare for riding.

Part I: Preparing the Rider:

A. Helmets and Other Riding Attire:

A riding helmet is required safety equipment to be worn properly at Gales. They need to be worn by everyone who is riding. It is also wise to wear them whenever you are tacking up a horse. All people less than 4 foot in height must wear a helmet in the barn at all times where horses are "about".

A helmet should be properly fit to your head. The helmet should be snug, without being too tight. You should be able to nod your head and not have the helmet move. The helmet chin strap need to be securely fastened. All helmets should meet the ASTM standard. Older helmets do not and are not safe to wear. Helmet manufacturers recommend the replacement of helmets that have been involved in a fall such that the helmet has been hit. Even if the helmet does not look damaged, the internal materials may have been cracked or crushed and will no longer provide the desired protection to the head.

Effective 1/1/98, it is a requirement of Gale's that prior to learning to canter or jump, a rider must purchase and wear his/her own approved helmet.

Proper shoes should be worn while riding. Smooth soled, or slightly ridge soled shoes with a minimum ½ heel are recommended. The shoes should also provide minimally, ankle support while allowing flexibility of the ankle to bend. Street sneakers and hiking boots are not recommended for riding. Sneakers can slip too readily out of the stirrups, and hiking boots, with their big treads, can get hung up in the stirrups. So, as soon as economically possible, riding students should wear footwear that is recommended for horseback riding.

Long pants are always required for riding to protect your legs. High athletic socks are also recommended to prevent stirrup leather pinch on the insides of the calves. Loose clothing of any kind is not permitted.

Part 2: Preparing the Horse

MOST IMPORTANT – the horse must be securely tied prior to the student working on the horse, even if it is in the stall.

A. Hoof cleaning:

The horse's hooves need to be well cleaned **before and after** riding. All dirt and debris need to be removed, especially any rocks which can cause a stone bruise. Cleaning also is done to prevent a foot fungus called Thrush. Make sure you clean along the edges of the frogs the raised triangle shaped soft tissue on each hoof. The hard part of the hoof is made of the same thing your own fingernails are made of. Good foot care is very important, a lame horse is one that can not be used.

B. Grooming:

Proper grooming is another essential part of horse care. As with hoof cleaning grooming needs to be done before and after each riding session.

Grooming requires several pieces of equipment, the basics are a curry, a stiff brush and a soft brush.

You start by using the curry in a circular motion starting on the neck behind the ears to the tail, use the curry on the whole body, being gentle on the legs and other "boney" areas such as the face. Next you use the stiff brush do all the horses body, going in the direction the hair grows brush with a flick of the wrist to remove any dust and dirt that was loosened by the curry. Don't forget the belly, dirt under the girth can cause a nasty saddle sore.

Then you use the soft brush, again going in the direction the hair is growing brush the entire horse. This removes any remaining dust and dirt and gives a polished look.

Use the stiff brush on the horses main, forelock and tail, and do it gently. It takes years for the long hair to grow back.

C. Saddling:

The first important safety aspect of saddling a horse, is to examine your tack. Check all the stitching on the girth, billets, and stirrup leathers to make sure that it is sound and in tack. **Your safety is YOUR RESPONSIBILITY.** Instructors and helpers must teach students to examine tack for themselves as well.

The saddling of the horse is done next in preparation for the ride. Usually you will be using a saddle that has been selected by the instructor. Saddles come in different shapes and sizes. When you buy your own saddle, it will be sized for you and your horse. However, with the lesson program and the variety of horses and "fannies", we have to

make adjustments to attempt to get the best fits. This is done with saddle pads and riser pads.

Firstly, pick out a saddle that will fit the rider. A child will most often do well in a 15 inch or 16 inch saddle (we are talking english saddles now...western is a whole 'nother story). Adults, depending on their size, can use anywhere from a 16 inch to a 21 inch saddle. For reference, Gale rides in a 17 ½ to 18 inch saddle or a "Small" Ansür Saddle.

Next, we shall try to fit this saddle to the horse. After the horse is groomed, put a selected saddle pad onto the horses back. Set the pad so that it is at the halfway point of the withers (see your horse books for where the withers are). The horse's hair should be smooth under the pad.

Then place the saddle on top of the pad such that the pommel of the saddle is over the top front of the pad, just in back of the withers. The saddle pommel should "clear" the boney structure of the withers by a few inches. The saddle should never be resting on the withers at any time. The saddle pad should be lifted slightly off of the withers, pushing the pad up into the pommel of the saddle, so that there is no contact of neither pad nor saddle on the horse's withers.

Take a look now at the seat of the saddle. Is the saddle tipped too far back? In otherwords, is the lowest part of the seat too far away from the withers? This is adjusted by placing riser pads or banjo pads under the saddle to lift the rear end up so that the lowest part of the seat is just behind the pommel of the saddle and that the stirrups hang straight down from the stirrup bars. Double check now for "wither clearance".

The girth should be placed so that it is behind the elbows of the horse, and care should be taken to remove all wrinkles of horse skin out from under the girth. This is done by lifting the horse's leg forward to stretch the skin out. Remember, that if the horse is to wear a martingale, it needs to be placed on the girth before the girth is cinched up.

Tighten the girth snugly, but not tight, at this point. Be aware that some horses are "girthy", meaning that they take great offense to the inconvenience of the tight girth, and they will let you know of their annoyance by laying their ears back, stomping feet (usually yours) and swinging their heads around to bite anything they can get their teeth on (usually your butt or shoulder). Horses also tend to "bloat" their bellies up in anticipation of the girthing procedure, only to later let the air out, loosening the girth and allowing for the saddle to slip around. Normal routine at Gale's is to handwalk the horse around the arena (the "walkabout") and tighten the girth in a total of three phases BEFORE getting on the horse.

Please double check you girth before you allow the rider, or yourself to mount up, and check the girth again after a few minutes of walking during your ride.

D. Bridling:

The first important aspect of bridling is to examine the bridle stitching to make sure that the leather is going to be safe for your use. Check buckles that hold the bit to the bridle and the reins to the bit. These are critical points of which a failure could lead to a loss of control of the horse. Instructors and helpers should teach the students to check for these safety points prior to bridling the horse.

Every lesson horse at Gale's has been assigned a bridle. However, don't assume that the bridle that you just pulled off the rack is adjusted right at that time. Those doing the cleaning of the bridles sometimes get the buckles into the wrong places and then bridles don't fit anymore. Have an experienced person assist you with the proper fitting of bridles. There should be plenty of room around the ears (no tight browbands). The bit straps should be adjusted such that the bit pulls the horse's mouth into a slight smile, leaving one small wrinkle at the corner of the mouth. Some horses need bits tighter, some looser.

Bridling starts by placing the reins over the still haltered and tied horse. Then the halter is loosened and slipped down and around the horse's neck and resecured. We say, "turn the halter into a collar". Then the bridle is placed on the horse, with care being given not to hurt the horse's ears, or to bang it's teeth with the bit. Throatlatch straps are buckled loose. Noseband straps are buckled tight (rule of thumb for nosebands...should be able to slip one finger in between the horse's jaw and the noseband). For the most part, curb chains can be left loose. You should be able to place two fingers between the curb chain and the horse's jaw. After the bridle is secured, then the halter can be removed, and the horse then led out to the riding area.

Never, ever, hook a horse up or tie a horse up by hooking onto the bridle. A horse will panic if it suddenly feels the pressure of being tied in its mouth, resulting in the horse pulling back abruptly and easily breaking the leather of the bridle. Bridles are not designed to be used to tie horses, contrary to the movie stunt horses that you see on TV.

There are a couple of schools of thoughts about leading a horse with a bridle. The correct showmanship style, is to take the reins over the horse's head, folding them into your left hand, and then holding the reins with your right hand about four to six inches below the horse's bit. This is the way to do it at the horseshows. However, at Gale's we have had experiences during which horses have gotten away only to have reins dangling down around the horse's feet to be stepped on, broken or tripping up the horse. When going from stall to indoor arena, Gale, herself, prefers to leave the reins on the horse's neck and just hold on to the reins with the right hand grasping both reins just below the horse's bit. Either method is acceptable at Gale's, but be aware of which method is considered correct for horseshow showmanship.

E. Mounting Up

Please see the section on Arena Etiquette for information about entering the riding area and where to go to mount up.

After doing the walk-about. double check the girth tightness. Double check all fittings on the saddle and the bridle. Make preliminary adjustments to stirrup lengths based on your experience and/or using the “arm length” approximation.

Mounting the horse can be done from the ground or from a mounting block. You should learn how to mount up directly from the ground as there will be no mounting block in the center of the show ring or on the trail ride. Also, there may not always be another person around to give you a “leg up”. However, whenever possible, use a mounting block to ease the sideways pull on the horse’s back during your mounting.

From either the ground, or the mounting block, hold the reins in your left hand with the outside (far) rein being slightly snugger than the inside (near) rein. Get a firm grasp of reins and mane in your left hand. With your right hand, maneuver the stirrup onto your left foot, such that your foot is securely into the stirrup. Place your stirrucked foot such that your toe is pointing into the girth of the saddle, reach up over the saddle seat with your right hand grasping the other side of the saddle and with a couple of bounces, mount up, swinging your right leg over the rump of the horse, and settling your fanny gently into the seat of the saddle. Gather up your reins in both hands to obtain immediate control of your horse, and then place your right foot into its stirrup. Make final adjustments to the stirrup length and again reach down and double check the girth tightness.

F. Warming Up

You, and your horse, are just like any other athlete. You both need to warm up your muscles before doing strenuous work. It is suggested that you and your horse do a brisk walk with many loopy big circles, warming up legs and bending the horse’s neck and body. You, the rider, should gently stretch your arms, back and legs in preparation of your ride. A few minutes of relaxed warm up will enhance your ride and may help to prevent “muscle stress” injuries.

SECTION 12: AFTER THE RIDE

After the ride, the horse must be cooled off and cleaned up. Tack must be returned to its proper place and all equipment put away.

A. Cooling Off

Horses need to be cooled off gradually after being warmed up during a ride. It is the reverse of the warm up. Now the horse is walked out, in a relax mode to stretch out tired muscles and let them relax. Usually, walking the horse out for 15 minutes is sufficient. The horse is considered “cooled out” when it is not warm to the touch and does not have any dampness on its coat.

In the winter months, walking the horse usually provides enough body energy to keep the horse “warm” so it doesn’t get chilled too quickly during cooling out. A wool blanket placed over the horse during walkouts will assist in keeping the horse warm, and will also aid in removing moisture away from the horse’s body by a wicking action. There is no substitute to a wool blanket for wicking moisture off of the horse’s body. Don’t be fooled by acrylic imitations. They do not allow the moisture to escape off of the horse’s body.

In the summer months, hosing the horse off with tepid water will aid to cool the horse down quicker as well as clean it up.

Once the horse is dry, he can be returned to its stall. If the saddle and bridle have not yet been removed they should be done so now.

B. Unbridling

Returning the horse to the “tacking up” site (the stall or the cross ties), place the halter back on around the horse’s neck, and put a lead rope or the cross ties on the halter. Then unbuckle the bridle’s throatlatch and noseband and remove the bridle from the horse by gently pulling it over the ears and letting the horse drop the bit from its mouth. Be careful not to let the bit clang on the teeth of the horse. Set the bridle aside for now. But after your horse is all taken care of, then you will wipe it off, check your bridle for stitching failures or broken leather, and then “put up” the bridle by wrapping the throatlatch around the bridle and reins, buckling it up, and wrapping the noseband around the bridle and buckling this up. The bridle is then returned to the proper place in the tackroom.

C. Unsaddling

After the bridle has been set aside (to be taken care of later..after the horse is all set), put the stirrups “up” (this *should* have been done prior to hand walking the horse with the saddle on) by sliding the iron up the bottom half of the stirrup leather until the iron reaches the stirrup bar (the metal piece on which the stirrup leather is attached to the

saddle). Tuck the stirrup leather into the stirrup iron. Do this on both sides.

Loosen the girth and remove it on both sides. Then place the girth over the top of the saddle and remove the entire saddle, saddle pad combination and set the saddle aside on a rack outside of the stall for now. You will take care of the saddle after your horse is all put away.

After your horse is all set, wipe off the dirty girth (checking for rips in the stitching), and return it to its proper location. Put the saddle pad (if a lesson pad) on the racks in front of the grain room or in the midway aisle, such that the pad will be able to "air out". Put the saddle back in its proper place.

Please note that lesson saddles are to be returned to the hallway or tack room racks.

D. Care of the Horse after the ride

The horse is to be returned to a condition equal to, if not better, than it was found before the ride. Absolutely no saddle marks or girth marks are to be found on the horse. Follow the same methods of grooming, especially cleaning out the feet. A rock may have been picked up into the foot during the ride. If the horse has a great deal of sweat marks, or is still sticky from sweat, it will be better if the horse is sponged off with warm water or even hosed off completely (in the warm weather only please). A "clean water wet horse" will dry off faster and cleaner than a "sweaty wet horse". Depending on the weather, the horse may need to have a wool cooler placed over it. As said before, a wool cooler will wick the moisture right away from the horse, leaving it nice and dry underneath. After awhile, the cooler can be removed and the horse can be recovered with its appropriate blanketing, if any.

E. Finishing up

As described above, all equipment is to be returned to its proper location, including grooming buckets, bridles, saddles, girths and blankets. The horse's halter should be removed and hung outside the stall on the appropriate rack.

SECTION 13: ARENA USE AND CARE

A. Indoor Arena Lights:

Lights should be used with discretion with conservation in mind. If you can not safely ride without the lights on, then turn them on by all means. We rotate which lights we use in the arena to optimize the lifespan of the light bulbs. Rarely, we turn on all 14 lights in the arena. The arena light switches are located in the hall by the door to Gale's apartment. We use the lights turned on by the switches "A", "B" and "C" on the "odd numbered days" of the month. Switches "D" and "E" are used for the even days of the month.

Turn the lights off at the end of your ride, unless you know that someone else will be using the arena soon. It takes more energy to turn the lights on than to leave them on for awhile until the next person rides.

B. Jumps – Indoors and Outdoors:

If you change the jump arrangement please return them to the way they were. If the horses have been turned out and have "played" with the jumps you need to pick up and put the jumps back together before you ride. Standards that are laying down can be hazards for riding horses. Make sure all the jump pins are accounted for.

Jumps allowed to be misplaced makes the place look "trashy". Please help to keep the appearance of the barn and riding arenas looking tidy by picking jumps up. Do your part. This goes for the outside ring too and for "trail courses". Keep it neat!

C. Cleaning and Raking:

Everyone in the co-op is expected to help with the maintenance of the footing in the indoor arena. **All manure should be immediately cleaned up after the horse drops such.** The arena footing should be raked back out from under the rail fence everyday and sprinkled everyday. This is part of the coop schedule. You can help reduce the amount of work required to "rake out the track" by riding your horse "off the track", for example...ride on second or third track.

D. Lunging and free lunging:

Lunging in a form of exercise done on a long rope, such that the horse travels in a circle around the person. Please make arrangements with an instructor to properly learn how to lunge a horse. There are skills involved to not allow the horse to get the best of you during lunging, and even more important to keep the lunge rope and whip from getting tangled around your feet. Never allow extra rope to hang on the ground while lunging a horse. Never wrap any part of the rope around your hand at any time. Always use proper equipment, including gloves, when lunging a horse.

Gale's has established a policy forbidding free lunging, at which a horse is turned loose in the ring, and then chased around by a person with a whip. There is no safety, no control, no proper training involved here, and does nothing but teaches the horse to run away from you, and that it CAN get away from you. There is to be no chasing of horses at any time at Gale's. This paragraph does not apply to correctly performed ROUNDPENNING techniques.

Roundpenning techniques are becoming quite popular for establishing respect from your horse. There are several "trainers" that commercially produce video tapes and have written books about these techniques.

SECTION 14: ARENA ETIQUETTE:

Knowledge of and compliance with the, well-established rules enable several riders or handlers of equines to work their horses at the same time in the riding arena without causing an accident.

Knock on entry door or give an established signal (indoor and outdoor rings) that you wish to enter the arena. Carefully and slowly open the gate to observe that no one is about to pass gate. If in doubt, ask permission to enter and wait for a reply prior to entering.

To mount or dismount go to an unoccupied area in the center of one-half of the arena, where there will likely be adequate space available without interfering with the work of other riders. The same applies to a rider wanting to halt to rest or adjust girth, stirrups or other tack.

Always try to keep the safest possible distance of 6 to 10 feet away from other horses in front of or behind your mount, and at least one horse length from horses at your side.

Riders at a walk (slower riders) should ride 6 ½ to 10 feet from the rail (the inside track), leaving the rail (the outside track) free to be used by faster riders.

Riders working on a smaller circle or track must give way to riders working their horses on the rail “going large” around the entire arena.

When riders meet each other face to face they should always pass each other left leg to left leg (pass on right).

When a rider, or instructor, gives the command to change direction, all others should also change direction, riders already going that direction have the right of way. Riders who have not yet changed direction must give way and ride on the inside track 6 ½ to 10 feet from the rail.

When changing direction, or changing gaits always look over your shoulder to make sure no one is following that might be cut off.

If other riders are present, lounging a horse in the arena should only be done by asking and getting permission of those in the arena, or the management, and only with a well-behaved horse.

Poorly behaved, or extremely unpredictable horses should be worked either alone in the arena or at times when the arena is not busy.

SECTION 15: THE LESSON PROGRAM

A. Lesson program:

To the Boarders at Gale's: The riding lesson program at Gale's is fundamental to its success. It helps to maintain the stable financially and helps to introduce new people to the world of horses. Please respect its importance and be patient when lessons are taking place. Remember, you were once a beginner rider too!

B. Riding During Others Lessons

Boarders and Co-op are allowed to ride their horse in the ring during most lessons, with the permission of the instructor. Please follow proper Arena Etiquette as described in this manual. Please follow the instructions of the instructor. Please, always, yield the right of way to the students. Stay out of their way and out of the way of the instructor.

C. What to do while your child is taking a lesson

Please stay outside of the ring unless you have made arrangements with the instructor to be inside the ring. There is seating provided outside of the ring, and during cold weather, you may go into the hallway where it is heated and observe the lesson through the windowed doors.

Please do not "instruct" your child during the lesson.

Please DO NOT panic if an accident occurs. This only will frighten the horse AND your child even more than they already are. Cool, calm, rational heads are needed to sooth frazzled nerves. **FALLS WILL HAPPEN.** There is no way to teach riding without a fall occurring at some point during the rider's career. We will do our best to prevent mishaps, but as with any sport, accidents will happen, and with another "mind" involved, the horse's, anything can happen at anytime with even the best of horses. **If you can not accept the fact that your child will, at some point, fall off of a horse, then you must find another sport for your child besides riding.**

Dress your children properly for riding. They must have long pants, long enough so that they don't creep up the child's legs while riding. Long socks under the pants, and sometimes, over the pants to help keep the pants in place. Proper shoes and riding helmets as described in Section 11 are a must. Dress your child properly for the weather. Layered clothing that can be removed one layer at a time during the ride is helpful. In cold weather, dress the child as if he/she were going to be outside in the cold.

Bring a drink for your child. We have plenty of water, but sometimes a favorite beverage is appreciated after a ride.

Learn the routines yourself and be a part of the horsey process.

Ask questions. If you don't understand what the instructor is trying to do, ask for an explanation. There are absolutely no foolish questions and all questions will be answered to the best of the ability of the instructors and helpers.

Please supervise your other children. Please do not allow them free roaming of the barn. You must stay with them, and keep them with you at all times. Keep your children's hands and legs out of the arena. Do not let them climb on the fence. Do not let them climb in the hay or the sawdust pile. Do not let them feed the horses without permission or without the proper assistance.

SECTION 16: SPECIAL EQUIPMENT

Some horses, due to a habit, or injury, need special equipment. Please be aware of a horse's needs, and don't hesitate to ask a question about the use of such equipment and its proper placement on the horse.

A. Crib straps:

Cribbing is a vice that you can read about in your horse manuals. It is a nervous habit that is undesirable due to its annoying sound and what it can do the horse in the long run: damage to teeth etc. So we try to prevent the horse from cribbing by placing a rather tight strap around its neck at the throat. This Crib Strap, prevents the horse from expanding its windpipe and sucking air into its gut, making the classic "reversed burp" sound. Please note the "worn" spot on the crib strap and return the strap to this place when re-buckling it up. It may seem tight to you, but rest assured, the strap has to be tight in order for it to work.

B. Leg Boots:

Some horses need extra support or protection during riding and/or turnouts on their legs. Requirements for leg boots should be posted on the particular horse's stall. Please ask someone on how to put the leg boots on properly and learn how to do it. Improper placement can cause permanent tendon damage so it is important to do it right.

C. Special saddle pads:

Some horses need extra padding under their saddles to protect sensitive backs. If a special pad is required, the pad will be placed on the horse's stall or information describing the need will be posted on the horse's stall. Don't hesitate to ask if the horse that you are preparing to ride needs a special pad.

D. Blankets and or sheets:

A few of the horses at Gale's are blanketed in the winter. This is done more so for the owner's benefit more so than for the horse, in many cases. Blankets help to keep the horse clean, and if you are going to put on a blanket, it must be a heavy one such that the horse will stay warm. Even if the horse has a heavy coat, a light blanket will squish the horse's hair down such that it won't puff up to help keep him warm, as it is designed by Mother Nature to do. So, if blanketing, you must provide ALL the insulation as if there were no hair coat there at all.

Blankets to be worn during turnouts must be rugged and must have leg straps to prevent

the rear end of the blanket from blowing up over the horses' head. Turnout blankets must be such to withstand some moisture.

In the summer, turnout sheets are used by some to protect the horse's coat from the sun and from the flies. Again, these blankets must have leg straps and be rugged and suitable for turnouts.

Leg straps are placed so that left strap buckles on the left side, and right strap buckles on the right side, but take the right strap through (link it) the left strap before buckling it up to its right buckle. This method is recommended by most blanket manufacturers, and helps to keep the blankets from shifting.

Improper blankets can cause wear on the horse's hide, and can move around and slide off of a horse. Make sure that the proper measurements have been taken for your horse and that the blanket has been fitted properly. If you are new to this, ask someone for help.

Blanketing is the choice of the owner, and is the responsibility of the owner. As a rule, unless special arrangements have been made by the horse owner and Gale, the co-op is not responsible to routinely put on and take off blankets. Blankets going on and coming off are the responsibility of the horse owner.

SECTION 17: BASIC HORSE INFO

It is not the intent of this manual to get into the biology of the horse. There are plenty of good books out there for you to read about these matters, but a couple of points will be touched upon here for safety.

A. Hearing:

Horses have very good hearing. They can hear and react to something that you don't hear. So your horse can "blow up" about something that you didn't even hear.

B. Sight:

Horses have pretty good vision, except that they have a blind spot directly in front of their face for about four feet. This is because their eyes are on the side of their head. So when approaching a horse, make sure that you are out of the blind spot and that you speak so that the horse knows you are there. Interesting fact to point out also is that a horse may travel several times around the ring, seeing something with his left eye, then to reverse, going the other way, seeing the same something with his right eye and completely blow up about it. As far as the horse is concerned, it is a whole new thing to be seen.

C. Prey animals:

Horses, through the ages, have been animals that have been preyed upon, meaning that they have been hunted by dogs, wolves, cougars, etc. for food. Horses, like deer, are naturally animals of "fright and flight" meaning that they will take off like a rocket if frightened, due to the instinct of "run or be eaten". This flight mechanism is something that we all have to deal with when working with horses. Don't punish a frightened horse. Punishment will only aggravate the situation and cause the horse to be more panicky and unruly. Move the horse away from the frightening object, calm the horse down, and try again later.

D. Colic:

One of the most common problems of horses is "colic". Colic is a broad name that covers any ailment in the horse's belly that is causing pain. Causes of colic can range from a mild gas bubble cramp to full twisted intestines. Bladder infections and ovarian cysts can create pain symptoms that will also appear as "colic". There is obviously not a lot we can do about the severe colics, but the milder ones can be avoided by good housekeeping. Never allow a horse to have lots of water, especially cold water, if the horse is warm/hot after a workout. The horse must be totally cooled down and rested some before water should be offered. Never allow a horse to have grain when it is hot/warm. Gale's follows procedure that a mildly warm horse can eat some hay while it is being UN-tacked. Please keep grain room locked and keep horse food (except hay) contained. Horses will continue to eat the good tasting grains until they basically "gorge"

themselves, causing a pretty severe blockage/colic. For the most part, horses can eat hay straight through the day and not get into digestive track trouble. Don't overfeed treats and apples. This can cause an upset stomach and colic. Don't feed clumps of freshly cut grass. Grass/hay goes through a "fermenting" stage as it is drying out, and until it is fully dry, can be dangerous for horse to eat in large amounts. A couple of handfuls won't hurt, but don't put shovel fulls of freshly mowed lawn grass in the horses stalls.

Colic symptoms range from "just not eating and not looking good" to "throwing himself all over the places, crashing into walls". The normal colic is seen as the horse lays down and gets up repeatedly, pawing the ground, turning its head to look at it belly, stretching out as to look as if it wants to urinate, and of course, not eating. What you can do is to quietly walk the horse as that the motion of walking will help to move blockages/gas along. There is also a drug called Banamine that works very well to relax the horse's digestive track and release the pain. (It is not the function of this manual to medically describe the actual "workings" of Banamine...this description will suffice). If Gale is not available and hand walking for an hour does not help, call your vet.

F. Other Horse Problems:

Founder (laminitis) is serious foot problem with horses that good horse keeping will help to avoid. Please read your favorite horse care book to learn about founder. Most important housekeeping rule for Gale's to prevent founder is to keep grain room locked up and don't let hot horses drink cold water.

Thrush is another foot disease, much like athlete's foot. It is a fungus that gets into and grows in improper cleaned feet, however, once it works its way into the tissues, it is hard to get rid of, no matter how clean the feet are. A horse's foot with thrush will have the most horrible rotten smell...much more so than stinky manure feet. The affected tissues, usually in the crevice along the frog and heel, will be black and rotten looking, and in the worse cases, will have sloughings of oozing black gunk. There are products to be used to treat thrush. If you think you have found some thrush in a horse's foot, please advise the supervisor or instructor. You will be asked to thoroughly pick out the feet and to apply a product, such as Thrush Buster to the bottom of the foot. Thrush can be cleared up quickly if caught in the early stages, before it gets a chance to get worked up into the tender inner tissues of the hoof sole.

Lameness can occur in horses for many reasons. If you find your horse or another bobbing its head as it walks or trots, or, even worse, not putting any weight on a foot at all, please contact the horse's owner as soon as possible. Some horses, like people, suffer from arthritis, and will always have some gimps in their getalongs, and we just go on with them, especially the older ones. They usually will work out of some stiffness and lameness with time. However, if a horse comes up lame unexpectedly, there may be other causes such as a leg twist or a stone bruise, which will need attention.

G. Farrier Needs:

There are excellent farriers that service the horses at Gale's. The choice of the farrier is up to the horse owner. Many horses do not need shoes, especially if only ridden in the indoor or lightly. These horses may only need a "trim" every couple of months to keep the hoof angles appropriate so not to strain leg muscles. Many horses need front shoes for support and hoof integrity. These horses will need to have the farrier remove the shoes, trim the foot and replace the shoes. This is called a "reset" and is usually done every 6 weeks...depending on the horse. Some horses need all four feet shod. Some horses need shoes with "borium" or "cleates" for extra traction. You and your farrier will be able to work out an arrangement that will suit your needs and those of your horse.

H. Worming:

Because horses eat off of the ground in the not most clean of areas, it is important to worm your horse on a regular basis. Please consult your horse books on parasites with which horses can be troubled.

There are variations of worming programs from daily to bi-monthly. But minimally, you should paste worm your horse every 8 weeks. Basically there are two types of paste wormers: those that get most of the worms and those that get most of the worms and bot larvae too. Bot Larvae come from the horse licking and ingesting the eggs that have been laid on the horse's legs by the BOTFLY during the late summer and fall months. The eggs look like little tiny yellow specs and need to be scraped off of your horse as soon as possible when found. Please check with your veterinarian or with Gale regarding worming choices. Most important..please let Gale know that you have wormed your horse so she, and others, can keep an eye out for potential colics from upset stomachs!

I. Inoculations and Blood Tests:

Depending on the type of contact (trips to horse shows etc.) your horse will need certain inoculations. One is required...the rabies shot...given once per year and good for one year. Most horseshows require a veterinarian certificate proving that your horse was inoculated. Other vaccinations include variations of flu, encephalomyelitis, tetanus, Potomac Horse Fever, and rhino. In the spring, Gale will canvas the boarders as to their desire to participate with the "group" for a "vet day" for inoculations.

Another required certificate is a current "Negative Coggins Test". Dr. Coggins developed the blood test for horses that determine whether or not the horse is a carrier of Equine Infectious Anemia. This is sort of a horsey "AIDS" disease (see your books for more information). The vet draws a blood sample and sends it away for testing. Horses that test positive usually are humanely destroyed. For horses to show or to travel on public highways, there must be a current "Negative Coggins Test" certificate with the horse. Most shows require that the certificate be less than two years old to be current.

J. Teeth:

Adult horses have teeth that continuously grow for their entire lives. The teeth grow to replace the wearing that takes place from all the grinding of food that the horse does. However, sometimes, just like people, some horses' teeth are not aligned, and there is not enough grinding to effectively wear down the teeth that are still growing. When this happens, the teeth grow "points" that then will interfere with the horse's chewing. If the horse doesn't effectively chew its food, then the food is not digested well, and even if the horse is eating a lot, the food value is not obtainable by the digestive system, and the horse loses weight. So, for this reason, teeth maintenance is another aspect of horse care. The teeth, depending on the horse, must routinely be "floated" down. The floating process, is done by a vet who "files" the teeth down. Many horses have to be slightly tranquilized for this procedure and they don't like the process at all. Horses should be checked once per year to see if they need their teeth floated.

K. Private Parts:

Both geldings and mares require some additional care involving the cleaning of the masculine and feminine anatomy. Geldings need to have their sheath and penis cleaned as necessary. Mares need to have their udders and vulva areas cleaned as necessary. Geldings often will have to be tranquilized to have the cleaning done effectively (so you don't get kicked!!!) as that the penis telescopes in upon itself several times. It is the object to remove the build up of waste matter called smegma from the areas. Please check with Gale about this cleaning process, or make an appointment with your veterinarian for assistance.

SECTION 18: HORSE PERSONALITIES AND HABITS

A. Mares:

This is the female version of the species which can have a variety of mood swings depending on the individual. Mares also “run” the herd. So the dominant horse in the pasture, most always will be one of the older, stronger mares.

As mares go through their breeding cycles, they can go from affectionate, cooperative animals to real witches in a short manner of time. Owners of mares have learned to accept this fact. There will be days when riding/training are useless, as the mare just won't be cooperative. Mares cycle every three weeks, year around, for nearly their entire life. This is why some big trainers will “spay” a mare or put the mare on products that shut down the mare's reproductive cycles eliminating mood swings.

B. Stallions:

Ask any stallion, and most will tell you that their sole purpose on the face of planet earth is to breed mares. And MOST stallions will predominantly want to do that 24 hours per day, seven days per week.

When leading a stallion, the handler should always use a chain lead rope over his nose, and avoid passing by mares if at all possible. He will become very vocal and this can be very annoying to the mares.

During the spring, Gale may use a stallion to breed mares. If you do not want your children to observe such biological happenings, please inform Gale so that she will arrange breeding schedules when your children are not present.

C. Geldings:

Geldings are castrated stallions. The purpose of gelding a horse is to remove the sex-drive hormones that make stallions unruly and unhandable. A gelding tends to be very consistent in temperament and makes a nice horse to have and ride. However, most geldings have a “bit” of stallion in them, especially in the turnout pastures. We have seen geldings “herd” mares and attack other geldings. We have seen geldings go through the entire performance of a stallion. So, the castration process, sometimes, does not completely remove all the tendencies. “Studdish” geldings must be treated as if they are stallions.

D. Young Stock...Foals

Please, do not handle the foals unless you have been instructed on how to do so. It is most important that foals be handled correctly when they are very young. A “wrong” pull on the lead line can do permanent damage to a young horse’s neck. A mis-act can permanently instill undesirable behavior or fear in a foal’s mind. On the other side of the coin, a foal needs total and consistent training on how to be good. Misbehavior must be corrected swiftly and experienced horsehandling is a must for this. So, don’t get into a situation that you might not be able to resolve.

E. Pecking order:

One more word about the “pecking order”. **It is a serious situation to be aware of.** Ignorance of the pecking order can result in a serious accident. Horses will establish their herd rank in their turnout group. When doing turnouts or turnins, you must work with the rank order, or there can be problems. When doing turnouts, for example, put the “lesser” horses out first. They will move away from the gate each time a more dominant horse is brought to the gate for turnout, making it easy to work the gate. If the dominant horse is put out first, he/she will be there waiting at the gate to “scare” the lesser horse, who then you won’t be able to get near that gate.

When doing turnins, wait for the dominant horse to come to the gate first and collect the horses then in the ranking...going down order. Many years ago, Gale’s father, Hal, was bringing horses in from the indoor arena. One of the younger horses, a yearling, was at the gate, so Hal went to grab him, thinking he could get him in before the rest of the horses came over to the gate. As he was putting the lead on the yearling, the other horses came running up to the gate, scaring the “lesser” yearling who panicked and went right over the top of Hal, with the other horses following right behind. Hal ended up in the hospital with a dislocated shoulder. So this ranking thing is to be taken VERY SERIOUSLY. Just ask Hal!!

F. Keeping hands away from horse’s faces:

Imagine someone putting their hands in your face, touching your nose and cheeks. Unless it is a truly “loved one”, you would find this quite annoying. So does the horse. The “nice” place to pat a horse is on the neck or shoulders.

G. Treats and biting:

People like to give horses treats, and horses like treats. The only acceptable treats are healthy apples, carrots or products specifically made for horse treats. However, treats given to horses seem to encourage horses to look eagerly for treats, and sometime mistake a people finger for a carrot, or even worse, to grab a coat pocket looking for that apple. Please, if you are going to give treats, use only appropriate treats, and put the treat on the ground, or better yet, in the feed bucket for the horse. Do not feed treats from your hands. **DO NOT EVER FEED ANY TREATS TO HORSES UNLESS YOU SPECIFICALLY HAVE THE OWNER'S PERMISSION.**

Thank you.

H. Kicking:

Kicking is a natural response for horses to defend themselves from a surprise predator (remember the fright syndrome) or to shoo away an annoying bug. Most horses will not kick people intentionally. However, accidents will happen. If you always let the horse know you are there BEFORE you are in kicking range, and make sure that the horse KNOWS you are there, you should be safe from kicks. Also, when there are flies and bugs, be aware that an innocent "fly-shoo kick" might connect with you. So, stand clear and stay safe.

A kick made by a horse, purposely, at you should be properly disciplined immediately. Even John Lyons, as quiet a trainer as he is, will not tolerate any sort of disobedience. Usually a sharp, loud scolding and a slap will suffice with most horses. Some need more "reschooling". If you have a problem, please contact Gale for help.

I. Snapping:

Another habit, seen from some horses, especially mares, at this barn. Usually it is just a warning...saying..."I am a grouch and I don't want you to look at me." But it could be saying, "Look at me! I want a treat", or "Don't tighten that girth up". Snapping should be discouraged with a sharp word from you. Please be careful that snaps don't become bites. Don't expose any part of your body to the front of those potentially snapping teeth.

SECTION 19: ELECTRIC FENCE OPERATION

Most of the fencing used at Gale's is "electric fence" which means that a large direct current voltage is applied through the wires. There is big voltage but very low amperage so this is why, when touched, it leaves a very unpleasant sting but not enough to seriously hurt. The fence operation is such that the wires "hold" the electricity, but a current (a shock) is not established unless the fence becomes "grounded". It becomes grounded when the wire holding current is touching the ground or if you or a horse touches the wire and the ground at the same time. To effectively "shock" a horse, the fence can not be "grounded" anywhere else. This means that the fence wires can not be touching anything. **NOTHING...**but the plastic insulators on the post. A wire touching a metal post will ground out the fence. A broken wire lying on the ground will ground out the fence (thus the word... "Grounded out").

Report any downed or grounded fence wires to Gale or to those who KNOW how to repair the fence.

Anytime horses are turned out, plug in the electric fence. The charger is located by the back outside door. Listen for the "charger" to "click. Report any malfunctions to Gale.

When horses are being brought in, the fence may be turned off (unplugged).

SECTION 20: TACK CLEANING

As outlined in the sections regarding riding lessons, bridles and other tack are to be always put away cleaned and "put up" correctly as shown by the poster on the wall above the tack room sink. **BOARDERS AND RIDING STUDENTS** are required to wipe off bridles and clean the bits, and put the bridles "up" correctly in the tack room. All tack room bridles are to look clean and "ready to go" at all times.

Some co-op members are assigned to clean tack. The assigned tack is listed on a poster above the tack room sink. Some points about tack cleaning...

It doesn't harm leather to get wet but it should never be "soaked" nor left wet. All leather needs to be thoroughly towel-dried. All leather should be treated with conditioner after a thorough cleaning with the provided leather soap. Leather should be treated as you would properly treat your facial skin – clean to remove dirt and excess oils, and pat dry and then apply moisturizer/conditioner. Conditioner should be used on all leather bridle parts and on all leather saddle parts **ESPECIALLY** the billets.

Do not use oily soap or conditioner on any **RUBBER** on the "rainbow" reins. The oils will "melt" the rubber. Use plain detergent soap and water to clean the rubber. Keep conditioner off of the rubber. Keep flyspray products off of rubber reins as well.

If you are assigned to clean tack, you **MUST** learn how to disassemble and reassemble a bridle.

Any broken or worn parts on bridles, saddles (especially billets) should be shown to Gale. She will decide if the failing part is in need of replacement or not.

Saddle Cleaning Specifics

Remove the stirrup leathers and stirrups from the saddle. Place the stirrups in a bucket of water and lay the leathers aside

Get your tack cleaning sponge and get it soaking wet, then squeeze most of the water out until it is no longer dripping at all. Apply saddle soap to your sponge and get it nice and soapy.

Rub the soapy sponge all over the saddle, working up a nice lather. Make sure you get all leather parts of the saddle.

Wipe all excess lather off of the saddle with a rag once you are done.

Put leather conditioner on a rag or sponge and rub it all over the saddle. Allow this to soak in and let the saddle dry overnight before covering it with anything.

Repeat these steps on the stirrup leathers.

Reattach the stirrup leathers: remember, if you have safety stirrups, the rubber bands go towards the FRONT of the saddle.

Bridle Cleaning Specifics

Take the bridle apart by undoing all of the buckles on it, making sure to note which holes all of the buckles are on. If the bridle has been used on only one horse at only one setting, there will be a mark on the correct hole. If there are multiple marks or no marks at all, be sure you make a note so you don't have to re-fit the bridle. Count the holes and write the number down on a piece of paper.

Take the bit and put it in a bowl of very hot water. Leave it in this hot water throughout the whole process.

Clean each separate piece of the bridle thoroughly, using the same soap--conditioner process as used for the saddle. -note- do not put oil based leather cleaner or conditioner on the rubber reins.

Remove the bit from the hot water and rub away any gunk that may be left on it.

Carefully put the bridle back together in the same way that it was before you took it apart. It may help to look at another bridle to see where everything goes and in which direction. It may also help to pretend you are putting the bridle on the horse and imagining which buckles would be where, and then put the straps together in that order. Be sure to have your trainer check it before you use it; an

improperly put together bridle can be dangerous to your horse and may cause him to do unexpected things or not listen to the bit.

Clean any other leather tack items (martingale, breastplate, draw reins, cruppers, etc.) using the same method.

SECTION 21 – TACK ROOM/RESTROOM MAINTENANCE

It is a luxury for a riding stable to have a heated tackroom and an indoor heated restroom. Many stables do not have such amenities. It is helpful if everyone cooperates together to keep these areas clean and presentable at all times.

Wipe/stomp your feet off in the barn aisle before entering the hallway to the tackroom area. Try to keep the area clean. The rug in the tackroom is NOT for you to clean your boots upon. It is appreciated if you see that the rugs/floors are dirty in the tackroom, hallway or restroom, that you pick up a broom and sweep the mess up. There is also a vacuum cleaner in the restroom that can be used to vac the carpets and floor areas.

The tack room sink is for cleaning tack and getting water for mashes, washing hands etc. **It is NOT for dumping out or cleaning dirty water buckets.** The drain of the sink is not designed to handle large debris and it will plug up.

Keep the tack room sink CLEAN. Clean up any mess that you make.

The restroom should be kept clean as well. Wipe the sink off after you make a mess. If you make a mess on the seat of the toilet, clean up after yourself. **DO NOT USE THE TOILET TO DISPOSE OF FEMININE HYGIENE PRODUCTS.** We do not appreciate having the toilet and pipes plugged up. Use the trash can for disposing of pads and tampons and other such waste products. Wrap the items up well with paper towels and put the item in the trash can.

The trash cans in the tack room, restroom, and feed rooms are for **PAPER WASTE ONLY.** Any other types of waste need to go to the dumpster out at the other side of the barn.

SECTION 22: MISCELLANEOUS BARN RULES

A. CHILDREN:

Parental Supervision - no children under the age of 16 should be here at the barn at any time without their parent present - unless **PRIOR** arrangements have been made with another adult or if the child is taking a lesson with one of the instructors. Do not drop your child off unattended. Do not allow your child to have friends here unless YOU, the parent, are here to supervise. Only exception is the Young Rider Program. **THERE WILL BE NO EXCEPTIONS TO THIS RULE AND HENCEFORTH THIS RULE WILL BE STRICTLY ENFORCED.**

Gale's is not responsible to supervise Boarder children except during Young Rider Program. You are responsible for your children and your children's guests at all other times.

NO RUNNING IN THE BARN AT ANY TIME. Children will be appropriately reprimanded for running in the barn.

No baby strollers or carriers should be brought into the barn. Infants should NOT be brought into the barn in strollers or table-top carriers. It is not safe to do so.

Any children under four foot height, MUST wear a helmet when in the barn at ALL TIMES.

B. GUESTS

Your guests are welcome to visit as long as YOU, the responsible adult, are here to supervise them. This includes your children's guests as well. All guests that will be in any sort of contact with horses here must have on file an executed liability release, signed by the appropriate adult/parent.

C. DOGS

Dogs are welcome to visit Gale's as long as the dog is on a leash and in control of an adult. If your dog "soils" the property, you will be required to clean it up. It has been the experience of Gale's that some dogs and horses don't mix, with the result being that the *dog gets severely hurt*. Please don't let this happen to your dog.

D. FOOD

It is best if human food not be brought into the barn. This is because some people are not responsible enough to take proper care of their waste, leaving it for either the barn cats or other animals to get into. If you DO bring food into the barn, you will be held

responsible for the proper care and disposal of wastes from such.

NO FOOD WASTE IS TO BE DISPOSED OF AT THE BARN TRASH CANS. Take waste HOME or put it into the dumpster at the other side of the barn, along the driveway.

E. STALL-GUARDS:

Stall guards across gates will not be allowed without direct supervision and attendance of the horse's owner. You can put up the stall guard while you are here, but it must be taken down and the stall gate closed when you leave the area.

Stall-guards are sometimes used if the horse has good stall manners, and does not bite. Caution must still be used.

Stall guards need to be clipped up when not in use. Horses can get their leg caught in them when entering or exiting the stall. This is extremely dangerous for both the horse and the handler.

F. JUMPING AND GENERAL RIDING:

No jumping is allowed for people under the age of 16 at Gale's unless you are under the supervision of your instructor or your **experienced** parent (one who has been routinely attending your lessons and knows how your instructor has been working with you) is there to supervise your activity. No one at any time should be jumping unless there is someone there to watch for safety in case there is a fall. **NO ONE IS ALLOWED TO RIDE WITHOUT A BUDDY FOR SAFETY. DO NOT RIDE ALONE.**

G. USE OF LESSON HORSES:

We are lucky to have a nice selection of horses to use for the lesson program, and even more so to have a couple of boarders who allow us to use their horses for the lesson program. It is our intent to not "wear" any of these horses out, and for this reason, some of these horses will be given days off to rest. Gale will determine the horse's needs and post announcements as to the availability of hack horses.

In addition, horses ridden during YOUNG RIDER hacks will also be limited to the amount of time ridden dependent on the amount of lesson activity seen by that horse during the weekend. A Young Rider Hack Horse will be limited to one hour ride..total...so if more than one rider wants to ride the same horse, then they will have to take turns during that one hour. Riders have the opportunity to ride a different horse for the full hour, or share a horse for less than one hour.

H. AUTOMOBILE OPERATION AND PARKING:

Please keep automobile speed lower than 8 mph on all of Gale's driveways. Violators will be spoken to and reminded of this rule. **Please no parking of vehicles along the front of Gale's apartment.** This space is reserved for Gale and John. Do not park on grass when it is soft...no ruts please. Parking can be done all the way around the barn along the driveway and there is a lot of driveway! Licensed drivers only are to operate motor vehicles at Gale's.

Do not park in front of the barn aisle doors or overhead doors at any time. These areas must be remained cleared for the passage of horses, and for deliveries of grain, and visitations of the veterinarians or farriers.

I. PERSONAL ITEMS:

Food, soda bottles and personal clothing must be taken home or disposed of properly. **All food/drink containers brought to the barn must have your name clearly labeled upon the container.** Food left in the barn attracts mice and rats. The cats get into the food and make a mess. Your clothing left in the barn just clutters the place up and looks unsightly. Effective immediately, clothing left for more than one week will be thrown away. Any personal items, other than tack, if not put away in the proper place may also be subject to disposal. So TAKE YOUR STUFF HOME!!!!

J. DRINK BOTTLES:

Please take your bottles...soda, water, juice, whatever...home with you. **Please do not use glass containers in the barn at any time.**

K. TELEPHONE USAGE:

The phone is in the barn for emergencies and for BARN BUSINESS...lesson appointments and inquiries about boarding or lessons. It is not there for your personal use to take or make calls from your friends. Make arrangements in advance with family members for pick ups. Do not let your friends call you at the barn. If you have an emergency or unusual situation, then PUT \$.25 in the cup by the phone to help pay for the call. The barn phone is a rated by the phone company as a "BUSINESS PHONE"...meaning that the stable gets charged for EVERY CALL that is made from this phone, **in addition** to the monthly fee. It is not like your home phone where you pay a monthly fee and can make all the calls that you want. It doesn't work that way. Every month, the barn gets an itemized bill that tells how many calls were made from the phone.

L. HELP TO KEEP COSTS DOWN:

Gale's Equine Facility tries to keep its costs down for YOU the clients and customers. It is appreciated that you, especially the boarders, co-op people and instructors, do whatever is possible to conserve.

Conserve lights, please, the electric bill is significant for this facility...the biggest usage is the stable lights. If you are not in the stalls then leave the lights off. Use only what is necessary...**BUT USE YOUR HEAD...**it does take quite a bit of energy to RETURN-ON the MERCURY lights in the aisle, and to RETURN-ON the big arena METAL HALLIDE lights. If you are to return to the area within, say, half an hour..then leave the big lights on rather than turn them off only to turn them back on again in a short time, using lots of energy. This is true also for the tack room light. Better to LEAVE IT ON for the entire day or evening (while the barn is occupied) than to switch in on and off every 15 minutes. It takes more energy to return the light back on than to leave it on for 30 minutes!!!! This is not true for the incandescent bulbs over the stalls. These can be turned on and off with no increase in energy for turn-on's.

Conserve bedding, please, the costs of delivered bedding is expensive!!!! Please work the stall cleanings a bit better, saving as much of the bedding as possible. Then don't overload the stall with new bedding...it is wasteful and only makes it harder for the next person to sift through the deeper bedding to clean. CONSERVE. SKIMPPPPPPP!

Watch grain feedings. If everyone was more careful about how grain is poured into the stalls (I see the spilled grain on the barn aisle from time to time) this would be a savings. Please do not overfill the scoops.

Conserve Hay Usage. Aisle cleaners..when you are sweeping the aisle..go down through the aisle first with your pitchfork and pick up the loose hay and put it into my horse's stalls..this hay is still feedable and does not need to get mixed in with the aisle dirt to that it is then usable. There are some horses that are not to get aisle hay. Obey the signs for such.

Every time you use water...you are running the well pump, and therefore expending energy...electricity...which raises the bill for the month. Think about this when you are washing your hands, or hosing off your horse. The water is not FREE. Hot water...is a luxury that most barns don't have...use this sparingly also. When you use hot water to wash your horse, you are running the furnace to remake hot water...this is using electricity and natural gas to run the furnace to heat the water.

M. WATER HYDRANTS

The water hydrants around the barn are called “outdoor hydrants” meaning that they are designed to self-drain in the winter time so that they don’t freeze. The mechanism is such that when the handle is ALL THE WAY DOWN, it pushes the shut off valve all the way down such that a little drain hole is exposed at the bottom (four feet down under the ground). This little drain hole is set up to allow the water that is still in the standpipe to drain out into the ground. When the water drains out, then there is nothing there to freeze! The water in the piping system can’t get into the standpipe because the valve has closed this part down. If the handle is not pushed all the way down, water can not drain out, and the standpipe can then freeze!!! So, make sure handles are all the way down.

Relating to this, we need to address the two hydrants in the feed room that are used for the outside wash rack. The east hydrant (towards the tack room) is the cold water supply and the west hydrant (towards the refrigerator) is the hot water supply. In the warm weather months, the two hydrants are usually hooked together with a “Y” hose set up to blend the water for washing horses. As soon as you are done with these two hydrants, close them both down, shutting off the water flow.

Reminder – during freezing weather, all hoses MUST be removed from the hydrants.

N. ACCIDENTS:

All accidents, no matter how trivial must be reported to Gale either directly or by a short note left in her mailbox. All falls off of horses must be reported even if off of your own horse, and may be required to be documented in writing. This is important. It will be expected that all instructors and supervisors will follow this requirement.

O. GALE’S MAILBOX:

This is the best place to leave messages for Gale. Unless you want the entire barn to know your business, a private note left in the mailbox is the best way to leave a message. Gale welcomes all suggestions and questions, and will do her best to respond to your needs.

P. BARN HOURS:

Barn hours for riding are 9AM to 9PM daily except for when Gale might be giving a lesson. Please be observant of the times.

Q. GALES APARTMENT:

With all the activity around the barn, there is not much “private” space for Gale. Please respect her privacy in the apartment. Don’t be noisy in the hallway. Please be aware that loud conversations in the hallway and in the arena can be heard in the apartment, so keep your voices quiet. In general, keep your “business” towards the “business” end of the barn: the stable area. It will be so greatly appreciated.

Unless Gale has a notice on her door indicating “emergencies only”, feel free to knock on the door for help or assistance. If the note is posted, please respect her privacy and contact her only for emergencies. Thank you.

R. USE OF BATHROOM:

It is a luxury to have a heated bathroom in a barn. Take care of this facility. Do not soil it. Keep it clean! **Do not put the wrong things into the toilet.** Follow posted signs in the bathroom. Do not overuse water. If there is a problem with the toilet, please tell Gale immediately so that she can fix it...don’t be embarrassed...things happen...and Gale is used to dealing with sewage!!!!

S. THE TACKROOM AND TACKTRUNKS:

The tackroom is provided for general convenience and Gale’s is not liable or responsible for any loss or damage to your equipment that is stored in the tackroom, or anywhere else, including but not limited to horsetrainers or horseshows. Store your equipment at your own risk. You may even want to consider taking your equipment home with you.

Tack trunks are allowed in the aisle way of the barn, as long as they are properly maintained (no junk piled up on them) and are covered with the approved “*Gale’s*” teal colored cloth. Tack trunks can be stored in the lower tackroom or in the arena aisleway along the railing.

T. TRAIL RIDING:

Gale’s owns approximately 40 acres of land that stretches straight back up the hill to the pine trees just passed the electric power line. Trail riding is allowed on this land. There are some nice trails there. However, safety rules must be followed. Don’t ride alone. Tell people back at the barn where you are going and who is going. Be observant of fences. An adult must be present on the trail ride or be present at the barn “supervising” the ride.

We do not have *written* permission to ride on neighboring farmland and acreage. If you do ride on these lands, you are riding at your own risk of being questioned by the neighbors. However, past practice has been such that some neighbors (there are some that have said “NO!” so check with Gale before you ride) have been tolerant of horse

riders as long as no damage is done to their property. **YOU RIDE AT YOUR OWN RISK ON TRAIL RIDES.** Landowners are not liable for any damage or injury sustained by you or your horse. You may be liable for damage that you cause! If your horse "soils" in an inappropriate place such as a roadway or lawn, please plan on returning to the site as soon as possible with shovel and basket to remove the soilings.

Please remember that when you are out in public on your horse, you are a representative of the HORSE WORLD and of GALE'S. Please put your best foot forward. Be polite. Be courteous and **BE CAREFUL.** Horses can react strangely to children running up to them, to dogs, to sudden noises, to cars, to mailboxes, and the list goes on and on. If you are unsure of your ability to control your horse in these situations, then stay on Gale's property and **BE SAFE!**

U. CARE OF THE CROSS TIES AND THEIR SNAPS:

Please when unhooking your horse from the cross ties, carefully lay the cross tie back against the wall. Do not let the snap fall against the wall or someone's trunk. You will damage the trunk, but you will also break the snap. Take a moment and take care.

V. HANGING UP HALTERS AND OTHER ITEMS ON YOUR HORSES STALL

Please do not cover up the feeding instruction sheet on horses stalls with their halters, leadropes or other items. The instructional sheet must be clearly visible to the feeders at feedtime.

W. OPENING UP PALLETS OF STALL BEDDING PELLETS

The desired way to open up a pallet of pellet bags.....

You take a pair of scissors and you cut away the **SHRINK WRAP** (clear plastic wrapping) that is wrapped around the outside of the stack of bagged pellets. Usually, one zip straight down from top to bottom is all that is required.

Then you unwrap the shrink wrap from the pallet. Set the shrink wrap aside (someone who knows what to do with the plastic can take care of it).

Then you pull the nice black (or white) giant bag off the stack of pellet bags, by lifting the bag up from the floor corners and work your way around, lifting the bag up and off the top of the stack.

Result.... you have an open stack of pellet bags and we have a useable giant bag for loading up loose hay and other debris. We **LOVE** those big bags.

NOTES:

Acknowledgement Page

Please execute this form and return to Gale.

All members of your family who are involved with the barn, lessons, or co-op must read this manual and execute this form.

Co-op people who are under the age of 18, must also have their parent read the manual and execute this form. One form per family will suffice.

By signing this form you are agreeing to the following:

I have read the Operations and Procedures Manual, the _____ edition, in its entirety and understand the procedures and methods outlined in the manual and will follow the same to the best of my ability without jeopardizing my safety and that of my children at any time, knowing that said safety is most important and is my responsibility.

Signed:

Dated:
