

DEPARTMENT OF THE AIR FORCE
60th Services Squadron
Travis AFB, CA 94535-2233
Travis Equestrian Center

SVBE Operating Instruction 215-1
1 October 2001

TRAVIS EQUESTRIAN CENTER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This operating instruction (OI) provides local governing policies and procedures for the Travis Equestrian Center.

1. REFERENCES:

AFI 37-132, Air Force Privacy Act Program, DOD Code of Ethics, AFI 34-201, Use of funds, AFI 34-115, Air Force Club Program, AFI 34-262 Services and Use Eligibility, AFI 48-131 Veterinary Health Services

2. CLUB MEMBERS IDENTIFICATION:

a. Club members (Regular and Associate) will provide evidence of eligibility to the Business Operations Flight Chief for themselves and their authorized family members at time of application submittal. When a family member exceeds the authorized age limitation, they cannot be extended Equestrian Center privileges.

b. If there is any change in a member's status (I.E. Active Duty member separates) or that of any family member, the sponsor will notify the Business Operations Flight Chief immediately to determine continued Equestrian Center privileges.

3. EQUINE IDENTIFICATION:

a. The Health Secretary will maintain a data sheet on each equine stabled at the Equestrian Center.

b. Each data sheet will include the owner's name (and lessor's name if applicable), address, home/work phone number, shot record, emergency care provider's name and phone number when applicable.

c. Each stall door will have the following information posted: (Information must remain current)

(1) Equine's name.

(2) Member's name, home phone number, and work phone number.

(3) Veterinarian's name and phone number.

(4) Emergency care provider's name and number, when applicable.

4. FORM OF MANAGEMENT:

a. The Equestrian Center is a direct managed business activity operated by the Business Operations Flight, 60th Services Squadron.

b. The Advisory Board and the Business Operations Flight Chief will perform day-to-day operations within the guidelines of this OI and applicable Air Force Instructions.

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- c. The Equestrian Center Caretaker will perform duties as prescribed by the Business Operations Flight Chief IAW the personnel services contract.

5. ADVISORY COMMITTEE:

- a. An Advisory Committee will consist of a President, Vice President, Secretary, Health Secretary, Safety Officer, Resource Custodian and a Workday Coordinator.

- b. Each Advisory Committee member will serve a one-year term. In the event that an individual cannot complete the term the position will remain vacant till the next election.

- c. Definitions of duties of Advisory Committee members.

(1) President: The president is the primary liaison between the entire membership and the Business Operations Flight Chief. Duties include, but are not limited to: ensuring regulations and OIs are adhered to. Assists with resolution of problems or member complaints. Chairs monthly membership meetings.

(2) Vice President: The vice president will assist the president in carrying out all duties; and will act as president in the absence of the elected incumbent. Will be the point of contact for all sub-committees to include shows, clinics, and arena scheduling. Will track Associate membership and provide roster as needed. Will assist other officers in ensuring all actions and responsibilities are carried out.

(3) Secretary: The secretary is responsible for the Equestrian Center's general correspondence to include producing an agenda and the minutes for the Monthly Advisory Board and General Membership Meetings.

(4) Health Secretary: The health secretary is responsible for maintaining the health records on all equines stabled at the Equestrian Center and for those associate members that bring their equine to the Equestrian Center. Maintains stall waiting list, quarantine schedule and Regular Membership roster. Insures shot clinics are scheduled. Acts as the primary liaison between the Base Veterinarian and the Equestrian Center.

(5) Safety Officer: The safety officer will be responsible for all safety issues at the Equestrian Center. Conducts periodic safety inspections of the Equestrian Center. Coordinates with base agencies to insure proper fire and ground safety practices are adhered to. Conducts periodic stall inspections, provides a copy of this inspection to the member and to the Business Operations Flight Chief. Original will be filed in the equine's health record.

(6) Resource Custodian: The resource custodian is responsible for coordinating Equestrian Center expenditures to insure proper use of resources. Orders shavings and granite. Gathers data from the Secretary and Health Secretary and provides the Business Operations Flight Chief a billing summary on a monthly basis. Develops and coordinates a five year plan in concert with the membership, Advisory Board and the Business Operations Flight Chief.

(7) Workday Coordinator: The workday coordinator is responsible for coordinating workday projects needed to insure the Equestrian Center grounds and facilities are maintained. Provides the status of workday participation/non-participation on a monthly basis at the General Membership Meeting. Provides the upcoming workday's project(s) at the Board Meeting prior to the workday. Coordinates with the Business Operations Flight Chief and the resource custodian for any material purchase or equipment rentals needed to perform workday projects.

d. Election procedures for Advisory Board members:

- (1) Nominations will be taken at the June membership meeting.
- (2) Voting will be conducted at the July membership meeting.
- (3) The Business Operations Flight Chief or a designated representative appointed by the 60th Services Squadron Commander will administer the election.
- (4) Ballots will be available two weeks prior to the July membership meeting. Those unable to attend the meeting who desire to vote need to submit their ballot to the Business Operations Flight Chief prior to the meeting.

6. TYPES OF MEMBERSHIP:

a. Regular Membership:

Extended to those personnel stabling equines at the Equestrian Center. Eligible members are defined in AFI 34-262.

b. Associate Membership:

- (1) Extended to those who are eligible for regular membership but who do not have an equine stabled at the Equestrian Center.
- (2) May ride another member's equine with that member's permission.
- (3) May care for another member's equine with that member's permission.
- (4) May participate in facility activities.
- (5) May not be a member of the Advisory Committee.
- (6) Does not have voting privileges at membership meetings or for the election of Advisory Committee members.

7. MEMBERSHIP MEETINGS:

- a. The membership meeting will be held the first Saturday of each month at the Equestrian Center.
- b. The Advisory Board will conduct the meeting.
- c. The Secretary will insure an agenda is available at each meeting.
- d. Meeting minutes will be available prior to the next membership meeting.

8. MEMBER COMPLIANCE:

- a. The member's signature on the application constitutes an agreement to abide by these operating instructions.

- (1) Each member is responsible for ensuring their dependents and guests are thoroughly familiar with this OI and abide by all policies and procedures.
 - (2) An adult will supervise children under 13 at all times.
 - (3) The Clubhouse is off limits to children under the age of 13 without the direct supervision of an adult. The Clubhouse will remain latched to prevent access to children under 13. Members unlatching the door should re-latch it upon exit.
- b. Members are responsible for information given and decisions made at the monthly General Membership Meetings. Published meeting minutes have the same authority as the current OI.
- c. Equine health/care is the personal responsibility of the assigned member. Inadequate or unsatisfactory care or treatment of equines, as determined by the base veterinarian, is cause for immediate dismissal.
- d. Tack room, stall and paddock cleanliness is the responsibility of the assigned member.
- (1) Areas in front of an individual's assigned tack room areas will be kept clean and clear of weeds and debris.
 - (2) Ditches at the end of an individual's assigned paddock will be kept clean and clear of weeds and debris.
 - (3) Stalls and paddocks must be cleaned on a daily basis.
 - (4) Clay and granite will be provided to maintain stalls and paddocks in a condition that allows water to drain and not form puddles.
 - (5) Shavings/straw will be used in the stall as bedding material. No other bedding material is permitted without approval from the Advisory Board.
 - (a) Shavings will be supplied if available. Due to the expense shavings will only be ordered as necessary. As necessary is determined by the Advisory Board.
 - (b) If unavailable, members are responsible for procuring their own.
 - (c) Lack of shavings supplied by the Equestrian Center does not relieve the member of ensuring the stall has sufficient bedding material.
- e. Common area cleanliness is the responsibility of all members.
- (1) Aisle ways will be kept neat and orderly.
 - (a) Items will not be left unattended as to interfere with the movement of equines and/or personnel.
 - (2) Large items will not be placed in the trashcans. Those items need to be taken to the Dumpster located at the entrance to the facility.
- e. Members will report broken equipment to the Equestrian Center Caretaker.

f. Member is liable for all costs incurred, to include both material and labor, for damages done by him/herself or his/her equine(s). If repairs are beyond the member's capability, request assistance through the Business Operations Flight Chief.

9. GUEST USE OF THE EQUESTRIAN CENTER:

- a. A guest is a person who has been invited by an authorized club member.
- b. That authorized club member must be over 18 years of age and must accompany the guest throughout the visit.
- c. The authorized club member is responsible for the conduct of their guest.
- d. The Advisory Committee may recommend withdrawal of guest privileges of a member. Approval authority is the Business Operations Flight Chief and is subject to legal review.
- e. Guest privileges must not be used to circumvent member eligibility and guest requirements outlined in AFI 34-262. Further, guest privileges cannot be used to circumvent the prohibition against commercial activity and financial gain.

10. EQUINE HEALTH CARE, REQUIREMENTS AND STANDARDS:

See Travis Base Veterinarian OI - Standards of Operation for Travis Equestrian Center.

11. STALLS ASSIGNMENT:

- a. The use of stalls at the Travis Equestrian Center is for recreational use and may not be used for commercial purposes, business owned equines, or financial gain. Stalls will not be lent or borrowed at any time.
- b. An application must be on file in order to be placed on the waiting list. Applications will be acted upon in the order received based on priority order in AFI 34-262 and other applicable DOD guidance. Equestrian Center Caretaker is entitled to one stall. If the caretaker doesn't have an equine, the caretaker can rent the stall to the next person on the waiting list. If the Caretaker later chooses to have an equine, the next available stall will immediately become theirs. If at any time the Equestrian Center doesn't have enough horses waiting to fill all stalls the Caretaker's stall automatically reverts to an empty stall.
- c. A \$100.00 deposit per stall is required at the time a member is notified of stall availability. A member will receive written or verbal notification of when a stall will be available. The deposit is required within 7 days to hold the stall. A copy of the stall deposit receipt must be given to the Health Secretary along with new equines immunization paperwork prior to quarantine.
- d. A member is initially allowed to stable one equine per family at the Equestrian Center.
 - (1) Members with more than one rider per family may request permission to stable additional equines. All requests for additional stalls will be in writing, given to a Advisory Board Member, with sufficient justification to support the increase in authorization. Member's current level of participation, number of workdays missed, and health record status will be considered during approval for additional equine.

- (2) The Advisory Board will review the request for additional stalls with final decision being made by Business Operations Flight Chief for Services. All requests will be filed in the Member's Equine Records.
 - (3) Current members considered above their authorization by this OI change will be grandfathered until they PCS or cancel Membership.
 - (4) If a new member PCSing to Travis has more than one equine they can ask for additional authorizations in writing at the time of application submittal. Approval will be given based on the same criteria used for existing members.
 - (5) If the waiting list becomes excessive in number (over twenty) or length (over six months) current members will be required to reduce participation.
 - (6) If a reduction in participation were needed members with multiple equines would be required to reduce participation. Reductions will be made on a "last in, first out" basis, starting with members with the most equines. Then "last in, first out" through the members with the next highest level of equine. If a time comes when all members have a single equine reductions will be on a "last in, first out" based on the member's priority category IAW AFI 34-262.
- e. The Health Secretary will notify members of stall assignment date and quarantine date.
- f. A member awaiting stall assignment who has been notified that a stall is available is responsible for notifying the Health Secretary within 24 hours if the stall is no longer desired. Payment of the stall deposit will secure the stall until the quarantine date. Stall fees will not be prorated. If the stall is occupied by the 15th of the month the member will be charged for the entire month. If the stall is occupied after the 15th of the month billing will begin the next month.
- g. If the quarantine stall has not been made ready for the next occupant within 48 hours after a member's equine being released from quarantine, a \$35.00 service fee may be assessed. The Health Secretary is the determining authority on whether the quarantine stall is ready for the next occupant.
- h. Upon stall assignment the Health Secretary will inspect the stall/tack room with the member.
- (1) The stall agreement and condition checklist will be filled out and signed by both parties. Any facility discrepancies will be annotated. Management will insure necessary repairs are made within 30 days; repairs and dates will be annotated on the form.
 - (2) The tack room with the corresponding number of the stall will be issued at the same time.
- i. The user will provide a 30-day written notice for turning in a stall to the Health Secretary. If such notice is not provided, the member will be charged for that 30-day notice period. A waiver can be submitted with sufficient justification.
- j. When turning in the stall it must be in equal or better condition; any damage other than fair wear and tear will be repaired at member's expense. Deposit will not be released or applied to outstanding monthly fees until the Health Secretary has given approval to the Business Operations Flight Chief in Services.
- (1) The tack room must be free of any debris with the floor swept, walls cleaned, channels clean from chaff, hinges and latch in good repair.

- (2) Ditches at the end of an individual's assigned paddock will be clean and clear of weeds and debris.
- (3) Walls, hayracks, and feeders must be washed and disinfected. Stall floors will be cleaned and leveled. Paddocks will be cleaned and graded to allow water to run out the end.
- (4) A cleaning and maintenance fee may be deducted from the stall deposit. Fee is dependent on labor and materials required to prepare stall for next member. Should deposit not be sufficient to cover fee; departing member will be contacted to coordinate additional payment.

k. Continuous changing of equines by a member will be addressed to insure that stalls are not being used for commercial purposes (I.E. Buying and selling for purposes of profit, or as a business endeavor).

l. Members removing equines from the Center for more than 30 days must submit Removal Notification; permission to retain empty stalls must be processed through the Health Secretary or stall will be considered abandoned after a 30-day period. The Business Operations Flight Chief will have final approval authority on all such requests.

12. MARES WITH FOALS/STALLIONS:

- a. Foaling stalls are not available at the Equestrian Center. Allowing a mare to foal at the Equestrian Center will be at the owner's risk.
- b. A foal (or mare) must be permanently removed from the stall when foal reaches six months of age. The mare and foal will be separated earlier if deemed necessary for safety reasons.
- c. Mares with foals can be placed in a turnout at the owner's risk.
- d. Stallions may not be brought onto the Equestrian Center grounds at any time other than a sanctioned event(a colt is considered a stallion when he becomes one year old).

13. ANIMALS OTHER THAN EQUINES AT THE EQUESTRIAN CENTER:

- a. Dogs on Equestrian Center grounds must be on a leash and under the direct control of a responsible individual. Members are responsible for picking up and disposing of any droppings.
- b. Dogs are not allowed in the arenas at any time.
- c. The Business Operations Flight Chief and the Base Veterinarian on a case-by-case basis must approve animals other than dogs or equines.

14. NON-MEMBER CARE OF EQUINES:

- a. Non-member care providers are authorized during periodic or emergency situations only.
- b. A request for a non-member to care for a member's equine(s) will be sent to the Health Secretary for review and approval. The member will be denied requests for non-member care if such care will likely result in commercial activity or financial gain. It is the responsibility of the military sponsor to insure authorized base access to non-members.

(1) The period of care must be limited to times when the member is out of the local area (business or vacation trips) or when temporary care is required due to illness or injury of the member.

(2) The number of days and reason for the non-member to serve as a care provider will be included in the written request.

c. Approval will be granted in increments of 30 days or less, up to a maximum 90 days.

d. Non-member care will be limited to cleaning, feeding, and daily turnout of the member's equine(s) unless otherwise approved by Health Secretary.

15. LEASED EQUINES:

a. Equines leased by members will be for the exclusive use of the member/lessor and his or her authorized family members. An equine will not be leased by a member for use by or to accommodate individuals outside the member's family or the owner of the equine.

b. Abuse of this intent for leasing will be grounds for termination.

c. Leases will not be used for business or commercial purposes.

16. STALL CLEANING AND SHAVINGS/STRAW DISPOSAL:

a. Stalls will be cleaned on a daily basis.

b. Members choosing to use mats in outdoor paddocks are responsible for proper cleaning and positioning of mats to prevent stagnant urine or water from forming. Use of mats doesn't alleviate a member from the responsibility of maintaining paddock ground IAW para. 8d(4).

c. Shavings/straw will be used as a bedding material.

(1) Shavings are a major operating expense to the center and must be used prudently.

(2) Members are authorized up to 3 inches of shavings in their stall(s).

(3) Members abusing use of shavings (I.E., excessive stall stripping and use of new shavings) will be referred in writing to the Advisory Committee for review. Any recommended action to be taken must be reviewed and approved by the Business Operations Flight Chief.

(4) If the amount of shavings used by a member is excessive, the cost may be passed on to the member on a prorated basis.

d. Soiled shavings/straw will be disposed of properly.

(1) Soiled shavings/straw must be kept separate from trash.

(2) Shavings/straw will only be placed into the manure bin. A bin is located at the end of each barn.

(3) In the event a manure bin is full or inaccessible, the shavings/straw will be taken to and disposed of in the other manure bin.

(4) Under no circumstances will shavings/straw be disposed in any location other than the designated manure bins.

17. PASTURE USE & DAY TURNOUT:

- a. Turnouts are available on first come, first served basis.
- b. Members turning out multiple (their own) equines will be allowed to use only one turnout. Separating your equines by doubling them up with other members' equines is authorized.
 - (1) Any doubling of equines in turnouts must be with the written/verbal concurrence of all owners involved.
 - (2) Equines may be fed in the day turnouts. No food may be left in the turnout after the equine has been removed.
 - (3) Equines will be turned out in the turnouts at the owner's risk.
- c. Pastures will be used during daylight hours only. **THERE WILL BE NO OVERNIGHT PASTURING.**
 - (1) Equines will be turned out in the pasture at the owner's risk.
 - (2) Equines will not be fed in the pasture.
- d. When the indoor, outdoor, and jump arenas are not being used for riding or lunging, they may be used for turnouts. The member must stay with the equine in direct site.
 - (1) Loose equines must be brought in immediately when the arena is needed for riders or lunging.
 - (2) A responsible individual capable of handling the equine(s) must remain in the arena area to allow immediate access to other personnel waiting to ride or lunge.
 - (3) Equines will not be fed in the arenas.

18. WORKDAY:

- a. Workdays are scheduled for the first Saturday of each month from 0900 till 1300, unless otherwise indicated.
- b. Participation
 - (1) A member must make every effort to participate in all scheduled workdays, but may not miss more than two workdays in a calendar year.
 - (2) Make-up sessions will be conducted prior to the next scheduled workday.
 - (a) Coordinate the make-up session with the Workday Coordinator or an Advisory Board Member prior to completing the session.

(b) Submit a missed workday slip to the workday coordinator in person or by placing it in the Advisory Committee box.

(3) A member who is TDY in excess of 30 days will be excused from the workdays missed during the TDY period.

(4) Working a sanctioned Equestrian Center event will constitute participation in that month's scheduled workday.

(5) Members holding assigned stalls are required to participate in workdays even if their equine(s) are temporarily off the Equestrian Center grounds.

19. SAFETY:

a. All personnel must insure they use Occupational Risk Management (ORM) when using facilities and equipment of the Equestrian Center.

b. No smoking on Equestrian Center grounds, except on Clubhouse patio.

c. Vehicle speed limit is *5MPH* on the Equestrian Center grounds.

d. Vehicles will not be parked in the fire lanes on either side of the indoor arena next to the stalls.

e. All equines must be handled on foot. (I.E. equines may not be led or handled with the use of a vehicle.)

f. Equines will not be loose except in authorized areas. Authorized areas include turnouts, pasture, round pens, indoor, outdoor, and jump arena, and "stallion pen."

g. Equines must have halters removed while loose.

h. No riding in barns or in aisles.

i. Equines in the immediate barn and turnout arenas will not be ridden at a speed faster than a walk.

j. Equines will not be cross-tied in the aisle way.

k. Equines may not be tied to turnouts or paddock rails.

l. Children under 13 years of age will wear a quality safety helmet (ASTMSEI Certified) when mounted. Helmets are required for all members at all times when jumping.

m. See attachment #1 for Arena safety.

n. Any safety hazard will be identified and reported to the Safety Officer, Equestrian Center Caretaker or Business Operations Flight Chief as soon as possible.

20. SCHEDULING ARENAS:

a. Arenas are for the use of all members to the greatest extent possible.

- b. Arenas will be scheduled for special activities through the Advisory Board Vice-President.
- c. The Vice President will keep the calendar/schedule in the office updated, and will insert additional requests for use of the arena at least one month in advance.
- d. Events using the arena(s) must be a result of membership desires and inputs, recommended by consensus of the Advisory Council, and approved by the Business Operations Flight Chief.

21. USE BY NON-DOD AGENCIES:

- a. All use of the club facilities by non-DOD agencies will be as joint functions with the Equestrian Center, with the approval of the Business Operations Flight Chief and the Base Veterinarian.
- b. Members wishing to sponsor an event will present a proposal to the Vice President. The Vice President will present the proposal at a general membership meeting at least one month in advance of the proposed event.
 - (1) The general membership will be allowed to modify the impact the event will have on the use of the facilities and to insure it is the best interest of the club.
 - (2) The general membership will have a final deciding vote to determine whether to allow the event to take place or not.

22. FUND RAISING:

- a. Funds generated through fund raising activities by the membership will be handled IAW applicable AF and SVS directives. This income will go into the NAF General Fund and be made available for the benefit of the Equestrian Center at the discretion of the NAF Council upon guidance from the Business Operations Flight Chief.
- b. Members will be responsible for carrying out fund raising activities within appropriate legal guidelines.
- c. All funds generated will be turned over to the Advisory Board Resource Manager or another Advisory Board member the day of the event.

23. PARKING OF PERSONAL TRAILERS AND VEHICLES:

- a. Personal vehicles will not be stored on the Equestrian Center grounds. Exemption: the Business Operations Flight Chief may authorize Vehicles specifically used for the purpose of hauling a horse trailer to park on equestrian center grounds with written approval.
- b. Members with assigned stalls may park one horse trailer per stall. Horse Trailers will be parked in the designated area only.
- c. Trailers used for the purpose of equine support may only be parked at the equestrian center if space permits and must be removed within 48 hours of notification should additional space be needed for parking horse trailers.
- d. Autos/Pick-up trucks will be parked in parking areas only.

(1) There will be no parking or driving in the immediate barn areas between barn and tack rooms or between the barns and indoor arena except for drop off/pick up of feed or tack items. Vehicle will be moved upon completion of task. These areas are designated "Fire Lanes"

(2) There will no be no operation of personal vehicles on the road for the "A" barn turnouts during inclimate weather to prevent damage to road surface.

24. EQUESTRIAN CENTER HORSE TRAILER:

a. California state law states; if you are hauling livestock, your trailer must have brakes. Since the Club trailer uses electric brakes, you must have an electric brake controller installed and inspected prior to using the Club's trailer.

(1) Members wishing to use the Club trailer must have their vehicle inspected by the Caretaker or Advisory Board member.

(2) Once inspected the trailer will be reserved in the appointment book in the Clubhouse and signed out using TEC Form 12.

b. Equestrian Center trailer is available for use to members at no charge.

c. Any damages to the horse trailer will be the responsibility of the member.

25. VIOLATIONS/COMPLAINTS/DISCIPLINARY ACTIONS:

a. If an Equestrian Center member observes a violation of these instructions, the violation will be submitted in writing to the Advisory Committee (by placing the complaint in the Advisory Committee box or handing it directly to an Advisory Committee member).

b. Issues will be addressed and resolved by a recommendation from the Advisory Committee to the Business Operations Flight Chief.

c. Members may submit violations in writing directly to the Business Operations Flight Chief or Services Squadron Commander if other avenues for resolution have failed.

d. The Business Operations Flight Chief will take necessary action as deemed appropriate by him/her.

e. The following are recommended levels of disciplinary actions, but any level of action can be taken depending on the nature and severity of the offense.

(1) First offense – verbal counseling.

(2) Second offense - letter of warning to the offending party.

(3) Third offense - the matter will be forwarded to the Services Squadron Commander so that a final warning may be issued.

(4) Fourth and subsequent offenses - the issue will be forwarded to the Support Group Commander for dismissal.

f. Any equine which has habits or characteristics constituting a danger to life, limb or property, or which may unreasonably interfere with the use and enjoyment of the facilities by other members may be denied stabling upon recommendation of the Advisory Committee/Equestrian Center Caretaker and approval of the Services Squadron Commander. Any damage to personal property caused by a member equine is the member's responsibility for reimbursement. Members with complaints about the behavior of another equine must notify the Business Operations Flight Chief (in writing).

g. Services Squadron management reserves the right to take immediate action to remove an equine from the facility in the best interest of the entire membership.

SIGNED

SCOTT GERHART
Business Operations Flight Chief

Concur/Nonconcur

SIGNED

MARCUS P. BASS, Major, USAF
Commander, 60th Services Squadron

Attachment 1

1. ARENA SAFETY:

- a. Before entering the arena or opening the door, the person entering always checks that the door can be opened safely by calling "Door Clear" and waiting until she hears "Door Clear" in reply. The same applies when leaving.
- b. Mounting and dismounting, as well as halting in order to tighten the girth etc., always takes place in the center of a circle or on the centerline.
- c. An adequate safety distance of at least three steps (about 2.5m) must be kept in front and to the side of each equine.
- d. Riders walking their equines or halting must leave the outside track free for other riders. Downward transitions to walk or halt should be performed only on an inside track.
- e. Riders on a circle must give way to riders on the outside track, the outside track has priority over the circle.
- f. If there is riding in both directions (i.e. on both reins), the riders on the right reins must give way. The riders on the left rein have priority on the track.
- g. If the riders are all on the same rein and the command is given to change the rein, once the riders reach the track after changing the rein, they are entitled to remain on the track. Riders who have yet to perform the change of rein must give way by moving inwards.
- h. Lunging in the exercise area or in the arena may only take place with the agreement of all riders present. Lunging should not be allowed while a lesson is in progress or when more than three riders are training simultaneously.
- i. Jumps or parts of jumps should be stored outside the indoor and outdoor arenas when not in use. The Member/s using them are responsible for their removal.