

# **MOUNTAIN MEADOW HOLISTIC EQUESTRIAN CENTER**

## **INSTRUCTOR, FACILITY USE AND SPECIAL EVENTS DEFINITIONS AND POLICIES**

### **DEFINITION OF CONTRACT INSTRUCTOR:**

The purpose of a contract instructor is to increase boarder/leaser/student enjoyment and safety by providing on-going guidance and leadership in the theory and practice of good horsemanship and equestrian skills. Contract instructors are carefully screened by Mountain Meadow Holistic Equestrian Center (MMHEC) management and current contract instructors before being offered a teaching position. These instructors form the core of MMHEC's commitment to continuing education.

A contract instructor will sign a one-year contract, which includes a three-month probationary period. At the end of this trial period, MMHEC management and the instructor will meet to review the contract and any issues/concerns. If both parties wish to maintain their professional and contractual relationship, the existing contract will continue to be in effect. The instructor and management will conduct a mutual review each year thereafter, and will together either sign a new contract or terminate the relationship.

Once this instructor has signed a contract with MMHEC, she/he is approved to teach and train at MMHEC with priority over all facilities. Contract instructors may teach boarders, leasers or the general public who express interest in taking lessons at MMHEC.

### **The contract instructor**

- May use MMHEC tack.
- May use their own horse or lease one from a boarder or from RMER for lessons.
- Has priority over auxiliary instructors for arena usage.
- Must carry and submit proof of professional liability insurance (minimum \$1,000,000 cap and \$500,000 per occurrence) that also releases MMHEC and Joder Arabian Ranch, LLC (JAR) from liability.
- Must comply with MMHEC policies, procedures and schedules.
- Must wear and require students to wear ASTM/SEI-certified helmets with harness.
- Be approved by MMHEC management by demonstrating that
  - 1) Their teaching/training philosophies are consistent with MMHEC's.
  - 2) They are here to help our boarders and leasers and not to encourage people to move elsewhere.
  - 3) They are capable of teaching with other instructors and will not criticize other instructors to their students.
  - 4) They do not use inhumane practices or tack.

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- Pays MMHEC \$5 per lesson for facility use and improvement fund (as of March 1, 2007).
  - Attends monthly staff meetings
  - Collects \$10/\$20 trailer in fee for his/her students trailering to the ranch

### **DEFINITION OF AUXILIARY INSTRUCTOR:**

This instructor or trainer is not under contract with MMHEC. He or she is invited by MMHEC management to give a boarder or leaser a riding lesson or train that boarder's or leaser's horse.

An auxiliary instructor will sign a one-year memorandum of understanding, which includes a three-month probationary period. At the end of this trial period, MMHEC management and the auxiliary instructor will meet to review the contract and any issues/concerns. If both parties wish to maintain their professional and contractual relationship, the existing memorandum of understanding will continue to be in effect. The instructor and management will conduct a mutual review each year thereafter, and will together either sign a new memorandum of understanding or terminate the relationship.

### **The auxiliary instructor**

- May not use MMHEC school horses or tack.
- May schedule an indoor arena lesson if only one other instructor is scheduled.
- Must carry and, prior to giving lesson(s), must submit proof of professional liability insurance (minimum \$1,000,000 cap and \$500,000 per occurrence) that also releases MMHEC and Joder Arabian Ranch, LLC (JAR) from liability.
- Has or exercises NO exclusive facility time or use. MMHEC boarders, contract instructors and special events have priority in using ranch facilities at all times.
- Must limit lessons to two or fewer people at a time, unless he or she has obtained prior approval from MMHEC management.
- Must comply with MMHEC policies, procedures and schedules.
- Must wear and require students to wear ASTM/SEI-certified helmets with harness.
- Be approved by MMHEC management by demonstrating that
  - 1) Their teaching/training philosophies are consistent with MMHEC's.
  - 2) They are here to help our boarders and leasers and not to encourage people to move elsewhere.
  - 3) They are capable of teaching with other instructors and will not criticize other instructors to their students.

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- 4) They do not use inhumane practices or tack.
- Pays MMHEC \$25 or 10% of lesson income per month for facility use (as of February 2, 2006). MMHEC management and the auxiliary instructor together will determine this amount. If auxiliary instructor is only at the ranch one time per month, then s/he pays 10% of lesson income.
  - Is invited to attend monthly staff meetings

### **TRAILER IN RULES**

- All horses coming to the ranch must bring a copy of a current negative Coggins test (within the past 12 months) and leave a copy along with signing the MMHEC Equine Liability Release and Riding Agreement (ELRRA) on the desk at the MMHEC lounge. ELRRA forms are located in the file cabinet.
- Must wear ASTM/SEI-certified helmets with harness.
- Trailer parking is located north of the ranch (take a right on the top of the driveway) and on the East Side of the road just before the mobile home.
- Non-Boarders/Leasers trailering shall receive a copy of and are responsible to know and abide by the MMHEC policies while at JAR.
- Friends of boarders and leasers may use the facilities for free, as long as the boarder or leaser accompanies them. The boarder and leaser is responsible for their friend/family while at the ranch.
- Students who trailer in for a lesson with one of our contract instructors are assessed a \$10 fee. If that student wishes to use the cross country course or trails after the lesson there is an additional \$10 fee assessed, for a total of \$20. Students are not allowed to use the arenas and round pens after the lesson.
- Students who trailer in for a lesson with one of the auxiliary instructors are assessed a \$10 fee. If that student wishes to use the cross- country course or trails after the lesson there is an additional \$10 fee assessed for a total of \$20. Students are not allowed to use the arena's and round pens after the lesson.
- Special Event Trailer-In Fee is \$20.
- Special Groups who have permission to use MMHEC and JAR:
  - Blazing Saddles 4-H Club members may use the MMHEC facilities for meetings and are not assessed a trailer in fee.

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- Boulder Valley Eventing Association and other riders who wish to use the JAR Cross Country Course are assessed a cross country course use fee of \$30 per horse with a \$10 trailer in fee. A BVEA member or other persons wishing to use the cross country course must call 24 hours in advance (303) 919-3946 to inform ranch management the date and time they will be at the ranch. All riders must sign in with the ranch manager on duty and provide a copy of a current coggins test and sign a liability release form in the MMHEC lounge. If a rider wishes to trail ride, a \$10 additional fee is assessed.

### **DEFINITION OF SPECIAL EVENT:**

This includes shows, clinics, demonstrations or other events that take place at the ranch, whether for the exclusive benefit of MMHEC boarders, leasers, students and 4-H members, or for the benefit of both off- and on-ranch people. For any special event, MMHEC boarders, leasers, students and 4-H members must be allowed to observe (or audit in a non-participatory manner) without charge and always have access to the arenas and other facilities, unless decided otherwise by MMHEC management.

### **Special events must**

- Be scheduled at least two months in advance.
- Have a designated event host (or hosts) who is (are) associated with RMER or MMHEC (manager, staff member, instructor, therapist, boarder, leaser, student or 4-H member).
- Complete a Special Event Form and verify with the MMHEC barn manager that the date is available.
- Pay MMHEC a facility usage fee equal to 10% of the gross income from the clinic
- A \$500 non-refundable facility preparation fee may be imposed if the event requires management oversight and ranch preparation from MMHEC staff.

### **Special event personnel**

- May not use MMHEC school horses or tack.
- May schedule an indoor arena lesson if only one other instructor is scheduled.
- Must carry and prior to giving lesson(s) must submit proof of professional liability insurance (minimum \$1,000,000 cap and \$500,000 per occurrence) that also releases MMHEC and Joder Arabian Ranch, LLC (JAR) from liability.
- Has or exercises NO exclusive facility time or use. MMHEC contract instructors and special events have priority in using ranch facilities at all times.

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- Must comply with MMHEC policies, procedures and schedules and verify that they have received and reviewed a copy with the Special Events Host.
- Must wear and require students to wear ASTM/SEI-certified helmets with harness.
- Be approved by MMHEC management by demonstrating that
  - 1) Their teaching/training philosophies are consistent with MMHEC's.
  - 2) They are here to help our boarders and leasers and not to encourage people to move elsewhere.
  - 3) They are capable of teaching with other instructors and will not criticize other instructors to their students.
  - 4) They do not use inhumane practices or tack.

### **MMHEC event hosts must**

- Ensure that clinicians/clubs/organizations/personnel fill out Special Event Plan Form and return it to MMHEC management. The Special Event Plan Form must be filled out completely and include all required accompanying documents prior to publicizing the event.
- Schedule a meeting with the MMHEC barn manager to review the Special Event Form including event details.
- Oversee preparations for the event and must be on hand for the entire event (setting up, taking down, cleaning up, etc.).
- Provide clinicians/clubs/organizations/personnel with a copy of the
  - MMHEC Instructor, Facility Use and Special Events Definitions and Policies
  - MMHEC Equine Liability Release and Riding Agreement (ELRRA)
  - Proof of insurance (w/coverage for MMHEC and JAR)
  - Maps of the ranch and its facilities (so they can identify what areas they will require for the event)
  - MMHEC Special Event Plan Form.
  - The event host is responsible for obtaining the above-completed requirements and turning them in to the MMHEC barn manager before the event can be scheduled.
- Be responsible that all ELRRA for all participants have been completed and turned in to the MMHEC barn manager PRIOR to the beginning of the clinic.

### **GENERAL USE OF ALL ARENAS, ROUND PENS AND FACILITIES:**

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## **INSTRUCTOR, FACILITY USE AND SPECIAL EVENTS DEFINITIONS AND POLICIES**

**SEI/ASTM helmets with harness are required for all riders at RMER/MMHEC/JAR, both on the trails and in any arena or round pen. All instructors, clinicians, club leaders, special event personnel, etc. must wear—and ensure that all students/participants wear—such helmets while riding.**

There are four riding arenas: indoor arena, outdoor all-purpose arena, outdoor dressage arena and jump arena. There are also three round pens, one of which (located near the jump arena) is designated for use by the Rocky Mountain Equi-Rhythm (RMER) program. In addition, there is a complete ranch trail system, a cross-country jump course and tacking areas that make up the ranch facilities. The arenas are only for use by boarded horses except for approved shows and clinics, and horses that are trailered in for approved lessons or other approved activities.

### **REQUIREMENTS FOR ALL ARENAS:**

**Please be sure your actions show respect for all horses and people using JAR facilities.**

- 1) JAR contract instructors have priority in scheduling classes in the arenas and round pens. Only two instructors may teach in any arena at a time, provided the arrangement allows both lessons to be satisfactory AND allows continued use of the arena by boarders and leasers.
- 2) Although JAR contract instructors have priority over auxiliary instructors for the use of arenas, they may use the arenas if they can be accommodated under the above guidelines.
- 3) All instructors have the authority to specify and enforce arena traffic/etiquette when non-lesson riders are present. As a general rule:
  - a. Non-lesson riders must ride in the same direction as the lesson riders as much as possible.
  - b. Non-lesson riders may not set up jumps, poles, trail obstacles, and so forth, during lessons.
- 4) In general, all riders must adhere to the following when riding in the arenas:
  - Riders going in opposite directions should pass left to left, that is, if you are tracking right, you will be on the inside track when passing other riders.
  - Riders on circles are to stay on the inside track at all times.
  - Rider should avoid riding abreast when others are present.
  - Riders should avoid stopping and talking on the rail.
  - Riders passing other riders going in the same direction should take the inside track.
  - Riders must announce their arrival and enter carefully into the arena to avoid unexpected disruption.

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- 5) Horses may not be tied to arena railing or posts.
- 6) Horses or riders constituting a safety hazard or uncontrolled activity may be asked to leave the arena.
- 7) Obstacles (objects that are flat on the ground) must be limited in number and set at least five feet from the rail to allow for safe traffic flow on the rail. Obstacles must be removed promptly after finishing with them except for the jumps allowed to remain up in the jump arena and the north end of the outdoor all-purpose arena). We suggest you tie your horse in the tacking area and immediately return to put things back in their storage location, and then quickly return to your horse.
- 8) Lungeing in arenas is discouraged unless round pens are in use. Lungeing must never interfere with riders in arenas; riding will always take priority over lungeing. This means permission should be asked of any instructors or riders already in an arena. No lungeing is permitted when four or more riders are present. Lungeing should be discontinued when other riders arrive over the limit.
- 9) Turnout and free lungeing of horses is allowed only when an arena is empty and must end if others desire to ride. It is recommended that round pens be used for this activity.

### **INDOOR ARENA USE**

1. A maximum of six horses can be in the indoor arena at one time. Exceptions may be made for special events and only with permission from MMHEC management.
2. Jumping lessons should generally be given outdoors, however, jumping may be done indoors when no one else is using the arena or when a jumping lesson is already in progress. Jumps must be removed immediately after use.
3. Lights must be turned off and doors closed if you believe you are the last rider to leave the arena.

### **OUTDOOR ALL-PURPOSE ARENA USE**

1. Jumping lessons are flat lessons may be held at the same time in this arena.

### **DRESSAGE ARENA**

1. The dressage arena is to remain free of all obstacles and may not be used for lungeing horses, or for free lungeing, or for jumping.

### **ROUND PEN**

1. Horses are NEVER to be tied to the panels.

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2. Horses should never be left unattended.

### **JUMP ARENA**

1. Rocky Mountain Equi-Rhythm has priority over the Jump Arena.
2. Check footing, approach and landing of each obstacle before using it. If any is inappropriate, do not use.
3. If you change an obstacle from how you found it, please return it to its original design.
4. Jumping and ground handwork may not occur at the same time in this arena. If a use conflict occurs, jumping takes priority.
5. Users of this arena will be asked, occasionally, to remove all obstacles so that the footing may be worked by tractor.

### **CROSS-COUNTRY JUMP COURSE**

1. In addition to the requirement that SEI/ASTM hardhats with harness be worn on this course, an ASTM/SEI protective vest is strongly recommended.
2. Check the jump condition, approach and landing before use. If any of these is unsafe, do not use the jump(s).
3. If you change the height of a jump, please return it to its original height.
4. Report any maintenance needs to MMHEC via the Maintenance Request Form. These forms may be found in the lounge, in the top drawer of the filing cabinet next to the desk.

### **RANCH TRAIL SYSTEM**

1. Please stay on the designated trail system so as not to create more “social” trails.
2. Only use trails designated on the trail map. Trail maps are available in the file cabinet or in the form holder on the wall the MMHEC lounge
3. Leave gates as you find them.
4. Report any maintenance needs to MMHEC via the Maintenance Request Form. These forms may be found in the lounge, in the top drawer of the filing cabinet next to the desk.