

Boarding Service Agreement

This Equine Boarding Agreement is made this _____ day of _____ 2 _____
between the Whitemud Equine Learning Centre Association (referred to as "Stable") and

"Owner"

I. PREAMBLE

1. Whitemud Equine Learning Centre Association is the operator/leaseholder of the facility known as the Whitemud Equine Centre (Stable).
2. The Owner is the boarder of the horse known as _____

Breed:

Colour:

Brand/Tattoo

Sex

Date of Birth/Age

3. The Stable is in agreement to permit the Owner to board the Horse at Whitemud Equine in the manner and under the terms stated in this agreement.

II. INTERPRETATION

1. Gender
 - 1) All references shall be read with such changes in number and gender as may be appropriate according to whether the reference is to male or female person or a corporation or partnership.

III. TERMS AND CONDITIONS

IN CONSIDERATION OF payment and subject to the terms and conditions of this agreement the parties agree as follows:

1. Fees

- 1) A deposit of \$100.00 is required to secure a space. The deposit will be applied to the first month's board.
- 2) Payment shall be issued in accordance with the attached fee schedule (Schedule E). The Owner acknowledges and accepts those terms set forth in the fee schedule and itemized below:

Board and Service Fees:	Amount
Box Stall:	
Outside Board:	
Blanketing:	
Special Feed:	
Total Per Month:	

- (a) The fee shall be paid in advance and due by the 10th of each month during this agreement.
 - (b) Any account 30 days past due shall be assessed a Late Payment Fee. The Fee shall be 36.00% per annum, calculated on a daily basis (0.0986%). The Owner shall also abide by the AR (Customer Account) Policies of WELCA (January 16, 2008) as provided in Schedule F.
 - (c) The Stable will provide one (1) month notice for changes and/or increases to the current fee schedule.
 - (d) The Owner shall request any changes to board services (eg. from indoor to outdoor board) in writing using a Boarder Request Form. The Stable reserves the right to refuse such requests depending on availability, etc.
- 3) All monies payable by the Owner pursuant to the Agreement are subject to the applicable GST.

2. Herd Health and Inspection

- 1) In accordance with WELCA's Herd Health Protocol, Lynda Tennesen, in consultation with Dr. Deb Carroll, DVM, is responsible for implementing the Herd Health Protocol.
- 2) This program includes, but is not limited to:
 - a. Deworming all horses on site two (2) times yearly, or as required.
 - b. Immunization of all horses on site.
 - c. Veterinary care as required.
 - d. Farrier care as required.
 - e. Herd Coggins as required. Please note: Herd Coggins does not replaced testing required for export or horse show documentation.

The Owner is obligated to pay the expense of such services, including a reasonable stable charge. Such expense shall be applied to the appropriate monthly invoice.

- 2) The Owner has the option of using any Veterinarian for their horse(s) with the understanding that by signing this agreement, the Owner authorizes Lynda Tennesen to obtain a full veterinary report regarding any treatment or diagnosis of the horse(s), which may impact the health of the herd. The attending veterinarian shall make this report immediately available to Lynda Tennesen.
- 3) In the event of any infectious disease at the WELCA site, which affects the herd, the recommendations of Dr. Deb Carroll, DVM, shall take PRECEDENCE over those of an Owner's veterinarian.
- 6) The Stable reserves the right to inspect ALL HORSES upon arrival, and may refuse any horse deemed unhealthy or without documentation, which includes, immunization records and negative Coggins (30 days).
- 7) All incoming horses may undergo 21 days of appropriate isolation upon arrival at which time the animal may not have access to any arenas or trails.

3. Services

The Stable shall provide the following services:

- 1) The use of indoor arena when not in use for lessons, programs, shows or clinics.
- 2) The use of the outside arena and/or the two sand rings by the show grounds when not in use for lessons, programs, shows or clinics. **PLEASE NOTE:** The fenced grass rings at the show grounds are designated as a Special Events Area and are OFF LIMITS to Boarders.
- 3) Daily turnout from indoor stalls.
- 4) All horses receive hay, minerals, salt blocks and water. For indoor board only: extra vitamins, supplements or special feed can be provided if the Owner provides the

- Stable with pre-mixed daily portions in plastic zip lock bags. There will be an extra charge for outdoor horses requiring special feeding.
- 5) One locker per horse will be assigned by the Stable. Extra lockers may be available (see Fee Schedule).
 - 6) Stalls mucked every morning, barns cleaned every morning and evening. Pens and fields cleaned and harrowed regularly as weather and seasons permit.
 - 7) Questions and concerns about the facility or the herd shall be directed to the Executive Director. These concerns shall be in written form using the Boarder Request Forms.
 - 8) Questions and concerns about billing shall be directed to Executive Director.
 - 9) Questions and concerns about lessons, clinics and other programs shall be directed to Lesson Programs Manager.

4. Turn Out

- 1) If the Owner chooses not to have the horse turned out, it is the Owner's responsibility to exercise that horse. The Owner understands that the Stable is not responsible for any accidents or injuries caused to the horse(s) when turned out with other horses or individually in a paddock.
- 2) The Stable reserves the right to move any horse to a different paddock, pasture or pen.

5. Rules and Regulations

The Owner agrees to abide by and conform to all rules and regulations as determined and posted from time to time by the Stable, including:

- 1) The Owner accepts full responsibility for safety of any of his/her visitors and/or riders they may bring onto the Stable premises, and shall ensure that all visitors abide by such rules and regulations. All riders, visiting or otherwise, must wear correct and proper headgear and footwear and have completed waivers forms on file. Riders must have a lease agreement as per section 9 of this document. Minors must be supervised at all times.
- 2) The Owner must follow direction of Stable management and staff at all times and treat everyone with respect.
- 3) The Owner shall not feed, handle or otherwise interfere with the horses of other Boarders.
- 4) All Owners shall clean up after themselves, their horses and dogs while on the Stable property.

- 5) The Owner shall notify the Stable if their horse will be away during feeding so that feed can be provided on return. Owners shall not enter the hay shed or take hay themselves.
- 6) If at anytime the Owner is riding his/her horse on the Trails, she/he is expected to abide by the City of Edmonton regulations regarding trail use and **remove** manure from the trails.
- 7) At no time may an animal be mistreated or abused while on Stable property or on the trails. Such action/s shall result in the individual being banned from the property and the appropriate authorities shall be informed.
- 8) The Owner shall sign the required forms such as waivers, provide a copy of their equine insurance on a yearly basis and take full responsibility should an accident occur.

6. Risk of Loss or Injury

- 1) While the horse is boarded at the Stable, the Stable shall not be liable for any sickness, disease, theft, death or injury suffered by the horse(s) or any other cause of action arising from or connecting to the boarding of this horse(s). The Owner assumes all risk. All cost no matter how catastrophic, connected with boarding are borne by the Owner.

7. Indemnity

- 1) **IT IS REQUIRED** THAT EACH AND EVERY OWNER AT THE WHITEMUD EQUINE CENTRE CARRIES LIABILITY INSURANCE ON THEIR HORSE. INSURANCE IS AVAILABLE WITH THE ALBERTA EQUESTRIAN FEDERATION MEMBERSHIP, OR THROUGH PRIVATE INSURANCE AGENTS. THE STABLE WILL REQUIRE PROOF OF INSURANCE PRIOR TO BRINGING YOUR HORSE ON THE PROPERTY. **Proof of your insurance must be provided on a yearly basis.**

8. Emergency Horse Care

- 1) Should veterinary treatment be required, the Stable will attempt to contact the owner. In the event the Owner cannot be reached, the Stable has the authority to secure emergency veterinary and/or farrier care. The Owner is responsible to pay all costs relating to this care. The Stable is authorized as the Owner's agent to arrange billing to the Owner.
- 2) The Stable shall assume that the Owner desires surgical care if recommended by a veterinarian in the event of colic, or other life-threatening illness, unless the Stable is otherwise instructed by the Owner's Directive.

- 3) The Owner agrees to notify the Stable of any and all change of addresses, emergency telephone numbers, itineraries or other information reasonably necessary to contact Owner in the event of an emergency (Schedule A).

(a) Emergency contact if Owner

unavailable: _____

(b) Daytime phone: _____

(c) Nighttime phone: _____

(d) Directive on file: YES NO

9. Lease Arrangements

- 1) The Owner is required to have a lease agreement with anyone who is riding their horse on a regular basis.
- 2) The Owner shall inform the Stable in writing when leasing their horse, either in whole or in part.
- 3) A copy of the lease shall be placed in the Owner's file including a copy of the Rider's proof of insurance (AEF membership).
- 4) All Lessees shall read and sign a Letter of Agreement, signifying their understanding and acceptance of the rules and regulations of the Stable.
- 5) A Permission to Ride form is required to be on file for occasional or one-time riders.
- 6) The Owner is responsible for payment of services and boarding fees to the Stable.

10. Temporary Absence

- 1) The Owner shall inform the Stable in writing when removing the horse from the property on a temporary basis to a maximum of 30 days. The form shall include the date of departure and the expected date of return.
- 2) The Owner shall continue to pay all costs associated with board as stated in this agreement. **An absence of more than 30 days shall constitute a termination of this agreement. If the Owner wishes to return, a new agreement shall be signed.**

11. Termination

- 1) Either party has the right to terminate this Agreement **without cause or reason.**
- 2) Intent to terminate this agreement shall be given in writing 30 days in advance.

- 3) Any amount due or accruing is due and shall be paid prior to removing the horse from the property.

12. Agreement and Amendments

- 1) This Agreement is the entire agreement between the parties, there are no misunderstandings, representations, warranties, conditions or collateral terms, verbal or otherwise existing between the parties except what is expressed in this agreement and in the Boarder Manual (Schedule B) which shall be signed and witnessed to form a part of this agreement.
- 2) Amendments to this agreement shall be initialed by the Owner.

I, _____ have read carefully and understand the contents of this Agreement.

Owner name (please print)

Stable Representative (please print)

Owner signature

Stable Representative Signature

Date

Date

Witness name

Witness Signature

Date

**Schedule A
Boarder Contact Form**

Owner's
Name: _____

Horse's
Name: _____

Address: _____ Postal Code: _____

Home Tel: _____ Cell: _____ Bus: _____

Fax: _____ Email: _____

Emergency
Contact: _____ Tel: _____

People with Permission to Authorize Treatment and/or changes to services:

For Office Use Only:
The following documents are on file:

Coggins: Waivers: Insurance: Permission to Ride forms

Copy of Lease (if applicable)

Whitemud Equine Membership Date Issued: _____

Horse Arrived: _____ Date Leaving: _____

Reason for Leaving: _____

SCHEDULE B
Boarder Manual

Introduction

The Stable requires the following from new boarders:

1. A cheque for deposit of \$100.00
2. A current negative Coggins Test
3. All agreements signed
4. Waivers signed
5. Proof of Horse insurance
6. WELCA Annual Membership
7. Owner and horse profile

Hours of Operation and Site Information

- The office is open from 9:00 am – 4:30pm, Monday to Friday. Closed on Statutory Holidays.
- The barns and the general facility are open Monday to Sunday 6:00am – 9:30pm.
- The location address is: 12504 Fox Drive NW, Edmonton, AB. Our mailing address is: PO Box 4271, Stn. South CRO AB T6E 4T3
- Telephone # is: 780-435-3597 Fax#: 780-430-9527 or email address is: diane@welca.ca
The website is www.welca.ca

The Stable offers:

- Horsemanship lesson program
- Educational clinics & workshops
- Summer camps for children ages 6 – 14 years.
- Horse Shows and events
- Horse Boarding
- Riding trails off site – no horse rentals
- Various events

Accessing services:

- You will find attached a list of services and fee schedule (Schedule E).
- Outside the office there are boarder request forms to fill out requests for services and place in our black mailbox. We will get it the next business day.

Communications

- Your monthly invoice goes out by the 30th of each month via email or mail and payment is due by the 10th of each month.
- You are welcome to talk with the Executive Director regarding any invoicing issues. Feed and/or health concerns contact Lynda Tennesen directly through the Boarder Request Forms. Information about lessons, clinics and other programs, contact the Lessons Program Manager.

Riding/Riders

The Stable is a centre for learning and follows Alberta Equine Federation guidelines for arena etiquette and safety. A copy of those guidelines is attached (Schedule D).

Safety

In an emergency or with a critical question you can reach the office @ 780-435-3597 or the Barn Staff @780-238-0724, after hours, Kelly Gau @ 780-237-3800. Hazards are an inherent part of any work environment and it is important to understand all hazards.

All staff, users and volunteers must be aware of potential hazards at the facility and must use due caution in their daily work to prevent or minimize loss to persons, horses, equipment and property.

Horse Safety

- Horses are not to be tied and left alone
- Do not free a horse in the arena unless the gates are closed & sign is posted. Place pole diagonally across inside arena door.
- Dogs must be kept on a leash at all times
- Anyone found to be mistreating or abusing a horse will be asked to leave immediately and will be banned from the property.

Barn Safety

- Each horse's halter and lead rope must be kept on its stall door unless you are using it on the horse
- Shovels, brooms and muck rakes must be put away and kept out of the hallways
- Do not leave tack, halters or lead rope lying in the alleyways, stalls or tack stalls
- **No smoking is allowed in the barns at any time**
- When entering the arena, knock first, call out that you are entering and carefully open the door.

General Safety

- Report all hazardous conditions or any unsafe work areas immediately
- Only employees are permitted in the hayshed and in the staff room
- Do not tamper with or try to fix electrical equipment unless authorized to do so
- Operate machinery only if you have been authorized to do so

Fire & Emergency

- **No Smoking allowed.** only in the public parking lot
- No flammable materials may be stored in the stable vicinity
- Fire alarms and extinguishers have been installed throughout the facility. Please make yourself aware of their locations.
- Emergency numbers and directions are posted by the public telephones in the viewing areas
- Emergency eyewash station is in barn 1's feed room

In the Event of a Fire

- If you notice signs of a fire, sound the alarm and get assistance immediately
- STAY CALM
- DO NOT enter an area if it is engulfed in flames
- Call 911
- Warn people in the immediate area and direct them to the parking lot outside the barn yard and call local veterinarians
- Check your clothing and wet it down if you are wearing flammable fabric
- Look for and assist anyone in danger if it is safe to do so
- If your clothing catches fire, don't run. **STOP, DROP and ROLL**

Evacuating the Horses in the Event of Fire

- Do not enter a barn if it is engulfed in flames
- If safe, approach the horses speaking in a low reassuring tones, the horse will take its cue from you
- Use a halter and lead rope
- Evacuate the horses starting with the most accessible horses using both doors
- Wet the horses down if you can
- Close the stall door behind you so no horse run back into the barn or fire
- Put them in the closest safe area and get their blankets off
- Never let the horses loose in an area where they can run back into the barn
- When you have done all you can close the barn door behind you

Injuries

- All accidents however minor, which occur on the Stable grounds must be reported to the office using an accident injury form (or WCB form)
- Injuries requiring first aid treatment must be recorded on accident report \forms which can be found in the office or in the Tack room (green binder)
- If, in your judgment, a minor has sustained serious injury **do not** let the injured person leave the property without calling the staff or family member in assisting them in going home or getting emergency care. Do not use your own vehicle for transport as you cannot care for the victim.
- If you have first aid training please start initiating the procedures as required and then call 911
- If you do not have first aid training call 911 for assistance, and if it is safe to do so, remove any immediate danger from around the injured person or remove the injured person as a last resort
- In case of a fatality, certification of death by a Doctor or the Police must precede notification
- Take down any names and numbers of witnesses as you will be required to submit a written report

Contact Numbers are:

Executive Director	780-435-3597
Barn Staff	780-238-0724
Lesson Programs	780-435-3597
After Hours Emergency	780-237-3800

Letter of Agreement for Boarder/Lessee

I, _____ do hereby acknowledge that I have received and read; understand THE STABLE policies and will abide by the STABLE Boarder manual, including all safety procedures and policies.

I fully understand that it is my responsibility to ensure that these guidelines as well as all appropriate government regulations are followed during all operations conducted on behalf of the Stable.

It is understood that the safety guidelines are the minimum requirements and are to be exceeded where the hazard warrants it.

Name of Owner/Lessee	Horse name	Date
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Signature of Owner/Lessee

Name of Witness	Signature of Witness
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Date

Schedule C

Boarder Request Form

Date: _____

Request Information

Boarder Name: _____

Boarder Tel #: _____ Horse's name _____

For: _____

Type of Request:

- | | | | |
|--------------------------------------|--|--|--|
| <input type="checkbox"/> Extra Feed | <input type="checkbox"/> Blanketing | <input type="checkbox"/> Extra Bedding | <input type="checkbox"/> Extra Locker |
| <input type="checkbox"/> Herd Health | | <input type="checkbox"/> Giving | <input type="checkbox"/> Booking or handling |
| <input type="checkbox"/> fees vary | <input type="checkbox"/> Farrier fees vary | <input type="checkbox"/> medications | <input type="checkbox"/> fee |

Other requests: _____

Comments:

Boarders Signature

Date

Administration

- Date:
- Other

Comments: Must be completed and returned to the office for processing.

Managers/Staff Signature

Date

Schedule D

Alberta Equestrian Federation
Arena Etiquette and Safety

Unless you are lucky enough to own your very own indoor arena (and are the only person who ever rides in it), you spend a portion of your riding time sharing a ring with other riders. Riding a horse does not require the same kinds of regulations as, say, driving a car, but there are still important guidelines that all riders should follow, to ensure that everyone in the ring enjoys a safe, positive riding experience.

General Etiquette — Basic Manners when Sharing an Arena

- **Follow the rules.** Perhaps your barn requests that riders do not school over fences when there are others using the ring, or that no one rides bareback in the arena. If there are posted rules, make sure you follow them at all times.
- **Keep everyone informed.** No one likes to be surprised — horse or human. Tell other riders what you plan to do, so that they have a chance to prepare themselves and their horses. (For example: “Opening the gate,” “passing on your left.”)
- **Share the rail.** Riders working at a slower pace, warming up, cooling off, or doing lateral work should stay well off the rail and use the inside areas of the ring. Allow those riders working in faster gaits to have the rail.
- **Don’t stop on the track.** If you need to stop your horse, pull into the centre of the ring. Do the same when mounting or dismounting.
- **Riding or longeing.** If other people are riding in the arena, don’t assume it’s ok to longe your horse — ask the other riders or wait until the arena is empty. Similarly, if someone is longeing in the arena, hold off riding until they are finished.
- **Lessons take precedence.** It can be difficult to learn with distractions. Try not to ride when there are lessons going on in the arena. If you must ride, check with the instructor, and then stay out of the way. **Instructors have control of the arena.**
- **Keep your voice down.** We all verbally cue our horses from time to time. However, try to keep these cues quiet when other people are riding nearby. You could accidentally cue their horse.
- **Leave no trace.** Clean up after yourself and your horse when you leave the arena. Don’t leave manure, poles, or other items cluttering up the arena for the next person.

Safety Tips — The Rules of the Ring

- **No Smoking.** Never smoke in or around an arena — or anywhere around the barn.
- **Keep it closed.** Make sure that all gates stay closed when people are riding. You never know when horses could get spooked and bolt out the door, leading to possible injuries.

- **Pass left to left.** Passing left shoulder to left shoulder is the generally accepted rule. When riders are working on the rail in the same direction, **never pass a rider on the outside.** Just like when driving a car, when riding in opposite directions, always keep to the right of someone — though riding in the same direction is preferable.
- **Don't crowd.** Don't ride too close to the horse in front of you. You should keep at least a full horse length in between horses, and at least a couple of feet between horses on the inside and outside tracks. A good rule of thumb: make sure you can always see the back hooves of the horse in front of you. When there are riders working in both directions, leave enough room when passing that horses aren't able to bite or kick each other.
- **Buddy up.** It is always a good idea to ride with a buddy in and out of the arena, so that someone is there in case something happens.
- **Respect others.** While this is always important, you should always be conscientious when someone in the ring is working with a young horse, or is a beginner rider, or if they are having problems with their horse.
- **Be prepared.** Familiarize yourself with where the first aid kit, fire extinguisher, and telephone are so that you are able to access them quickly in case of an emergency.
- **Dress appropriately.** Always wear a helmet with a properly fitting chin strap, and boots with a heel when riding.
- **Announce your entry and exit.** Tell everyone else in the ring when you are entering or exiting the arena; horses can spook at the sudden noise if they and their riders are unprepared.
- **Right of way.** Yes, there are established "right of way" guidelines, but don't be so strict about them that you put you and your horse or another horse and rider in danger. Understand that other riders may not be aware of the rules – ride defensively.
- **No dogs.** Dogs and horses often seem to go hand in hand, but keep them out of the ring when people are schooling. It is too easy for either animal to get out of hand and cause problems.
- **Winter weather.** Ice and snow can be noisy. If you are riding in snowy conditions, be aware of any melting or cracking noises that could spook your horse.
- **Dismount at trouble.** As soon as another rider falls off, or there is a loose horse in the arena, dismount.
- **Don't ride in the dark.** If the lights go off or are not working in the arena, and it is past dusk, do not ride.
- **Spectators stay out.** For the safety of both the riders and spectators, people on foot should watch from outside the ring.

Rules and Responsibilities When Riding Outdoors

Horses are large, fast, immensely powerful animals that possess strong herd and fright/flight instincts. Understanding risks of horse activities and learning what can be done to manage them is a responsibility for everyone who has a horse in their lives.

- **When you ride – you do so at your own risk.**
- Ride with a buddy at all times.
- Minors must be accompanied by an adult.
- Be courteous to everyone on the property.
- If you or your horse or dog makes a mess, please clean it up.
- Anyone who does not observe the posted rules will be subject to disciplinary action.
- Bareback riding is permitted.
- Doubling is not permitted.
- Anyone riding on Whitemud Equine property must be appropriately tacked up.
- Riders pass left shoulder to left shoulder.
- Leave a 3 ft distance when passing on the trail.
- Leave a minimum of one horse length between the horse in front.
- Do not block the flow of traffic.
- Halt and wait for the rider to regain control if the rider is in trouble.
- Walk, trot only on Whitemud property and on trails. Hand galloping is to be confined to arenas.
- No riding in paddocks or pens.
- No riding after dark.
- Tack-up stalls can be found in each barn – Lessons, programs and clinics have priority in Barn 1. Boarders shall not use tack up stalls or tack up area when lessons and/or Little Bits are present.

