



RULES AND REGULATIONS

GENERAL

- Mission.** The Cordillera Equestrian Center (“CEC”) exists to provide an outstanding amenity for all Cordillera property owners. The CEC will maintain a safe, healthy, and enjoyable environment for all who use the facility. The CEC will generate sufficient income to offset direct costs.
- Purpose of Rules and Regulations.** The fulfillment of this mission depends upon the cooperation of all parties who ride, board their horses, train horses or provide other equestrian services, and work at the CEC. To help fulfill the mission, the Cordillera Metropolitan District (“District”) has adopted the Rules and Regulations (“Rules”) set forth below.
- Cordillera Metropolitan District.** The District has responsibility for the operations of the CEC. Concerns about any of the operations at the CEC should be addressed to the Equestrian Center Manager (“Barn Manager”). In the event that the Barn Manager cannot resolve a concern, the concern will be referred to the District Manager. The CEC staff carry out the Rules and policies adopted by the District and cannot change or alter any policy.
- Notice of Change.** These Rules are subject to change without notice. New Rules or approved changes will be sent via email. A copy of the current Rules is on file and available from the Barn Manager.
- Enforcement of the Rules.** The Barn Manager has the authority to enforce the Rules. The Barn Manager will notify individuals not complying with the Rules. If the individual continues to disregard the Rules after verbal and written notification, the District Manager will be notified. The District Manager will take further action, which may include but is not limited to requiring the individual to remove his or her horse from the CEC.
- Application.** The Rules apply to all boarders, their children, guests, riders, trainers, and any other person present at, using, or working at the CEC. Owners of boarded horses and independent trainers are required to sign a copy of these Rules to acknowledge their understanding and agreement to abide by the Rules.
- Release and Waiver of Liability Forms.** A Release and Waiver of Liability form must be signed before anyone can use any CEC facilities and/or participate in any activities at the CEC. Parents or guardians of children under eighteen (18) years of age must sign the Release for their child or children. Releases will be kept on file for one (1) year. A new release must be signed at the beginning of each calendar year.

USE OF FACILITIES

- CEC Hours of Operation.** The barn and the indoor arena are open and available for use six (6) days a week, Tuesday–Sunday from 8:00 a.m. to 8:00 p.m. Outside facilities are available for use during daylight hours only. Please obtain written permission from the Barn Manager if you wish to use the facilities at other times. We request that any routine farrier/vet visit be scheduled between 9:00 a.m. and 5:00 p.m.
- Shared Facilities.** Most of the CEC facilities are shared facilities (e.g., wash stall, tack room, round pen, indoor arena, and outdoor arena). Every owner, rider, and trainer must cooperate in sharing the facilities.
- Exclusive-Use Facilities.** Stalls and paddocks are assigned by the Barn Manager. Stalls and paddocks are for the exclusive use of horse owners, assigned to each stall or paddock by the Barn Manager, and may not be used without express permission from the Barn Manager.

4. **Arena Etiquette.** The arena is a shared space, and everyone has the responsibility to make it safe and enjoyable by doing the following:

- Always look up. Many crashes can be avoided by making eye contact with the other riders.
- Pass left shoulder to left shoulder in most cases. Give horses plenty of room so they don't feel uncomfortable. Exception to the left-to-left rule: If you are walking on loose reins, for example cooling out or taking a break, yield the track and ride to the inside of horses working. If you are on a circle, stay to the inside of riders working on the track.
- Call where you want to go if you cannot make eye contact with another rider or you want to use a certain line. For example: "Cavaletti!" "Track!" "Diagonal!"
- Side by side riding is only allowed when other riders are not present.
- Clean up your manure in a timely manner so others don't ride over it.
- Remember, it is up to you to protect yourself and your horse and make the most of each ride. Be courteous and helpful to the other riders and we all can share the arena.

5. **Jumping.** Jumping is only allowed indoors during scheduled jumping times, before 10:00 a.m. and after 3:00 p.m. Persons under the age of eighteen (18) may only jump when supervised by a trainer. Please remove jumps from the arena as soon as you finish using them.

While jumping, be aware of other horses in the arena and call out your direction before jumping. No jumping is allowed while other people are riding unless they agree and are willing to yield right of way. Exceptions: If you have a lesson scheduled, you may jump but not at the prime riding times.

6. **Free Schooling.** Free schooling (letting a horse run loose around the arena) is **not** allowed in the upper arena or in the outdoor arena. Boarders may free school in the lower arena or round pen when they are not being used. If a rider wants to enter the arena, horses must be haltered and physically controlled by the handler. Free schooling is not the same as turnout. Horses may not be turned loose and left unattended in any arena.

7. **Lunging and Groundwork.** Etiquette is as follows:

- When not in use, the round pen and lower arena are available for lunging and groundwork.
- Lunging with a halter is NOT allowed in the upper arena (due to risk of damaging good footing).
- Lunging in the upper arena can only be done if the horse is under control (using side reins, a bridle, long reins, etc.). Riders have the right of way, and if you would like to lunge while people are riding, you must ask them. Otherwise, please do all lunging in the lower arena. Up to two horses can safely lunge in the lower arena at a time.
- For safety reasons, a horse and rider (free riding or in a lesson) have priority over a horse being lunged or worked on the ground.
- If, for the safety of the rider, a horse needs to be lunged in the middle of a lesson, everyone in the arena must stop and stand quietly for five (5) minutes while the horse is lunged. After five (5) minutes, the rider/trainer must stop lunging the horse and remount or go to the round pen or lower barn to continue the lunging.
- Groundwork is best done in the lower arena and can only be done in the upper arena when no one is riding or when those riding give permission.
- Training implements such as whips, flags, tarps, and bags can only be used when no other horses are in the arena.

8. **Tack Rooms.** Please keep the tack room clean and organized. Each boarder is assigned one space per horse in the tack rooms. Space is defined as two saddle racks and the area underneath the saddle racks. All the boarder's tack must be kept in the boarder's assigned space.

9. **Tack Up Areas.** Tack up areas are available for use in the upper barn. Please be respectful of others by not leaving horses in the crossties beyond the amount of time it takes you to tack up or untack. Do not leave horses unattended in the tack area.

If the tack stalls are full, use the farrier stall or the wash stall. If every area is busy and you have an indoor horse, use your stall to tack up. If you have an outdoor horse, use an empty stall.

It is the boarders' responsibility to clean up after themselves. Brooms and shovels are available in each area for cleaning up manure, hair, and dirt. Leave each spot in good shape for the next rider.

- 10. Barn Aisle.** No riding is allowed in the barn aisle. Horses are not to be left cross-tied or otherwise "parked" in the barn aisle. Keep the barn aisles clean and neat. Do not tie to doors, blanket racks, etc.
- 11. Wash Stall.** The wash rack is not to be used for brushing or clipping. Please clean off mud and pick out the horse's feet before entering the wash stall. Put hose away after use.
- 12. Doors and Gates.** All doors and gates should be left as you find them—opened or closed. If in doubt, ask a staff member. During the winter, keep barn doors, and Dutch-door windows closed.
- 13. Thermostats.** The Barn Manager is the only person authorized to adjust the thermostats in the CEC.
- 14. Cleaning Up.** You must clean up after yourself and your horse **immediately** after you finish using any part of the CEC except paddocks and stalls. All manure must be picked up after using the arenas, tack up, farrier stall, or round-pen.
- 15. Falls.** Parental or legal guardian permission is required for any minor to remount after a fall that occurs at the CEC. Adults may remount at their own discretion. All falls must be reported to the Barn Manager.
- 16. Prohibited Activities.** There is absolutely NO SMOKING inside, or within one hundred (100) feet of either barn area. There shall be no use of illegal drugs on the premises. There is to be no drinking of alcoholic beverages on CEC premises unless at a CEC sanctioned event where alcohol is permitted. No one shall interact with or ride a horse while intoxicated or under the influence of drugs or other substances. Minors are never allowed to drink at the CEC, in accordance with all applicable laws.
- 17. Pets.** When on District property, all small animals (e.g., dogs, cats) must be restrained in a vehicle. No loud or misbehaving animals are allowed.
- 18. Parking.** Vehicles and trailers must be parked in assigned areas only.
- 19. Liability for Damages.** You will be charged for any repair costs resulting from damage caused by you, your horse, and anything or anybody under your care, custody, or control.

SCHEDULING GUIDELINES

- 1. Boarder Scheduling and Reservations.** Scheduling will be live in 2024 for lesson scheduling. Those wishing to ride outside of a lesson will be responsible for viewing the lesson schedule and making decisions about when to ride based on their needs. No more than two lessons will be scheduled at the same time in the upper arena.

The upper and lower arenas may be closed at times for Cordillera Equestrian Center clinics or events. Those dates and times will be communicated in advance.

- 2. Special Event Scheduling.** All requests to schedule special events at the CEC must be submitted in writing 14 days in advance to the Barn Manager.

BOARDERS AND RIDERS

- 1. Horse Care Directions and Instructions.** All directions and instructions regarding horse care must be given in writing to the Barn Manager and NOT to the CEC staff or volunteers. The CEC is not responsible for any instructions relating to an individual horse that have not been given to the Barn Manager. Payment to staff for special horse care during the staff's normal working hours is not permitted.

2. **Suggestions & Complaints.** Email all suggestions, compliments, concerns, or criticisms of barn staff or CEC operations to amorris@cordillerametro.org or tbroersma@cordillerametro.org. **No boarder will, under any circumstances or for any reason, be abusive to any staff member.**
3. **Equipment.** Equipment including but not limited to buckets, blanket and saddle racks, scoops, brooms, shovels, and rakes that belong to the CEC or to another owner or rider are not to be removed from their assigned place or borrowed without the permission of the applicable owner.
4. **Minors.** Under no circumstances shall there be a child at the CEC that is unattended. Children under the age of fourteen (14) years old must always be accompanied by an adult boarder or other authorized adult.
5. **Behavior.** All boarders are responsible for the behavior and safety of their children and guests. Users of and visitors to the CEC are expected to act safely, considerately, politely, and responsibly while on the CEC premises and to assure their children do the same. No running, screaming, or roughhousing is allowed on the premises. If it is determined that a person or persons have no appropriate business at the CEC, they will be asked to leave.
6. **Safety Equipment.** All riders under the age of 18 are required to wear A.S.T.M.-S.E.I. approved helmets and such other safety equipment as may be required by law. Helmets must be within their manufacturer recommended life span. Helmets should always be replaced after a fall. Appropriate pants and shoes with heels are also required for riding.
7. **Accidents / Emergencies.** In the event of an emergency, call 911. The use of any District facility/amenity, including the CEC, is at your own risk. The District and its respective boards, agents, and employees assume no liability or responsibility and shall not be liable for any accidents or injuries.

All accidents involving either (a) bodily injury requiring professional medical attention or (b) property damage exceeding five hundred dollars (\$500) must be reported to Cordillera Public Safety within twenty-four (24) hours of the occurrence. Cordillera Public safety is available at (970) 926-2335, twenty-four hours, seven days a week. Boarders are also required to report all human and equine injuries to the Barn Manager.

8. **Wait Lists.** The Barn Manager will maintain three (3) waiting lists: (i) regular stalls; (ii) front row Dutch door stalls; and (iii) paddocks. When space becomes available, the Barn Manager will award the stall or paddock to the first name on the waiting list, with priority given to property owners, followed by current boarders, then by non-property owners. If a person declines, their name will be removed from the waiting list, and the next person on the list shall be awarded the available stall or paddock.

BOARDED HORSES

1. **Additional Services.** The boarding fee covers the items of service listed in the Boarding Agreement. Extra services listed on the Fee Schedule are available upon 24 hours written notice. If a service is requested that is not listed in the Fee Schedule, the Barn Manager must approve the service before it is performed.
2. **Change of Feed.** All hay amounts will be determined by the Barn Manager. Changes of grain or supplements must be requested in writing and are not effective until seventy-two (72) hours after the request is received unless due to a medical emergency.
3. **Medications.** The CEC will only administer medications to horses at the direction of the horse's veterinarian. The instructions must be emailed to the Barn Manager, amorris@cordillerametro.org. CEC staff will not administer IV or IM medications to horses except when directed by a veterinarian during a potentially life-threatening emergency.
4. **Feed supplements.** Supplements must be provided by the boarder and will be added to horse's feed upon written request. Staff cannot guarantee that a horse will eat all of the provided supplements, nor can staff stand with a horse for an extended period to ensure the horse eats all of the provided supplements. If there

is a concern about the horse receiving all of the intended supplements, the Barn Manager will inform the boarder of the issue, and the boarder will need to feed the horse its supplements.

5. **Turnout of Stall Horses.** Turnout will happen every day except in the event of severe weather. Decisions about severe weather will be made at the sole discretion of the CEC staff. Horses will only be left inside if requested in advance. Once moved to their paddock, horses will remain in their paddock for the day. In the case of inclement weather, stall horses may be brought in early.

EQUESTRIAN PROFESSIONALS

1. **Agreement required.** All equestrian professionals are required to execute the appropriate Service Agreement with the District before conducting training of horses or riders or before conducting any sessions, events, training, instruction or providing any other services at the CEC. No lessons or training are permitted except by those professionals who have entered into a Service Agreement with the District. The Rules and Regulations are a supplemental part of any CEC Service Agreement.
2. **Assistants.** Any assistant working for an approved equestrian professional must also sign a copy of the Rules and Regulations and the Release and Waiver of Liability Form. Assistants must be insured in accordance with the appropriate Service Agreement and have a current proof of insurance on file. It is the responsibility of all equestrian professionals to ensure that their assistants are adhering to the rules.
3. **Outside Horse Policy.** Horses not boarded at the CEC are not allowed at the CEC without advance written permission from the Barn Manager. Before any horse that is not covered by a boarding agreement is allowed at the CEC, current medical records must be presented to the Barn Manager. All horses must comply with the CEC's Horse Health Records and Vaccinations policies.

FARRIERS, GROOMERS, VETERINARIANS, AND INDEPENDENT SERVICE PROVIDERS

1. **Facility Use.** Use of the facilities by farriers, veterinarians, and other independent service providers ("Service Providers") is a privilege, not a right, and may be suspended for any reason including but not limited to failure to abide by these Rules or the directives of the Barn Manager.
2. **Farrier Work Area.** All farrier work shall be done in the designated area.
3. **Clean up.** All Service Providers are responsible for cleanup of their area after they work on a horse.

SPECIAL EVENTS

1. **Right of use.** The right to use the CEC or any of its facilities for special events is reserved to the District. Horse owners, boarders, trainers, and others must obtain prior written permission of the Barn Manager to conduct any special event at the CEC.
2. **Fees.** Fees for use of the CEC will be based on the type and scope of the event and must be paid prior to the event.

SIGNATURE

By signature below, I acknowledge that I have received, understand, and agree to abide by the Rules and Regulations, as may be amended from time to time.

Signature: _____ Date: _____

Print Name: _____