



OFFICE (626)334-9480 FAX (626)334-8848  
2350 SAN GABRIEL CANYON ROAD, AZUSA CA 91702-1406

## **STUDENT PROCEDURES**

### **GROOMING CLINICS**

1. All students are required to attend one grooming clinic. Check the bulletin board or with your instructor for upcoming clinics or make arrangements through the office. The charge is \$40.00 for the first clinic and \$10.00 for each additional grooming clinic you wish to attend. You may sign up as often as you like. Boots are required when grooming and handling our school horses.
2. Safety, grooming, bathing, tacking up, blanketing, leading and general horsemanship are taught and practiced during the clinic.

PLEASE NOTE: we do not allow hand feeding of the school horses. You may feed treats by bucket or place treats in horse's feeder. Your instructor must approve all treats and the amount to be fed.

### **ATTIRE**

We ask that you have the following items in time for your first riding lesson. Correct riding attire (boots, breeches, and approved helmet) assists in your comfort, safety, and aids in the correct development of your position.

1. ASTM approved riding helmet. When purchasing a helmet buy black as opposed to white or any other color. Bicycle helmets are not allowed.
2. Riding breeches or jodhpurs are acceptable. Traditionally, 11 and under riders wear jodhpurs with gaiters and leather paddock boots (unless they are tall for their age) and 12 and over riders wear breeches and tall leather boots. Breeches with half chaps and paddock boots are acceptable. Full chaps are not allowed.
3. Boots: tall leather boots or leather paddock boots are acceptable. Rubber riding boots and riding "styled" tennis shoes are not allowed.
4. The weight limit for school horses is strictly enforced at 185 pounds.

PLEASE NOTE: we advise you to consult with your instructor regarding any purchase of riding apparel or equipment that you are considering. She will advise you on the appropriate style and type that is best suited for your level of riding.

### **GUESTS**

Guests are always welcome to watch your lessons. Please be sure and instruct them of our rules prior to arriving at the ranch.

1. Instruct guests to wear proper attire and footwear.
2. Do not let a guest pet, handle, or feed your horse. Do not allow your guest to enter or stand directly in front of the cross-ties. We prefer that all guests wait for you in the appointed areas as oppose to following you up to get or put away your horse.
3. All children need to be accompanied by an adult and will need to sit still and quietly while watching your lesson.

4. Please remind your guest/s not to yell or speak loudly while watching your lesson.

### **PROCEDURES FOR BOOKING A GROUP LESSON**

1. Your instructor will assign you a day and time for your lesson. That day/time combination will become your regularly scheduled group lesson.
2. Once you join a group lesson, your instructor will reserve a spot for you in that lesson each week until notified otherwise by you.
3. Remember to let your instructor know at least 24 hours in advance if you will not be able to make your regular lesson in the upcoming week so that she may reassign horses.

### **PROCEDURES FOR BOOKING A PRIVATE LESSON**

On occasion you may want to book a private lesson. You may schedule private lessons through Candise or your instructor. There is an extra charge for private lessons.

### **PROCEDURES FOR CANCELING A LESSON**

1. All cancellations must be made 24 hours in advance or you will be charged full price for that lesson. Our normal office hours are from 8:00 a.m. to 5:00 p.m., however phone cancellations need to be made by 4:00 p.m. Please take this into account when phoning the office to cancel your lesson.
2. Cancellations may be made by phone or in person. If you cancel by phone, you should get the name of the person taking the cancellation and be sure to call the office before 4:00p.m.
3. If you would like to discontinue a class for good, please speak with your instructor or Candise.
4. If you do not cancel a lesson and do not show up for it, it will be considered a "no show" and you will be charged the full amount of the lesson. After the second "no show", you will automatically be dropped from that class.

### **PROCEDURES FOR BAD WEATHER**

1. In the event of rain and on windy days, riding classes will be held if at all possible. If riding is not possible then a lecture will be held in its place. Staff will update the voice mail message as needed. If the weather is at all questionable, call before coming out. On occasion, lessons and lectures may be canceled altogether, so, do call ahead.
2. Lectures will be treated the same as a regularly scheduled lesson. It is up to you to call and cancel due to bad weather; otherwise, you will be charged for a "no show".
3. Occasionally the canyon road is closed to non-resident or non-business traffic. If there is a road block, be sure to explain to the attendant that you are coming up to the ranch to take care of your horse. We suggest you keep one of our business cards in your wallet to confirm that you have business to attend to in the canyon.
4. Now and then the canyon will be closed to everyone except residents. If this occurs, we will do our best to notify you by phone to cancel your lesson. We will also change the out going message to state that all lessons have been canceled.

PLEASE NOTE: it is important that we have your current phone number (s). Please make sure that we have all (home, work, cell, and pager) of your correct phone numbers in case we need to cancel or reschedule your lesson. If you make any changes to your address or phone numbers please notify us at the office.



## LESSON PROCEDURES

### HALTERS & LEAD ROPES

Each school horse is provided with a halter and lead rope. You can find these hanging up on the blanket bar at each paddock. If your horse's halter and lead rope are please inform your instructor instead of taking the halter and rope from another horse.

### CROSS TIES

1. Cross ties are provided for the riding school. They are located across from the middle barn and behind the supplement shed.
2. If the riding school crossties are full, you may use the cross-ties at the wash rack, or check with your instructor on other available cross ties. Please do not use the staff cross ties at any time.
3. If you do use different cross ties, be sure and return your horse's equipment to his locker when you leave the cross-ties.
4. Please keep the cross-ties clean at all times. Sweep them out before and after you groom your horse and/or if your horse goes to the bathroom.
5. If you leave the cross ties, please do not leave any tack, equipment or supplies out, put it back in the tack locker. You may hang your halter and lead rope up on the cross-tie hook while you ride in your lesson.
6. Please keep the area in front of the cross-ties clear. If you are waiting for someone to vacate, be sure you and your horse are not congesting the barn aisle. Do not stand directly in front of horses at the cross ties, stand slightly to the side.
7. Please do not feed your horse treats when they are in the cross ties.

### TACK LOCKERS

1. Tack lockers are provided for the riding school. Each locker houses a bridle, martingale, pad, and boots (if needed) for two horses. Your horse's equipment is listed on the inside of the locker door. It is vitally important that each horse is tacked up with the proper equipment.
2. Saddles are assigned by the rider's size not by horse so the saddle in your tack locker may not be the one best suited for you. Saddles are numbered from smallest to largest. Your instructor will help you find the saddle that fits you best. Be sure and put the saddle back in the locker you found it in.
3. Tack lockers are kept locked at all times, except, when you are on the cross-ties. You are responsible for your horses tack and equipment and need to make sure it is used on your horse only. When you go to get your horse from their paddock, shut the locker and put the luck through the latch, you do not have to lock it at this time.
4. If equipment is missing when you open your locker, notify staff at once. The last person to use that locker will be held accountable.
5. Please keep your tack locker clean and tidy at all items.

## **BEFORE THE LESSON**

1. Upon arrival at the ranch, read the bulletin board and check your instructor's lesson sheet for your horse assignment and messages. You will find this hanging outside the office on a clipboard. Pay for your lesson and get the key to your tack locker at this time. You may leave your car keys in the basket provided on the desk. Please do not leave purses, checkbooks, wallets, backpacks, etc. in the ranch office. Please do not feed your horse treats before you ride.
2. Unlock your tack locker and return the key to the office.
3. When you get your horse from his paddock or stall, please be sure and close the paddock/stall door before leading him to the cross ties.
4. Plan on arriving 30 to 45 minutes prior to your scheduled lesson time to prepare your horse to ride. Preparation includes: a complete and thorough grooming, pick out your horse's feet and check that shoes are on tightly (do this first), tacking up your horse, and carefully inspecting your tack and equipment.
5. If you notice anything out of the ordinary with your horse including obvious cuts, swelling, loss of appetite, diarrhea, etc. please notify your instructor or Candise at once.
6. If during your tack inspection you notice anything in need of repair, please notify your instructor.
7. Be sure and sweep out your cross tie, lock your tack locker, hang up your halter and rope, and put your helmet on before you mount up.
8. **TARDINESS:** all lessons will begin at the scheduled time. This means you need to be on and in the ring with your equipment adjusted by that time. If you are late the instructor (at her discretion) may let you join the group. She will not be able to make up the time you missed. If you require more than 30-45 minutes to prepare your horse, you may need to attend another grooming clinic. Arrangements can be made through the office.

## **AFTER THE LESSON**

1. When you have finished riding and your horse is sufficiently cooled down, dismount in the ring (take reins from horse's neck, run stirrups up and loosen girth) and return to the cross ties and ask your instructor if it is necessary to re-blanket your horse. Put your halter on your horse and get your locker key from staff in the office.
2. The grooming procedure is similar to what you did before the lesson. The difference is making sure you rinse all the sweat from your horse. This is imperative, as sweat can scald your horse's skin and leave them with unprotected bald spots. Your instructor will let you know whether to use a bucket and sponge, or to hose down your horse. Be sure and notify your instructor if you see any new cuts or scrapes on your horse (also check for loose shoes).
3. All tack and equipment needs to be inspected and thoroughly cleaned at this time. Use saddle soap on your saddle and bridle, towel off splint boots, shake out and re-roll polo wraps. If your tack looks in need of repair, report it to your instructor. Do not put it back in the locker.
4. When all your tack and equipment is put back in the locker, shut the locker and put the lock through the latch (but don't lock it) and lead your horse back to his stall or paddock. You may feed your horse treats from a bucket before you remove the halter and rope. After you have removed the halter and rope treats must be put into your horse's feeder. Do not feed your horse any treats unless you have received the "OK" from your instructor. **PLEASE BE SURE TO DOUBLE CHECK THAT YOU HAVE LOCKED THE Paddock GATE!**
5. Return your halter and rope to the blanket bar on the paddock. Remember you will be held accountable for any missing tack. **PLEASE BE SURE AND LOCK YOUR TACK LOCKER!**

6. Sweep out your cross tie and we will see you next week.