



General Rules & Code of Conduct

Liability Waivers

All students, family and guests are required to sign a liability waiver. Download the waiver from our website prior to visiting and place signed waivers in the appropriate box in the lower barn. Printed copies are available in the lower barn if needed. Waivers are required for everyone who has contact with the horses!

Safety Basics

- All riders, family and guests must wear close-toed shoes around horses.
- Helmets are required for all riders under 18. All riders are encouraged to wear a helmet.
- All riders, family and guests must follow the rules and direction of Liberty Equestrian Center staff.

Riding Apparel

- SEI approved riding helmet
- Long pants
- Boots with a 1/4 to 1/2" heel.
- "Barn clothes" – they will get dirty!

Dress Code

Appropriate apparel is mandatory at Liberty Equestrian Center. Keep in mind that parents and little kids are looking up to you all the time. Liberty Equestrian Center enforces a dress code that is appropriate at the farm and when you are showing horses with us. All riders should wear long pants. Shorts and capris are not appropriate when working with or around horses. Tank tops are fine, please wear the appropriate under garments. If Tom or any other staff feels your clothing is inappropriate, you will be asked to change it immediately.

Minors

Children 15 and under are required to have parental supervision when not in lessons. This means that a parent or guardian must remain with the student until greeted by the instructor. All minors will need to be responsible for their own food/drinks/sunscreen/clothing while at the farm. Minors are expected to follow barn rules and follow adult requests. If damage at the barn is incurred by a minor, the minor's guardians will be responsible for payment to repair damages.

Handbook & Rules

Tom reserves the right to adjust rules, prices and make exceptions to policies as he deems appropriate. The most up-to-date handbook is available for download from the website. Major updates will be communicated to all enrolled students via email.

Notifications of Closing/Cancellations

All closings and cancellations of our facility will be announced in several Locations.



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Barn Behavior

All riders and guests must abide by all safety regulations and postings. Students who refuse to listen to instructors or become combative/argumentative with the teaching staff will be dismissed from that lesson/horsemanship class. If such behavior becomes a reoccurring issue, the student may be dismissed from all activities without refund.

Stay safe

- No smoking – Liberty Equestrian Center is a smoke-free environment
- Do not ride in pastures, barns or walkways
- Bareback riding is not allowed outside of the arenas
- No cell phones or chewing gum while riding
- Do not swap horses if you are riding a horse you do not own
- Be respectful of lessons and classes. If the arena is too busy or you are moving at a different pace from the class, the trainer may ask you to leave.
- Remember to use the Buddy-System for both getting horses and riding.

Clean up after yourself & your horse

- Remove manure from arenas, walkways and aisles promptly
- Sweep aisles and walkways after use
- Remove dirt, hair and manure from bathing area after each use
- Dispose of trash in the provided bins
- Liberty Equestrian Center will close down areas for use if these rules are not followed (ie bathing areas).
- Please police each other- let us work together to keep our barns clean!

Store treats and food properly

- All horse feed, supplements and treats must be stored in the feed room
- Return feed buckets to the feed room after use
- No human food storage is allowed in the barns

Respect fellow riders and staff

- Barn Manager's living space is private property. Respect their privacy.
- Refrain from running and shouting in the barns and around the horses
- Do not use a stall without permission from the stall boarder
- All dogs must be on a leash and are not allowed in the arenas

Keep our horses healthy & safe

- Do not feed your horse extra grain or hay unless asked by Tom. Our staff monitors food intake to ensure horses are getting proper nutrition and indicates any changes in health.
- Do not feed treats to horses without permission from the owner
- Close and latch all pasture, paddock and arena gates behind you
- Inform Debra or Tom immediately if a horse is injured or loose

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Tack Use & Storage

School Tack

School tack is to be kept in the small barn. School tack should not be used without permission and should always be returned promptly. Do not take school tack home without permission from Tom. Treat school tack with respect. If you use a saddle, put the dust cover back. If you use a bridle, hang it back on the hook. Tack should never be placed on the ground.

Tack Lockers

Tack lockers are available for rent on a limited basis for \$10 per month. Lockers are designed to fit at least two horse owners. Lockers are assigned by Tom. Boarders are responsible to keep their locker clean and tidy at all times. Tack locker doors must be kept closed at all times. Food and treats may not be stored in tack lockers. Do not use screws or nails to alter the locker without permission. Liberty Equestrian Center has the right to open any tack locker at any time.

Student Tack Room

Tom assigns tack spots in the upper barn tack room. Each student must keep their area clean and tidy and within the designated spot provided. Liberty Equestrian Center does not have extra room for unused tack. Please store your excess tack at your own home.

Show Tack and Supplies

All riders who show horses with us are expected to purchase their own polo wraps, quilts and show pads. If you use any Liberty Equestrian Center blankets, polo wraps, show pads, quilt wraps or other supplies for a show, you are responsible for washing them and putting them back within three days. If you are using Liberty Equestrian Center tack and notice extreme wear or something breaks, please let Tom or Deb know ASAP so they can decide if it can be fixed or needs to be replaced.



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Riding Options at Liberty Stables

Horsemanship Classes

Our Horsemanship Classes are the best option for youth and adults to be introduced to horseback riding. Classes run 1.5 hours with a minimum of three instructors and maximum of seven riders. Horsemanship classes cannot be made-up if missed. Session registration occurs on a quarterly basis. Sessions start at \$400.00 for 10 classes. If more than one (1) horsemanship class is canceled by Liberty Equestrian Center due to bad weather, accommodations will be made. On quarters where we have 10 or 11 lessons, the rate is adjusted accordingly. Make-ups are not available for this option.

Lessons

Liberty Equestrian Center offers several options for lessons. New riders are encouraged to participate in Horsemanship Classes until they are ready to advance to group lessons.

Private

- Weekly
- One hour in length
- Tack up your assigned horse prior to the lesson or with your instructor
- If your instructor assists you in tacking up, tacking time is part of your allotted hour

Group

- Weekly
- One hour in length
- Tack up your assigned horse prior to the lesson, your instructor will not be able to assist you in the process of tacking up

Rates

Lesson rates are based on a tuition payment model. Payment is the same per month whether you have four or five scheduled lessons in a given month. Instructors are entitled to up to three weeks of paid vacation per year, one week at a time. During instructor vacation months, you may only have three lessons. This balances with the three months per year where you may have five lessons in a month but pay for four.

Private Lessons/open arena	220/ Month
Little Tykes (ages 5 & under)	30 each 30 min
Private Lesson – can be a one time lesson	60 each
Group Lesson	175/ Month
Group Lesson Add on	50/Each
Practice Rides*	30/Each
“Drop in Lesson”	70/Each
10 Group Lesson Package (6 months to use)*	\$450

*Practice Rides and 10 Group Lesson package are for current LEC lesson students only. Approval Required



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Riding Options at Liberty Equestrian Center

Cancellation & Make-Up Policy

Please provide 24 hours advanced notice if you need to cancel your lesson. Advanced notice allows both our instructors and other students to fill openings and schedule make-ups.

On rare occasion, we will cancel lessons due to holidays or school closings. All make-up lessons must be scheduled within 4 weeks of your missed lesson.

Client canceled lessons will be able to be rescheduled ONLY with a 24 hour advance notice. However, we understand students sometimes wake up ill in which case you **MUST CONTACT YOUR INSTRUCTOR BY 9:00 A.M. THE DAY OF YOUR LESSON** in order for us to honor a make-up lesson. Lessons are non-refundable. If payment is not remitted on the first lesson of the month, you will forfeit that lesson and it is not refundable. **Make-ups opportunities will be listed on our Community Page**

Ride- On-Your-Own Packages*

Ride- On-Your-Own Packages are available October-April as a ten ride package for \$250. Rides can be used on your own time, subject to the horse's schedule, and must be used by the end of April.

NEW- Ground & Groom Package:

Created for those who want additional non-riding time with horses, Liberty Equestrian Center now offers a Ground and Groom Package. In the package, you have 10, 1 hour visits with a horse that you are welcome to groom, lounge, practice showmanship and enjoy their company. Cost for the package is \$100 and must be used within 6 months of purchase.



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Horse Shows

Any student who is enrolled in our lesson program and owns or leases a horse may participate in the off-site horse shows Liberty Equestrian Center attends. All students are encouraged to participate in on-site mock & fun shows. Upcoming shows will be posted on the website and community page. A \$75 non-refundable* deposit is required a minimum of two weeks prior to the show. You may use your own horse and tack or your leased horse and school tack. You are responsible for your own show clothes.

We require a minimum of three horses to attend a show. An assistant may coach shows with 3-4 riders attending. Mandy will coach shows with 5 or more horses. If lack of participants prevents us from attending, your deposit check will be refunded in full. If we have too many interested riders those whose deposit checks were received first will be granted priority.

Show entrance	Varies	Depending on # classes, stalls and bedding etc... You are responsible for paying these fees directly to the show office.
Hauling (per horse)	45/local	Varies outside Dane County
Coaching (per rider)	75	Price per open show
Coaching (per rider/per day)	100	Price for breed shows or overnight
L.E.C. horse rental fee	45	Includes use of horse/tack/grooming supplies
Show Tack Rental Fee	35	Non-LEC horse
L.E.C. Equipment Fee	10	Non-LEC show equipment use fee (buckets, hay nets, feed tubs)
Parent Coaching fee	25	Upon request*** see below for details

All riders are responsible for preparing their horse the day before the show. This includes bathing, grooming and clipping. Liberty Equestrian Center will haul your horse, but you are responsible for your own transportation the day of the show. You must be present at the barn to load your horse/tack on the trailer, unload at the show, remain with your horse throughout the day, load after the show and unload your horse/tack back at the barn. All participants must assist with trailer, camper and barn clean up after the show.

After each show, you will receive an invoice for the total for both Liberty Equestrian Center services and any show fees, these invoices must be paid within 48 hours. If payment is not received within the 48 hours, a late fee will be added to your bill.

If a parent rides their own horse and shares that horse with their child, it will be assumed that Tom will not be coaching the parent. However, if Tom feels there is a need to step in to coach for safety of horse and/or rider, a coaching fee will be added to your show bill.

The coaching fee may include: instruction prior to and during the show, administrative duties, and may or may not include show supplies, mane & tail braiding and horse clipping. Liberty Equestrian Center does not provide clippers or blades for boarder's horses. The day of the show there are many basic grooming and horse care responsibilities that Liberty Equestrian Center cannot be responsible for. A parent or groom will need to accompany all minors and new students for the entire show day.

*subject to the discretion of Liberty Equestrian Center

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Boarding

At Liberty Equestrian Center, we have 3 boarding options: Stall, Paddock or Pasture.

Stall Board includes:

- Up to 1 scoop of grain twice daily
- Daily grazing or access to hay via slow feed hay nets
- Daily turnout in pasture or small paddocks
- 1/2 locker
- Stalls cleaned 6 times a week
- Unlimited free choice mineral: Kombat Ready

All Paddock or Pasture includes: (See below for rates)

- Daily grazing or 24/7 access to hay via slow feed hay nets
- Shelter as needed
- Unlimited free choice mineral: Kombat Ready

Current Rates

Stall Board with Daily Turnout	485/ Month
Stall Board w/o Turnout or Private/Semi-Private Paddock- Client Requested	500/Month
Pure Pasture (no-grain)	315/Month
Great Grains (horses that require grain 2xs per day)	325/Month
Managing Medications (horses that require medication/supplements)	345/Month
Private/Semi Private Paddock	375/Month
Specialized Boarding (Mare in Foal, Stallion, Lay-up)	Contact us for prices
Daily Stall Board	25/Each Day
Trailer Parking (limited space available)	15/Month
Kombat Boot (from L.S. stock)	65/Month
Feeding Client Supplied Supplements (Stall Board)	10/Month
Holding for the Vet at Scheduled Visits	5/Per Visit
Holding for the Vet for an Unscheduled or Emergency Visit	20/Per Visit
Administering Medications or Treatments	Contact Us
Daily Blanketing, Bell Boots, Etc.	25/Month
1 mg Bute (including administration)	10/Each
Glucosamine injections (including administration)	20/Each
Banamine (including administration)	25/Each
Consulting Fee (lameness/injury)	Contact Us
Quarantine Fee (off-site travels/new horses/ per LS discretion)	10 /Day
Training Rates (1 day/ 2 days/ 3 days / 5 days) weekly contacts	125/195/235/350 month
Add on Training (1 time)	35 each
Training Lesson (1/2 trainer/ 1/2 owner instruction)	50 each

Prices are subject to change. It is possible for prices to increase due to extreme weather or other fluctuations.

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Boarding Rules

Vaccines: Liberty Stables mandatory vaccines include: coggins, eastern/western Tetanus, Influenza, Strangles, Rhino and West Nile. Rabies and fall vaccines are highly recommended.

Boarding Agreements & Trailering Agreements: All boarders must have a signed agreements on-file with Liberty Equestrian Center. If you do not have a boarding agreement on file, please contact us- libertyequestriancenter@gmail.com

Quarantine: All horses coming into Liberty Equestrian Center should expect to be quarantined. This includes new boarders and those who trailer out to horses shows/clinics/or other events. Due to the nature of outbreaks/exposures, quarantines will vary with regards to time limits. Contact Tom or Deb directly with questions or concerns.

Tack: Horse owners are required to purchase their own tack. Liberty Equestrian Center cannot be held responsible for tack that has been left unattended at the farm for several months. Any unclaimed tack or supplies left at the barn will become the property of Liberty Equestrian Center after 90 days. Use of 1/2 a tack locker is included per each stalled horse. You are welcome to rent out your 1/2 tack locker if you would rather keep your items in the upper tack room.

Stalls: Stall boarders must tack-up in their stall. If you want to clean your stall at any time, bring the wheelbarrow to your stall and take your poop to the poop pit. Do not strip your stall. If you are found to be stripping your stalls you may be charged an extra bedding fee of \$25.00 per incident. You are welcome to rent out your stall to other horses, please inform Liberty Equestrian Center if you are offering this service to other clients.

Farrier: Liberty Equestrian Center's farrier is Tom Blake. You are responsible for keeping your horses feet up to date with trims and schedule your own appointments with Tom.

Vet: Liberty Equestrian Center's veterinarian is Country View Veterinary Clinic. Barn visits are scheduled for routine wellness checks and immunizations. Bills will be sent directly to you. We try to schedule barn visits for everyone's convenience. If you cannot be present, there will be a \$5 charge to hold your horse for the vet.

Damages: Liberty Equestrian Center will be responsible for minor property damages of up to \$100 per year, per horse. Any damages above and beyond this cost will be the responsibility of the horse owner. Damages are not limited to the horse, but also included damaged caused by the owner, owner's children and guest. Kicking chains, cribbing, collars, grazing muzzles, etc. are also the responsibility of the owner.

All damages must be reported in a timely manner to Liberty Equestrian Center's Staff. Failure to do so may result in additional cost for repairs.

Community Hours: At least four times a year, we will host "clean up days" at Liberty Equestrian Center. The Family of each bordered horse will require 10 hours of community hours. Clean up days will be posted 2 weeks in advance on our Facebook Page. These will be subject to weather conditions. Alternative means of earning Community Hours might be possible- contact us directly for a list. If you would like to opt-out of Community Hours: an annual fee of \$100 will be added to your invoice.



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Payments

Liberty Equestrian Center accepts cash, check, credit card and PayPal. Checks and cash can be placed in the payments box in the lower barn. PayPal payments are available.

Board payments are due on the first of the month. If board or lesson payment is not received by the 3rd of the month, an additional \$25 late fee will be added to your cost. If you have not paid for your lessons, you do not ride and you forfeit the lesson.

If board and/or lesson payments are paid 6+ months in advance, discounts may apply. Please contact Debra if this relates to you.

Additional Fees

Local Trailering to Shows and Events:

Varies based on location and number of horses in attendance: full trailer rates may receive a different rate than the Private Hauling fee.

Private Hauling:

Hook-up fee is \$25: \$1.50 per mile (subject to change based on fuel costs)

Sellers Fee:

10% of the sale

Buyer's Fee:

Cost is \$90 per hour from departing Liberty Equestrian Center to arriving back. This includes all preparatory work as well (searching, communicating, and trailering).



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Liberty Equestrian Center Contacts

Management

Tom Blake

Phone: 608-445-0987

Or

Debra Swann

Phone: 608-608-800-2882

Email: libertyequestriancenter@gmail.com

Barn Emergencies

Sergio 608-575-7055

Farrier

Tom Blake

Phone: 608-445-0987

Veterinary

Country View

Phone: 608-835-0551

www.countryviewvets.com



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