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**True Course Home & Horse Show Guidelines**

Handbook

**True Course strives to maintain a program where each rider and horse can develop to their maximum potential and achieve success towards their goals in an atmosphere based around education, support, and safety.**

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**Duncanrunfarm.com**

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**At Home**

**Boarding**

Duncan Run can house up to 44 horses at any given time. The health and nutrition of our boarded horses is closely monitored by our barn manager. Please read over boarder’s contract for exact Duncan Run rules and expectations.

**Board includes**

* 14x14 Stalls
* Stalls and water buckets cleaned daily
* Free choice hay provided in a nibble net
* 2 grain meals with meds per day
* Space in our heated tack room
* Access to indoor and outdoor arenas
* Daily turnout (weather permitted) in one of our 30 grass pastures
* Once daily hand walk for rehabbing horses instead of turnout
* Turnout typically available during wet/icy weather in our all-weather turnouts
* Booting and blanketing year round

Our barn staff works hard to maintain a clean, happy environment for our boarders and horses. Please make sure to read over the following safety and courtesy guide lines when using the facility in the boarder’s contract. Duncan Run is a private boarding and lesson facility. All rules are for the safety and well-being of the horses and riders.

**General Barn Rules/Etiquette**

* Barn hours are 8:00am-9:00pm (please be respectful to our barn staffs time). If you will need to be at the barn outside of these hours, please discuss with Lisa or the barn manager.
* Smoking is prohibited on the entire property.
* Please drive slowly on the property and driveway for the safety of our horses and clients. The speed limit is 10 miles per hour.
* Any person riding or handling a horse must complete a liability release prior to any activity.
* Any horse out of their stall must have a halter and lead or bridle on at all times.
* Closed toe footwear is required to handle horses at all times.
* Please sweep and pick up after yourself in the cross ties and aisle to leave them tidy for others to use.
* Please rinse out the wash rack after use.
* Always remember to pick out your horses’ hooves before entering and exiting the ring – If this is not possible due to safety concerns please sweep up the footing in the aisle when you are finished.
* Please pick up manure in arena and after use.
* If you retrieve your horse from a pasture please ensure that you close the gate behind you, and if a horse is left alone in the pasture please let the staff know. Some horses cannot be left alone so it is important that the staff knows so they can bring them in or keep an eye on them.
* Please consult barn staff before utilizing the pastures yourself.
* Please keep all tack and equipment clean and labeled.
* Please keep your area and locker clean.
* Turn off arena and aisle lights when you are finished.
* If you are the only person at the farm, please close barn doors before you leave.
* Please dress and act appropriately for the sport and environment. Ex. covered shoulders, tucked in shirt, family friendly language, no sandals.
* If you post things on social media, please make sure all pictures, video, and comments need to be **positive** for the sake of yourself, True Course and Duncan Run Farm.

**Riding Rules**

* Rings are open for riding 8:00am-8:30pm daily.
* An ASTM/SEI approved helmet must always be worn while riding.
* Cell phones are not permitted while riding for riders under the age of 18.
* Riders must be supervised by a trainer to jump.
* Any rides other than the horses’ owner must be approved by head trainer, Sarah. Due to the individualized programs of each of the horses, it is important that their training is consistent and deliberate.
* If you set out poles for an exercise, please replace them before leaving.
* Please remember to pick up your manure after each ride and try to avoid riding through it.

**Inclement Weather**

On rare days that the pastures and all-weather turn outs are unable to be used due to weather, an email will be sent out by Duncan Run during the morning notifying all boarders that their horses will not be able to go outside. This way if you are not riding or coming out, you can schedule your horses exercise for the day. Please do not use pastures or all weathers on your own without approval beforehand. You are welcome to contact Sarah or Michaella if they are in town to help exercise. Hand walking and supervised turnout is available for an extra charge of $10. If you are the one doing a supervised turnout on any occasion, please use only the small ring to do so for safety purposes and to keep our footing in the main ring in good condition for jumping.

**Blankets**

There is a blanket storage room within the main barn. Here you can store your blankets in your own tubs (please supply tub). We suggest your horses have a baker sheet, baker medium, and heavy. As well as a light and heavy turnout in a brand of your choice. Please have your turnout blanket labeled clearly for staff as well as your last name or horses name labeled clearly for easy identification. Every spring True Course staff will take care of blanket cleaning with a charge. If you would like to do this yourself, once they are cleaned, please return back to your tubs until next winter. The staff will let you know when you can place your blankets out or return them back to the bins, all blankets besides light turnouts will stay out on their stalls all winter (will let you know when to return light turnouts back to tubs), please keep them nice and tidy. There will be a blanket chart in the tack rooms, please redress accordingly after your ride. If horses are between being re-blanketed from turnouts, please redress them in their indoor blankets rather than their turnouts.

**Veterinary Care**

Sarah Ash and True Course schedule appointments for vaccinations, lameness exams, and other services for its clients. Sarah Ash and True Course have trusted Dr. Mike Schmall DVM to care for our horses for decades. Please contact Sarah Ash if you feel you need the vet’s assistance. Trainers and management are responsible through USEF for any medications given to horses in our care, so we ask that no one medicate their own horse or a horse they lease. This will also include:

* Seasonal shots and worming schedule

**Farrier Services**

Sarah Ash and True Course manages its horse’s farrier schedules based on their individual needs. The average horse requires a shoeing every 4-6 weeks. Sarah Ash and True Course have utilized the services of Jonathan Wilson and his team at J W horseshoeing for over 10 years.

**Grooming Services**

Johanne Robitaille provides clipping, trimming and mane pulling services for all True Course horses. These services can be scheduled by contacting Jo directly. Please give us at least 14 days’ notice to schedule clipping prior to each show. True Course ask that Jo or our staff provide these services in house, other contractors are not allowed to provide these services. The owner or rider however may choose to clip and pull their horse’s mane themselves as long as they are competent and timely. If you choose to clip your own horse, we ask that you complete the clip five days before horses leave for the show, so this will give Jo or Sarah time to check over your clipping before horses leave. If your horse needs to be clipped and is not clipped, or clipped properly five days before the horses leave, Jo will notify you and clip the horse for you. A proper clip is an important part of horseshow presentation. **Prior to attending a horse show, having a properly clipped and trimmed horse is necessary.**

**Other Services**

From dental appointments to therapeutic treatments, Sarah Ash and True Course contracts trusted professionals to maintain the complete well-being of the horses. Contact Sarah Ash for more info about schedulable services and professionals. Sarah Ash and True Course reserves the right to charge a holding fee for some services.

**Laundry**

Duncan Run provides towels for everyone’s use. As stated above all blankets can be cleaned annually by True Course staff unless you would like to take them home and wash them yourself. True Course also supplies wraps for injuries, hard work, etc. There are laundry baskets in the laundry room for client laundry. True Course will regularly switch and put laundry away. Please feel free to use laundry machines respectfully and not leave laundry in machines. Please make sure all blankets/supplies are clearly labeled as many of them look alike.

**Feed and Hay**

True Course works with Tribute Equine Nutrition. Sarah works with Doug Sutherland, the nutritionist, to ensure that we are meeting all of your horse’s dietary needs. If a client would like their horse on different feeds than what we supply, we ask that the client provide it.

Duncan Run supplies quality grass hay from various local hay providers and hay grown on our property to ensure that we get the best quality hay. Hay is provided in a nibble net so that the horse has free choice hay all day.

**Buying/ Leasing a Horse**

Our head trainer, Sarah Ash, is available to discuss half leases, full leases, and purchasing a horse. Please set up a time to talk with her about finding the right horse for you.

**Lessons**

Lessons are scheduled individually with Sarah, Michaella, and our team. It is required that all of our clients participate in the training program. Please arrive 30 minutes before your lesson time to tack and warm up in time for your lesson. All riders should be on their horse 5-10 minutes prior to their scheduled lesson time. In the event that a lesson needs to be canceled, please try to give your trainer a 24-hour notice. Trainers reserve the right to charge for the lesson if not given a 24- hour notice.

**Use of Duncan Run/True Course Horses and Equipment**

Duncan Run and True Course provides school horses and equipment such as pads, tack and saddles for riders who do not have their own. Please follow the following guidelines when a school horse or community equipment is used.

* Always care for the horse completely, before and after your ride. This includes:
  + picking hooves, currying and brushing
  + bathing
  + grazing
  + re-blanketing
* Always ensure that the horse is cool and comfortable before you return them to their stall, and that the horses have **no bridle** **or saddle sweat marks**.
* Before riding please ensure that your horse is wearing the correct tack and padding.
* Thoroughly clean any bridles or tack used and return them to the schooling tack room or locker properly tied.
* Place any dirty rags and saddle pads in the laundry room to be cleaned.
* Plan to spend 30 minutes grooming and tacking before and after each ride.
* In the cold weather months, please re-blanket your horse based on the weather for the coming day or night. If you are unsure, please check the boarder communication board in the tack room.

**Billing at Home**

* Board and barn expenses are billed on the first of each month by Duncan Run, and payment is due on the 7th. The barn reserves the right to charge a late fee if the $25 late fee for invoices that are not paid by the 20th of the month.
* Sarah will bill for lessons, show expenses, Michaella lessons and schooling, grooming, etc. They will bill on the first of each month and payment is due by the 10th. They reserve the right to add a late fee of $25 if past due.
* Jake Del Greco will bill each month for show care expenses. He also reserves the right to add a late fee of 5% of the total invoice if past due more than 30 days.
* Veterinary, Farrier, therapeutic, and other services will be billed separately. These may be billed to your residence or dropped off at the barn.
* Show expenses and training invoices are billed separately by Sarah Ash and Jake Del Greco.

**True Course Show Horse Guidelines**

**Program Guidelines**

* Please open accounts at Farm Vet + Apothecary (Dr. Holly Helbig).
* Mandatory schooling rides once a week + $10 grooming fee for tacking schooled horses.
* Only owners, trainers, and approved riders (by trainer) on client horses.
* On entering program or purchase/lease of an additional horse contribute to show supplies: (see horse show guidelines for details)
  + Fan
  + 1 Barn baby pads
  + 1 Show pad
  + 1 Set of wraps
  + $80 one-time horse fee for specific supplies (See horse show guidelines for supply list)
* For brands we recommend, please see below.
* Matching trunks, stands, and leather halters with name plates are strongly recommended (cover for trunk for travel).
* No one medicates their own horses.
* Appropriate dress, attitude, and behavior. You represent us as we represent you.
* When on vacation or out of town arrange a schooling schedule for your horse with Sarah.
* Please be kind and supportive of each other and the staff.
* Rider and both parents (if minor) please become members of OHJA.
* Riders and horses please become members of USEF and USHJA (unless opportunity rider). As well as specific organizations based on goals and finals.
* Grooming is expected to be at a certain level, and products should be available for your horse.
* All horses are on an EPM protocol/prevention. Please talk with Sarah about which options are right for your horse.
* Social media should only be used for **positive** messages; nothing medical, negative, or hurtful.
* We reserve the right to charge for lessons cancelled within 24 hours.
* Horses deserve and should be well groomed and mounted ten minutes (preferred) before lessons start to ensure proper warm up.
* You will be charged for your show stall if cancelled after the closing date or after checks are mailed. Certain horse shows also charge a non-showing fee. You will also be expected to pay for split expenses so other clients do not have a higher charge due to your cancellation.
* Show attire and equipment should match our barn colors and logos – 
  + Risers
  + Ogilvy’s (can buy replacement covers)
  + Saddle Pads
  + Bonnets
* We also have equipment available for you to use at horseshows including: show pads, schooling pads, boots, polos, risers. Please treat as your own and put back clean and organized.
* At shows please keep your area tidy and clean (trunks zipped, personal belongings in cross ties, etc.).
* Please get direction on hacking (duration, how often, what to work on, etc.).
* If there are shows or events that you wish to attend that we are not, please speak with Sarah.

**Jobs Guidelines**

**My Job:** Prepare a show schedule

**Your Job:** Tell me your schedule as early as possible

**My Job:** Entries (finals different)

**Your Job:** Check entries and pay show bill

**My Job:** Be at the ring on time

**Your Job:** Keep me updated

**My Job:** Set out medications and supplements

**Your Job:** Have accounts at Farm Vet and Apothecary and or have purchased and put in your trunk. Please try and give us a heads up.

**My Job:** Haul saddle and trunk

**Your Job:** Pack trunk with **clean** tack and ask when trailer is leaving

**My Job:** Organize braider

**Your Job:** Pay braider Saturday AM

**True Course Grooming Guidelines (at home)**

* At home, we recommend a wooden groom tote with a brass name plate with last name engraved.
* Please make sure everything is clean and organized so it is easily accessible when needed.
* Please keep your area tidy. This includes all items in your tote, trunks closed, covers zipped, blankets put away, and area swept.
* We typically recommend some type of boot for your horse to prevent injury, front boots, polos, back boots. Please ask Sarah or Michaella if you have questions or which they recommend.
* Bridles should be cleaned and wrapped up. Saddles should have stirrups rolled up and covers on.

**The products we recommend in your groom tote**

* Ear Puffs (if needed)
* Specific Boots (if needed)
* Flick Brush
* Soft Brush
* Curry Comb
* Mane Brush
* Hoof Pick
* Fly Spray
* Other sprays you may like (show sheen, moisturizer, etc.)

**Tack up**

* Pick hooves
* Curry
* Moisturizer, Vetrolin, etc. spray
* Flick brush
* Soft brush
* Show sheen in tail (optional but encouraged)
* Brush mane to right side

**Untack**

* If dry, curry dry sweat thoroughly, brush, pick hooves
* If the weather allows a bath, please rinse until all of the sweat is off, use shampoo if needed (do not use too often as it dries out their coat). Sweat scrape and then towel dry legs and face. If a horse does not allow for you to hose their face, use a wet sponge to get dry sweat or a curry comb. Try to avoid putting a wet horse in their stall, try and graze them with fly spray or use a fan.
* Clean and wrap up tack

**Grooming Guidelines at Shows**

* All of the grooming and supplies are communal. Please feel free to use whatever you may need, when you are done please put them back where they were found, clean, and organized. This includes supplies, products, ear puffs, pads, and boots. We do have scrims and coolers that can be borrowed but of course we love it if you have your own.
* **We expect you to please sweep up after yourself in the cross ties and keep your belongings tidy.**
* Bridles should be cleaned and wrapped up after your ride. Saddles should have stirrups rolled up and covers on.
* Please make sure fake tails are cleaned and set out the night before, we will be sure to have tail wraps out for the braiders.
* **Please keep your area tidy. This includes, trunks closed, covers zipped, blankets folded on the stall correctly, etc. We will have an area in the cross ties to hang garment bags and to leave boots, backpacks, etc.**
* Feel free to use any of the pads, half pads, or boots provided. If you choose to use your own, please make sure they match ours.
* If possible, we recommend you walk your clean horse with a scrim or cooler to stretch their legs in the morning.
* **Please make sure everything is properly labeled. If marker is used, please make sure it is frequently checked as it rubs away. Please also use proper labels including brass or metal name tags. If you have any questions please feel free to ask, many tack shops will install. We do our best to keep track of everything and with name tags it makes it very easy.**
* Please do not leave your horse un-tied in their stall with a scrim or cooler on.
* We will take care of lunging, unbraiding, and wrapping, you are still more than welcome to help.
* If you are happy with your service, tipping is strongly recommended. Similar to a restaurant.

**Tack up**

* Grey horses or dirty areas please bathe in the AM with bathing supplies (quicksilver silver shampoo for grey areas)
* Pick hooves
* Curry
* Spray Moisturizer, Vetrolin, Laser Sheen, etc.,
* Flick brush
* Soft brush
* Brush mane to right side
* Show sheen in tail
* Brush tail gently bottom to top
* Wipe hooves clean with water & scrub
* Hoof oil
* Trim whiskers if needed
* Baby wipe nose and ears

**Untack**

* If a bath is needed, please rinse until all of the sweat is off, use shampoo if needed (do not use too often as it dries out their coat). Sweat scrape and then towel dry legs and face. If a horse does not allow for you to hose their face, use a wet sponge to get dry sweat or a curry comb. Try to avoid putting a wet horse in their stall, try and graze them with fly spray or use a fan.
* If dry, curry dry sweat thoroughly, brush, pick hooves
* Clean and wrap up tack

**When schooling we strongly recommend**

* Front boots or polos (Equifit or plain black polos)
* Back boots (if needed)
* Half pad (Barn Ogilvy or black or green equifit no slip half pad)
* Barn baby pad

**When showing we use/recommend**

* Wilkers hunter show pad
* Personalized Products barn jumper pad
* Half pad (if needed – see above)

**Care Details**

Jake Del Greco manages all of the horses on the road. Assisted care is recommended for a more hands on experience with your horse at $65 per day, every day. When you are not present the rate will not change and the horses will be fully taken care of. This includes assistance when needed, hay, grain/meds, waters, stall cleaning twice a day, wrap/unwrap, unbraiding, lunging, setting up and breaking down of show equipment and night check. We expect the rider to bathe the horse, tack and untack horse, clean and put away tack and to keep area and equipment clean and tidy. Full care is offered for $100 per day when client present. Here everything will be done for you. For finals and smaller shows (3 horses), full care is required and you will be charged $100 per day, every day. If there are less than three horses at a typical show, it will be $125 per day, every day.

As our supplies is all communal, you will be charged $20 per show per horse that will go into the supplies to keep your horse looking their best. If you have any special requests, questions or concerns about products, please feel free to contact Jake at any time.

Expenses will be dependent on the show and split between all client horses. This includes the hotel (or camper) for grooms/trainers, food ($35 per day per person), gas, parking passes, tolls, etc.

If a camper is used instead of a hotel, the cost will be $100 per night plus the camper spot. This is very comparable to hotels in the area and if needed to be adjusted you will be notified beforehand. Some horse shows including WEC (World Equestrian Center) can split the camper spot on your show bill as well. Typically, this is a very minimal fee.

We strive to give you the best care we can and if you are satisfied we strongly recommend tipping which is

similar to a restaurant at 10-20%.

Please send a clean and well clipped horse to the show.

**Packing (in trunk):** Clean bridle, martingale and girth. Fake tail (if needed). Your equipment. Medications (if needed). Saddle with cover on top. **Reminder, we need tack before you get there to properly school your horse or pony. Please find out when trailer is leaving and leave your saddle on top of your trunk or let us know if you are bringing with you.**

**Sponsors**

True Course is proudly sponsored by:

Please let them know you are with Duncan Run Farm/True Course and Sarah Ash/Michaella Gerlacher. Please also feel free to tag all on Instagram and Facebook!

* **The Classic Equestrian – Haley Stubbart** [**Hstubbart@yahoo.com**](mailto:Hstubbart@yahoo.com) **(616) 558-1903**
* **Equifit – Andrea Robbins** [**Andrea@equifit.net**](mailto:Andrea@equifit.net) **(917) 453-3759**
* **Fratelli Fabbri**
* **Perfect Products**
* **CWD**

**Buying**

**\*\*Jo Robitaille has an easy buying list for the below items and will help get these together for you and assist you in purchasing. As we are proud to be sponsored by The Classic Equestrian, many of your products can be purchased there at 10% off and free shipping. For assistance, Jo’s email and phone number are:**

[**jorobdressage@gmail.com**](mailto:jorobdressage@gmail.com)

**(614) 370-6926**

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| --- | --- | --- |
| To buy: | Products: | Brand: |
| (Will be contributed and put into communal splits – one time - per horse) | 1 barn baby pads | **Personalized products** |
|  | 1 show pad | **Wilkers (hunter) or Personalized Products (jumper)** |
|  | Set of wraps (4 total) | **Wilkers** |
|  | Lasko 20” high velocity quick mount in black | **Amazon** |
|  | $80 Fee | **See Details Below** |

**When you join us at a show the first time, we will charge $80 to get your horse all the supplies they need (per horse) this will go on your first care invoice. If you would rather purchase this all yourself, it will need to be provided before they leave for the first show. We do not mind picking all of this stuff up at Farm Vet to ensure it all matches. This includes:**

* 2 Plastic Black Buckets
* 1 Black Rubber Feed Pan
* 1 Black Blanket Bar
* 4 Double Ended Snaps
* 1 6” Silver Halter Hook
* Zip ties

At shows feel free to use any boots, supplies, pads, scrims, coolers and half pads. Please clean and put back neatly when done.

**What we strongly recommend:**

* Equifit boots or polos (andrea@equifit.net)
* Equifit no slip half pad or custom Ogilvy half pad (andrea@equifit.net)
* CWD saddles
* Fabbri Boots
* Custom show bonnet
* Leather halter with name plate
* Baker sheet and medium
* Amigo/Rambo heavy and turnout
* Matching wood tack box with name plate and stand – cover for travel (A Bit Above Saddlery)
* Personalized scrims, coolers, and rain sheets (Personalized Products)

Please let us know if you have any questions on what to purchase regarding tack and equipment.

**Accounts:** Please call to set up an account with Farm Vet and Dr. Helbigs, The Apothecary. This is for medications such as ulcer guard, bio sponge, sane and sound, etc. or other medical needs. This way we can pick them up when we arrive to the show if they are not provided in the trunks.

**Thank you all!**