



Equestrian Center

Handbook

2023-2024

**Policies and Rules for the
Equestrian Center**

EQUESTRIAN CENTER HANDBOOK

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STATEMENT OF INTENT

The Centenary University Equine Studies Department provides its students with an open and supportive learning environment, designed to develop the student's professional skills based on their own interest and talents as they relate to the equine field. The **Equestrian Center Handbook** outlines the policies and procedures that all Equine majors, minors, and elective enrollees in equine related courses or teams are expected to follow. Each individual is accountable for their own actions and, as members of the University community, are collectively accountable for upholding these standards of behavior and for compliance with applicable policies and procedures. Details of the academic program can be found in the University catalog which is available online or through the Admissions Office. In addition, please refer to the Student Handbook on campus for additional campus policies.

CHAPTER ONE

CLOTHING AND EQUIPMENT LISTS

All items listed are required unless noted as optional.

APPAREL

Required dress code for non-riding classes and Equestrian Center Special Events:

- Equine Studies, Animal Health, Veterinary Hours, Work study dress code to include:
 - Nice Jeans or khaki pants
 - No pants with holes
 - “Hoodies” are not recommended
 - Collared shirts, fitted sweaters, vests, coats, conservative colors
 - Belts
 - Vests
 - Fitted winter coats
 - Appropriate barn footwear
- Equestrian Center Special Events to include Open Houses, Student Oral Presentations, Team events, Horse Shows:
 - Tan or Khaki pants
 - Collared Shirt- conservative colors
 - V Neck Sweater- conservative colors
 - Belts
 - Vests
 - Fitted winter coats
 - Appropriate barn footwear

Note to all New Freshmen or Transfer Students: The Equine Studies Department recognizes that the list of items may prompt questions, we recommend that you wait to purchase any items in question.

Many of the local tack shops offer a discount to Centenary students, be sure to bring your student ID or acceptance letter. The Equine Faculty feels strongly that you wait for their guidance if you are unsure about what to buy of any item. Some suggestions of what not to buy if you are unsure: helmets, show breeches, tall boots, show shirts and jackets, and saddles! In addition, some team coaches have specific requirements on their show clothes and they would be more than happy to help you during the first few weeks of school.

Explanation of Helmet Policy: Proper protective headgear is an essential piece of equipment in all equestrian activities. Since all equine-related activities have some element of risk, the Equine Studies Department requires that all equine students wear ASTM/SEI (American Society for Testing and Materials/Safety Equipment Institute) approved helmets, with harness secured, when mounted at the Equestrian Center. Instructors have the right to check that students are wearing ASTM/SEI approved helmets with harness secured; however, it is the student's responsibility (parent or guardian in the case of someone under eighteen) to ensure compliance with this rule. It is also the student's responsibility to see that the helmet fits properly and that it is worn as indicated. Please be aware that if a helmet has been subjected to concussion, it should be checked for damage and replaced if there is any chance that the structural integrity of the helmet has been compromised.

Lockers: A limited number of lockers in which students may store equipment are available on a first come, first served basis. You may choose one locker at the beginning of the school year and provide your own padlock to secure it with. You must empty it at the end of the academic year. If it is not emptied at that time, it will be opened by the Equestrian Center Staff and the contents will become the property of the Equestrian Center.

Saddles: School Saddles are available for student use **BUT STUDENTS MUST PROVIDE THEIR OWN STIRRUPS AND STIRRUP LEATHERS.** Saddles range in size from 16 ½" - 18" and fit the majority of students. You are welcome to use these school saddles as long as you take proper care of them. Every student is encouraged to bring a saddle if he/she owns one. If you do not currently own a saddle, but are considering purchasing one, it is suggested that you check with your instructor regarding the best type and fit that will meet your needs. All saddle pads must be washed after each ride. You must make your own arrangements to wash your saddle pads and polo wraps and may not use the washer and dryer at the barn.

Equipment: Any equipment not included in the required list will be provided by the University for the school horses. Items such as bridles, girths, breastplates, martingales, blankets, coolers, medical supplies, standing wraps, 'pillow' wraps, and other articles necessary to properly care for the horses are furnished by the University for your use.

Please take care of all of your own equipment, as Centenary University will not be held liable for anything missing or damaged while at the Equestrian Center.

GROOMING KIT- required for all Riding Classes and Practical Horse Management I and II

Required items:

- Soft rubber curry comb
- Rubber grooming mitt (pebble grain)

- Hard brush (dandy brush)
- Soft brush (finishing brush)
- Small hard bristle brush for hooves
- Hoof pick
- Large body sponge; Two small body sponges (one to clean the eyes and nostrils; the other to clean the underside of the dock)
- Electric clippers: Andis AGC Super 2 Speed (Exception: Basic I riders)
- Two sets of T-84 or T-10 Clipper Blades (Exception: Basic I riders)
- Rub rags, 2-3 (old hand towels work well)
- Grooming tote bag or backpack (to hold grooming tools)



- Pulling Comb with or without handle

TEMPERATURE/PULSE/RESPIRATION (TPR) KIT

Required items:

- Digital “quick read” or “speed read” thermometer
- Stethoscope- below are choices you can find on amazon.com
 - American Diagnostic Corporation Platinum Edition Adscope Lite
 - Mabis Signature Series Stainless Steel Stethoscope
 - 3M Littman Select 28” Stethoscope

Required items for riding classes:

- **ASTM/SEI approved helmet required:** Suggested helmets are the GPA, Samshield, or Charles Owen
- Breeches: any subdued color for lessons/schooling (Tan is required for Hunter/Jumper and IHSA teams, White front zip is required for Dressage Team only)
- Boots: Black dress or field boots (not rubber), Dress boots preferred for Dressage
- Gloves: conservative/subdued color for lessons/schooling, for showing confer with team coach
- Hair nets for all riding classes- No Show Bows! Hair must be up under your helmet with a hair net or in a tidy ponytail or braid. If hair is in a ponytail or braid, a hairnet is suggested for tidiness under the helmet.
- Jewelry: only studs in ears, no facial jewelry, however a small stud in the nose is allowed
- Belt for all riding classes
- Dressage whip (36”-42” long) (*for dressage riders and hunt seat equitation riders Intro level and higher*)
- Jumping bat or crop (20”- 24”) (*for all hunters/ jumpers/ hunt seat equitation classes*)
- Stirrups and stirrup leathers for students that will be using a Centenary University saddle

- Face covering: face coverings may be required when social distancing requirements are difficult to maintain, such as during hands-on labs or experiential learning. For this reason, a face covering should be on hand at all times.

Note:

- **Dressage** riding lessons and team practices require that you wear boots and breeches or breeches and well-fitting zip black half chaps and paddock boots.
- **Beginner through Open Hunt Seat Equitation and Jumper** lessons and team practices require breeches and boots or well-fitting zip half chaps and paddock boots. Instructors may modify this requirement if it is very cold, allowing the student to wear jeans, chaps and paddock boots.
- **Safety/Airbag vests** for riding lessons/team practices/competition are permitted but not required at this time.

Optional items for showing- please consult with the team coach.

- Riding jacket (for showing, consult with team coach)
- White long sleeve show shirt (for Hunter/Jumper or IHSA teams)
- Stock tie with pin (for Dressage Team only)

TACK KIT

Required items – riding classes only

- Three “shaped” baby pads (white preferred), NOT the very thin rectangular ones



- Half Back Pad – Wool or Fleece
- Dressage Riders – Dressage Square Pad and Half Back Pad
- Fitted fleece “hunter” pad – for showing only (to fit your own saddle or a 16" to 17" close-contact/all-purpose saddle)
- Polo bandages with Velcro closures (set of 4) BLACK, WHITE for Dressage riders only **(DO NOT PURCHASE LETTIA BRAND)**
- Rubber ball style ear plugs – Plughz or Pomms brands
- Small tack sponge and leather cleaner spray (suggested brands are Leather Therapy or Leather New)

WHERE TO BUY YOUR EQUIPMENT

You can purchase your riding equipment and apparel at almost any tack store catering to the equestrian.

Dover Saddlery
3150 US Highway 32, Suite 8
Branchburg, NJ 08876

Horsemen’s Outlet
37 Molasses Hill Road
Lebanon, NJ 08833

www.doversaddlery.com

908-704-0101

Outlaw Outfitters

530 US-206

Newton, NJ 07860

www.outlawtack.com

844-780-3261

www.horsemensoutletnj.com

877-238-1200

Redfield Tack

19 North Main Street

Marlboro NJ 07746

www.redfieldtack.com (recommended)

732-851-8567

DEADLINE FOR HAVING ALL REQUIRED APPAREL & EQUIPMENT

As an Equine Studies major, minor or elective rider, YOU WILL BE REQUIRED TO HAVE ALL OF YOUR RIDING EQUIPMENT AND APPAREL BY THE START OF THE SECOND WEEK OF SCHOOL. Equine instructors may inspect both your apparel and your equipment AT ANY TIME. If important items are missing, you may have your riding privileges suspended until the proper items are acquired.

CHAPTER TWO

EQUINE STUDIES DEPARTMENT POLICIES

Provision 1: Coronavirus (COVID-19) Information

Please refer to the university's [Coronavirus Updates webpage](#) for all current information regarding Centenary's response to the COVID-19 pandemic.

Provision 2: Equine Studies Practicum Book

All Equine Studies Majors must fully complete the Equine Studies Practicum book to be eligible to graduate from the Equine Studies program with a Bachelor's degree. Transfer students must complete half of each skill section. Students will receive the book in their first year of the curriculum and must complete the book, with the appropriate staff or faculty signatures next to each requirement, by the end of their Senior Seminar class. The book must be signed by the Senior Seminar instructor in order to be completed. Animal Health Majors and Equine Studies Minors are not required to complete the Practicum book.

Provision 3: Equestrian Center Fees

All Equine Studies students (majors, minors, Equine Science majors, elective riders, full or part-time) are required to pay SPECIAL EQUINE FEES. Current fees can be found in the Centenary University Course Catalog.

Fee Description	Fee Amount
Equine Major	\$2850/semester
EST Non-Riding Course Fee	\$500/semester
Equine Horse Board	\$1350/month
Team Fee for Equine & Animal Health Majors & Riding Classes	\$315/semester
Team Fee for Non Majors and Non Riding Classes	\$515/semester

Provision 4: Equine Studies Minor

Some students elect to undertake the Equine Studies minor. The list of minors within the Equine Studies Department can be found in the Centenary University catalog. In order to participate as an Equine Studies major or equine academic classes, students must have a computer with the Microsoft Office 365

suite of applications (which is provided by Centenary upon enrollment) and remote access to the internet.

Provision 5: Animal Health

Although this major is a non-riding based major, students may participate in the riding program and teams under the same provisions as an Equine Studies Minor or Riding as an elective categories. In order to participate as an Animal Health major, students must have a computer with the Microsoft Office 365 suite of applications (which is provided by Centenary upon enrollment) and remote access to the internet.

Provision 6: Riding as an Elective

Students, who do not choose to participate in the Equine Studies major or minor programs, may still elect to take riding classes as a free elective on a space-available basis. Fees apply, see Provision 3.

Provision 7: Minimum Academic Requirements to Ride and/or Show

Students are expected to maintain a minimum semester or cumulative grade point average of 2.0 to participate in riding classes and/or on any of the teams.

Note** For a full description of the policy, please see "Academic Policies and Procedures" in the University Catalog, sections on *Eligibility Policy for Athletics/Student Activities* and *Academic Probation*.

Students must be aware of their own academic eligibility status.

Appeal Process: If a student wishes to appeal a decision based on the above policy, the student should consult with their Academic Advisor and write a letter of appeal, addressed to the Department Chair. This will be discussed with the Vice President of Academic Affairs and the Coordinator of Special Needs, whose decision will be final in all cases.

Provision 8: Handling Over-Enrollment of Riding Classes

In situations where there are too many students enrolled in a given riding class, the Department reserves the right to determine which students will be asked (or required) to move from or drop an over-enrolled class. Whenever possible, the Department will try to find a comparable class in which students may ride.

Priority

Students will generally be asked to drop a class in this order:

- Students who are riding at a lower or higher level than the class level
- Students whose schedules most easily permit reassignment to a comparable class

If there is still a problem with over-enrollment, students will be asked (or required) to move or drop the class based on the following priorities:

- Students' status in the program (i.e. elective riders first, then minors, then majors)
- Students who are part-time
- Students' class status (freshmen first; then sophomores; etc.)

Provision 9: Health and Fitness Guidelines for anyone participating in activities at the Equestrian Center

Equestrian Center Health and Fitness Guidelines for all Students Enrolled in Equestrian Skills Classes, Equine Studies Academic classes, ANH classes at the Equestrian Center, Riding Teams., or work study:

Our goal is to assist each and every student in attaining his or her individual health and fitness goals. To that end, the physical demands placed on working with horses and riding in our sport require a certain level of fitness and stamina.

In order to help each rider succeed and progress, and ensure the safety of our students and horses while doing so, every student involved at the Equestrian Center will be required to complete the [Equestrian Health and Fitness Declaration Form](#) (See Appendix 6).

Provision 10: Equine Semester Abroad

The Equine Studies Department, in conjunction with the Office of International Programs has several opportunities for study abroad with an equine focus. Please see Patricia Mahaffey, Coordinator of Study Abroad or Kelly Munz, Equine Studies Department Chair for more information.

Provision 11: Boarding a Horse at Centenary

Boarding a horse at Centenary is a privilege, not a right, and students must demonstrate an ongoing willingness to properly care for the horse and abide by the rules and regulations of the Equestrian Center. In order to be eligible to apply for boarding a horse, **the student must be enrolled in a riding class**. Stall priority is given to Equine Studies and Animal Health Equine Pre Veterinary Track majors first. All applications are subject to evaluation by the Department Chair and Riding coordinator, and are considered as space allows.

Student boarders must maintain a semester average or a cumulative grade point average of 2.0 or above. If the GPA falls below 2.0, the student will be considered on probation and may have boarding privileges revoked. Should the student's GPA remain below 2.0 for more than one semester, that person will not be allowed to continue boarding at the University facility and must make arrangements to move the horse before the start of the next academic term.

Students interested in boarding a horse **must provide a video of themselves riding the horse**. Faculty will evaluate the tape to determine the suitability of the horse in the context of the Equine Studies program. The horse must be capable of being ridden in a group without being lunged first, must be suitable physically for the student's riding level, must be fit enough to keep up with the demands of the class, and must be serviceably sound.

All boarder horses are subject to re-evaluation by the Department Chair at any time due to...

1. A violation of any of the terms of the Boarder Contract
2. The owner's unwillingness or inability to care for and maintain the horse
3. The horse proving to be unsuitable to be ridden in a group format
4. The horse proving to be unsuitable for the student's learning needs

In order to board a horse at the Equestrian Center, students must provide a current Coggins and vaccination record (as specified by Centenary personnel), insurance information, and a signed boarder contract.

For specific details of the Boarder Contract and fees, contact the Equestrian Center at 908-852-1400 ext. 7221.

Provision 12: Procedure for Video Taping, Recording Lectures, Taking Pictures in an Equine Academic Class or in a Riding Class or Free Time

All students are required to ask permission of the faculty member before videotaping a class, recording a lecture, or taking pictures while in class or laboratory session in the barn. This includes taking pictures of PowerPoint slides.

In addition, pictures, recordings, videos made during a student's free time at the Centenary University Equestrian Center must be made in good taste and represent the program in an appropriate and professional manner.

Provision 13: Social Media Policy

Social Media refers to online tools and services that allow anyone to easily create and publish content. The Centenary University Department of Equine Studies recognizes and supports its student's rights to freedom of speech and expression, including the use of online social networks. Students, however, must remember they are representatives of the University and must adhere to the following policies.

- No offensive, slanderous, or inappropriate media or comments are to be posted (pictures, videos, websites) as it relates to:
 - Centenary University
 - Centenary's faculty, staff, instructors, horses, and facility
 - Centenary's students and intercollegiate affiliates
- Class time is strictly class time; no social network browsing
- No pictures or videos of coaches, staff, or any other University personnel may be posted without written permission of that person
- Inappropriate posts by others i.e., friends, family, acquaintances, must be removed
- Please read Centenary's Computer Use Policies for more information regarding the policies and procedures for use of Centenary owned computers

Recommendations for Effective Social Media

- There is no privacy on the internet and all postings are permanent. If it is not meant for everyone's eyes, it shouldn't be posted
- Never post home address, local address, specific whereabouts or plans, birthday or other personal information
- Centenary representatives, as well as future employers, keep an eye on social networks. If believed it will be inappropriate for their eyes, it should not be posted. Hiring opportunities may be greatly decreased because of a social network

CYBER AND ELECTRONIC BULLYING

Cyber or electronic bullying is the use of technological communications (text or images) at school to stalk, taunt, extort, humiliate, harass, embarrass, tease, intimidate, threaten or slander another individual. This includes instant messages, text messages, email, chat rooms, cell phones and personal websites or blogs. Cyber and electronic bullying also includes the act of being cruel to others by sending or posting harmful material or compromising photographs on the internet or through a cell phone.

DISCIPLINARY ACTION FOR VIOLATION OF ABOVE

- Admonitions and warnings
- Loss of student riding privileges

- Loss of opportunity to participate in extracurricular activities
- Loss of opportunity to participate in horse shows
- Loss of opportunity to participate in school social activities
- Dismissal from any riding team for a semester
- Loss of opportunity to participate in graduation exercises
- Local law enforcement involvement

Disciplinary action is not limited to only the above repercussions. Action will be determined by the Department Chair and faculty in a case by case basis, as well as by campus authorities in certain circumstances.

CHAPTER THREE

CENTENARY UNIVERSITY EQUESTRIAN CENTER DISCIPLINARY POLICY

There are two fundamental rules that must always be followed when working with horses:

1. The horse's needs are met before ones' personal needs.
2. Set and follow safe and proper procedures when working with horses.

The basis for the above two rules are as follows:

1. The horse is completely dependent for food, shelter, comfort, and physical well-being. If Centenary does not provide appropriate care, the horse will suffer accordingly.
2. If safety procedures are not set and followed, the horse may be injured or may cause injury to those around him.

An accomplished rider is someone who excels in horsemanship first, and riding second. Centenary University's horses are the responsibility of the student during the time matriculated through the program. The horses deserve the kindness and appropriate care that would be provided to a personal animal outside of the University. Students have an obligation to care for the horses properly, by assuming the necessary responsibilities. Part of that requirement is "horse care" as it appears in every syllabus for every riding class that is offered. **The horse care guidelines are clearly stated in Chapter 5. Please consult this portion of the Handbook if unclear or unaware of the guidelines.**

The Centenary University Equestrian Center Disciplinary Policy is based on the importance of safety and good horsemanship. The horse's well-being should remain a primary concern of students at all times. In cases where the horse's safety, comfort, health, and/or care are compromised, the following actions will be taken. In addition, the policy will be enforced in cases where a student does not follow any of the rules and/or procedures set forth at the Equestrian Center. These include rules printed in **Chapter 4**, posted at the barn, announced by the instructor verbally or in his or her syllabus, or set by management.

Verbal Warning

In cases of minor or first-time offenses: A minor offense involves a situation in which a student does not follow procedure as a result of general lack of knowledge concerning horse care or lack of

familiarity with the procedures. Examples might include neglecting to polo wrap a horse for a lesson, leaving sweat marks on a horse, leaving a horse in a cooler, leaving equipment in the aisles, not cleaning tack that was used while riding, inappropriate attire, inappropriate language, etc. A verbal warning is intended to educate, rather than reprimand. A student is permitted only one verbal warning for a particular offense before the issuance of a disciplinary notice.

Disciplinary Notice

In cases of major or repeat offenses: Examples of major offenses would include disrespecting a faculty or staff member, inappropriate behavior towards the horses, riding without permission, riding off the property without permission, jumping without an instructor, unauthorized use of another's equipment, a repeated minor offense, or notice of an offense committed on the main campus. Any transgression on campus will be relayed to the Equestrian Center and disciplinary action will be followed in accordance to campus policies. A student may receive **two** disciplinary notices per **academic year** before his or her riding privileges will be revoked. There are **NO EXCEPTIONS** to this policy. Procedures concerning the receipt of notices are as follows:

First Notice- Student required to complete four successive hours of work at the Equestrian Center within two weeks of notice receipt. In cases where the work is not completed in a timely manner and satisfactorily, riding privileges will be suspended until the hours have been completed.

Second Notice- A second notice will be issued for a repeat or unrelated offense. Upon receipt of a second disciplinary notice, the student will be required to complete eight successive hours of work at the Equestrian Center within two weeks of notice. If work is not completed within the two-week period and to the satisfaction of management, riding privileges will be suspended.

Final Notice- A final notice will inform the student that all riding privileges have been revoked for the remainder of the semester. The student will automatically be dropped from his or her riding class. An "F" grade will be given if after the last drop date. In addition, the student will not be permitted to practice or compete with any of the riding teams, or to hack at the Equestrian Center. In cases where the student is a boarder, he/she will need to choose to move his/her horse or discontinue riding it for the remainder of the semester.

**Riding teams have specific disciplinary policies in which coaches can be consulted with any questions.

CHAPTER FOUR

BARN RULES

CENTENARY UNIVERSITY EQUESTRIAN CENTER RULES

The following rules are designed to protect the students, staff and horses at the Centenary University Equestrian Center. Compliance with these rules is expected at all times. When in doubt about a specific rule, students are expected to ask. The rules apply to anyone on the Equestrian Center property.

GENERAL RULES

1. Face coverings may be required of any individual regardless of vaccination status when social distancing requirements are difficult to maintain, such as during hands-on labs or experiential learning. Spare face coverings are available upon request in the event that your own is lost, damaged or forgotten, inquire with staff/faculty should the need arise.
2. Smoking and Vaping are **PROHIBITED** on the equestrian center property, except for on the backside of the USET Arena. That is the only space where faculty, staff, and students are permitted to smoke/vape. Cigarette butts and e-cigarettes/vapes are not to be discarded at the center. Alcoholic beverages or drug possession are not permitted on the premises.
3. When tacking up, horses must be tied with a quick release knot to the ring in their stalls or to the tie hanging in their stall; never to the doors, front bars or blanket racks. Horses are not to be left tied or tacked while unattended. All horses must be led with a lead rope or a shank. Leading a horse under the cross ties while another horse is tied is not allowed in any circumstance. Assistance must be sought in order to properly pass. No horses should be tacked up in the parking lot, unless it has been shipped in and riders are working out of a horse van or trailer.
4. Horses are to be groomed in their stalls. Horses on aisle crossties prohibit the staff, students and equipment from passing safely through the barns. Horses should be washed only in the appropriate wash areas; never in the aisles. The rider or handler is responsible for cleaning up after their horse. This includes picking up manure or clipped hair from stall, aisle, or wash rack. Manure must be picked up immediately, even if it happens on the way to a lesson. Students must stop and find a shovel or a pitch fork. Muck buckets are located in the breezeways and wash stalls.
5. Students are responsible for the care of their assigned horse, both before and after each mounted class, as well as any extra riding or private lessons. A complete grooming is required before and after riding. Questions regarding proper care should be directed to a riding instructor, the Riding Coordinator, and /or the Barn Managers. Any irregularities such as sick or wounded horses, loose stall boards, etc., should be reported to the Barn Managers.
6. Blankets are to be neatly folded and hung on the blanket bars or folded neatly under the horses' water buckets when out for class. They are not to be left in the corner of the stall, saddle rack, feed bucket or manure trough. Questions on folding techniques should be directed to the Barn Managers. Brush boxes or bags should be left inside the horse's stall during lessons to avoid damage. Barn workers are not responsible for any broken equipment if students neglect placing their items in a stall while riding. Boarders are responsible for sweeping out the boarder tack room after they ride.
7. Halters must be hung from the halter hook by the square rings of the halter –noseband facing right. No halters should be left hanging from crossties or stall ties, as a horse or a person passing could catch a leg. Lead ropes must be wound up- Barn Managers can be consulted on how to properly tie up lead ropes.
8. Saddle racks should be in the down position when not in use so the tractor and the horses can pass through the aisle safely.
9. Horse's feet need to be picked before and after lessons. Footing is to be washed off of the horse's legs and hooves, and legs dried thoroughly with a towel. Horses should be dry and free

of all sweat marks before being put away. Barn Management should be notified about any concerns regarding the horses' legs (thrush, scratches, etc).

10. If riding a horse that lives outside, tacking up may be done in the back barn, side barn or the breezeways. These, as well as horses specifically noted, are the only horses allowed to be tacked up outside their stalls. Blankets are to be folded neatly and left with the rider's brush box or bag in the breezeway, as opposed to the main aisles.
11. Students are responsible for damage to or loss of school equipment. After each mounted class, school equipment should be cleaned and bridles should be figure-eighted and returned to the appropriate tack room. If a student does not know how to figure-eight a bridle properly, barn staff should be consulted. Any equipment needing repair should be reported to the Barn Managers.
12. If a class is in progress in any of the arenas, all riders must wait for the instructor's acknowledgement and consent before entering. Gathering of horses at the gates and in the aisles should be avoided. No one is allowed to ride or lunge in an arena while class is in progress unless permission has been received from the instructor.
13. Students are not to turn out horses without faculty or staff's permission. No turn out will be permitted in any riding arena.
14. Permission must be sought from a faculty member and expressed to Barn Management **before using any tack not stated on the horses tack card.**
15. Ear plugs are **NOT** permitted unless explicit permission comes from a riding instructor.
16. Students who show a university horse are responsible for that horse's care for the day after the show, as well as proper cleanup of any Centenary University equipment and the trailer. Braids should be removed as soon as possible.
17. All Equestrian Center offices are off limits to students, except those on official business. The pharmacy is off limits to students at all times, unless they have permission. There are student lounges in the USET building and the main barn. Every effort should be made to keep these areas as clean as possible, as they are the main reception area for visitors as well.
18. The main number to campus is 908-852-1400. The main line at the Equestrian Center is x7221. Students are not permitted to use Equestrian Center phones unless given permission by faculty or staff members.
19. Parking is confined to the area in front of the USET arena, except for major events. Overflow parking is in the back of the facility, by the horse trailers. Students should avoid parking on grassy areas and care should be taken not to block the driveway access to the main barn so that the tractor and horses can pass safely.
20. Students may bring their own horses from another farm to ride during class with prior permission from the instructor, Riding Coordinator and Department Chair. Incoming horse requirements may be requested from the Equine Administrator or Veterinary Assistant. Permission by the

Department Chair, Riding Coordinator, and Barn Management is required before the horse may use a Centenary stall.

21. Riding in the barn aisles is prohibited at all times.
22. Riding bareback is prohibited unless permission has been obtained from the Riding Coordinator or riding instructors
23. Personal equipment left unattended can disappear. If equipment is found or turned in, it can be claimed in the Barn Manager's Office or the lost and found bin. Any unclaimed items after 2 weeks become property of the Equestrian Center. Centenary University is not responsible for damage or loss of personal equipment.
24. There is no jumping allowed outside of lessons, unless under the direct supervision of a faculty member or with express permission from the Riding Coordinator.
25. Students, staff, and faculty are to follow the posted barn hours of the Equestrian Center. Consideration and respect should be given in regards to the staff when making riding plans for the day.
26. In inclement weather, the blanketing chart for each barn should be followed as instructed by management.

ATTIRE AND PERSONAL EQUIPMENT

1. All riders are to wear an ASTM-SEI approved helmet while riding or showing at the Equestrian Center or under Centenary's name. The rider is responsible for the maintenance and fit of that helmet.
2. Students should consult the instructor's syllabus regarding proper attire for mounted classes. Riding outside of class should be done with proper and professional attire: i.e., boots, britches, half-chaps with paddock boots and hair in hairnet, under helmet.
3. Proper equipment for riding, showing and grooming is encouraged to be used and should be discipline specific. All horses are to be ridden in a properly fitted saddle with extra padding such as a half back pad, and baby pads or square pads. Leg protection in the form of polo wraps on all legs is required unless otherwise specified on the individual horse's stall card.
4. No riders are permitted to ride with a visible **cell phone** or any other electronic equipment during a lesson or while riding or handling horses (including leading, hand grazing and grooming) at the Centenary University Equestrian Center.
5. Proper footwear is to be worn at the Equestrian Center at all times. Footwear that is prohibited – soft shelled shoes, flip flops, sandals, any other open toed shoes.
6. Piercings should be limited to stud earrings in ears or nose, no hoops.
7. Hair should be traditional colors and kept looking neat and professional while at the Equestrian Center. Pink, blue, green, yellow, purple, and bright red are not considered traditional colors.

8. One locker per student will be provided for personal equipment. It is the responsibility of the student to provide a lock for the locker. Each boarder is allowed ONE tack trunk in the boarder tack room. Trunks should have the owner's name or initials prominently displayed and should be kept locked. One saddle rack and one bridle rack will be provided for boarders. Additional items must be stored inside tack trunk.
9. Management is not responsible for stolen items, even if the student took the necessary precautions against theft.

BARN HOURS

1. All horses must be properly cooled out, groomed, and returned to their stall one half hour before closing time so that the staff can close the barn properly.
2. Free riding and riding lessons will not be held outside of barn hours.
3. Visitors are welcome at the riding center during business hours. All visitors are required to follow ALL BARN RULES. No visitor may ride, lead, lunge, or groom any horse without signing a liability release. Check in with the management upon arrival is necessary. Children under 15 must be accompanied by an adult who takes responsibility for their behavior.
4. To determine if the campus barn is closed for inclement weather or other emergency, check with the University Switchboard or e2campus after 8 a.m. There are times when the barn may be closed, but the campus remains operational.
5. Monday through Friday during the academic year, the University provides van transportation for students to and from the Equestrian Center approximately once an hour each way from 7 a.m. to 6:30 p.m. **Vans leave from main campus on the hour and from the barn on the half-hour.** Vans depart from Ferry Circle behind the Seay building on campus, and adjacent from the front of the USET arena at the barn.

Note: The University is not responsible for providing transportation for students on week nights, weekends, holidays, over breaks, or during the summer.

Fire Drill Procedures

The Equestrian Center is equipped with a smoke and heat detector system that is hooked into the local fire and police stations. If a fire should break out, all students, Faculty and Staff are to vacate the barn immediately and proceed to the bank jump located in the middle of the jump field. **Under no circumstances should students try to remove horses from the barn.**

CHAPTER FIVE

CARE HORSE RESPONSIBILITIES

Daily Responsibilities:

The following are specific **DAILY RESPONSIBILITIES** that students must perform with their assigned care horse **ON THEIR LESSON DAYS**:

- Check the water buckets and the feed tubs.
If necessary:
Dump dirty water from water buckets (away from the sides of the barn)
Scrub out water buckets and feed tubs, and refill
- Provide the horse with fresh water as needed
- Brush off horse
*Remove any excess dirt from the body and legs and **pick out feet***
- Perform a daily health check on assigned horse by observing the horse's demeanor, looking for cuts and scrapes, examining the quality of manure, determining if the horse is eating and drinking, and informing Management of any problems
- Tend to any minor wounds or injuries as directed by the Equestrian Center Staff
- Ensure that assigned horse's sheets and blankets fit well and are in good repair and that the horse is appropriately blanketed when needed
- Sweep the aisle in front of the horse' s stall

Weekly Responsibilities:

- Make sure that your assigned care horse is thoroughly groomed on a regular basis (weekly or as needed)

Thorough grooming entails:

Curry and brush the horse's body and legs

Hand pick and Show Sheen tail

Do not brush! Show Sheen tail from end of the dock to the bottom of the hair -let dry-comb from the bottom to the top carefully! If the tail is dirty- wash and condition, then show sheen.

Pull the mane (as needed)

Trim the face, bridle path and legs (as needed)

Body clip (when necessary)

Wash out the eyes and nostrils with a damp sponge (no soap)

Clean the sheath or udder and the underside of the dock

Pick out the horse's feet

Inspect the feet for thrush and other foot problems

Check for loose nails or twisted, loose, or missing shoes

Apply hoof dressing or foot medication (as needed)

Lesson Responsibilities

Performed each and every time a horse is ridden:

- Thoroughly groom horse, picking out the horse's mane and tail, picking out his feet and checking the condition of his feet and shoes
- Tack up with the proper equipment which includes using the appropriate bit and auxiliary equipment (as listed on the horse's tack chart or as indicated by the riding instructor)
- Apply proper protective equipment such as polo wraps, and bell boots (as listed on the horse's tack chart or as indicated by riding the riding instructor)

- Ensure that the tack is adjusted properly and fits well

Note: *ALL HORSES ARE TO BE TACKED UP IN THEIR STALLS except in one of the following cases:*
 (1) *The horse must be groomed and tacked-up on cross ties for safety reasons (check the horse's stall for instructions)*
 (2) *The horse does not have an assigned stall (i.e., a "back-forty" horse) and no vacant stall is available.*

Following the lesson, students are responsible for:

- Cooling out the horse thoroughly before returning him to his stall
 - This means the horse should be cool to the touch on his chest area and his respiration rate should have returned to normal
- Untacking and brushing or washing off saddle marks
- Grooming the horse as needed
- Checking the horse's feet one more time and picking out if necessary
- Replacing necessary blankets and/or sheets
- Rubbing down and bandaging the horse after jumping workouts
- Tending to wounds or other injuries (as directed)
- Cleaning used tack
- Returning all tack and equipment to its proper place
- Sweeping the aisleway in front of the horse's stall

The Equestrian Center Faculty and/or Staff frequently walk through the barn to inspect all horses and stalls to ensure that the horses are properly cared for. If something is found amiss, it will be brought to the student's attention. The results of these checks are factored into each student's final grade.

Policies and Procedures for Handling Students' Physical Injuries

Students that are unable to ride in their riding skills class due to a physical injury or illness for more than three sessions, must contact their riding instructor to explain the situation. In order to return to riding, students must provide the riding instructor with a note from the treating professional permitting re-admittance into all of the activities associated with riding. If unable to perform ALL related physical activities, the treating professional must specifically state what the student can and cannot do and the time frame involved. If the problem persists for more than three weeks, students may be required by the instructor to drop their equestrian skills class, unless other suitable arrangements can be made that allow the make-up of all work missed. In this situation a withdrawal from class will be made for medical reasons and will have no bearing on the student's grade point average.

Responsibilities to Assigned Horses When Sick or Away

If sick or needing to be away from University, students must contact the appropriate instructors and Barn Managers. The maximum time period for students to be unable to care for the assigned horse is three weeks. If at that point and still unable to care for assigned horse, the riding instructor may be required to drop the student from the equestrian skills class for medical reasons. In this situation, that student's care horse will either be re-assigned to another student, or will be taken care of by the student barn workers.

If it is a personal horse, the proper release forms must be signed, stating that another student, staff, or faculty member is going to be in charge of the care of that horse until the owner is better and able to care for the horse properly.

CHAPTER SIX

LESSONS AND HORSE SHOWING

Lessons outside of classes and showing with Equine Faculty are available to students with the approval of the Department Chair and Riding Coordinator.

Lessons

Private or group lessons are only available on weekends during the academic year, unless it is a student boarder. During lessons, the ring may be shared by other equine faculty and staff due to the limited amount of ring time available. All lessons and shows must be posted on the “lesson board” in advance so that the facility staff and other instructors are aware of the scheduled use of the ring. Students should contact the instructors directly to set up times and dates for lessons.

Horse Show Responsibilities and Procedures

It is the student’s responsibility to prepare for the show ring in a professional manner. This means that the horse must be groomed, bathed, trimmed, clipped (if necessary), braided (usually required for all except jumpers), and suitably prepared for shipping; tack must be clean and organized prior to the day of the show; equipment (such as grooming tools, water buckets and hay nets as well as blankets, sheets and coolers) must be gathered and ready to go when the van arrives.

In the event that proper care of the horse or the school's equipment before, during, or after the show, is not shown, the student will not be permitted to compete at future shows and events. Students are also expected to exhibit good sportsmanship and not abuse show privileges.

Staying Late at the Barn to Prepare For a Show

When preparing horses for a show, students must adhere to the regular barn hours. This means that everything needing to be prepared must be done by 5PM on Fridays and Saturdays. Students may only stay at the barn beyond these hours if a Faculty or a Staff member is present.

Arriving Early or Returning Late to the Barn on the Day of a Show

If going to an outside show without a Centenary instructor, and taking a personal horse or leasing a school horse, students may arrive early or return late, with permission of the Barn Managers.

Shipping Horses to Shows

Students taking Centenary's school horses to shows are **required to transport the horse using the University’s vans or a commercial shipper**. The purpose of this rule is to protect both the student showing the horse and the University from unnecessary liability exposure. There will be a fee for shipping. See the Director of the Equestrian Center to learn about the fees.

Horses being shipped must be wrapped properly using standing bandages and potentially a tail bandage. Horses must be equipped with a leather halter and chain.

Students who have not properly prepared their horses for shipping on the day of a competition will not be permitted to load their horses onto the trailer or compete at the show.

Eligibility to Join a University Team

See Provision Seven, for details. All students participating on any team will be required to sign a letter of agreement which outlines the responsibilities of being a team member. It is strongly encouraged that all students participating in one or more teams also be enrolled in a riding class.

Intercollegiate Showing

Centenary University is a member of the Intercollegiate Horse Shows Association (IHSA).

IHSA shows are sponsored by participating colleges at their own facilities or host facilities. Horses are supplied by the host school. Classes include Walk-Trot through Open Equitation Over Fences. On average, there are four or five IHSA shows each semester.

At each show, horses are randomly selected for each rider in each class. Once assigned to a horse, the competitor may only observe that horse during schooling or when ridden by another competitor in a class. He or she may only ride the assigned horse in the appropriate class(es) and has no opportunity to "school" ahead of time. Competitors may not bring their own saddles. Crops and spurs are allowed if listed on the horse's individual profile.

There are two separate ways to qualify to ride at year-end Regional, Zonal or National shows: as an individual rider and/or as a member of the team.

Eligibility

Any FULL-TIME Centenary student, who participates in the program (major, minor or elective rider) and maintains the minimum G.P.A. 2.0 required, is eligible to participate on the IHSA team. There is no restriction on the number of students on the IHSA team. There is, HOWEVER, a restriction on how many are allowed to show at each horse show. All students are encouraged to join, as long as they meet minimum riding standards for a Walk-Trot class.

At the first team practice, the coaches will observe riders, ask them to complete a questionnaire related to their rated showing experience, and then place them in an appropriate level class.

Fees

Any student competing on one or more teams will be charged \$315/semester. There may be additional fees for membership and entry/competition fees.

Intercollegiate Dressage Team

The IDA team was created in 1996 upon the introduction of the first intercollegiate dressage shows offered. Teams come from both University and private boarding schools with equine programs. Competition includes Walk-Trot, Training and First Level competition as well as Quadrille Ride competition. Shows are all in the northeast at this time.

Eligibility

Any FULL-TIME Centenary student, who participates in the program (major, minor or elective rider) and maintains the minimum G.P.A. 2.0 required, is eligible to participate on the IDA team.

Hunter-Jumper Team

The team competes locally at schooling and rated shows. Upperclassmen and student boarders have priority on this Team. There will be a membership fee and students are classified as either competing or non-competing members. The membership fee will be utilized to offset expenses for the Hunter-Jumper Team.

Eligibility

Intro to Hunt Seat/Jumpers or above. Minimum jumping ability: 2'3 course.

Inability to Show at the Last Moment

If a student gets ill at the last moment and cannot attend a scheduled show, he/she should call the Equestrian Center as soon as possible to inform the team coach of the situation. The student will still be responsible for some part of the incurred costs.

CHAPTER SEVEN

ADDITIONAL EQUINE RELATED CLUBS

Equine Club

The Centenary Equine Club gives students who are actively involved with the equine program and those who aspire to be involved with horses the opportunity to gain insight and advice from a variety of industry professionals on an array of topics. The club aims to provide members with opportunities to get acquainted with professionals in the field as well as other equine students. The goal of all activities is to provide members with information and practical skills necessary for post-graduate work. By providing informative lectures, practical demos, and connective resources, the club encourages overall growth aimed at helping students excel in their field of interest.

Pre Professional Club

The Pre-Professional Club gives students who aspire to be post-graduate professionals an opportunity to gain advice and an inside look on entering a healthcare or other graduate degree profession. The club aims to provide members with opportunities to gather and interface with other pre-professional students, as well as meet and shadow professionals in their field. The goal of all events is to provide members with information on what is needed to become a well-rounded, highly qualified veterinary, law, dental, medical school or graduate school applicant with opportunities and diverse experiences to increase their chances of gaining admission into post-graduate professional schools. By providing informative lectures, seminars, and travel opportunities, the club encourages academic achievement, while stimulating personal and professional growth to help students become future professionals excelling in their field.

APPENDIX 1

Faculty and Staff Offices

- Kelly Munz, Department Chair; Professor of Equine Studies
Office: USET- Large Office
- Karen Brittle, Assistant Professor of Equine Studies, Director of TRAC
Office: Brotherton- First Floor
- Jesslyn Bryk-Lucy, Professor of Equine Studies, Veterinarian
Office: USET- small office, Main Barn/Pharmacy
- Mallory Chambers, Adjunct / IDA Coach
Office: Crow's Nest / Main Barn
- Heather Clark, Assistant Professor of Equine Studies / IHSA Coach
Office: Crow's Nest / Main Barn
- Tara Clausen, Professor in Equine Studies / Hunter/Jumper Team Coach
Office: Crow's Nest / Main Barn
- Timothy Cleary, Associate Professor of Equine Studies
Office: Crow's Nest / Main Barn
- Michael Dowling, Assistant Professor in Equine Studies / IHSA Coach
Office: Crow's Nest / Main Barn
- Jessica Sosnovik, Assistant Professor in Equine Studies, Riding Coordinator
Office: Crow's Nest / Main Barn
- Lynn Taylor, Professor of Equine Science
Office: Crow's Nest / Main Barn
-
- Kristin Hendrickson, Barn Manager, Adjunct
Office: Main Barn
- Steve McCarthy, Facility Maintenance Supervisor
Office: Main Barn
- Thomas Goodwin, Facility Maintenance Worker
Office: Main Barn
- Laura Marcelli, Equestrian Center Administrator
Office: USET- Large Office
- Hannah Luongo, Veterinary Assistant
Office: USET- small office, Main Barn/Pharmacy
- Amelia Biebel, Horse Care Assistant
Office: Main Barn
- Bridget Folts, Horse Care Assistant
Office: Main Barn
- Megan Rahim, Horse Care Assistant
Office: Main Barn
- Corey Briggs, Veterans Program Instructor
Office: Crow's Nest / Main Barn

APPENDIX 2

Riding Level Skill Sets – Hunt Seat

Basic I

- Maintain control at the walk and trot
 - Maintain the two-point position
 - Begin to understand and identify the correct diagonal
 - Understand the direct rein
 - Demonstrate the sitting trot
 - Demonstrate competency in tacking up
-

Basic II

- Maintain control at the walk and trot in a small group. Canter for short periods individually and begin to understand the concept of the leads
 - Walk and trot basic cavaletti exercises
 - Begin to understand and execute basic schooling figures (figure 8, circles, serpentines).
 - Continue to develop the ability to identify the correct diagonal
 - Begin to understand spatial use of the ring (change of direction at the walk and trot)
-

Equitation I

- Ride consistently on the correct diagonal
 - Understand and use the indirect rein and a pulley rein
 - Maintain the canter and identify the correct lead
 - Demonstrate competency with basic schooling figures (figure 8, circles, serpentines) and transitions
 - Trot a single cross rail and begin to negotiate simple lines
 - Demonstrate a walk and post at the walk without irons (2-5 minutes)
 - Pick up stirrups without looking
-

Equitation II

- Demonstrate a basic shortening and lengthening of stride (at the trot/canter?)
 - Demonstrate an understanding of the simple change of lead
 - Demonstrate bending,
 - Understand and execute a basic half-halt.
 - Demonstrate the ability to control pace.
 - Trot and canter simple lines at 2'
 - Demonstrate a controlled walk, trot without stirrups (5-7 minutes)
-

Equitation III

- Demonstrate the ability to ride a basic hunter course, executing simple lead changes as necessary
- Demonstrate competency over simple lines (trot in, canter out)
- Demonstrate an awareness of pace and stride in related distances
- Demonstrate a controlled walk, trot, and canter without stirrups (7-10 minutes)

Intro to Hunt Seat/ Intro to Jumpers

- Begin to understand related distances and walk lines
- Understand the relationship of pace, track, and distance
- Demonstrate the ability to effectively ride a basic Pre-Adult Hunter or Itty Bitty Jumper course set at 2'-2'3"
- Ride at a level that allows the concept of connection to be introduced, along with the basic lateral movements
- Execute simple lead changes well
- Execute flying changes of lead on capable horses and understand the aids for the lead change
- Begin to understand the basic rules pertaining to the specific discipline (hunters, jumpers, equitation)

Novice Hunt Seat

- Competently walk courses
- Demonstrate the ability to execute a basic half-halt
- Develop the ability to refine control with "invisible aids"
- Use "invisible aids" to refine control on the flat and over courses set at 2'3"-2'6"
- Understand, explain, and execute basic lateral movements (haunches-in, shoulder-in, and leg-yield)
- Feel diagonals and leads
- Ride in proper balance on a variety of types of horses in unpredictable situations

Limit Hunt Seat/Pre-Prelim Jumpers

- Demonstrate the ability to execute a half-halt
- Use "invisible aids" to refine control on the flat and over courses set at 2'6"-2'9"
- Understand, explain, and execute lateral movements (haunches-in, shoulder-in, and leg-yield)
- Ride a majority of horses in an appropriate frame
- Demonstrate competency riding over fences without irons

Intermediate Hunt Seat/Low Schooling Jumpers

- Demonstrate the ability to ride a Training Level Test while maintaining a forward and connected horse
- Demonstrate competency executing lengthening and shortening of stride and leg yielding
- Execute tests 1-19 as per the USEF rulebook
- Effectively ride ANY Centenary College school horse on the flat and over fences
- Demonstrate competency riding hunter, equitation, jumper courses set at 2'9"-3', including roll back turns, bending lines and combinations.
- Demonstrate competency riding a course without irons

Open Hunt Seat/High Schooling Jumpers

- Demonstrate competency riding equitation and jumper courses set at 3'-3'3", including roll back turns, bending lines and combinations.
- Understand the USEF jumper rules and tables

Training Jumpers

- Demonstrate competency riding equitation and jumper courses set at 3'3"-3'6", including roll back turns, bending lines and combinations.

APPENDIX 3

Riding Level Skill Sets – Dressage

Basic I

- Maintain control at the walk and trot
 - Maintain the two-point position
 - Begin to understand and identify the correct diagonal
 - Understand the direct rein
 - Demonstrate the sitting trot
 - Demonstrate competency in tacking up
-

Basic II

- Maintain control at the walk and trot in a small group. Canter for short periods individually and begin to understand the concept of the leads
 - Walk and trot basic cavaletti exercises
 - Begin to understand and execute basic schooling figures (figure 8, circles, serpentines).
 - Continue to develop the ability to identify the correct diagonal
 - Begin to understand spatial use of the ring (change of direction at the walk and trot)
-

Equitation I

- Ride consistently on the correct diagonal
 - Understand and use the indirect rein and a pulley rein
 - Maintain the canter and identify the correct lead
 - Demonstrate competency with basic schooling figures (figure 8, circles, serpentines) and transitions
 - Trot a single cross rail and begin to negotiate simple lines
 - Demonstrate a walk and post at the walk without irons (2-5 minutes)
 - Pick up stirrups without looking
-

Equitation II

- Demonstrate a basic shortening and lengthening of stride (at the trot/canter?)
 - Demonstrate an understanding of the simple change of lead
 - Demonstrate bending,
 - Understand and execute a basic half-halt.
 - Demonstrate the ability to control pace.
 - Trot and canter simple lines at 2'
 - Demonstrate a controlled walk, trot without stirrups (5-7 minutes)
-

Equitation III

- Demonstrate the ability to ride a basic hunter course, executing simple lead changes as necessary
 - Demonstrate competency over simple lines (trot in, canter out)
 - Demonstrate an awareness of pace and stride in related distances
 - Demonstrate a controlled walk, trot, and canter without stirrups (7-10 minutes)
-

Intro to Dressage

- Demonstrate the ability to begin to influence the horse's way of going
 - Ride basic schooling movements, executing a change of bend as necessary
 - Begin to understand how to lengthen and shorten the stride
 - Demonstrate correct figures at the walk and trot (20m circles, center line and quarter line)
 - Demonstrate a controlled walk, trot and canter without stirrups (7-10min)
 - Begin to understand how and when to use a half-halt
-

Training Level Dressage

- Consistently ride your horse in front of the leg into a steady connection
 - Demonstrate the ability to ride a 20m stretch circle maintaining balance and rhythm
 - Demonstrate basic lateral movements
 - Correctly ride a half pirouette at the walk
 - Demonstrate the ability to ride training level tests 1-4
-

First Level Dressage

- Effectively use half-halts to establish balance and rhythm
 - Demonstrate the ability to ride a first level test
 - Demonstrate competency on smaller circles (10 and 15m) at the walk, trot and canter
 - Be able to maintain a connection for 5-6 steps releasing the inside rein
-

Advanced Dressage

- Demonstrate the ability to ride any Centenary College horse in a consistent connected frame
- Demonstrate advanced lateral movements such as half pass and half pass zig zags.

ACCIDENT PLAN

CENTENARY UNIVERSITY EQUESTRIAN CENTER

40 Califon Rd
LONG VALLEY, NJ 07853

Kelly Munz, Equine Studies Department Chair: (862) 258 - 0381
Jessica Sosnovik, Riding Coordinator: (914) 312 - 3711
Laura Marcelli, Equestrian Center Administrator: (908) 200 - 1943
Dr. Jesslyn Bryk-Lucy, Veterinarian: (201) 874 - 1185
Health Center Fax #: (908) 979 -4290

Facilities Management

Kristin Hendrickson (live-in): (609) 425 - 2164
Barn: 908-852-1400 x4271

EMERGENCY VEHICLES TO USE CALIFON ROAD ENTRANCE

Please request no flashing lights or sirens upon arrival.

In the event of an accident, our faculty and staff have been directed to do the following:

- 1.) Do not move the patient!
- 2.) Assess the patients' condition
- 3.) Faculty or Staff will determine if the patient needs ambulance transport
 - I. **If an ambulance is necessary, call 911**
 - II. **Patient may choose to be transported to hospital by a friend**
 - III. **Patient may choose to see the on-campus nurse, their own doctor, or may not seek any medical advice**
- 4.) The following people must be notified in all of the above situations
 - I. Kelly Munz: Equine Department Chair
 - a. Kelly Munz will notify the Dean of Students
 - II. Laura Marcelli: Equestrian Center Administrator
 - III. Jessica Sosnovik: Riding Coordinator
 - IV. The Barn Manager and Facility Manager on Duty
- 5.) **In all cases, a Centenary University Accident Report must be completed by the patient and supervisor.** The form must be faxed to the Health Center, and a hard copy kept on file with Laura Marcelli, Equestrian Center Administrator.
- 6.) **Accident reports for a Faculty or Staff member must be faxed to the Health Center, as well as Human Resources**

HOSTILE INTRUDER / ACTIVE SHOOTER

An individual must use his/her own discretion during an event as to whether he/she chooses to run to safety or remain in place. However, best practices are listed below suggested by the *Department of Homeland Security*

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

1. Evacuate

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible
- If you are mounted on a horse, dismount and leave the animal to its own intuition

2. Hide

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. Take Action

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

When Law Enforcement Arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

Information needed to be provided to Law Enforcement

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

APPENDIX 6

Equestrian Health and Fitness Riding Declaration 2023-2024

PART I: To be completed by all students participating in ANY activity at the Equestrian Center.

Purpose:

To ensure all students that participate in barn activities are physically capable, based on their experience level, to handle the horses and do basic barn activities- grooming, picking out the horse's feet, leading horses, lifting 50 pounds which includes shavings bags, bales of hay, buckets of water, cleaning stalls, and any other activity pertaining to the care of horses.

By signing below, I acknowledge the following:

- I have read the above information and understand that this information is required for the health and safety of both horse and any student working in the barn.
- I can do the physical work required, based on my experience level, which includes handling horses and doing basic barn activities- grooming, picking out the horse's feet, leading horses, lifting 50 pounds which includes shavings bags, bales of hay, buckets of water, cleaning stalls, and any other activity pertaining to the care of horses.
- I acknowledge that the care of horses includes outdoor work in all types of weather conditions and work in the barn may expose me to dust and allergens.
- If I feel I need support with health and fitness I can make an appointment and speak to the Riding Coordinator, Equine Studies Department Chair, riding instructor, advisor, or school nurse for guidance and support.
- If I require accommodations due to a documented disability, I will contact the Disability Services Office at dso@centenaryuniversity.edu of 908.852.1400 ext. 2051.

STUDENT NAME – PRINTED: _____

STUDENT SIGNATURE: _____ DATE: _____

MAJOR: _____ GRADUATION YEAR: _____

PART II: To be completed by any student participating in a riding class and/or team.

Purpose:

To ensure that every rider can safely mount and participate in a riding lesson and to ensure the health and soundness of the Centenary University owned horses. Riding is an active and physical sport and all riders are encouraged to maintain their physical fitness for riding. We strongly encourage all students to achieve a fitness level where they can comfortably complete the following tasks:

- 15-minute walk/run mile
- 25 sit-ups in one minute
- 15 push-ups in one minute (regular or modified)
- Suggested BMI of less than 30%

Riding:

- Please list your height and weight category below. It is important that you list your weight category based on being dressed in your riding attire. If you are within 3 pounds, please round up to the next weight category.
- It is very important for the health and safety of both you and the Centenary University horses that you answer truthfully. This form is confidential and will only be viewed by the Equine Studies Department Chair and the Riding Coordinator.
- At any time, an Equine Studies riding instructor, in consultation with the Equine Studies Department Chair and Riding Coordinator, reserves the right to meet with a student to discuss their health and fitness in a riding class.
- At any time, a riding instructor, in consultation with the Equine Studies Department Chair and the Riding Coordinator, reserves the right not to mount a rider if they feel that the safety of the horse and/or rider is at risk. This includes but is not limited to the following: health, fitness, physical injury.
- NOTE: MAJOR- Equine Studies: Equine Instruction and Training requires **Limit Riding Level or above to complete.**

WEIGHT CATEGORIES

CATEGORY 1: Up to 155 pounds

CATEGORY 2: 156-175 pounds

CATEGORY 3: 176-200 pounds

CATEGORY 4: 201-225 pounds

CATEGORY 5: 226-250 pounds

CATEGORY 6: 251 pounds or greater

HEIGHT: _____ WEIGHT CATEGORY: _____

By signing below, I acknowledge the following:

- I have read the above information and understand that this information is required for the health and safety of both horse and rider and any student working in the barn.
- I can confidently do the physical work required which includes being physically fit to groom and do basic barn work.
- I can safely mount and dismount without assistance and ride a horse at my level of horsemanship skill. **I understand that if I cannot complete these tasks safely I may be prohibited from riding in the program.**
- If I feel I need support with health and fitness I can make an appointment and speak to the Riding Coordinator, Equine Studies Department Chair, riding instructor, advisor, or school nurse for guidance and support.
- If I require accommodations due to a documented disability, I will contact the Disability Services Office at dso@centenaryuniversity.edu of 908.852.1400 ext. 2051.

STUDENT NAME – PRINTED: _____

STUDENT SIGNATURE: _____ DATE: _____

MAJOR: _____ GRADUATION YEAR: _____

APPENDIX 7

CENTENARY UNIVERSITY TECHNICAL STANDARDS

ANIMAL HEALTH PROGRAM and EQUINE SCIENCE

Centenary University Animal Health major has an ethical responsibility for the safety of horses, faculty, and staff with whom students interact and interrelate. Safety and well-being are therefore essential factors in establishing requirements involving the physical, cognitive, and emotional abilities of candidates for admission, promotion, and graduation. The technical skills required in this program at an undergraduate level mirror those required by veterinary colleges, graduate programs, and industry standards. A candidate for the Animal Health degree must demonstrate abilities and skills in five areas: observation, communication, motor, intellectual, and behavioral/social.

If accommodations are needed to meet the technical standards, the university will determine if the accommodations are reasonable, including safety and the educational process, including all coursework, clinical experiences and internships deemed essential to graduation.

Observation

- Able to observe and make assessments from required demonstrations and experiments, including but not limited to animal/patient demonstrations, and radiographic and other graphic and diagnostic images.
- Perceive and interpret signs of fear, aggression, and other potentially dangerous behaviors exhibited by horses and other species.

Communication

- Communication in speech, reading and writing in English
- Able to communicate effectively, efficiently, and in a timely manner with all members of the university

Motor

- Able to stand, bend, and stoop
- Able to lift a minimum of 30 pounds
- Able to use their body and available methods to restrain an animal safely and properly
- Able to prevent or escape injury caused by animals (biting, kicking, stampede)
- Able to manipulate instruments, supplies and equipment with dexterity, and good eye-hand coordination
- Able to engage in procedures involving grasping, pushing, pulling, holding, and manipulating

Intellectual

- Able to obtain, retrieve, analyze, and integrate information efficiently and accurately
- Possess the ability to measure and calculate accurately
- Perceive three-dimensional relationships and understand the spatial relationships of structures

Behavioral/Social

- Demonstrate a high commitment to professional behavior such as competence in the major, compassion, integrity, lifelong learning, interpersonal skills, and promotion of the public good
- Demonstrate calm and effective responses, especially in emergency situations
- Able to fully utilize intellectual abilities, exercise good judgment, promptly complete all responsibilities of the Animal Health major
- Able to both elicit and convey information to faculty, staff, and peers in a timely and effective manner, using both oral and written formats

APPENDIX 8

CENTENARY UNIVERSITY TECHNICAL STANDARDS

EQUINE STUDIES/ RIDING SKILLS CLASSES/ RIDING TEAMS

Centenary University Equine Studies major, including Riding Skills classes, and Riding Teams has an ethical responsibility for the safety of students, horses, faculty, and staff with whom students interact and interrelate. Safety and well-being are therefore essential factors in establishing requirements involving the physical, cognitive, and emotional abilities of candidates for admission, promotion, and graduation. The technical skills required in this program at an undergraduate level mirror similar equine related programs that include horseback riding and riding teams/clubs at the university level. A candidate for the Equine Program must demonstrate abilities and skills in five areas: observation, communication, motor, intellectual, and behavioral/social.

If accommodations are needed to meet the technical standards, the university will determine if the accommodations are reasonable, including safety and the educational process, including all coursework, clinical experiences and internships deemed essential to graduation.

Observation

- Perceive and interpret signs of fear, aggression, and other potentially dangerous behaviors exhibited by horses.

Communication

- Communication in speech, reading and writing in English
- Able to communicate effectively, efficiently, and in a timely manner with all members of the university
- Understand and readily respond to audio cues while on horseback
- Understand instruction without having to make visual contact with the instructor or take their eyes off the track of their course while on horseback
- Students must be able to effectively warn other riders of their approach or position in the arena

Motor

- Able to stand, bend, and stoop
- Able to lift a minimum of 30 pounds
- Able to use their body and available methods to restrain an animal safely and properly
- Able to prevent or escape injury caused by animals (biting, kicking)
- Safely mount a horse from the mounting block without physical assistance
- Able to ride astride in all mounted classes and assume standard positions required by whichever form of riding they are undertaking.
- Perform all tasks either in the saddle or on the ground without losing balance, becoming winded, dizzy, light-headed or faint.
- Able to bend over and lift a horse's hoof and hold long enough to allow proper examination and cleaning of the hoof
- Able to hold and properly control standard grooming equipment.
- Able to safely bridle or halter a horse without assistance.

- Able to lift a 5-gallon water bucket to chest height.
- Able to regularly work in an environment where dust, hay and grasses are prevalent and cannot be reduced.

Intellectual

- Able to obtain, retrieve, analyze, and integrate information efficiently and accurately
- Possess the ability to measure and calculate accurately
- Perceive three-dimensional relationships and understand the spatial relationships of structures

Behavioral/Social

- Demonstrate a high commitment to professional behavior such as competence in the major, compassion, integrity, lifelong learning, interpersonal skills, and promotion of the public good
- Demonstrate calm and effective responses, especially in emergency situations
- Able to fully utilize intellectual abilities, exercise good judgment, promptly complete all responsibilities of the Animal Health major
- Able to both elicit and convey information to faculty, staff, and peers in a timely and effective manner, using both oral and written formats

Additional Technical Requirements

- Students must wear footwear designed specifically for riding in English tack. The footwear must completely enclose the foot and have at least a 3/4-inch heel
- Students must wear helmets that are ASTM/SEI certified. Helmets must have verification that they hold such certification

APPENDIX 9

Chemical Waste and Controlled Substances Guidelines

- Controlled medications including, but not limited to pentobarbital, ketamine, and butorphanol are stored and logged according to New Jersey state guidelines.
 - Students are not allowed access to safe or these medications.
- Other equine medications, treatments, or topicals are used according to manufacturer guidelines with proper personal protective equipment, as needed.
- Excess/extra/leftover equine medications are disposed of in the trash or in designated sharps containers, as indicated on the medication label.

APPENDIX 10

Sharps Disposal Guidelines

- All sharps (needles with syringes, scalpel blades, blood collection needles and tubes, etc) used in equine laboratory exercises must be disposed of in designated sharps containers.
 - Sharps containers are located in the pharmacy or are smaller portable containers at the laboratory exercise site.
- Once sharps containers are full, they are driven to Hackettstown campus by the veterinarian in loads of under 50lbs, in compliance with New Jersey policies, where they are stored in the science labs until picked up by Veolia for incineration.
 - Veolia is scheduled to pick up sharps twice yearly.

APPENDIX 11

Social Media Policy for Academic Laboratories

- Photographs and social media posts are not permitted during laboratory exercises at the Centenary University Equestrian Center.
- Social media posts are monitored by the Equine Department faculty and staff for appropriateness and professionalism.
- Students who post inappropriate subject matter that directly reflects on Centenary are asked to remove the post.