

# Guidelines for All Children Who Visit Westwind Barn 2006

## ***Friends of Westwind, Inc. Westwind Barn 4H Riding for the Handicapped Westwind Riding Institute***

Barn Manager  
27210 Altamont Rd.  
Los Altos Hills, CA 94022

Office Telephone: 650-941-6113  
Public Telephone: 650-941-9952  
Barn Hours: 6:00 AM. to 9:00 PM

Welcome to Westwind Barn. We hope you enjoy your visit. To ensure your safety, as well as that of our horses and users, please observe the following:

- Keep your children with you at all times. Follow the *Guidelines for All Children Who Visit Westwind Barn* (inside).
- Do not exceed 5 MPH inside the gate.
- Keep your dogs leashed.
- Do not pet or feed the horses without permission
- No smoking.

Those with disabilities who wish to visit the barn should contact the Barn Manager for assistance.

**Pass at your own risk.  
You assume that risk,  
whether known or unknown,  
in the presence of horses.**

**Our lower pasture and some  
paddocks are surrounded by  
electric wire. Do not touch. Do not  
let your children touch.**

Westwind Barn is owned by the Town of Los Altos Hills and has been operated by the Friends of Westwind, Inc. since 1977.  
See the Barn Manager for membership information

# Guidelines for All Children Who Visit Westwind Barn

**Welcome to Westwind. You and your children are welcome to walk around and look around. We require you to follow these guidelines, which are based on the following principles:**

- **Safety of our humans and horses is Westwind's highest priority.**
- **Westwind exists for the horses and their users.** When a conflict between the needs of parents and our users arises, we must generally decide in favor of our users.
- **Liability issues are pervasive at horse facilities.** Related exposures are uppermost when establishing safety practices.
- **One cannot control a child and a horse at the same time.** Each requires a handler.

**Horses are unpredictable. Therefore:**

- No running. No shouting. No toys.
- Do not feed or pet the horses without the permission of the owner or the Barn Manager.
- Do not drive faster than 5 MPH inside the gate.
- Leave bikes, wagons, and strollers outside the gate.

**Our lower pasture and some paddocks are surrounded by electric wire. Do not touch. Do not let your children touch.**

**In the barn:**

- No strollers, wagons, or bikes.
- No member children under 12 are allowed in the barn without adult supervision.
- No visiting children under 12 are allowed in the barn while horses are being turned out and brought in (out at 7:00 a.m., switch at noon, in at 4:00 p.m.). Assume the chore takes 45 minutes.
- Children under 4 are allowed in the barn only when *attached* to an attending, responsible adult over 18. *Attached* means in your arms, in a carrier, in a backpack, holding your hand, or in a harness on a short, preferably retractable, leash. You must stay within an arm's reach of the child. You may permit a well-walking toddler to walk alone if you are within arm's reach and are not leading a horse.
- If you are attached to a child under 4, you cannot also be attached to a horse.

**Around the barn (driveway, upper arena, bleachers)**

- As above, if horses are present. Use sound judgment.
- If you leave a child in the car, be sure the car is within earshot. Periodically check on your child.
- No toys or bikes, except for staff kids in designated safe areas.
- Keep kids away from and off all farm equipment (tractor, spreader, all tractor attachments, manure truck).

**Picnic area**

Children under 4 are welcome in the picnic area while you attend to your horse at the nearby hitch racks. Be sure to close the gates and to interact regularly with your child.

- Older children who can play alone happily and safely are welcome in the picnic area while you ride in the upper arena.
- Toys are permitted in the picnic area, except for those that shoot (guns, squirt guns), make noise, go in the air (balls, Frisbees), or encourage climbing.

**On a horse**

- Children under 2 are not permitted.
- Children under 12 may not ride without their sponsor or a designated adult (over 18) on the property.
- Children under 18 must wear an ASTM/SEI approved helmet.
- Children between 2 and 4 accompanied by an adult leader and a side-walker may ride a saddled horse in the upper arena.
- Riding double is OK only with a leader.
- Children 4 and over may ride in the upper arena without a leader. Use sound judgment in assessing their ability and confidence and never leave them riding unattended.
- Children 4 and over accompanied by an adult may ride bareback in the upper arena. Use judgment as above.
- We strongly discourage trail riding of any kind before the child is confident and aware of the requirements and hazards of trail riding, and able to follow directions.
- Children under 18 should not ride off the property alone.

## **It's all about safety, cleanliness, and being good neighbors!!**

Westwind strives to maintain positive, constructive relationships with all Los Altos Hills residents, especially its immediate neighbors. You help most by welcoming visitors, driving safely, and avoiding loud conversations near the property lines Westwind shares. **Please consider Sunday a quiet day** for everybody and avoid loud conversations everywhere.

### ***Barn aisles***

- Minimize stand-around time with your horse.
- Pick up after your horse.
- It's always OK to answer the pay phone!!

### ***Hitch racks***

- Use slip knot to tie horse; don't let loop touch the ground.
- Secure halter on hitch rack after bridling your horse; don't let it dangle or lie on the ground.
- Don't leave horse unattended.
- Pick up after your horse.

### ***Wash racks***

- General theme is 'get in and get out' so others may use.
- Those rinsing or bathing their horse have priority.
- Remember to sweep after each use.
- Feeding is prohibited except for pasture horses on rainy days.
- Don't leave horse unattended.
- Before you leave, clean up and put away what you and your horse leave behind. During shedding and clipping time, put hair in garbage or specially-marked muck buckets.

### ***Tack rooms***

- Use your assigned bridle peg and saddle rack. If you'd like a different one, see the Barn Manager.
- Lock the tack room every time.

### ***Paddocks***

You and the boarder with whom you share a paddock are responsible for:

- Cleaning once a week when weather permits.
- Cleaning your water trough once a week; use a bucket to empty it to minimize erosion.

Staff turns out and brings in on all weekdays when paddock conditions permit.

- Don't put your horse out on days when the staff has not turned out the horses.
- Staff does not turn out or bring in horses on weekends and holidays. Arrange weekends and holidays with whomever you share your paddock.
- On weekends, be sure horses are in by 4:30 PM.

Friends of Westwind, Inc.  
Communications Procedures - 2006

**Make requests, suggestions, and complaints to the Barn Manager first (not the staff).**

To make sure information that requires action is managed properly:

- Use the **Service Request** form to request the start or termination of a service such as graining or blanketing.
- Use the **Incident Report** to notify the manager of an incident or an accident that you want her to know about.

The Barn Manager deals promptly with all reports. You can expect to hear within two business days whether and what action will be taken and by whom. If your request is urgent, let the manager know and your request will be prioritized accordingly. If you have a complaint, please arrange to meet privately with the manager.

Members are expected to communicate courteously and respectfully with each other and with the staff. Inappropriate behavior could result in a meeting with the President of the Board. Repeated inappropriate behavior yields a written warning that continued inappropriate behavior will result in loss of membership and dismissal from the barn.

**Board meetings.** Be aware that policy decisions, or those involving large expenditures, are made by the Board, and ordinarily the Board meets once a month. If you wish a matter to be discussed by the Board, write to the Board Secretary requesting this; please copy the Barn Manager.

Any member is welcome to attend our Board Meetings, which are held on the 4th Wednesday of each month at 6:00 PM in the Los Altos Hills Town Hall Council Chambers. If you wish to come and present an item at a meeting, please ask the Barn Manager or Board Secretary to be put on the agenda.

As most of you know, you can be assured that your horse(s) will receive the best possible care at Westwind. We are committed to the continued improvement of our facilities, subject only to the usual constraints of time, money, and safety.