



**HARTPURY
EQUINE**

STUDENT LIVERY

Welcome to Hartpury College Equine Centre. In this leaflet you will find information regarding our extensive student livery facilities. The college is approved by the British Horse Society to teach to FBHS level, with a team of motivated, committed staff who work together to ensure that the Hartpury College Equine Centre is of the highest standard. The centre is world renowned for its exceptional facilities, including indoor and outdoor arenas, quality stabling and an equine therapy centre.

Loan horses | Horses are taken on a loan basis, subject to suitability. This service allows owners to have their horse on the college yard for use by the college during the term for all educational and teaching purposes. This is generally between two/three hours per day. By prior arrangement the owner is able to ride their horse when not being used for teaching purposes – this is only at weekends and owners are welcome to use the college facilities during this time.

The college will provide all feed and bedding and will keep the horse on a livery basis on receipt of a £100 deposit. The college will look after the horse during term time. The expenses to be met by the owner are worming, tack repairs, remedial farriery and any veterinary fees.

For further details, contact: equineyard@hartpury.ac.uk or **01452 700678/07971 150769**.

Livery package | Students are able to bring their own horse to college on a DIY basis. This is subject to availability, so book early as demand is great. Stabling must be rebooked every year, even if the student is on a two/three year course. The college facilities are available when not pre-booked; this includes two horse walkers, four indoor schools, three outdoor schools, lunge arena, hacking route and limited turnout, as well as access by arrangement to the facilities within the Equine Therapy Centre (including water treadmill, high-speed treadmill, weighbridge and solarium). Limited spaces of full livery are available, by prior arrangement, to international FE livery students if required during the half term holiday periods only. There are no full livery spaces during the Christmas and Easter Holidays and there is an additional charge for full livery periods. As a Student Livery you are entitled to a variety of concessions, and we can offer horse feed and bedding at competitive prices. The use of the college's extensive facilities is available seven days a week, when not pre-booked. All facilities are used at the horse owners own risk.

During the winter months it is often necessary to cease turnout due to Hartpury's heavy clay soil. The college makes available horse walkers to supplement exercise and students must undergo an induction before they are able to use the horse walkers, which takes place on a rota system. Horses on the walkers must be monitored at all times.

Horses which are registered on our 'demo' horse scheme can be exercised on the water treadmill and/or high speed treadmill by experienced staff at no extra cost to the livery owner. There is on site veterinary provision at the college Monday – Friday, 9am-12pm during term time and any veterinary call outs within this period are not subject to a visit fee. Vets are on call outside of these times. Many equine therapy centre services are offered at reduced cost to livery students treated on an out-patient basis.

Hartpury College offers livery students a discount on entry fees at all unaffiliated shows run by the college. Students who work shows additional to their course requirements will be rewarded with free entry to classes on alternative dates. This has proved to be an invaluable experience in learning key organisational skills.

Hartpury College encourages visits, lectures and demonstrations by riders/instructors who visit the college to present teaching clinics. Previous instructors have included Leslie Law, Carl Hester, Matt Ryan, Jeanette Brakewell, Spencer Wilton and Tina Fletcher.

There is also the opportunity for livery owners to use their horse in college lessons in order to help with the schooling and development of their own horses, as well as improving their riding on a variety of college horses.

As you can see, Hartpury College has a lot to offer, including friendly and expert advice from the yard team, instructors, farriers and resident vets. In addition, your horse is right on the doorstep. **For further details, please contact the livery administrator on 01452 702453 or livery@hartpury.ac.uk**

DAILY ROUTINE

06.30 Yard open

07.30 Yard duties Start

07.15 - 07.45 Hay barn open (weekdays) **07.30-08.00** Hay barn open (weekends)

08.00 All wheelbarrows off the yard and sweeping to begin (following the sweeping rota). It is important that mucking out is completed by this time with hay and bedding collected. New bedding can be collected on each week day. Please note, for safety reasons, horses must be tied up in their stables whilst being mucked out, groomed and tacked up. Hat and gloves to be worn at all times when leaving the stable. All equipment to be locked away.

08.30 Day horses turned out

09.00 Breakfast

09.00 Student riding lessons commence. Timetabled lessons in the schools will be given priority throughout the college day. HE students are encouraged to ride during the day around lectures, as a school will always be made available. This helps to avoid congestion in the schools during the evening. A member of the yard team will be able to give you school availability information, and there are timetables outside each school.

11.45-12.30 Lunchtime yard duties

14.00 - 16.00 FE and HE student riding lessons

16.00 Day horses brought in

16.00 Schools available. All schools have a timetable with allocated livery times. Please check for availability.

16.30 Night horses turned out

17.00 - 17.30 Hay barn open (weekdays) **16.15-16.45** Hay barn open (weekends)

17.45 All horses skipped or mucked out, hayed and watered. No tools or wheelbarrows are to be left on the yard. Yard to be swept, following sweeping rota. All equipment to be locked away.

18.00 Evening yards completed

20.30 Tack rooms locked and yard checked, no students to be on yard.

21.00 Yard closes

We are unable to allow anyone onto the yard before 06.30 and after 21.00. We understand that circumstances may arise when you will need to be on the yard outside of these times. If this situation should arise, please contact a member of the yard team and let them know beforehand.

Any unauthorised entrance onto the yard after this time is strictly forbidden for security reasons. If you do have to enter the yard after this time you must notify a member of the yard team who will inform the Duty Warden.

Stabling | The yard is split into American style barns and outdoor stabling. Designated areas are allocated for livery horses, C, D, E, F, G, I and J. Each of these barns has an allocated barn mentor who are there to advise new students, in addition to ensuring the excellent yard standards are maintained. All stables benefit from rubber mat flooring.

Stable allocation takes place one week before the start of term; you will be given your stable number on arrival at the yard office. All of our stables are of a similar size, however if you have a horse over 17hh please let the livery administrator know and every effort will be taken to allocate you a larger stable.

It is very important for your horse's safety that you complete the name plaque which is outside your stable, with your contact details and keep it up to date as we may need to contact you at any time. If your details are wiped off or the plaque is lost, stolen or eaten(!), please ask your barn mentor for a replacement.

Livery noticeboard | This is sited on the main yard, additionally there is one placed in each barn. Please check the noticeboard on a regular basis, as this is the primary method of communicating important messages and information. We also have a livery facebook group which

we recommend you join.

Turnout | During the winter months it is often necessary to cease turnout due to Hartpury's heavy clay soil.

- Any turnout arrangements need to be discussed and agreed with the student livery supervisor.
- A horse must not be left out alone. It is your responsibility to communicate with the rest of the group (with which you turn out) when you plan to turn out and bring in your horses. For safety reasons, please do not turn out or bring in your horse unaccompanied.
- Headcollars and lead ropes must be left by the field gates in case of an emergency.
- It is your responsibility to check the fencing for damage and report any problems immediately to the barn supervisors or yard team to allow for repair.
- Electric fence handles must be replaced, even if the field is empty, otherwise the entire electric circuit surrounding all the fields will be broken.
- When turning out, bringing in, grazing or leading your horse around the centre, it is vital that you wear a riding hat, gloves and sturdy boots.
- If your horse requires regular turnout on veterinary advice please think carefully about whether Hartpury's livery will suit yours and your horse's needs as we may not be able to meet all requests.

Worming | The yard follows a strict worming programme throughout the academic year, following the advice of a veterinary surgeon to ensure the worm burden on the grazing is kept to a minimum. Included within the cost of your livery is a wormer per term and these will be issued to each student at the beginning of each term for the student to worm their own horse. On arrival in September you will be issued your first wormer, so if your horse is due to be wormed before you start at college, please wait until your arrival if possible. Any wormers that are allocated and unused are non-refundable and nontransferable.

Tools and storage | All livery must have their own mucking out tools and a wheel barrow clearly labelled and stored in the designated area allocated to each barn. Please ensure you keep your tools tidy at all times. Please try and keep the amount of tack, rugs and general horse care equipment you bring with you to a minimum to help ensure that the tack and feed rooms remain well organised and reasonably clear for all to use. General storage on the yard is very limited so please bear this in mind when packing your equipment, we recommend that any trunks/storage boxes are no bigger than 100L.

All feed rooms are equipped with metal feed bins which maximises the space available and helps keep the areas tidier and less of an attraction to vermin. This means that you will not have to provide your own.

Security | Security is always an issue on any working, busy yard. You can help deter theft by taking a few simple steps:

- Ensure ALL your horse equipment, e.g. saddles, bridles, leather headcollars, etc. are stamped or marked with your postcode. Rugs can be marked in permanent ink with your name.
- Keep expensive items, such as clippers, in your room or locked away in a secure storage trunk.
- Don't tempt thieves by leaving equipment around the barns or yard.
- Keep grooming kits, hats and whips stored away in a lockable trunk.
- Do report any thefts immediately to a member of the yard team – we take theft very seriously.
- Ensure you shut and lock your personal storage trunk when you leave it and ensure tack room doors are locked after you.
- Never be worried about coming to a member of staff to voice your concerns if you suspect a theft has taken place – what you say will be taken in the strictest of confidence.

School use | The International Outdoor Arena is available for use to livery, all other schools are subject to timetabled use. Due to the flexibility of the Higher Education (HE) timetables, HE students are encouraged to arrange their riding around their timetabled lectures. Further Education students will need to arrange riding their own horse's around lectures, lessons and yard duties. School availability should always be checked with a member of the yard team. The schools may be used for flatwork and jumping. In order that we can ensure that the facilities on site are only used by those authorised to do so, we issue all livery students with an identity disc which is to be displayed on either the saddle or bridle when hacking or schooling. These are issued on an annual basis and should be returned either at the end of

each academic year or when the horse leaves livery.

Lunging and jumping | There is a specifically designated lunging arena for use at any time. If this occupied you are permitted to use Indoor 1, Indoor 2 or the International Outdoor Arena before 7am or after 7pm. Please try not to stand in one place whilst lunging as this will cause damage to the surface. Lunging is not permitted in arenas whilst others are riding for safety reasons. When you are jumping, we strongly advise you to wear a body protector (all under 18s must wear one for insurance purposes) and you must have a person on the ground to help you. Body protectors must be worn when jumping in a college equitation lesson. Any equipment used, e.g. jumps and poles, must be put away tidily once you have finished your schooling session. Please note that sometimes, due to outside bookings, the number of schools made available will be reduced. Please check the timetables outside of each school.

After riding in any of the arenas, it is vital that you pick-up your horse's droppings to avoid damaging the surface. Also, don't forget to pick out your horse's feet after working in any of the schools as it will make less mess for you to sweep.

The cross-country field is available to you on a seasonal basis, when ground conditions permit. Students must wear body protectors and always ride in this field accompanied by a member of staff.

Accidents | Dealing with horses on a daily basis can sometimes result in accidents, usually minor but these can be serious in some cases. The college adheres to a strict health and safety policy and all accidents must be reported and documented correctly via the yard office. If you have any type of accident while on the yard or while riding, lunging or leading, please report this to the main yard office where you will be asked to complete an accident report form.

Vet | There is a vet based on-site at the Equine Therapy Centre Monday to Friday (9am to 12pm) and on call outside of these times. You will need to register with the veterinary practice before your horse is treated. Forms for this will be provided before your horse arrives. Appointments can be booked via the Equine Therapy Centre or directly with the veterinary practice. If you wish to use another veterinary practice, it is important that you leave their number on your nameplate outside your stable in case of emergency.

In accordance with The Veterinary Surgery (Exemptions) Order 1962, your horse can only receive manipulative therapy (including Osteopathy, Physiotherapy and Chiropractic treatment) once your vet has diagnosed the condition and recommended the treatment. Please comply with the law and consult your veterinary surgeon before inviting a therapist to treat your horse. It is also important that you let your barn mentor know when any vet or farrier will be entering the yard.

Farrier | The college does not have its own farrier permanently on-site but we do have a yard farrier, Nick Partridge, who comes each week. Appointments with Nick can be booked via the yard office and must be booked by Tuesday morning of each week for a visit the following day. Payments must be made either in advance or in person on the day. No payment - no shoeing! There are also a number of local farriers who provide an excellent service. Telephone numbers are available at the back of this guide. Please book your horse's initial shoeing as early as possible to avoid disappointment, as these farriers are in great demand! All farriers require the student to be present during the appointment.

Equine Therapy Centre | The Equine Therapy Centre have a high speed treadmill, water treadmill, heart rate monitors, weighbridge, solarium and Zamar (cold and compression) machine all available for use by students either free of charge or at a discounted price. We have worked closely with Liz Launder (osteopath) for the last 10 years and we're able to help with poor performance issues/back problems etc. We also run regular rider performance clinics in conjunction with Liz Launder and Russell Guire (Centaur Biomechanics) for those of you keen to improve your own posture and performance in the saddle. Please speak to a member of therapy centre staff if you would like to use any of these resources.

Feed ordering | Due to the college's close relationship with our feed supplier, we are able



to offer all students discounted rates on horse feed. Their advisors visit the college on a regular basis and are able to give individual diet recommendations for your horse. If you would like to take advantage of this service, you will need to place your order with the livery administrator by 12pm on Tuesday for delivery the same Thursday. Orders can also be placed online through the college shop (www.hartpury.ac.uk/shop) meaning feed and other supplies can be purchased out of office hours or by parents on student's behalf. Normal delivery and order times still apply. A product and price list is also available in the Hartpury Arena office.

Riding school | There are a number of riding opportunities available to both horse and non-horse owners alike. These comprise of individual and group coaching, in addition to competition specific clinics. These can be booked as a block or an ad-hoc basis with a range of on site instructors and associate coaches from BHS/A to FBHS level. You are welcome to continue training with your own external instructors or coaches, however they must declare to the Equitation Co-Ordinator prior to arrival, and bring insurance documentation for our records. There will also be a charge of £10 per hour for facility hire, payable by the instructor.

Show and BHS exam dates | The college is able to offer livery students discounts on show entries for Hartpury unaffiliated shows. To obtain a show schedule, visit the Equine Events Co-Ordinator who is based in the Hartpury Arena. Notices will be displayed to let you know when a BHS exam is running. As we will receive a number of visitors that day, it is important that the yard is spotless. Therefore the whole yard starts at 06.00 on exam days and liveries need to be mucked out by 07.30. The haybarn will also be open at the earlier time of 06.45-07.15.

FAQs

Is there any long term parking facility for my trailer or horsebox? Yes, it is possible to park your horsebox/trailer within a designated area at the Equine Centre. A form is provided in your starter pack that needs to be returned prior to your arrival; the cost is £65 per term payable in advance.

How much hay and bedding is included in the cost of the stable? Hay or haylage can be collected from the haybarn on a twice daily basis, according to your horse's requirements. Bedding is allocated as required and can be collected on week days only, up to a maximum of five bales per week whilst your horse is stabled on-site. Any hay and bedding provision not used, is non-transferable and non-refundable. These current allocations are subject to change dependent upon market costs and availability. Additional bedding and forage can be collected by purchasing tokens from the livery administrator during office hours.

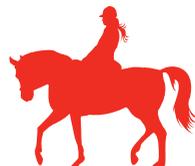
Can I bring my own rubber matting? Yes, that is no problem. We also have a good supplier who you can purchase matting from. His details can be obtained from the livery administrator. Any rubber matting purchased and fitted must be removed during the summer months, or can be left at your own risk.

Must everyone, even in a group, wear a reflective tabard when hacking out? Yes, the safety of you, your horse and other road users is of the utmost importance to us. All livery students are issued with a Hartpury Equine reflective tabard at the start of term. It is compulsory that the tabard is worn whilst riding around the estate. The tabard must be returned at the end of the academic year as we issue new ones each year.

Does everyone need to sign in/out when hacking out? Yes, in case of accidents it is vital that staff know who is out and where they are at all times, a board is available in each barn. Please ensure you sign in and out, and carry a mobile phone with the yard number safely stored.

Where can I go hacking? The college recommend you avoid riding on local roads, as they do get very busy. To help you we have installed an all-weather track through the estate to provide off-road hacking. Please note for safety reasons only walking and trotting is allowed on the estate ride.

What should I wear whilst on the Yard? As the yard is a working environment, it is important that you wear suitable clothing. Shorts and vest tops are not allowed for safety reasons. No jewellery, trainers, tracksuit bottoms, hoodies, DMs, ripped jeans or brightly coloured clothing. Riding in jeans or casual trousers is forbidden. No earrings or other facial piercings are allowed on the yard. It is compulsory to wear your riding hat (to the correct approved standard) and gloves when leading horse's anywhere/lunging/riding and turning out.



What happens to my horse during half-term, inter-semester breaks and holidays? Please let a member of the yard team or your barn mentor know. Your horse will need to go home with you; a limited number of full livery spaces are made available to FE International students only during the half term periods which is an additional charge. This is on a first come first serve basis. There are no full livery places available during the Easter holiday.

What happens if I am suddenly ill or need to go home? Please let a member of the yard team know immediately. Try and arrange cover with a friend or someone else on your barn and let the yard team have the details of the person looking after your horse before you go. If you need a member of the yard team to care for your horse on a temporary basis there will be an additional daily charge made. Any horses not dealt with by 8am or 5pm each day, without prior notification to the yard, will be seen to by staff and a charge invoiced to the student.

Can I ride my own horse in my lessons? Yes, occasionally; however it is important that you ride a variety of horses. If you do wish to ride your horse in a lesson, please ask the Equitation Co-ordinator the day before or you will be allocated a college horse.

Can I soak hay on the yard? Hay can be soaked on the yard in designated areas or haylage can be provided if required instead.

What do I do when I leave for the holidays? Please ensure your stable is left clean, all tools are removed and feed bins emptied. During some holiday's equipment can be locked in your tackroom at your own risk, please check with a member of staff before doing this.

Livery stabling application process | If you are interested in keeping your horse on livery at the college, you can make an application from the 1st of March, for the following academic year. Applications can be made online or forms are available by calling the Livery Administrator on 01452 702453. If your application is successful you will be notified via email, with priority going to first year students. Once fully booked a strict waiting list will then be kept. The £150 deposit is refundable in full if written cancellation is received before 31st July. A full refund will only be guaranteed after this date if cancellation arose due to examination results below the course entry requirements or if attendance is precluded on medical grounds (confirmed by a GP). If cancellation occurs after the 31st July, and you are technically able to attend college, the deposit will be refunded (subject to a £75 administration fee) only if the stable can be re-let. Any cancellations made after the start of term will result in no refund of the deposit being made.

If you are an Equine Academy rider or are applying to join the academy, please make a note of this on the application form. Please note that applications for the academy strictly close on the 30th of June for the following academic year.

Please note that if you are a first year student (Further or Higher Education) applying for livery on site you must also apply to be residential on site at the college campus yourself.

Livery agreement | Please note that on arrival at the college Equine Centre, all owners must sign a livery agreement, which sets out the terms and conditions that apply to having a horse on livery. No access to the stabling area can be granted without this completed form. Within your first week at Hartpury you will undertake an induction on yard policies, led by a member of the yard team.

All owners should in particular be aware of the following conditions that are a part of this agreement;

Removal of Horse | The owner shall forthwith on receipt of written notice from the college remove the Horse from the yard in the event that the college decides that A, the horse is suffering from a contagious/infectious illness or disease. B, the standard of care and upkeep of the horse is not sufficiently high in the opinion of the college. C, the Owner has failed to maintain the box and or surrounding area to a sufficiently high standard in the reasonable opinion of the college. D, the horse is destroying or damaging the stable door, walls or surrounding areas of the yard. E, the horse is dangerous. F, the college is unable to provide livery to the horse due to any unforeseen circumstances such as destruction by fire or

contagious disease. G, the College feels that there is a case of abuse of the horse.

Provided that if the owner does not forthwith remove the horse then the college shall have the right to arrange for the transportation of the horse to the address of the owner stated in this agreement and to charge and recover from the owner on demand any expenses so incurred (including any administrative expenses).

The college will not be held liable for any losses or expenses incurred by the owner resulting from the removal of the horse.

Payment | The owner shall pay the college the livery charge for each term in one payment due one month before the start of term. The owner will not be entitled to access the livery unless full payment for the term has been received by the college. Please note that owners are liable for the cost of the stable for the full academic year even if the horse is sold or removed from livery. Due to market forces the price of the livery will be reviewed prior to each term commencing and are subject to change.

A copy of the full livery agreement can be viewed on our website.

On arrival your horse's passport will be checked for up to date vaccinations. It is your responsibility to ensure these are kept up to date during the year.

Final word | Throughout your time at Hartpury, there will always be a number of experienced horse professionals on-hand happy to provide you with help and advice.

Our primary concerns are your safety and the welfare of your horse. Therefore, it is vital that you follow the advice provided within this guide to ensure you both have a happy and successful time with us.

Your horse should never be stabled for a 24-hour period. If you are finding it difficult to cope with fitting your horse around your studies, please talk to someone, whether it be your livery supervisor, barn mentor, a member of the yard team or a member of academic staff. It is not fair on you or your horse if you are finding the responsibility and commitment of keeping your horse at college too much.

We very much hope that you and your horse will both enjoy your stay at Hartpury College.

CONTACT NUMBERS

Equine | Yard mobile | 07971 150769 | Yard Mobile 2 | 07974 023015 Yard Office | 01452 700 678 | Hartpury Arena
Office | 01452 702453 / 702127 | Equine Therapy Centre | 01452 702123 | Three Counties Equine Hospital | 01684 592099

Local Farriers | Nick Partridge | 07785 905139 | Kelvin Lymer (Sandpitt Forge) | 01905 641133 or 07973 204265 | Alan Bailey (based at Three Counties Equine Hospital) | 07831 307233 | C C Folly | 01531 890330

Local Tack Shops/Saddlers | Hartpury Saddlery | Hartpury Post Office, Gloucester Road, Hartpury | 01452 700800 | www.hartpury saddleryshop.co.uk | Field and Tack Equestrian | The Barn, Norton, Gloucester | 01452 676977 | Countrywide Farmers 171 Westgate St, Town Centre, Gloucester GL1 2RR 01452 526881

