

Membership Handbook

Topeka Round-Up Club, Inc. 7843 SW 37th Street Topeka, KS 66614 www.topekaroundupclub.com 785-478-4431

topeka round-up club, inc. RULES & REGULATIONS

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RULES & REGULATIONS

Topeka Round-Up Club, Inc. is a not-for-profit Kansas Corporation, 501(C)4, owned and operated by its members. The Club's facilities include over 200 acres of trails, an outdoor arena, an indoor arena, a round pen, wash racks, and a climate-controlled clubhouse with a view of the indoor arena. Both English and Western riding instructors teach lessons and host horse shows on the property. The Club offers many learning opportunities throughout the year with guest lecturers, clinicians, and educational summer camps. It is a great place to socialize with fellow horse lovers for trail rides, shows, potlucks, and parties throughout the year.

Mission Statement

The mission of this corporation is to ensure a wholesome family atmosphere for equinerelated activities through:

- Instilling pride in the Club
- Facilitating broader participation by the current membership
- Increasing opportunities for participation in educational and recreational horse activities
- Enhancing our image in the community by maintaining and improving existing facilities and grounds
- Encouraging new membership

Objective Statement

The object of this corporation shall be:

- The maintenance of an educational organization for the purpose of equine-related activities
- To promote the social welfare of members
- To give public exhibitions and demonstrations
- To hold regular meetings for the purpose of discussing these and other related subjects

History

The Topeka Round-Up Club has been an active part of the local equine community since 1938. A group of horsemen and hunters joined together to form "The Old Iron Side." It did not take long for the group to grow in membership, and in 1947, they became incorporated and were henceforth known as "Topeka Round-Up Club, Inc.". At that time, the Club purchased 78 acres at 61st and Adams for playing polo, the trending game of the time. In 1954, the US Government purchased the 78 acres which is currently the Topeka Regional Airport, and the Club used the proceeds to purchase 320 acres at the current site of 7843 SW 37th Street. Throughout the years, the Club has hosted many horse shows, trail rides, dances, hayrack rides, and much more. From 1956 to 1985, the Club proudly hosted the Kansas State High School Rodeo. In the late 80s through the 90s, the Club partnered with the Capper Foundation to make riding accessible to their patrons. Later in 2007, TRC's Exceptional Equestrians program was created. Exceptional Equestrians allowed children with disabilities to experience the joy that comes with being around horses and riding until 2017.

TOPEKA ROUND-UP CLUB, INC. RULES & REGULATIONS

Membership

The Club was formed to provide a place and atmosphere where people can spend time together and share their mutual love of horses. It is our hope that this tradition will continue for many more years. If you wish to become part of the Topeka Round-Up Club, please submit your application for membership. For more information or a tour of our facilities, please call us at 785-478-4431 or email TRCBoardMembers@gmail.com.

Topeka Round-Up Club offers membership to anyone interested in equine activities. Members have access to the Club's facilities, multiple boarding options, discounted lesson rates and special events. All members must abide by the Club's Rules & Regulations and pay their dues, as described in the Membership Fee Schedule. Anyone is welcome to submit a Membership Application to be considered for membership status. Approval decisions are made by Topeka Round-Up Club's Board of Directors. Board Members are elected by Club members and work together in making pertinent decisions about the Club's facilities, grounds, activities, memberships, boarders, and more. Board meetings are held in the clubhouse every second Wednesday of the month at 6:30 p.m. All members are welcome and encouraged to join these meetings, executive sessions may be held.

Boarding

Members in good standing may board their horses at the Club. New boarders must complete and sign a Boarding Agreement, provide a current (within 12 months) negative Coggins certificate, proof of vaccinations, and health certificate. A quarantine period may be required.

RULES & REGULATIONS

Section 1: General Club Use & Membership

- 1. All members in good standing have access to the Club's facilities and privileges. Any violations of these rules and regulations may result in the suspension or revocation of membership.
- 2. Operating hours are from 7:00 a.m. to 9:00 p.m. (to 10:00 p.m. during summer months). The Club will be locked after these hours. If a member must access the Club outside of these hours, they will need to notify the Club President or Barn Manager. The Club member must unlock and lock the gate.
- 3. Overnights on Club grounds may only be permitted with prior approval from the Board.
- 4. Guests must be always accompanied by a member. Members are responsible for the conduct and safety of their guests and their guests' mounts. Each guest visiting the Club is allotted four (4) visits per year before required to apply for membership.
- 5. Any damage to Club property due to the negligence of a member and/or their guest(s) will be repaired at the member's expense.
- 6. Speed limit on Club property is 12 mph.
- 7. No honking of horns at any time.
- 8. All vehicles and trailers should be parked in designated areas only.
- 9. No motorcycles are permitted beyond the clubhouse parking area.
- 10. Alcoholic beverages are not to be left in the clubhouse, tack rooms, or any other common areas.
- 11. No dogs are allowed on Club grounds apart from the caretaker's dog.
- 12. All lights in the clubhouse, barns, arenas, and outbuildings must be turned off when not in use. If the thermostat in the clubhouse is adjusted, it must be reset after use.
- 13. No smoking in the clubhouse, barns, outbuildings, or on the trails.
- 14. All payments are due on the 1st of each month. Payments are considered late on the 15th of the month. Any account not paid in full by the 15th of the month will be charged a \$30 late fee. Membership dues, board payments, and locker rental fees are non-refundable.
- 15. Topeka Round-Up Club, Inc. is not liable for any accidents, injuries, or illnesses to the horses or humans on Club property.
- 16. Notices of policy changes or additions will be emailed to membership and be considered proper notice.
- 17. Any requests, concerns, or complaints shall be submitted in writing to the Board President or Personnel Director. Only the Personnel Director and Board President shall direct and control the activities of the paid Staff. Members should not directly address Staff regarding a complaint or concern unless an emergency exists.

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Section 2: Horses & Riders

- 1. Close all gates as you pass through.
- 2. Use care when entering pens or pastures with grain or a bucket.
- 3. No borrowing horses and/or tack without the owner's consent. Lending agreements are between parties.
- 4. Horses are restricted from the following areas: in front of and between the bleachers, the arena food service area, inside the clubhouse, tack rooms, feed rooms, hay barn, and on porches.
- 5. Horses are to be kept at a walk around the arenas, pens, the East Barn lot, the pasture, the East Barn tack room area, buildings, roadways, and parking areas.
- 6. Do not mount, dismount, or ride horses in barn aisles, pens, the East Barn lot, the pasture, or the East tack room area.
- 7. Horses outside of stalls, pens, and the pasture should be bridled or haltered.
- 8. Horses grazing should be on a lead and accompanied by a person.
- 9. Do not tie horses to pole fences, gates, stall fronts, handrails, bleachers, or any unfixed objects. Hitching rails are provided in the East Barn tack room area and to the East of the clubhouse for tying horses.
- 10. Do not leave a tied horse unattended. There are three holding pens located north of the West Barn available for the temporary holding of horses.
- 11. No unsupervised turnouts in the arenas or the round pen. Owners must stay with their horses and be available to remove them if riders need to use the space.
- 12. Do not allow horses to crib or chew on jumps and/or mirrors when turned out in the arenas.
- 13. Barn aisles, wash racks, the East Barn tack room area, the clubhouse, and surrounding areas should be free from clippings, hair, droppings, large clumps of mud/dirt, and hoof pickings. Cleanup is the responsibility of the groomer and must be done prior to leaving the area.
- 14. Members cleaning their own stalls or trailers must empty remains into the main waste receptacle (not muck buckets).
- 15. It is recommended that proper riding attire, including boots and helmets, is to be worn when riding.
- 16. Only board-approved trainers are allowed to give lessons (paid or unpaid).
- 17. All owners of horses being hauled onto Club grounds must be able to present proof of a current (within 12 months) negative Coggins test, and equine influenza, equine herpesvirus(rhinopneumonitis), and strangles vaccinations. Paperwork may be requested prior to unloading horse(s).

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Section 3: Tack & Feed Rooms

- 1. Tack rooms must be locked when not in use.
- 2. One tack locker is provided for each horse boarded at the Club. West Barn horses are given lockers in the West Barn tack room, all other boarded horses are given lockers in the East tack room. When available, members may rent an additional locker for a monthly fee. Rented lockers may need to be vacated with one week's notice if needed for new boarders.
- 3. No feed of any kind is allowed in the tack rooms. Treats may be kept in lockers, but they must be in rodent-proof containers.
- 4. Feed must be kept in rodent-proof containers. Storage space is available on the East side of the East tack room, in the East Barn, and in the West Barn warm room.
- 5. Club feed, hay, and shavings are only to be accessed by Staff.

Section 4: Boarding

- 1. No stallions will be boarded at the Club. Colts must be removed or gelded by six months of age.
- 2. All horses boarded at the Club are required to have a current (within 12 months) negative Coggins certificate and an updated vaccination record on file. Horses are required to be vaccinated against:
 - Eastern & Western Equine Encephalomyelitis (EEE/WEE)
 - Annually in the spring, prior to the onset of the insect vector season (this is covered in Prestige 5 vaccine, for reference)
 - Equine Herpesvirus (EHV)/Rhinopneumonitis
 - Semiannually
 - Equine Influenza
 - Semiannually
 - Rabies
 - Annually
 - Strangles (Streptococcus Equi)/Distemper
 - Annually
 - If the strangles vaccine is considered inappropriate for a horse, certification from a veterinarian must be provided.
 - Tetanus
 - Annually in the spring, prior to the onset of the insect vector season
 - West Nile Virus (WNV)
 - Annually
- 3. All horses boarded at the Club will be dewormed or report fecal analysis four times a year by a licensed veterinarian on dates selected by the Barn Manager. Staff may assist veterinarians with catching horses. The veterinarian will charge the owner, who is responsible for paying the bill. The Club may request records from the veterinarian. Paste deworming and/or fecal analysis between regularly scheduled veterinarian deworming is recommended.
- 4. Any boarded horse leaving the Club at any time must be signed out on the communication board, located on the West Barn feed door. Alternatively, the Barn Manager may be contacted directly.

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- 5. If a sick or injured animal is found, Staff will call the owner. If the owner cannot be reached and immediate care is required, Staff will call the owner's preferred veterinarian/farrier. If the owner's preferred veterinarian/farrier is unavailable, other veterinarians/farriers will be called to secure emergency care for the animal. The owner is responsible for any expenses incurred.
- 6. If a horse boarded in the pasture or a pen is placed into a stall due to sickness or injury, there will be a charge prorated according to current board rules.
- 7. Staff is not permitted to administer injections. If prior arrangements are made with the Barn Manager, pre-measured-and clearly labeled medications may be given by Staff.
- 8. The Club provides one water bucket per West Barn stall. Additional water buckets, heated buckets, and fans are provided by owners.
- 9. Cribbing straps worn by stalled horses will be removed for turnout and replaced when the horse is returned to their stall.
- 10. West Barn stalls will be cleaned by Staff daily and shavings will be added as necessary. Extra shavings may be placed in West Barn stalls by Staff for an additional charge. Members are not to put shavings in stalls themselves. The Club will not sell shavings for purposes, other than stalls on location.
- 11. On major holidays-(New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas), Staff will only feed and provide water to horses. Owners will be responsible for cleaning stalls and turnout if needed.
- 12. Horses will not be removed from Club grounds until all boarding fees are paid in full unless directed by the Board.

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MEMBERSHIP DUES

Type of Membership	Annual Dues	Kansas Sales Tax	Payment Schedule	Interest Charge	Annual Total	Each Payment
Family:	\$420.00	\$32.13	Annually	\$0.00	\$452.13	\$452.13
			Semiannually	\$12.60	\$464.73	\$232.37
			Quarterly	\$16.80	\$469.93	\$117.23
Senior Family:	\$350.00	\$26.78	Annually	\$0.00	\$376.78	\$376.78
			Semiannually	\$10.50	\$387.28	\$193.64
			Quarterly	\$14.00	\$390.78	\$97.70
Individual:	\$310.00	\$23.72	Annually	\$0.00	\$333.72	\$333.72
			Semiannually	\$9.30	\$343.02	\$171.51
			Quarterly	\$12.40	\$346.12	\$86.53
Social Individual:	\$220.00	\$16.83	Annually	\$0.00	\$236.83	\$236.83
			Semiannually	\$6.60	\$243.43	\$121.72
			Quarterly	\$8.80	\$245.63	\$61.41

(Rates updated 1/1/2019)

- Single means an unmarried adult at least 18 years of age without custody of minor children
- Family is a couple, couple and children, or single adult with children ages 18 or under, or child(ren) still in post-secondary school and claimed as a dependent.
- Senior is at least age 60.

Annual payments are due January 31st.

Semiannual payments are due January 31st, and July 1st.

Quarterly payments are due January 31st, April 1st, July 1st, and October 1st.

Payments are considered late after the 15^{th} of the month. Any account not paid in full by the 15^{th} of the month will be charged a \$30 late fee.

When applying for membership, dues and associated fees are prorated for the number of months remaining in the calendar year.

Payment options:

- Online payment option (with no fees) is available on the invoice received by email
- Make check payable to Topeka Roundup Club and mail to: Topeka Round Up Club PO Box 963 Topeka, KS 66601

BOARDING SERVICES & RATES

Location:	West Barn	East Barn	Pen	Pasture
Stall:	12'x12'; Staff cleans daily and provides shavings as needed	10'x12'; Owner is responsible for cleaning; no shavings provided	N/A	N/A
Turnout:	Daily turnout (weather permitting) into West turnout pens	Daily turnout into East Barn lot; night turnout to East pasture as appropriate	24/7	24/7
Water:	Staff dumps stall buckets daily and refills twice daily; heated automatic waterers in turnout pens	Owner is responsible for stall buckets; heated automatic waterer in East Barn lot	Heated automatic waterers	Heated automatic waterers
Нау:	Staff provides twice daily	Staff provides twice daily and/or round bales	Staff provides twice daily and/or round bales	Round bales
Grain:	Staff feeds twice daily	Staff feeds twice daily	Staff feeds twice daily	Owner is responsible for feeding
Supplements:	Owner is responsible for providing for Staff to feed with grain	Owner is responsible for providing for Staff to feed with grain	Owner is responsible for providing for Staff to feed with grain	Owner is responsible for feeding
Tack Locker:	One is provided in the West Barn tack room	One is provided in the East Barn tack room	One is provided in the East Barn tack room	One is provided in the East Barn tack room
Monthly Rate	\$450	\$270	\$260	\$215

(Rates updated 1/1/2023)

- Board payments are due on the 1st of each month. Payments are considered late on the 15th of the month. Any account not paid in full by the 15th of the month will be charged a \$30 late fee.
- Horses may have blankets/sheets, boots, fly masks, and other horse-wear removed and replaced for an additional monthly fee. \$40/month for West Barn and \$50/month for others. Additional tack lockers may be rented for an additional \$30.00/month when available.

MEMBERSHIP APPLICATION

Please complete this form and return it to Topeka Round-Up Club, 7843 SW 37th Street, Topeka, KS 66614. If you have questions, please call 785-478-4431 or email TRCBoardMembers@gmail.com.

Personal Information	a:										
Name:			_ Occupation:								
Address:											
City: Home Phone: Cell Phone: Spouse's Name: Home Phone:			_ State: ZIP:								
			_ Work Phone: _								
			Email:								
			Spouse's Occupation: Work Phone: Email:								
						Children:					
						(Ages 18 or under, or in pos	st-secondary	school	and claimed as a	dependent)	
Name:					Age:						
Name:	Age: _		Name:		Age:						
Desired Type of Mem					_						
Family	ocisiip.	Seni	or Family								
Family Seni Individual Soci			ial Individual								
		5001	ar Irrary radar								
Desired Payment Sch		0	• 11		. 1						
Annually		_ Sem	iannually	Q	uarterly						
Horses Owned/Lease	d:										
Desired Deardings											
Desired Boarding: West Barn	East Dann		Don	Docturo	None						
		<u> </u>	ren	Pasture	None						
Other Areas of Intere	st:										
WARNING: UNDER KANSAS LAW, THERE IS NO LIAB FROM THE INHERENT RISKS OF DOMEST OF PARTICIPATING IN THIS DOMESTIC LIMITED TO: (1) THE PROPENSITY OF A DEALING OR STEPPING ON, UNPREDICTABILITY OF A DOMESTIC ANIN OR OTHER ANIMALS; (3) CERTAIN HAZAI OR OBJECTS; AND (5) THE POTENTIAL PARTICIPANT OR OTHERS, SUCH AS FAIL ABILITY. I hereby apply for a Tope Club's rules and regulation membership is contingen	IC ANIMAL ACTIVITY. ANI	IES, PURSU INHERENT TO BEHAVE FIN AN IN PSUCH THIS CE AND SU TO ACT CONTROLO JP Clul estand t	ANT TO KSA 60-4001 THE RISKS OF DOMESTIC AND IN WAYS I.E. RUNNING, BI JURY, HARM OR DEATH NGS AS SOUNDS, SUDDEN MESSURFACE CONDITIONS; (A IN A NEGLIGENT MANNE VER THE DOMESTIC ANIMALS.) TO, Inc. members in that this is only a supplementation of the content of	ROUGH 60-4004. Y IMAL ACTIVITIES IN UCKING, BITTING, KI TO PERSONS ON C IOVEMENT AND UNI 4) COLLISIONS WITH AL OR NOT ACTING V hip. I agree to an application	YOU ARE ASSUMING THE RISE ICLUDE, BUT SHALL NOT BE CKING, SHYING, STUMBLING OF AROUND THEM; (2) THE FAMILIAR OBJECTS, PERSONS HOTHER DOMESTIC ANIMALS TRIBUTE TO INJURY TO THE WITHIN SUCH PARTICIPANT'S TO abide by the on, and						
Signature:			Date:								

BOARDING AGREEMENT

This agreement is made between Topeka Round-Up Club, Inc., referred to herein as TRC, located at 7843 SW 37th Street, Topeka, KS 66614, and ______, referred to herein as the Boarder.

Section 1: Boarding Description and Fees

The Boarder agrees to the esta	ablished monthly fee for the type or	f boarding provided.
TRC will provide the Boarder	thirty (30) days' notice of any incre	eases in the monthly
board. The initial rate of \$	per month for board in th	e area will
commence on	for horse(s)	Board
payments are due on the first	(1st) of each month and are consider	ered late on the fifteenth
(15 th) of the month. A \$30.00	late fee will be added to accounts r	not paid in full by the
fifteenth (15 th).		

Section 2: Coggins Test and Health Certificate

Boarder warrants that they will provide, prior to the time of delivery, proof of a current negative Coggins test (within 12 months), and a current health certificate (within 6 months) from a veterinarian. They will also provide proof that the horse has been dewormed within the last thirty (30) days by a veterinarian, and has had the vaccinations listed in Section 3 below, within the last six (6) months. A veterinarian may provide certification that the strangles vaccination is inappropriate for this horse in lieu of the vaccination. TRC may request to receive these directly from the Boarder's veterinarian.

Section 3: Deworming and Vaccinations

TRC has a parasite control and vaccination program consistent with recognized standards. All horses boarded at the Club will be dewormed four times a year by a licensed veterinarian. Horses are required to be vaccinated against:

- Eastern & Western Equine Encephalomyelitis (EEE/WEE)
 - Annually in the spring, prior to the onset of the insect vector season (this is covered in Prestige 5 vaccine, for reference)
- Equine Herpesvirus (EHV)/Rhinopneumonitis
 - Semiannually
- Equine Influenza
 - Semiannually
- Rabies
 - Annually
- Strangles (*Streptococcus Equi*)/Distemper
 - Annually
 - If the strangles vaccine is considered inappropriate for a horse, certification from a veterinarian must be provided.
- Tetanus
 - Annually in the spring, prior to the onset of the insect vector season
- West Nile Virus (WNV)
 - Annually

TRC may request to receive records from the Boarder's veterinarian. Boarder is responsible for all veterinary fees. If the Boarder is in arrears with the veterinarian and TRC is billed, payment is the responsibility of the Boarder and there will be an additional fee.

BOARDING AGREEMENT

Section 4: Feeding

TRC agrees to feed and water the Boarder's horse daily.

Section 5: Emergency Care

If it comes to the attention of the TRC Staff that medical treatment of a horse is needed, TRC will attempt to call the Boarder. In the event the Boarder is not reached, TRC has the authority to secure emergency veterinary and/or farrier care. TRC will attempt to contact the veterinarian/farrier of the Boarder's choice. Boarder is responsible for paying all costs relating to this care. TRC is authorized as the Boarder's agent to arrange billing to the Boarder.

Section 6: Sick Bay

If on the recommendation of a veterinarian, a stall is required for recuperation or recovery for a horse normally boarded in a pen or the pasture, a stall will be provided at a location of TRC's choice at a 10% discount of the regular monthly rate for a period of no more than sixty (60) days.

Section 7: Rules and Regulations

Boarder is subject to all rules and regulations applicable to members of TRC. Updates to this boarding agreement may be made by the Board at any time. Changes will be posted in the TRC Clubhouse and emailed to the membership.

Section 8: Termination

Either party may terminate this agreement. However, a Boarder's horse may not leave the property unless all debts are paid except at the request of the TRC Board. Boarder will give TRC thirty (30) days' written notice of their intent to terminate this agreement.

Section 9: Delinquent Payments

If the Boarder becomes thirty (30) days past due, they will be notified of their status. TRC boarders who are sixty (60) days behind in their board payments may have their account turned over to a collection agency. Horses may be moved to a different boarding location until debt is paid in full.

Section 10: Aggressive or Dangerous Horse Behavior

TRC has the right to terminate this agreement (with two weeks' notice) or adjust boarding accommodations, if the TRC Board determines that a boarder's horse is creating an unsafe environment for staff, members or creating significant harm to other horses, due to excessive signs of aggression or other dangerous behavior for a period that is deemed destructive to a healthy and safe environment. While the TRC Board will always work toward an amenable and agreeable solution, the Board reserves the right to terminate a boarding agreement, if necessary.

Section 11: Right of Lien

TRC has the right of lien as set forth in the law of the State of Kansas, for the amount due on the board and additional agreed upon services, and shall have the right, without process of law, to retain said horse(s) until indebtedness is satisfactorily paid in full. If the debt is not paid, TRC has the right to sell the horse(s) to recover unpaid fees.

TOPEKA ROUND-UP CLUB, INC. BOARDING AGREEMENT

Section 12: Entire Agreement

This contract represents the entire agreement between the parties. No other agreements, promises, or representations, verbal or implied, are included herein unless specifically stated in this written agreement. This contract is made and entered into in the State of Kansas and shall be enforced and interpreted in accordance with the laws of said State.

Section 13: Enforceability of Contract

In the event one or more parts of this contract are found to be unenforceable or illegal, the other portions hereof shall be deemed in full force and effect.

WARNING:

BOARDER

Under Kansas Law, there is no liability for an injury to or the death of a participant in domestic animal activities resulting from the inherent risks of domestic animal activities, pursuant to KSA 60-4001 through 60-4004. You are assuming the risk of participating in this domestic animal activity. Inherent risks of domestic animal activities include, but shall not be limited to: (1) the propensity of a domestic animal to behave in ways i.e. running, bucking, biting, kicking, shying, stumbling, rearing, falling or stepping on, that may result in an injury, harm or death to persons on or around them; (2) the unpredictability of a domestic animal's reaction to such things as sounds, sudden movement and unfamiliar objects, persons or other animals; (3) certain hazards such as surface and subsurface conditions; (4) collisions with other domestic animals or objects; and (5) the potential of a participant to act in a negligent manner that may contribute to injury to the participant or others, such as failing to maintain control over the domestic animal or not acting within such participant's ability.

This agreement is subject to the laws of the State of Kansas.

[Name]		
[Address]		
[City, State, ZIP]		
[Phone Number]		
[Email]		
[Signature]	 [Date]	

RETURN TO BARN MANAGER OR TRC BOARD MEMBER

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HORSE DESCRIPTION & OWNER INFORMATION

Please attach a color, full-body photograph of the horse to the back of this form, and return completed form, for each horse boarded, to the Barn Manager.

Today's Date:	Horse Barn Name:		
Registered Name:			
Birthdate/Year Foaled:			
Color: Sex:	Breed:	Height:	
Markings:			
Other Identifying Marks (Brand/			
Owner's Name:			
Address:			
Cell Phone:	Work Phone:		
Home Phone:	Email:		
Lessee's Name (if applicable):			
Address:			
Cell Phone:	Work Phone:		
Home Phone:	Email:		
Emergency Contact Name:			
Emergency Contact Phone:			
Veterinarian:	Phone:		
Farrier:	Phone:		
Horse insured? YESNO Co	mpany:		
Claims Contact:	Policy #:		