

Burnaby Horsemen's Association Policy: **Guests & Visitors**

Approved: April 30, 2026

1. Applicability

This policy applies to all guests and visitors to all Burnaby Horsemen's Association (BHA) facilities. A guest or visitor is any person who is not a current member of BHA. Membership is required for all equine related activities and interactions on the BHA designated facility except as set out in the following policy.

2. Definitions

A **visitor** is any person visiting BHA who does not hold a BHA membership.

A **guest** is any person who does not hold a BHA membership and visits BHA with their horse.

3. Policy

- a. Guests and visitors are welcome at BHA facilities to promote interest in equestrian activities and BHA. BHA is open and courteous to responsible non-BHA members, as part of our agreement to operate the facilities on public property.
- b. Guests must be approved by the Board in advance. The Board may approve guests at BHA on a case by case basis. Guests must provide:
 - (i) proof of a current Horse Council BC membership;
 - (ii) a signed BHA waiver (see below);
 - (iii) proof of equine influenza (flu) and rhinopneumonitis (rhino) vaccinations for their horse(s) within the last 12 months;
 - (iv) payment for the fee of \$20 per day for temporary stabling; and
 - (v) for any horse arriving from outside BC, a negative coggins test within the last 12 months.
- c. Guests are responsible for their own bedding, feed, water buckets and other supplies. Feed/bedding must be contained in bags, bins or containers and not block the aisle.
- d. For emergencies, guests must leave an emergency contact number, halter and lead rope at their stall.
- e. Approved guests may exercise their horses in any of the rings (except the holding paddock), so long as they follow the rules for the ring.

Burnaby Horsemen's Association Policy: **Guests & Visitors**

Approved: [April 30, 2026](#)

- f. Guests may use the wash rack subject to the needs of members.
- g. Guests and visitors must conduct themselves in a manner that is safe for themselves, other members, horses, and anyone riding, exercising, walking, or near a horse.
- h. Guests and visitors are permitted to visit unsecured (unfenced) areas of the property at any time. They are permitted in the fenced barn compound and the downstairs area of the barn (but not the upstairs), but only if a member is present at all times.
- i. Members are responsible for the visitors or guests they bring to the facility and may invite them to accompany members all throughout the facility except upstairs.
- j. Contractors may have access to any part of the facility, as required to complete their work.
- k. Guests and visitors must not be left on their own within the barn(s) if there is no member present. If a guest or visitor is younger than 16 years of age, a member must be in the near vicinity of the person at all times.
- l. Guests and visitors must not open any stall door or enter any stall or paddock without the owner/leaser/authorized member being present at all times, and must not feed horses without permission of the owner/leaser/authorized member.
- m. Only full members; approved instructors; authorized guests handling their own horse or pony; veterinarians; farriers; or similar health care providers, may handle a horse or pony outside the stall, or barn areas including the barn yards, barn driveways, parking lots, ring 3, and agility areas.
- n. Guests and visitors are welcome to observe riding in any of the indoor or outdoor rings. Depending on the activities occurring in the ring, riders/horse handlers may ask guests/visitors to remain outside the fence or gate or in the seating area of the indoor.
- o. Guests and visitors may participate in equine related activities (i.e. caretaking, riding/exercising/handling) only when the applicable waiver has been signed and submitted to BHA prior to the interaction. Waivers can be submitted online or as a hard copy to the drop boxes in the barns.
- p. Members who allow non-members to handle their horse or pony on the trails do so at their own risk.
- q. BHA assets are paid for and maintained by the membership and space is often at a premium, especially in the indoor arena during winter months. We ask members to be mindful of

Burnaby Horsemen's Association Policy: **Guests & Visitors**

Approved: [April 30, 2026](#)

these facts and to limit guest or visitor rides/exercising/handling in the indoor ring or ring 3 to times when the rings are not busy. Acceptable reasons for non-members riding/exercising/handling a member's horse or pony include buyers or leasers trying out a horse, special events, like clinics, and occasional casual rides/exercising/handling by family and friends. If the member wishes to invite a visitor or guest to ride/exercise/handle the member's horse or pony for a reason other than those listed above, please contact the board in advance by email for approval.

- r. A BHA member who observes a visitor or guest acting contrary to this policy or other BHA policies must ask the person to stop the behaviour immediately and/or speak with the member who has invited the guest or visitor. If they continue, the person may be asked to leave BHA premises.

4. Supporting Documents

Related BHA Policy

- General Barn Safety Policy

Related BHA Forms

- Facility Waiver

5. Review Schedule

Policy Approved:	September 11, 2025 (BHA Board of Directors)
Policy Owner:	General - Vice-President
Next Review Scheduled:	April, 2027

6. Version History

Date	Version Number	Details
June 2019	1.0	Initial version posted on BHA website
Sept 15 2021	2.0	Revised to clarify definitions, remove fire/drugs/alcohol references (intended to be included in a new general safety policy), remove guest fee, remove time limit
Jan 5 2022	3.0	Limit non-member riding in arenas, which are assets paid for by members. Since we currently have non-riding members that pay a fee, those without memberships, even if accompanied by a member, should not be riding <i>regularly</i> in the arenas.
Sept 11 2025	4.0	Revised to address guests stabling their horse(s) at BHA
April 30 2026	5.0	Revised to address guests or visitors handling or exercising a member's horse outside the stall.

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