

SGRC Waiting List Procedures

To help manage stall assignments with the Scarlet & Gold Riding Club (SGRC), it is necessary to have waiting lists for new horses to be brought into our facility. Below are the procedures that will be followed in order to be fair and efficient.

1. Anyone desiring to bring in a horse or horses to the SGRC facility will be required to send their name, phone number, email address and the number of horses that are desired to be boarded to the Vice President either in an email or in writing. It is the responsibility of persons on the waiting list to ensure that their contact information is current at all times.
2. SGRC regular members will be placed on a Member's waiting list and non-regular members will be placed on a New Member's waiting list. These two lists will be drawn from in a 1:1 ratio. One person from the Member's waiting list will be allowed to bring in a horse or horses for every one person from the New Member's waiting list. Example, The last stall that came available was assigned to a person from the New Member's list. The openings will be assigned to person from the Member's List. If there isn't anyone on the Member's List, the stalls will be assigned to someone from the New Member's List. As long as there are names on the New Member's list, no more than 1 regular Members will be allowed to bring in horses before a New Member is offered a stall. Membership procedures must be followed.
3. The names on all SGRC waiting lists will be in order from the date the person requested to be placed on the list with most recent being last.
4. When a stall comes available, the Vice president will contact the first person on the waiting list by phone and email (if provided). 2 working days will be allowed for a response from anyone contacted on the list and upon response 2 working days will be allowed for the stall to be accepted before the Vice President moves to the next person on the list.
5. Board fees for the stall will begin 3 days after the stall is accepted or when the horse arrives, whichever happens first. Quarantine procedures must be followed.
6. Any person on the waiting list that is contacted and offered a stall without accepting the stall will be removed from the list and will have to start the process over should they still desire to bring in a horse.
7. Should a person have more horses on the list than they are offered stalls and they accept the stall that they are offered, no one else can be offered a stall until all of their horses have been offered stalls.
8. It may be necessary to have a waiting list for regular members to move their horses around from stall to stall. If a regular member desires to move their horse from their current stall to a different stall, they must put their request in writing to the VP. When the stall comes available, the member will have 48 hours to move their horse and turn in their current stall.
9. All waiting lists will be updated and posted in the club office.