

R-Ranch at the Lake

Horse Owner Guide

REVISED 10/5/2008

APPROVED BY THE R-RANCH BOARD OF DIRECTORS 10/18/2008

Owner Last Name _____ Owner # _____

Horse's Name _____

Welcome,

R-Ranch provides a secured and maintained place for horses. The Ranch is 1093 acres and miles of riding trails.

The Ranch has established guidelines that govern horse owners.

In the horse owner guide there are sections regarding policy and healthcare for you and your horse.

Happy Trails,
Ad-Hoc Committee

R-Ranch at the Lake Owner's Association Boarding Agreement

1. There will be no more than 50 individually owned horses on the Ranch.
2. An owner family may board one horse per family member, up to a maximum three horses per family.
3. An employee may board one horse. Effective January 1, 1993, each full-time employee is entitled to board one horse without charge for board. Employees will be responsible for DeWorming, vaccinations, veterinary and farrier charges.
4. If there is a waiting list to board a horse, and owner's name will be added to the list upon request of a first come, first served basis.
5. A copy of the waiting list will be posted in the ROA office and will be updated on a continuing basis. When the list is updated, copies will be sent to the Wrangler in charge for his/her files and posted on the bulletin board in the West barn.
6. When space becomes available to board a horse on the Ranch, the owner whose name is first on the waiting list will be notified by telephone and mail. The owner must contact the ROA office within two weeks from the notification date to accept the space or pass the space to the next owner on the list. If the owner accepts the space, the horse must be on the Ranch within thirty days from the date of acceptance. The owner has the right to pass the space to the next owner on the list and request that owner's position. Any owner may request a pass one time or forfeit their right to board.
7. The owner must provide proof of full (100%) ownership to board a horse on the Ranch.
8. All horses must have current Vaccination and DeWorming records, on a letterhead from a Licensed Veterinarian before the horse is brought to the Ranch.
9. When an owner buys another owner's horse which is currently being boarded on the Ranch, the new owner may continue to board the horse on the Ranch if he/she elects, by notifying the ROA office in writing of the change of ownership and signing all forms. If the said horse becomes no longer boarded on the ranch within the first year, for any reason a replacement horse may not be brought on in his place. The owner would then return to the waiting list, if applicable. The owner may keep their original spot on the waiting list provided it hasn't been passed or forfeited when their privilege to board a horse.
10. If an owner sells a horse that is boarded on the Ranch, and that horse is removed from the Ranch, the owner may replace that horse with another. The owner must pay board to reserve that space for maximum of sixty days or forfeit the right to board.
11. Board charges are due by the first of every month, and are set by the Board of Directors to cover the cost of feeding as scheduled.

12. If board charges are not paid, and the overdue notices have been sent without response, the Ranch has the right to request the owner to remove the horse from the ranch or sell the horse to recover the balance due from the owner. If additional costs are incurred by the ranch for removal of the horse, the cost will be added to the owners account.
13. R-Ranch at the Lake has the right of lien as set forth in the law of the State of California for the amount due for horse board and additional agreed upon services.
14. Owners and employees are responsible for veterinary and farrier cost for their horse(s).
15. New horses to the Ranch are subject to quarantine. See quarantine policy.
16. After the quarantine period has past, individually owned horses are to be kept in the area designated for owner horses unless they are ill and require medical treatment.
17. Wranglers will feed owner's horse(s) while it is in the stall.
18. Owners are to keep their horse out of the way of Ranch horses.
19. Owners are responsible for keeping the West barn area and outside paddocks clean.
20. Owners must obey the Ranch horse/stable rules during regular stable hours.
21. Owners must respect other horse owners' rights and equipment.
22. Owners are entitled to one tack locker per horse and must follow tack locker rules.
23. If a horse is injured or ill, Ranch management will notify the owner. If an owner cannot be reached, the wrangler, in concurrence with the Ranch Manager, feels that a veterinarian is needed; the owner will be charge for the veterinarian's service. See Equine Care and Guidelines.
24. R-Ranch reserves the right to request an owner to remove a horse from the Ranch when sufficient circumstance warrant with the concurrence of the veterinarian and the Board of Directors. (For example, long term special care or humanitarian reasons, lack of concern or care by an owner, etc.)
25. All temporary boarders are subject to approval by Ranch Management.
26. Temporary boarders may remain on the Ranch for no more than 16 consecutive days.
 - a. Temporary boarders will be charged a daily fee for board.
 - b. Horses must be off the Ranch for no less than 14 consecutive days after each stay.
 - c. If an owner wishes their horse to stay longer than 16 days, a written request should be sent to the Ranch 30 days prior to the arrival date of the horse. A maximum of 14 days will be granted no more that 4 times per year.

- d. All temporary boarders will be placed in the quarantine area.
- 27. Owners must follow Stall Use and Maintenance Guidelines.
- 28. Owners must follow Tack Locker Rules.
- 29. Failure to comply with the rules and guidelines may result in termination or suspension of Owner's privilege to board a horse on the R-Ranch.
- 30. Termination of this agreement by the horse owner shall require 30 days written notice to the ROA office. A prorated charge by 30 days divided into monthly charges per day per horse will be assessed for each additional day past that given as the final notice. You will be responsible for entire months/days board if no 30-day notice is given.
- 31. Any questions/concerns/EMERGENCIES please see head wrangler during stable hours.**
If your questions/concerns/EMERGENCIES develop after stable hours please report them to the ROA office, as they will know how to reach the appropriate staff.

While your horse(s) is/are boarded at R-Ranch At The Lake, R-Ranch At The Lake shall not be liable for any sickness, disease, theft, death or injury suffered by horse(s) or any other cause of action arising from or connected to the boarding of this horse(s). All risks are assumed by the horse(s) owner. The horse owner agrees to hold R-Ranch At The Lake harmless from any loss or injury to said horse(s). All costs no matter how catastrophic connecting with the boarding are borne by the horse owner.

I have read the above rules, and I agree to abide by these rules.

Owner's Signature

Owner's number

Date

West Barn Guidelines –Stall Use and Maintenance

R-Ranch has designated this facility for horse owner's usage and it is the obligation of the horse owners to keep the facility neat and clean.

1. Owners who board horses on the Ranch **must** follow Ranch rules and show consideration for other owners.
2. Stall sign-in sheets are at the end of the tack room. All stalls are on a first-come, first-serve basis. All use. Enter the date, time, owner name, owner number, and out on the clipboard.
3. Horses are not to be left in stalls for extended periods of time.
4. All ground level doors are to be closed and latched at night.
5. No saddling, shoeing, or grooming of horses in the barn aisle.
8. Owners are responsible for:
 - a. Keeping the West Barn clean, including 20 feet on the outside of the barn.
 - b. Keeping outside paddock and aisle clean.
 - c. Keeping the wash rack area clean after each use.
 - d. Keeping the owner's tack room clean.
 - e. Providing his or her own equipment.
 - f. Catching his/her horse in the pasture and returning the horse to the pasture.
 - g. Keeping a neat individual locker.
9. All feed in lockers must be stored in sealed hard plastic or metal containers.
- 10. When using a stall, it should be cleaned several times a day. When vacating the stall, it should be cleaned thoroughly. Manure cart must be empty into the manure spreader after each use.**
11. Owners must obey all Ranch riding rules during regular stable hours.
12. These guidelines can be self-policed by horse owners. Flagrant disregard of the barn rules will be reported to a wrangler. If the problem is confirmed, the wrangler will report the violation to a supervisor and further action will be taken as necessary.

STALL UPKEEP SUGGESTIONS

1. Keep gravel pulled away from the stall walls. This will help prevent dry rot of the walls.
2. Separate manure balls from the gravel with rake. This will keep the sand in the stalls and the manure out.
3. Rake the sand as level as is possible.
4. **Sweep out your area – this is a must and is appreciated by all. Remember to sweep the sand back into the stalls and not outside.**
5. Hay is difficult to clean from the stalls. It requires a lot of raking and picking up. Hay bags are of some benefit.
6. **Manure must be removed from stalls several times a day.**
7. **Manure cart must be empty into the manure spreader after each use.**

TACK LOCKER RULES

1. **BASIC ELIGIBILITY:** Share owners paying full board for a horse or horses whose annual assessments and board bills are current, may utilize the tack lockers in the Owner barn.
2. **LOCKER ASSIGNMENTS & ADMINISTRATION:** The Stable Barn Supervisor will assign lockers. Tack Locker Agreement must be signed.
3. **DELINQUENT ACCOUNTS:** Share accounts and/or board bill that are overdue will be notified by the ROA office of a deadline to be met to retain a locker.
4. **FOOD STORAGE:** All food must be stored in sealed plastic or metal containers (no plastic bags) to discourage rodents, ants, etc.
5. **NEW OCCUPANTS:** There is a \$25.00 refundable deposit required for each tack locker. Deposit must be paid at the ROA office.
6. **SADDLE RACK:** Locker occupants who wish to add a saddle rack must install the approved type rack as included in the original construction, which was selected for airflow and cleanliness. See Barn Supervisor for information on racks.
7. **TERMINATING OCCUPANCY:** Lockers will be vacated by the last day of paid board. They should be left clean and in good repair. Violators will be subject to Ranch discipline since the lockers are Ranch property.

Tack Locker Agreement

- a. Lockers are located in the West barn
- b. There are 50 numbered lockers
- c. Lockers are for storage of horse equipment.
- d. Flammables are not permitted in lockers.
- e. Food may not be stored other than in sealed containers.
- f. Occupants will provide their own lock for their locker.
- g. Owners may share a locker if desired.
- h. A \$25.00 refundable deposit is required.
- i. Deposits will not be refunded if:
 - * The locker is damaged or not cleaned.
 - * The storage rules are violated.

In addition, I understand that by signing this "AGREEMENT", I hereby:

Relieve R-Ranch at the Lake Owners' Association of any responsibility for damage to, or theft of my property stored in a locker.

If there is any violation of the above rules, the owner will be asked to remove his/her belongings.

If the belongings are not removed by the agreed upon date there will be a fine of \$25.00 per month until goods are removed.

I have read the above and agree to abide by these terms.

(Print name)

(Share #)

(Signature)

FOR OFFICE USE ONLY

Locker # _____

Share # _____

Name: _____

Date In: _____

Deposit: \$ _____

Paid by (Ck # - Cash) _____

Deposit Refunded

Date: _____

By: _____

Recd. By: _____

Paid by: (Ck. or cash) _____

Quarantine Protocol/Policy

R-Ranch at the Lake quarantine policy: Quarantine horses in general should stay away from other ranch horses and owner horses, ranch waters, ranch stalls. etc. You may use the arenas ó Large arena after the stable is closed and there are no other horses using it, Small sand arena and round pen anytime provided there are no other horses using it and trails. If the quarantine horse should come upon ranch horses, it is the responsibility of the owner of the quarantine horse to move out of the way of the ranch horse.

You may not bring your horse to the Owner, Pole or Stable barn to tack up your horse. This must be done at quarantine. Wash rack is also not to used unless there are no other horse that wish to use it. Any questions or clarifications please see the head wrangler. Violations of this policy will result in first offense: a warning and second offense you will be requested to remove your horse from the R-Ranch.

This policy is in place for the safety and health of all R-Ranch horse and owner horses and will be strictly adhered to.

R-Ranch horses and owner horses removed from the Ranch as follows:

1. Less than 14 days - no quarantine
2. 15 to 90 days, 2 weeks quarantine and proof of inoculations and worming if the horse was off the ranch during a scheduled vet day for the Ranch.
3. Over 90 ó 30 days quarantine

New or unknown horses to the ranch:

Quarantine for not less than 30 days with proof of inoculations and de-worming. Proof of inoculations and de-worming must be provided to the ranch prior to a new horse coming onto the ranch. Documentation must be from a licensed veterinary. We will not accept records unless they are on the veterinary letterhead.

I understand this policy and agree to abide by it.

Horse owner signature _____

Owner number _____ Date _____

NEW OWNER HORSE ON THE RANCH

Date: _____ Owner #: _____

Owner Name: _____

Name of horse _____

Owner must attach a copy of the following to this form:

1. Current veterinarian records of inoculations and de-worming. Must be updated to the Ranch requirements. Records must be on letterhead from your veterinarian.
 - a. Flu/Rhino
 - b. Rabies
 - c. 3 - Way
 - d. Strangles/Strep
 - e. DeWorming
 - f. West Nile Virus
2. Bill of Sale.
3. Required signed pages from the information owner horse packet.

Per our veterinarian, if your horse is insured, we must have copies of all insurance papers in your owner's file.

Will you require a tack locker? Yes _____ No _____

A \$25.00 deposit will be collected by the office prior to assigning you a tack locker.

Request date to bring your horse onto Ranch _____

Please return this form with required documents attached, to the head wrangler for approval. 48 hours notice must be given to the ranch office prior to bringing a horse to the ranch, to ensure space available. **Horses must be brought on the ranch from 8:00 AM to 2:00 PM only.**

Approved: _____

(General Manager)

(Head Wrangler)

Date Approved: _____

Arrival Date: _____ Owner Signature: _____

R-Ranch at the Lake Horse/Stable Rules

As R-Ranch owners we own a large herd of horses for the use of all Partners. Our wranglers have two major concerns: The safety and well being of both horse and rider and a pleasant riding experience for all of us. Accordingly, we must follow the guidance of the wranglers in the care, handling, and riding of our horses, as they are the experts.

Riding hours are posted at the stables. *Please note: Wranglers may be working before stables are officially open, to be fair to all owners please do not ask to sign up before the posted stable hours.*

- Riding is dependent upon the weather. Stables will close if the temperature reaches an unsafe temperature or the trails, riding conditions or the arena are unsafe for use.

Sign – ups for that day's wrangler led trail rides will begin when the stables open.

- Sign ups are on a first come basis and owners have priority over guests.
- Rider must be at least 7 years old and able to control our trail horses to ride on the trails.
- Rider must be signed up at least 45 minutes in advance of the ride.
- Rider must be at the barn ready to ride with proper attire and all paper work on file 30 minutes before scheduled ride.
- Anyone not checked in at least 30 minutes before scheduled ride will be dropped from list and the next available standby rider selected.
- Maximum of 12 riders per trail ride.
- All riders must be able to control our ranch horses. The wranglers have the final decision if a rider is able to go on the trail ride.

Wrangler led rides are limited to 12 riders per rides. The trail chosen for the ride is subject to the ability of the riders. In order for anyone to go on the trail ride, they must demonstrate their ability to handle their horse.

All riders will be required to present their Owner/Associate card or Guest pass to the wrangler that mounts them.

- Owners/Associates may pick up their card (s) upon returning to the stables.
- One guest-riding pass must be presented for each guest riding.
- Guest riding passes are purchased at the ROA office.
- Owner must ride with guests.
- No guest-riding pass is required for children under the age of 6 for riding in the arena. Owner must present his/her card and be in arena when their guest is riding.

For the safety of all riders, proper clothing is required.

- All riders under the age of 18 are required to wear a helmet.
- Spurs are never allowed on Ranch horses.
- Jeans or riding britches. Shirts with sleeves, Western Cowboy boots or approved equestrian shoes with approved heel. Not Allowed - Ladies designer boots and combat or heavy work boots, sweat pants, shorts, skirts, tank tops, sleeveless shirts, flip flops, sandals, or street shoes are unsuitable for riding and will not be permitted.

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Hold Harmless

- Owners must fill out a Hold Harmless agreement annually (January 1 through December 31)
- Minors must have their parent or legal guardian sign agreement.
- Guests must fill out a Hold Harmless; minors without their parents on the Ranch must have their parent or legal guardian sign agreement prior to coming on the ranch.

Guests

- Guests are allowed *one ride per day* and only two (2) guests per ownership per ride. Owners or associates must ride with their guest.
- Single partners may bring a guest without a guest riding pass.
- Employees and their guest (with a guest-riding pass) may ride as long as they are not taking a spot from an owner. Employee must ride with the guest.

Horse assignments and riding areas are at the discretion of the wrangler

- For the safety of our riders and horses, Wrangler decisions are considered final.
- Only the wranglers will mount all riders on the Ranch horses.
- All riders will remain on their horse until a wrangler/approved volunteer takes charge of the horse the rider is on.

Trail Card Holders

- Only owners with trail cards may take Ranch horses on the trails without a wrangler. Trail card holder may take the horses out for 1 1/2 hours except for holiday weekends. Horses must be returned prior to the closing times.
- Owner or associate 13 years or older may take a trail card test in order to take a ranch horse out on the trails. Riders with the trail cardholder, if under the age of 13 must have an adult on the ride.
- Trail card tests must be scheduled in advance with the Barn Supervisor.
- The Trail card test consists of two parts, a written and a skills demonstration of their ability to handle a horse and the tack safely.
- Each adult trail-card holder, *at the wrangler's discretion* may take a maximum of two non-trail card riders with them. Each teen trail card holder may take 1 non-trail card rider with them.
- From October through May, the stable must be notified 2 hours prior riding, in order to prepare horses.

**R-Ranch at the Lake
1962 Capell Valley Road
Napa, CA 94558
(707) 252-0140**

AUTHORIZATION TO TREAT

Owner # _____

Horse(s) Name: _____

Date: _____

I am the owner (or agent of the owner), _____ of the horse(s) named above.

I hereby authorize the **Current Ranch Veterinarian & Stable Staff** to perform such procedures as are necessary and advisable for the treatment and maintenance of my horse(s) health and well-being. While I expect all procedures to be done to the best of the abilities of the **Current Ranch Veterinarian & Stable Staff**.

I realize that no guarantee or warranty can ethically be made regarding the results or cure. I also authorize, in emergency circumstances, that **Current Ranch Veterinarian & Stable Staff** follows through with such procedures as are necessary for the well being of my horse(s) until I can be notified.

Owner: _____
Signature

Effective dates: From: _____ until cancelled.

CURRENT RANCH AND ON-CALL EMERGENCY VETERINARIAN INFORMATION IS PROVIDED ON PAGE 20 OF YOUR HORSE OWNER GUIDE.

ANY CHANGES IN THIS INFORMATION WILL BE PROVIDED TO YOU IN WRITING AS SOON AS WE ARE MADE AWARE OF ANY CHANGE.

Horse Treatment Record

Horse's Name _____

Owner's Name _____ Share Number _____

Description of Injury and Treatment _____

Labor:

Date	Time In	Time Out	Daily Hours	Treatment	Wrangler
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Action Taken:

R-Ranch at the Lake Policy/Protocol for Deceased Horses

1. Protect Site from contamination, people, and animals
 - a) Remove all the horses from the area.
 - b) Protect the carcass from outside elements.
2. Review the owner's file for a telephone number, horse insurance papers, and protocol form.
3. Euthanasia performed at the owner's request will be handled solely by the owner- (i.e. being with their horse and veterinarian at the time of death and remaining on ranch until horse is removed) unless **prior arrangements AND approval** have been made with stable supervisor and ranch manager.
4. Call the owner immediately
 - a) If an owner cannot be contacted within two hours after the discovery of the deceased horse:
 - 1) Call the veterinarian to do a post mortem investigation at the owner's expense unless the owner has other instructions on file with the ROA office.
 - 2) After 24 hours, the ROA will remove the carcass from the ranch at the owner's expense.
 - b) If the owner is contacted within the first two hours, document in writing all owner requests; use a fax or e-mail if necessary
5. If an owner wishes something done with their horse other than the procedures listed above, the owner must attach his/her written instructions to this form.
6. All costs involved such as veterinarian examination, disposal, etc. are the responsibility of the individual owner.
7. If you would like the ROA to contact someone else should you not be available, please complete the alternate contact information below.

I authorize R-Ranch at the Lake to contact the person listed below should they not be able to contact me in regards to my horse(s) boarded at R-Ranch. I understand the above policy/protocol.

Owner Signature Owner #

Telephone Number

Alternate Contact

Telephone Number

Date

EMERGENCY/DISASTER PHONE LIST

If you would like your name added to the AD HOC EMERGENCY DIASTER horse phone list, please fill out the information listed below and return this form to R-Ranch office.

The phone list will be for R-ranch disaster that will affect the individually owned horses such as fire or a natural disaster. This information will not be used for any other purpose.

Print Owner Name

Owner Number

Owner Signature

Home Phone Number

Cell Phone

Work Phone

Date

E-Mail address

EQUINE CARE AND GUIDELINES FOR INDIVIDUALLY OWNED HORSES

It is the purpose of these guidelines to identify responsibility as to the care of ill or injured individually owned horse on the Ranch. Cooperation between horse owners and R-Ranch personnel is necessary and expected within these recommendations.

Primary Responsibility: It is primarily the horse owners responsibility to either initiate veterinary care or to enlist the resources of R-Ranch personnel to determine whether or not the veterinarian should be called.

When the horse owner is not on the Ranch and cannot be contacted, the primary responsibility to call for veterinary assistance rests the R-Ranch management.

Notification: When the Ranch on behalf of an owner requests veterinary care, the ROA office will notify the horse owner as soon as possible. It then becomes the owners responsibility to coordinate care and treatment with the attending veterinarian. If for any reason an owner is unable to respond within a reasonable amount of time, Ranch Management and the veterinarian will make decisions.

Care & Treatment: Horses requiring on going treatment should be kept in the east barn to allow R-Ranch personnel easier accessibility. The attending veterinarian will determine length of treatment. If space is not available in the east barn, it may be determined by Ranch Management to place the horse in the west barn or a quarantine area.

If the prognosis for the horse from the veterinarian is less than 90 days, the Ranch will make every effort to accommodate the horse's needs. At the end of 90 days, if the recuperation is not complete, the horse will be reassessed by the veterinarian and based on his/her recommendations and in concurrence with Ranch Management they will determine future treatment or if other boarding arrangements will need to be made. If it is deemed necessary that the horse leave the ranch to complete its recuperation quarantine policy will apply upon the horses return.

Horses with short-term illness/injury

Monitoring - A clipboard, with an Equine Care Form attached, should be kept at the stall where the horse is undergoing treatment. This data will keep Ranch personnel, horse owner, and vet on the same information track and assure proper care/treatment and follow through.

Recuperation Ranch management consulting with the vet will determine when a horse may be moved from the barn location to the quarantine area or corral area. The owner will then be contacted.

Added Costs - The horse owner will bear the added expense of any care/treatment for an individually owned horse. If an owner cannot administer the prescribed treatment for the horse, Ranch personnel will administer it at cost. A \$5.00 per day boarding cost will also be charged for the upkeep of the stall (cleaning, feeding, water, etc.). Any added time or overtime incurred by ranch personnel will be paid by the horse owner. All necessary services performed by stable staff will be billed to horse owner (i.e. injections, medications, bandage changes and materials stall bedding etc.) Daily records will be kept and copies will be provided with invoice at the end of the owner horses treatment/illness.

Transfer of Responsibility: A clear transfer of responsibility must be acknowledged when a horse is left in a stall for any reason and the owner is not on the Ranch. Ranch management or a designated person must accept responsibility for the care of the horse. If the owner must leave a sick/injured horse to be examined by veterinarian at a later time, the horse should be left in the east barn with complete information on an Equine Care Form on the clipboard or stall (see monitoring above).

Ranch Veterinarian: The veterinary service the Ranch uses for de-worming and shots is:

Claudia Sonder DVM & Lisa Atckison DVM
Napa Valley Veterinary Hospital, Inc.
3198 Silverado Trail
Napa, CA 94558
707 224-8604

On call veterinarian (every 3rd weekend) is Thomas Castleberry 707-255-1354

Our Veterinarian no longer bills the horse owners directly for the de-worming and shots **YOU MUST HAVE A CREDIT/DEBIT CARD ON FILE AT THEIR OFFICE OR CALL PRIOR TO SHOT/WORMING CLINICS TO PREPAY BY CHECK OR CASH.** If you wish to have another veterinary service treat your horse for **anything other than shots and de-worming** you may do so.

FARRIERS-There are several farriers that came to the ranch. For information see the head wrangler or individual horse owners. You may have your own farrier come to the Ranch if prior arrangements are made with the ROA office. All owner horses will have farrier attention minimum 6 weeks/maximum 8 weeks in concurrence with our veterinarian and the R-Ranch Board of Directors.

R-Ranch reserves the right to request an owner to remove a horse from the ranch when sufficient circumstances warrant. For example, long term special care, humanitarian reasons or lack of concern or care by owner, etc., with concurrence of the veterinarian and the Board of Directors.

I have read and understand the above equine care guidelines. I understand that failure to abide by theses guidelines may be grounds for losing my boarding privilege at R-Ranch At The Lake.

Owner

Owner #

Date