

**SPORTS AND RECREATION DIVISION
HILLTOP RIDING STABLE
STANDARD OPERATING PROCEDURES
FOR BOARDING HORSES**

IMGO-MWR

February 2020

SOP Number 16, Boarding Horses

1. **PURPOSE:** To establish rules and regulations governing the administration and operation of the Hilltop Riding Stables (HTRS). The stables provide horseback riding, instruction, and horse boarding facilities to all eligible personnel, primarily active duty military.

2. **SCOPE:** In regards to privately owned horses, the privilege of using the riding stables facility will be based on the patronage eligibility and eligibility category of the legal owner of the horse. Privately owned horses at the stables will be primarily used and cared for only by the owner and his/her family member, friends and guests. As a general rule, the owner or an eligible family member at all times must accompany guests. On a case-by-case basis, owners may request in writing an exception to this rule, which may be granted in writing by the riding stables manager, who is responsible for the day-to-day operation of the riding stables. Any appeals to his/her decision will be made to the Chief Sports and Recreation. The written exception, to be kept on file, will be for a specific time period and will authorize only a specified individual who will present the written exception to the stable employee in charge. The manager may also allow exceptions on a one-time basis, when an exception is not required for an extended period of time.

3. **ELIGIBILITY:** Patronage eligibility as described in AR 215-1, 7-1. Paid staff of the riding stables is tasked to regularly check patrons for proper identification. Eligible personnel are established by categories as follows:
 - a. **Category I:** Wounded Warriors and their immediate families. Family members and guests of first priority patrons assume the same priority.

 - b. **Category II:** Active duty (AD) military personnel and Families. Family members and guests of first priority patrons assume the same priority.

 - c. **Category III:** All other eligible personnel, retired military and DOD civilians, immediate family members of retired military.

 - d. **Category IV:** Civilians based on local demand and capacity and at garrison commander discretion, per Family Moral, Welfare and Recreation Command (FMWRC) letter on file.

d. **Waiting List:** As described below, if space becomes filled, waiting lists will be maintained for space that may come available in the future. Names on the waiting list will be prioritized by the owner's eligibility status and request date.

4. **STABLING PRIVATELY OWNED HORSES:** Category I and II owners, upon request, will receive a permanent stall. Category III and IV owners will receive temporary stalls and are subject to being "bumped" by a higher category owner. We are renting only to wounded warrior, active duty, retired, DOD civilians, and civilians on a first come, first served basis within each category. A limited number of stalls will be rented and the renters will have use of trails and pasture. A waiting list will be maintained for stalls that may come available in the future.

5. **ASSIGNMENT OF ADDITIONAL SPACE:** Space is defined as one horse stall and one feed / tack storage area.

6. **PROCEDURE FOR BRINGING A HORSE ON POST:**

a. The stable manager will be contacted prior, minimum of 5 working days, to bringing a horse on post to determine the availability of stalls.

b. After determining that a stall is available, the stable manager will require proof of a negative Coggins, current shot records a current health certificate, and completion of lease agreement, horse board application, and Hold Harmless Agreements for all family members. After concurrence from the Post Veterinarian (5 working days), the stable manager will schedule a date and assign a stall(s) and locker(s) for the incoming horse(s).

c. Horses staying at Fort Gordon are required to be vaccinated for rabies, equine encephalomyelitis (EEE), western equine encephalomyelitis (WEE), Venezuelan equine encephalomyelitis (VEE), West Nile Virus encephalomyelitis, tetanus and Rhinopneumonitis, annually. Horses are required to be wormed every twelve weeks. Horses are also required to be tested for Equine Infectious Anemia (EIA) by the Coggins Test annually. The Garrison Commander's Policy No. 25, requires Microchipping, this may be provided by post veterinary services or arrange privately but chip information must be registered with HTRS. Routine de-worming, vaccinations, and testing services will be available from the Fort Gordon Branch Veterinary Service at time of entry onto the installation and semiannually during vaccination clinics for government horses. Alternately, vaccinations, de-worming, and EIA testing may be performed by the veterinarian of the owner's choice. Vaccinations must be performed by or under the supervision of a veterinarian. Proof in writing of vaccinations, de-worming (both tube and owner administered), and EIA testing must be presented to the post veterinarian and HTRS within seven working days of the date scheduled for the procedure by the owner's veterinarian. At any time, an owner may add or remove a horse from the list of those horses provided vaccination and de-worming services by the veterinary service, if the request is made in person or in writing. Also, the post veterinary service and HTRS must be notified if a horse is sold or removed from the riding stables in writing. Internal sales, within the stables, require a current coggins test per state regulations. In order to facilitate the identification of horses, a sign or card must be posted on each animal's stall. The name of a civilian veterinarian to be contacted in the event of an emergency may also be listed.

d. Horses that are removed from the stables grounds will upon return go directly to a wash rack and have hooves and body completely washed.

7. RESPONSIBILITIES OF PRIVATE HORSE OWNERS:

a. All owners are responsible to adhere to the rules that are stated in this SOP, as well as other posted rules and /or policies. If an owner witnesses a violation, it is his or her responsibility to report the violator to the stable manager as soon as possible. The owner's name will be held in confidence.

b. Emergencies: Owners are responsible for all emergencies, medical and otherwise. The stable staff will only make notification. Corrective action will be the responsibility of the owner. In the event that the owner is out of town or cannot be reached, the stable manager will take necessary action to correct the situation at the owner's expense. It is the owner's responsibility to notify the stables in the event the owner will be out of town and to provide the name of the individual who will care for the horse in the owner's absence in writing in HTRS office.

c. Owners are responsible for any and all environmental or other damages caused by their horse or anyone in control of the horse at the time of damages.

d. Owners are responsible for the exercise of their personal mounts.

e. Owners are responsible for the care and safeguarding of their personal tack. Tack and feed storage containers placed in the storage area will have adequate ventilation as per post fire marshal. All feed storage containers, including hay and grain storage in the barn areas, will be secured at all times to prevent horses from gaining access. Keys and combos for storage will be furnished to the office.

f. All containers (boxes) must be clearly labeled inside the storage area and will not exceed 36" W x 57" L x 8" H. Stalls will not be used as storage bins.

g. Halters: Owners must provide a usable halter, which must remain on the horse for a minimum of 30 days after arrival. Upon approval by stable manager for the halter to be removed, a halter and lead rope must be available on the horse stall at all times. This is a safety requirement in the event of fire and emergency veterinary care.

h. Shoeing: Private owners are responsible for the shoeing of personal mounts. Hilltop Riding Stables will post notification of the date(s) the Hilltop Riding Stable's farrier will be on site if that information is available. Farriers will only work in designated areas and clean up after themselves. Any payment that needs to be left for a farrier must be left in the office in a sealed envelope displaying the farrier's name, the horse's name, and the date. A handling fee of \$40 per hour will be assessed when at any time stable's staff must assist the owner or the farrier.

- i. Veterinary care: Private owners are responsible for veterinary care necessary for personal mounts. A handling fee of \$40 per hour will be assessed when at any time stable's staff must assist the owner or the veterinarian.
- j. Inoculations: As prescribed by Army regulations, any owners wishing the post Veterinary Clinic to give shots and worming medication to their private mounts must sign a release form with the post Veterinary Clinic. Owners will be responsible for restraining personal mounts. Veterinary clinic staff will not enter stalls to retrieve a horse requiring vaccinations. Payment is due at time of vaccination. A handling fee of \$40 per hour will be assessed when at any time stable's staff must assist the owner or the veterinarian.
- k. Government owned horses will be wormed every twelve weeks. Private owners may elect to place their horse(s) on their own worming plan, but must provide documentation stating as such. Otherwise, private owners will see that their horses are wormed within seven days of the time that government horses are wormed. Owners will turn their "used" worming boxes into management for documentation, who will in turn provide a list for the veterinary clinic.
- l. Owners will not remove mounts from the stables or bring in new mounts without notifying the stable manager.
- m. Two weeks written notice will be given to HTRS before removing mount from stables.
- n. Owners will not make alterations to stalls without prior approval of the stable manager. Owners will keep area around assigned stall(s) clean of hay, shavings, and other debris. Owners will remove debris and not sweep it into the middle aisles.
- o. Board agreements provide for a quick pick of the stall 1 time daily by stable staff. Owners must deep clean their horse's stall as needed. Owners not maintaining cleanliness of their assigned stall will be assessed a flat rate of \$45.00 each time stables' personnel must deep clean or strip the stall.
- p. Stallions are not allowed at the riding stables. Colts will be gelded by 12 months of age.
- q. Bringing dogs to the riding stables is prohibited.
- r. Parents will keep children 13 and younger under close supervision at all times. Complaints will be addressed by management. Children 17 and younger will be picked up prior to 2000 hours. Problem children may be barred from the stables.
- s. Speed limit is 10 mph. Horses have right-of-way.
- t. During freezing weather, the water system will be shut off and owners will provide water for their horse(s) by bucket.
- u. Parking: Cars are to be parked only in parking lot. Loading and unloading is permitted

only on the side of the barn on the paved portion of the area. All other areas are designated as fire lanes.

v. Smoking: Absolutely no smoking (except in designated area).

w. Alcohol is not allowed on stable grounds.

x. Noncompliance' of an owner's responsibility will subject the owner to the following:

(1) First Offense: verbal warning issued to the owner by manager.

(2) Second Offense: Written warning and inquiry/investigation could result in loss of privileges, including removal from stables.

(3) Third Offense: Removal from stables.

8. USE OF THE LUNGING ARENA:

a. The lunging arena and riding arena may be used by all private horse owners of the stables and by personnel of the riding stables for the accomplishment of their duties.

b. Use of the lunging arena will be on a first come, first served basis. Sign-up is on barn bulletin board.

c. There is a 30-minute time limit on all users, when someone is waiting to use the lunging arena. This is calculated from the time the user begins using the arena.

d. The lunging arena and riding arena are not to be used as turn out pens. Horses will not be left unattended in either area.

e. At no time will jumping be allowed in the lunging arena. Only saddle training will be permitted.

9. USE OF TURN OUT AREAS:

a. Use of turn out areas numbered one, two, three, and four will be scheduled by the stable manager and posted in barn on the message board.

b. Pastures may be used with no time limitations or restrictions as to the number of horses in the pasture. Horses will not be fed grain in these pastures.

c. Owners will be responsible for horses left out overnight should they become injured in any turn out areas.

d. Owners will not ride horses in the pastures, holding pens and line area.

- e. Closing of any turn out areas will be determined by the stable manager i.e., excess standing water, needed repairs.
- f. Weather permitting; privately owned horses will be left out in pasture at night.
- g. Owner removing the last horse in any common turn out area will secure the gate from swinging loosely.

10. SERVICES AVAILABLE: A horse boarded at the stables is afforded the following services or facilities without regard to the particular boarding package:

- a. Stall, feed tub, hayrack, and water spigot (buckets are not to be hung on water spigot).
- b. Turn out areas (described above).
- c. Arena, lunging arena, and dressage ring.
- d. Tack storage lockers (limited number). Manager will assign lockers.
- e. Hay and feed storage: Hay and feed storage is at a minimum due to lack of suitable space. All accommodations will be handled by the stable manager.
- f. Trailer parking area, which is located by the front gate.
- g. Hilltop Riding trails.
- h. Cross country course.
- i. Lighted arena.
- j. Owner saddle area located at back of barn.
- k. Owner wash rack located at back of barn.

11. TELEPHONE USAGE: The telephone located at HTRS premises is for official business or calling necessary assistance i.e., ambulance, veterinarian, parents, transportation, etc. Personal phone calls will be limited to 3 minutes.

12. UNACCEPTABLE BEHAVIOR: No person shall publicly use obscene or otherwise socially unacceptable language or gestures. No person shall engage in fighting, gambling, or other physical acts that violate regulations.

- a. No person will interfere with work or programming of the stable or staff at HTRS.

13. **DESTRUCTION OF PROPERTY:** No person shall willfully deface or discard HTRS property or privately owned property.
14. **REGULATORY SIGNS, INSTRUCTIONS AND MARKERS:** All persons will observe and comply with all regulatory signs, instructions and markers.
15. **PICNIC AREA:** The picnic area may be used for BBQ's or picnics; however, the user is responsible for the cleaning up of areas and grill, and restoring the area and equipment to previous arrangement and condition. Failure to clean up and straighten areas may result in a clean-up fee of \$50.00.
16. Guests are the responsibility of the boarder.
17. Boarder and their guests will not handle or feed MWR horses.
19. **USING HTRS FOR COMMERCIAL PURPOSES:** No person may use the HTRS facilities for commercial purposes or for private gain without proper permits or contracts. This includes, but is not limited to: instruction, training, and feed, stable service, leasing and sales of any kind.
20. **FOLLOWING RULES AND REGULATIONS:** All patrons are required to abide by all rules and regulations stated in the HTRS' SOP, established post regulations, and GA law.
21. **MOUNTS (HORSES/PONIES):**
 - a. Mounts maintained in the HTRS facility will be owned by authorized patrons.
 - b. Only mares and gelded horses or ponies (herein referred too only as mounts) will be maintained in the HTRS facility. Colts will be gelded as soon as their physical “development” permits, or they start becoming a problem. If the colt cannot successfully be gelded prior to 12 months of age, it must be removed from the HTRS facility.
 - c. Mares and Foals: Foals have to be moved to a separate stall by three months of age (space available).
 - d. A mount which has proven itself to be unruly, has caused injury or excessive damage to property, or because its behavior is not compatible for retention in HTRS' facilities due to possible damage to patrons and/or property, will be removed from the HTRS at the direction of the Chief, Sports and Recreation Division. A minimum of one verbal and one written warning will be provided to the patron who has the unruly horse.
 - e. No one will feed a mount belonging to another patron without his or her written permission presented to the HTRS office.
 - f. Owners having a second party training or exercising their mounts at HTRS will notify the management. A Hold Harmless agreement will be signed and an exercise notice form will be on file at the office.

g. Mounts that will be absent from the HTRS facility for breeding, shows, training etc., will be reported to the HTRS' management, at minimum, two weeks before the mount will be absent in writing.

h. In the event of owners going on leave, hospital stays, etc., a power of attorney may be obtained from the SJA office on post. It will be filed at HTRS office prior to departure.

i. In the event that a mount has to be put down or dies, the patron will be responsible for reimbursing MWR for labor and equipment required to dispose of the remains. Cost will be approximately \$300.00 and must be paid before MWR is contracted to bring the equipment and personnel to dispose of the remains. If at all possible, arrangements are to be completed between the hours of 0700-1700, Monday-Friday. In emergencies, on weekends, holidays, and after duty hours, cost will be considerably higher than the proposed \$300.00. Contact the office at 706-791-4864 or the emergency contact person posted on the office door.

19. SAFETY:

a. Mounts will be walked at all times within the stable area, except in exercise and show arenas and designated jump and training areas. For the purpose of this, the stable area includes all paddocks, roadways, except where such area may extend into a designated training or off-limits area.

b. It is mandatory that riders under 18 years of age must wear protective headgear secured by a chin strap harness, when in the mounting area, riding and round pen.

c. Mounts will not be exercised inside a stall or pasture.

d. Mounts will not be turned loose in the stable area or in any open area. When leading, tying out, or grazing a mount, a halter and lead rope will be used at all times.

e. Owners may use boarder tack area. Stable tack and line areas are prohibited.

f. Owners may tie in the side walkway while picking their stall or to pick-up tack from storage (10 minutes limit).

20. FIRE PREVENTION:

a. No person will be permitted to smoke inside a stall, barn, tool room, or any other area posted as a NO SMOKING area.

b. Gasoline or other combustible materials must be stored in designated storage.

c. Combustible materials will not be stored outside of provided paint lockers at HTRS.

d. Patrons are required to report all safety hazards. No patron shall cause or allow an

exposed electrical wire of any kind to rest against a wooden or metal portion of a structure. If a patron observes such a condition, they will make an immediate report to the HTRS' management.

- e. No combustible paint, oily rags, discarded paper or trash, or other potentially dangerous materials will be stored or allowed to collect in tack rooms, feed rooms, stalls, or pastures.
- f. Fire extinguisher will be in designated areas or as required by Post Fire Marshal.
- g. Hay droppings in front of stalls must be removed.
- h. There will be no fans or bug zappers. These applications may not be installed.
- i. Heat lamps are prohibited.
- j. Hot plates, coffeepots, and other electrical appliances that produce heat are prohibited inside tack rooms.

21. Point of Contact for this SOP is Heidi Mohr, HTRS Facility Manager, 706-791-4864, Heidi.r.mohr.naf@mail.com.

22. REFERENCES: AR 215-1: 5-11, 7-1, Garrison Commanders Policy Memorandum No. 25 – Mandatory Microchipping, 01-25-2010.

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