

Aberdeen Proving Ground - MWR
Outdoor Recreation Services
Stables
Policies and Procedures Memo

31 January 2017

MEMORANDUM FOR STAFF AND PATRONS

1. **APGMWR services are for eligible patrons IAW-AR-215-1 Table 7. Proof eligibility must be presented at time of registration. Retired eligible patrons only need to present ID at initial registration.**
2. All users of APGMWR Stable Storage services must register with APGMWR ODR. This includes any eligible family members that will be at the barn unattended.
 - a. Patrons boarding horses must be 18 years or older.
 - b. Contractors must have a Contractors Storage Services filled out.
3. Patrons must complete a separate registration form for each horse for which they request storage. All second registrations will only be accepted if space is available. (Active duty exception)
4. In the case of 100% occupancy, lowest priority IAW- AR 215-1 Table 7 will be required to vacate the facility at the end of the contract and be placed on a waiting list.
5. Eligible patron must be the horse owner. Name on proof of eligibility (ID CARD) must match that APGMWR Stables Registration form.
6. APGMWR is not responsible for any damage or loss to horse or personal property while storing on APG. **You store at your own risk.**
7. ODR Stables facility is a self-service facility. Owners are responsible for the general care, feeding and health of their horses. The horse owner may make arrangements for another member to provide care for their horse(s); however the horse owner is still responsible that care is provided.
8. This activity does not have adequate facilities for stallions, draft horses, or pregnant mares, therefore these animals may not be boarded on the installation.
9. At registration patrons are required to give a copy of all vaccinations prior to boarding these include:
 - a. Recent Coggins Test
 - b. Last Worming Date
 - c. Vaccinations to include Rabies, West Nile Virus, Potomac Horse Fever, 4 in 1, Eastern and Western Equine Encephalomyelitis, Tetanus, and influenza.
10. Horses must go into quarantine before horse can be assigned a stall. (IAW AR 40-905)
 - a. Quarantine Procedures
 - i. All horses accepted must undergo a minimum of 10 days quarantine in the designated area. The veterinarian will examine all animals coming

Aberdeen Proving Ground - MWR
Outdoor Recreation Services
Stables
Policies and Procedures Memo

31 January 2017

MEMORANDUM FOR STAFF AND PATRONS

- into quarantine. Horses will be released from quarantine by the veterinarian's authorization.
- ii. Any horse removed from the stable area for more than 30 consecutive days, unless approved by the veterinarian will undergo mandatory quarantine for an additional 10 days.
11. All patrons must fill out Stables Application and Registration Form at the beginning of each storage contract period or fiscal year.
 - a. Contract period is from October 1 to September 30.
 12. All trailers/ buggies must be registered with MWR. Trailers with expired or unregistered license plates are not authorized to be stored or parked at the stables. IAW Maryland State Law, AR 190-5 and APGR 190-5. If they are not properly tagged or insured, it will be removed from the facilities.
 13. Owners are allowed to give limited Power-of-Attorney to those authorized to get on the installation with government ID card to care for horses. If no Power of Attorney is given you authorize MWR permission to move your horse in the case of an emergency.
 14. **APGMWR Service Fees and Billing**
 - a. Patrons must pay a \$65 deposit upon entry into quarantine. This deposit will be refunded upon relinquishment of stall, provided the maintenance and cleanliness of the stall are reasonable and acceptable upon inspection of ODR staff. If stall/ storage is not satisfactory the full stall deposit will be retained.
 - b. Stables storage fees are \$ 65 per stall per month. Stalls are for horses not storage.
 - o Each patron will be assigned a stall, hay storage area and tack storage area.
 - o Any patron storing anything other than a horse in a stall must be approved by MWR in writing.
 - c. All Patrons' must complete and submit Billing and Payment Form as part of registration.
 - o Billing and Payment Form explains payment options this form is a part of the registration
 15. There is absolutely no smoking in the barn or within 50 feet of the barn, or any area posted No smoking.
 16. Extreme care and caution must be taken by each patron at all times to ensure safe riding, handling and stabling practices are exercised and observed.
 - i. Check all grounds/ equipment prior to use.
 - ii. Report any unsafe conditions to MWR immediately.

Aberdeen Proving Ground - MWR
Outdoor Recreation Services
Stables
Policies and Procedures Memo

31 January 2017

MEMORANDUM FOR STAFF AND PATRONS

17. Once registered a patron is assigned:
 - a. 1- Stall for Horse
 - b. 1 Tack Locker for Horse
 - c. 1 Hay Area (holds 25 bales)

18. If patrons are requesting additional space it will be rented at the determined rate.
 - a. Stall \$65 per month
 - b. Tack Locker \$10 per month
 - c. Hay Area \$20 per month

19. Patrons are assigned a designated (numbered) stall for horse.
 - a. If not authorized a space horse or personal property is considered abandoned and APGMWR will treat the property as such IAW- APG 190-5.
 - b. Patrons are not allowed to switch or alter with stall without written approval from MWR- ODR.

20. All stalls must have an identification sign on stalls in the event of emergency/ weather related purposes. All information on sign must be CURRENT and up to date.
 - a. Patron must contact MWR-ODR if sign has fell off or missing any information.
 - b. The Sign must have
 - i. Owners Name
 - ii. Horses Name
 - iii. Picture of the Horse
 - iv. Primary Emergency Contact Number
 - v. Secondary Emergency Contact Number

21. Deworming- is to be reported to ODR and ODR will communicate to patrons and APG Veterinarian Clinic.
 - a. Worming is to be completed by the 15th of each designated month.
 - b. Please see attached De-Worming schedule.

22. Pastures are decided amicably upon horse owners.
 - a. New horses being brought out of quarantine must coordinate with existing herd owners of that pasture on the date and time of new horse introduction to herd.
 - b. It is the responsibility of all owners to minimize the amount of harm to other horses.
 - c. Patrons are encourage to work together to meet all of the required needs of the pasture.
 - d. New horses being brought out of quarantine pen maybe temporary kept away from the existing herd to allow for a short time of adjustment.
 - e. It is the new horse owner's responsibility to coordinate with existing herd horse owners of that pasture on the date and time of new horse introduction to herd.

Aberdeen Proving Ground - MWR
Outdoor Recreation Services
Stables
Policies and Procedures Memo

31 January 2017

MEMORANDUM FOR STAFF AND PATRONS

23. Sick Pen designed to temporary house injured and/ or sick horses. If it is determined the horse has an illness that is contagious, the horse must be removed from general population and housed in the Q- Pen until a vet releases back to the general population. Manure must be removed very few days
24. Arenas/ Round Pen will be used on a first come first serve basis. The round pen is strictly for working horses and not for turn out. Owner or owner designee must be present with horses. Patrons must inspect round pen before use and report any concerns to ODR.
25. No other personal property may be stored in stall space. If additional storage space is needed for personal property, patron must pay for an additional stall.
26. Feed may not be placed in any vacant stall. All feed must be stored in the feed storage room which is inside the barn.
 - a. Grain storage is to be storage is to be stored in a sealed container to prevent rodent infestation and possible harm to horses. The grain storage door is to be secure at all times.
 - b. Hay storage is limited to 25 bales per stall.
27. All bedding must be kept in the designated bedding storage stall.
28. Fans and other electrical equipment must be secured at the outer perimeter of the stall not within horses reach.
29. All MWR equipment is of equal access to all patrons and will be stored in Stall 4. Patrons are to inform MWR when additional equipment is needed.
30. Daily care and Recreational use of horses by anyone who is 16 years or younger must be supervised at all times by the owner or the owners spouse.
31. Pets will be kept on a leash at all times in the stable area and will not be allowed to run loose. Leash will be short enough to maintain control of the pet and to prevent it from encroaching on other boarders and their horses. Boarders are responsible for cleaning behind their pets. This includes horses.
32. Guests are anyone who is not an eligible patron or authorized eligible family member (IAW AR215-1) of a patron and must remain with the sponsoring patron at all times. Patrons are responsible for guest's conduct. The boarder will take whatever action is necessary to ensure that conduct of their family members and guests is within good taste and socially acceptable tolerances.

Aberdeen Proving Ground - MWR
Outdoor Recreation Services
Stables
Policies and Procedures Memo

31 January 2017

MEMORANDUM FOR STAFF AND PATRONS

33. Patrons will not move horses from one pasture to another without MWR-ODR approval.
34. Patrons will not move government property without approval from MWR-ODR in writing in advance.
35. Patrons are responsible for the cleanliness, maintenance, and repair of their assigned storage areas, pastures and stall(s) on a daily basis. All assigned storage areas and stall must be marked and information is to be kept current at all times. A cleaning and maintenance fee may be charged when stalls are not cleaned.
36. Patrons will inspect stalls and walk pasture fence lines on a weekly basis to ensure that facilities and fences are in adequate repair and that ground hog holes are marked or filled. Garbage and hay strings are to be picked up and disposed of properly.
37. Maintenance or repairs will be brought to the attention of the ODR Facility Manager. No alterations to facilities/grounds. All requests for work are to be submitted to the ODR Business and Facility Manager in writing. Patrons may not submit service orders or work orders. Alterations to barn stall and hay storage area will only take place with written approval of the ODR Business/ Facility Manager.
38. If patron does not adhere to all policies and procedures they are subject to termination of storage and loss of fees.
39. Removal of a deceased horse is at the owner's expense.
40. IAW AR 215-1 Stable facilities may not be used for commercial purposes or personal gain. This does not preclude a boarder from giving riding lessons to another boarder or a boarder cleaning stalls for another boarder. Guests and outside vendors such as trainers, veterinarians and farriers may be on site without the boarder being present.
41. No boarder will publicly use obscene or otherwise socially unacceptable language or gestures.
42. Riding Procedures
 - a. Patrons will not ride horses:
 - i. Within 50 feet of any occupied building.
 - ii. Within 50 feet of the outside perimeter of the family housing area.
 - iii. Within any restricted area.
 - iv. On or across the golf course or air strip.
 - v. On the shoulder of the roads, on the medium strip, or crossing the main post traffic arteries during the hours of 0700-0815 and 1500-1700 during the weekdays.

Aberdeen Proving Ground - MWR
Outdoor Recreation Services
Stables
Policies and Procedures Memo

31 January 2017

MEMORANDUM FOR STAFF AND PATRONS

- vi. On or near the nature trail or on any athletic field.
- vii. Patrons on horses will approach the stable area at a walk and will not ride in/out of the barn.

43. Additional Policies and Procedures

- a. Extreme care must be taken by each patron at all times to ensure safe riding, handling and stabling practices are exercised and observed.
- b. Horses will be haltered and on a lead rope or bridled at all times outside assigned stalls or pastures.
- c. Horses ridden/led will be under control and kept at a walk in the common areas.
- d. Horses will have a break away halter or halters removed when they are in the stalls, pastures, or turn-outs.
- e. Horses deemed dangerous, such as kicking, biting or excessive fighting, endangering riders or other horses or causing excessive damage to the stalls or fences will be evicted.
- f. Riders endangering their own safety, the horses safety, or others safety or violating any rule and/or regulations will be issued a warning. A second safety infraction will be cause for termination.
- g. All riders will be appropriately attired. Protective helmets must be worn.
- h. Horses are not authorized to open/free graze in common areas.
- i. Horses will be stabled in the barn during extreme adverse weather conditions.
- j. During freezing weather water will be turned off to the facility and patrons will have to provide water to horses by bucket.
- k. ALL gates will be kept closed except when entering or exiting the facility.
- l. All flammables will be stored in designated flammables storage locker.

44. Termination of Privileges: the following are causes for immediate termination.

- a. Patron's disregard or failure to comply with written directives.
- b. Patron's failure to pay fees.
- c. Patron's conduct is found to be disruptive or detrimental to the activity or other patrons.
- d. Patron's lack to maintain the health of their animal(s) or an incident of inhumane treatment to animals. After one (1) notification from the ODR Business/ Facility Manager and it the situation is not rectified and the neglect continues privileges will be terminated immediately.
- e. Possession or consumption of alcoholic beverages and/or drugs within program facilities and grounds.
- f. Removal of other patron's or government property without authorization.
- g. Destruction of government property or destruction of other patron's property, or violations of other APG regulations whether or not they are specified herein.
- h. Smoking in the barn or within 50 feet of the barn, or in any area posted "No Smoking". Smoking is permitted across the road at the stables picnic table.

Aberdeen Proving Ground - MWR
Outdoor Recreation Services
Stables
Policies and Procedures Memo

31 January 2017

MEMORANDUM FOR STAFF AND PATRONS

- i. Flammable liquids being stored in the barn. There is a designated flammables storage locker.
45. Termination of Privileges Administrative Processing
- a. Patrons who have been informed of the potential loss of privileges will have thirty (30) days from the date of letter notification to remove their horse(s) and personal property from the facilities or grounds.
 - b. Patrons wishing to appeal this termination may request in writing within ten calendar days a meeting with the ODR Business Manager to discuss or present any mitigating information they feel would cause a reversal of this action.
 - c. After a complete investigation, this action will be forward to the Chief, CRD who will notify the patron in writing that their privileges have been terminated or not. Once the decision of the Chief, CRD is rendered and the appeal is denied, the action will take effect immediately and this action is final.
 - d. Failure to remove horse(s) and/or submit an appeal within the specified time frame may result in the Stable Manager taking action to notify the Veterinary Treatment Facility for appropriate disposition of horse(s).