

FORT KNOX BOARDING STABLE

Standard Operating Procedures

2/24/2010

DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
STABLE STANDARD OPERATING PROCEDURES

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CHAPTER 1 (General)

1-1. Authority: AR 215-1, Military Morale, Welfare, and Recreation Activities and Non-Appropriated Fund Instrumentalities, 31 July 2007.

1-2. Purpose: To establish policies and procedures governing the administration and operation of the Fort Knox Boarding Stable Cooperative, to include responsibilities of members and organization of a Stable Council as a managerial entity.

1-3. Objectives: This Standard Operating Procedure (SOP) is directive in nature. It standardize procedures inclusive of, but not limited to, Stable Cooperative, membership eligibility, responsibility of members, Stable officers, financial support, and rules/policies and good horsemanship practices.

1-4. Organization: The Fort Knox Boarding Stable's is a "Cooperative" which is a self-care and self-help facility for boarding of privately owned horses and is located in building 7719 Estrada Avenue Fort Knox, KY 40121.

a. The Fort Knox Boarding Stable's is a self-supporting organization. This activity is a revenue generating program Category C Non-Appropriated Funded (NAF) business activity capable of generating income to cover operating expenses.

b. Fees will be established and collected from eligible patrons for the operation cost which will be established to meet financial obligations set by the Fort Knox Directorate of Family and Morale, Welfare and Recreation (DFMWR).

1-5. Responsibilities: The Stable Cooperative Council assumes a general management role of the Cooperative and day to day operation of the stables and is responsible through the review and informal inquiry process for assuring that the stables are properly managed, routine issues are resolved and serious infractions of procedures and policies are reported to the Outdoor Recreation Manager or his or her representative. The Outdoor Recreation Manager provides oversight to the Stable Cooperative Council and is responsible for the overall operation of the Fort Knox Boarding Stable Cooperative. The Outdoor Recreation Manager reports to the Chief, Community Recreation Division, who reports to the Director of Family and Morale, Welfare and Recreation (DFMWR).

1-6. Compliance: These policies and procedures apply to all individuals riding or boarding private mounts at the Stable and their Family Members or guests while on the Stable premises. This SOP is superseded by higher level regulations, policies, or procedures in the event of conflict with the latter.

1-7. Mounts: Only mares or gelded horses will be maintained at the Stable facilities expressly for the purpose of riding or boarding (not for selling). Horses boarded at the Fort Knox Boarding Stable must be owned by the sponsor. Sub-leasing is not permitted.

a. The maximum number of mounts permitted per family is three (3).

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b. Stabling horses on government property for commercial use is prohibited.

c. Colts will be gelded as soon as physical development permits, but no later than 20 months of age. The colt must be removed from the stables facility if he cannot be gelded prior to 20 months of age.

d. Foals born or brought into the stables can remain with the mare until six (6) months of age in the same stall. At the age of 6 months, the foal is considered a horse, and will count towards the member's limit of horses and space. If an additional stall is unavailable at the age of six (6) months, a monthly fee for a stall will be charged for the foal up to 12 months of age. At 12 months of age, if a stall is still not available, the horse must be removed from the stable. A family can have no more than one foal per horse every 30 months.

e. Stallions need to be castrated a minimum of six weeks prior to arrival to insure all sperm is out of the ejaculation duct systems.

f. Due to the requirement to share pastures and the possibility of injury, miniature horses are not permitted to be boarded at the Fort Knox Stable.

1-8. In-processing: The Stable Secretary will make individual stall, tack room and paddock assignments. The following rules are binding upon a member accepting membership and assigned areas:

a. No member shall bring a new mount into the Stable without making prior arrangement with the Outdoor Recreation Office, Stable Veterinarian Representative, and Fort Knox Veterinarian Treatment Facility (VTF) and has paid their security deposit along with the first month boarding payment in advance.

b. An individual wishing to board a horse on post will contact the Outdoor Recreation Office at (502)624-2314 to determine if a stall is available and complete the "Boarding Application". If the stable is full, the individual will be placed on an external waiting list (maintained by the Outdoor Recreation Office).

c. Once a space is available, the Outdoor Recreation Office will contact the incoming member on the external waiting list who will be required to complete and submit a "Stable Boarding Agreement" along with a security deposit of \$100 per horse, copy of bill of sale and or coggins test documenting ownership within seven (7) days after notification. Failure to provide the security deposit within the required 7 days will result in the individual being removed from the waiting list. This deposit is refunded upon termination of membership if proper notification of departure has been submitted to the Outdoor Recreation Office and the stall, tack room and paddock cleared according to the SOP.

d. Applicant will have 30 days from time of notification that a stall is available to make arrangements for quarantine with the Stable Veterinarian Representative, make first month boarding payment, and move the horse into quarantine. Failure to have horse(s) in quarantine within 30 days after notification will result in the stall being assigned to the next eligible patron.

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e. Before a horse can be brought into quarantine, the individual is required to provide the Stable Veterinarian Representative with the following:

- (1) Proof of the \$100 deposit payment from the DFMWR Outdoor Recreation.
- (2) Copy of required shots, negative coggins, and tests, per Fort Knox Veterinary Clinic SOP and those listed in Chapter 11 for each horse.
- (3) Proof of ownership such as copy of negative coggins in the name of the incoming stable member, registration or bill of sale.
- (4) Date and time horse(s) will arrive at the stables.

The Vet Representative will maintain a copy of #2 & #3 as backup for the VTF as well as the owner.

f. Quarantine is a minimum of 14 days in duration and begins when horse(s) is/are examined by the VTF or representative. Horse(s) is/are not to be removed from quarantine paddocks until cleared by the Post Veterinarian or representative and first month boarding fees paid. Upon release from quarantine the member must clear quarantine, in accordance Chapter 11. The Veterinarian Representative will perform an inspection of the quarantine area(s) upon the member moving from quarantine to a stall.

g. Before clearing quarantine the owner of the horse(s) will then make arrangements with the Stable Secretary for assignment of stall(s), tack room(s), paddock(s), and initial inspection of each. The Secretary will coordinate with another council member for an initial acceptance and inspection of the stalls, tack rooms and paddock. Once the inspection is completed the inspection form will be provided to the Outdoor Recreation Office.

1-9. External Wait List: In the event a stall is not available for an incoming mount the individual will complete a "Boarding Application" listing the names of each mount they wish to board at the Stable, before they will be placed on the external waiting list. If the individual currently does not own a mount, they will indicate the number of mounts they wish to board.

a. The external list is maintained in chronological order, by eligibility priority and based upon the date the Outdoor Recreation Office receives the Boarding Application. It is the responsibility of the applicant to keep contact information updated on this application. Failure to provide and maintain accurate and up-to-date contact information will result in the applicant being removed from the waiting list.

b. In the event that the owner on the waiting list wishes to add an additional mount to the list, a new Boarding Application will be completed for the additional mount. The additional mount will be added to the waiting list based upon the date the new application is received and not on the date the original application was received.

c. An owner may remove all or some of the mounts from the waiting list without losing their position on the waiting list.

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d. Current members that wish to add another horse, that is not currently boarded at the Stable, will be required to submit a Boarding Application to the Outdoor Recreation Office so that they may be added to the external waiting list. A horse that is currently boarded at the stables may be purchased by a current member without being placed on the external waiting list.

1-10. Out-processing: A member intending to depart the installation, or otherwise giving up his/her membership at the Stable will notify the Stable Secretary and the Outdoor Recreation Office 30 days in advance of his intention to depart, and the date. Failure to provide 30 days notice may result in forfeit of the \$100 security deposit for each horse scheduled for departure. Exceptions will be granted for emergency situations or short notice PCS orders.

a. Members departing the Stables will ensure their stall, paddock and, tack room are cleaned and repaired prior to departure. Member will have a maximum of 14 days from the end of the 30 days notice or time the mount is removed to clear or forfeit the deposit. Exception to the 14 days may be granted due to unforeseen delays, PCS cancellations, house closing problems or other excusable reasons approved by the Outdoor Recreation Manager. Boarding fees will continue until the facility is cleared. The following must be completed before the member will be cleared from the stables:

- (1) Stalls will be painted to include doors and exterior in aisle way.
- (2) Holes in stalls to be filled, leveled, and packed with Ag-lime.
- (3) Lime or Stall Dry type will be applied to stall if needed.
- (4) Boards deemed in need of replacing will be fixed including stall, paddock, and run.
- (5) All gates and doors will be fixed to approve working order.
- (6) Paddocks will be painted weather permitting.
- (7) Sheds will be repaired (including holes in sides) and painted (weather permitting).
- (8) Area must be clean, all traces of manure, bedding, hay and trash removed. Stalls and tack rooms should be swept clean and walls washed and bleached if necessary.
- (9) All personal belongings removed.

b. The individual will coordinate with either the Facility Control Officer or Stable Director to have their stall(s), paddock(s) and tack room(s) scheduled for inspection. The FCO or Stable Director will coordinate with the Outdoor Recreation Office a minimum of 7 days in advance for a MWR staff member to be present during the clearing inspection. If no deficiency is found, the member will be given a signed Clearance Form for a refund of their security deposit. If the member does not pass the inspection, they will be given an option to correct the deficiencies. Failure to correct the deficiencies will result in a forfeit of the deposit and may result in additional charges.

e. Boarding fees for stalls are charged up to the date the Clearance Form is signed by the Stable Director or the Facility Control Officer.

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1-11. Denial of Installation Facilities: Persons denied use of installation facilities by order of the Commander will automatically be denied use of stable facilities and will immediately remove mount(s) from stable premises.

1-12. Internal Waiting List: Members wishing to exchange a stall, paddock or tack room for another that is vacant or will become vacant, may be added to the internal waiting list. Note: Members wishing to bring in an additional horse will be placed on the external waiting list based upon their priority category. The following guidelines will be used to fill vacant stalls, paddocks or tack rooms from within as they become available:

a. The secretary will maintain an internal waiting list of stalls, paddocks and tack rooms that current members may want to “move” into if they become vacant. A member may only be on the waiting list for the authorized number of stalls, paddocks, and/or tack rooms permitted. Priority on exchanging stalls, paddocks, and tack rooms will be whoever requests first, next, etc. When an area becomes available, the secretary will offer it to the first individual on the internal waiting list. An incoming member will not be placed on the internal waiting list until his/her horse is released from quarantine.

b. Current members moving from one area to another must ensure their original area is cleaned, repaired and inspected within seven 7 days, as required in paragraph 23c, before moving into the new stall, paddock or tack room or they will be assigned to the next individual on the internal list. However, if the new stall, paddock or tack room is not occupied after 14 days it will be assigned to the new incoming horse on the external list to prevent delays.

c. The individual exchanging stalls, paddocks or tack rooms will coordinate with the Facility Control Officer for inspection of the stalls they are exchanging. The Facility Control Officer will provide the Outdoor Recreation office a copy of the inspection.

d. When the entire list for a particular area is declined, then that area will be offered to an incoming member off the external waiting list which is maintained by Outdoor Recreation Office.

1-13. SOP Clarification/Interpretation: The DFMWR Outdoor Recreation Manager will make all final decisions regarding clarification or interpretation of this SOP or written stable policies.

1-14. SOP Changes: The Stable Council can recommend changes to the SOP through the DFMWR Outdoor Recreation Manager, to the Chief, Community Recreation Division for approval.

1-15. Outside Horses Use of Facilities: The Outdoor Recreation Manager, with the recommendation from the Council, can approve use of the lower arena for special functions. Participants in these special functions must abide by requirements set forth by the Outdoor Recreation Manager, Council, and the Post Veterinarian, and may be charged user fees as determined by the DFMWR Outdoor Recreation Manager. No outside horse is allowed in the upper stables’ arena.

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CHAPTER 2 (Membership)

2-1. Eligibility: Patronage eligibility is IAW paragraph 7-1, AR 215-1. The priority for issuing spaces is listed below. Note: A horse boarded at the Stable must be the property of the eligible patron (leased or sub-leased horses are not permitted) and the patron must be assigned to Fort Knox and/or live within 30 miles of the installation in order to respond within one hour for cases of emergencies.

a. Category I – Active Duty, Ready and Selected Reserves military personnel and their immediate family members that hold a current military ID card.

b. Category II – Military Retirees and their immediate family members that hold a current military ID card. The population for retirees is limited to 20% of the total 30 horses population capacity.

c. Category III – DOD Civilians.

d. If necessary to accommodate Category I, it may be necessary for those listed in Category III or those above the 20% in Category II to vacate the stables. These individuals will be given 30 days notice to vacate the stables. The order of precedence is last in-first out starting with Category III. In the event that a member moves from Category I to Category II due to retirement the member tenure date will be calculated from the date of the change in category.

2-2. Categories of membership: The categories of membership eligibility as defined in paragraph 2-1 is further divided into the following:

a. Regular members – those members stabling a horse at the Stable's facilities. These members have full voting rights and responsibilities of membership.

b. Associate members – those personnel who do not have a horse own or have a horse at the stable facility, but who utilize the facility for riding lessons or training. This type of member is not authorized to vote or serve on the cooperative council. The fee for an associate membership is \$25 per owner for 6 months and is non-refundable. To be an associate member the following are required;

- (1) Must pay the 6 months fee, sign the Hold Harmless Liability Waiver and provide the Outdoor Recreation Office and Stable Vet Representative a copy of current vaccinations prior to participating in activities, events or using the lower arena.
- (2) Abide by all rules and regulations governing use of the Fort Knox Stable and requirements to bring a horse onto the installation.
- (3) Associate member horses are not permitted to be in the upper area around the barns, upper arena, tack rooms, pastures, etc.

2-3. Voting rights: Each regular member (one member per family) is authorized one vote, to be cast during General Membership meetings for the election of council members and approval

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of matters, initiatives, etc. brought to the General membership by the council for resolution and approval. A proxy may be used to exercise this voting right. A proxy will be submitted to and authenticated by the Stable Secretary at the time of the vote as being from a member in good standing prior to the vote being counted. A quorum will consist of those members present at the meeting, but in no case will it consist of less than half the membership. A simple vote of a quorum will be sufficient to enact or defeat a motion. All motions passed by the membership will be submitted to the Outdoor Recreation Manager for final approval.

2-4. Grievances: Any member having a grievance may address such grievance to the appropriate Council Member verbally or in writing. The initial point of contact for all grievances is with the council member who is responsible for the area of concern (e.g. Pasture Scheduling = Pasture Representative).

a. The member may refer the grievance in writing to the Stable Director for review and resolution. The decision of the Stable Director is final unless the member submits a written appeal before the Cooperative Council. Members filling an appeal before the Cooperative Council will have the right to present their case in person before the council before the council renders a decision.

b. If for some reason the member is still not satisfied with the Cooperative Council decision they may submit a written appeal to the Outdoor Recreation Manger. The Outdoor Recreation manager will only accept appeals that have gone through the proper procedures as outlined in paragraph 2-4a. The decision of the Outdoor Recreation Manager is final.

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CHAPTER 3 (Membership Responsibility)

3-1. Personal Conduct and Behavior: The Fort Knox Boarding Stable is a place where individuals and families can come together to learn, develop and enhance their education and skills in horsemanship. The highest standards of respect and courtesy should be extended to each other as members to promote horsemanship and the continuation and development of the program.

a. Behavior amounting to nuisance, hazardous conduct, or violating established rules and regulations are grounds for eviction without refund including engaging in fighting and causing public inconvenience, annoyance, or alarm. A nuisance is interference with Council members' duties or conduct that severely disturbs the enjoyment of the facility by other members.

b. When nuisance that materially affects the health, safety, and general well being of other boarders, the Stable Director may give the offending member a verbal notice first and then a written notice second to stop or cease such behavior. If the member doesn't stop after the written notice, the Outdoor Recreation Manager may recommend to DFMWR the eviction of the offending member, therefore, requiring the member to remove all personal property from the stables within 14 calendar days.

3-2. Sanitation: Owners will ensure that their respective stalls, paddocks and tack rooms are kept clean in order to ensure a disease free stable. Compliance with the following is mandatory.

a. Stalls and paddocks will be cleaned at a minimum every 48 hours and will include the following: remove all traces of manure and place in the dumpster provided, clean water cans and feed boxes, remove unusable particles of foreign items in and around tack area, place lime on portions of stall floor soaked with urine, and clean aisle in front of stall from debris. It is strongly recommended that the manure be removed daily during the warm season.

b. If a member fails to clean their stall or paddock within the 48 hours the Facility Control Officer will issue a verbal warning to the member who will have 24 hours to correct the problem. If the problem has not been corrected within 24 hours after the verbal warning the member will be fined \$25.

d. Members who continue to neglect the cleaning of their stall or paddock will be subjected to removal from the Stable after the third violation.

3-3. Stall, Paddock and Tack Room Maintenance: Members are responsible for the maintenance and well-being of their respective stalls, tack rooms, paddocks, and assigned pastures which include painting, replacing boards, hinges, locks, etc.

a. Basic materials such as wood and nails may be requested through the Stable Self-Service Representative for routine maintenance of these areas caused by normal wear and tear. Members are expected to pay for damages caused by their mounts or themselves (i.e., wood chewing, cribbing or fence broken by mounts).

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b. Members must maintain their storage space and are responsible for the security of their feed and equipment. All feed must be stored in clean, closed containers (with lids) for rodent control. Hay must be stored off the ground on wood pallets to prevent mold and rodent nesting.

c. Members will ensure their stalls, paddocks, and tack rooms meet uniform appearance standards established by the Stables' Cooperative Council and approved by the Outdoor Recreation Manager.

d. Members will not make alterations to stalls, paddocks, or tack rooms without prior approval from the Facility Control Officer, the Stable Director, and the Outdoor Recreation Manager. Stall walls will be 6 ft in height with no more than 2" spacing between boards and stall doors will be 48" in height.

e. Signs must be placed on each stall and paddock. The signs will include horse's name, owner's name, telephone number (both work and home) and name and phone number of veterinarian to be contacted in case of an emergency. Padlocks or key locks are not permitted on stall doors or paddocks under any circumstances due to safety considerations.

3-4. Veterinary Service and Vaccinations: The Post Veterinarian requires all horses boarded/stabled at Fort Knox to have vaccination records and be wormed regularly and receive annual vaccinations.

a. Routine testing services are available from the Fort Knox Veterinary Treatment Facility on continuing program basis to horse owners who authorize it and who are authorized medical privileges. Or, the owner may choose his/her own veterinarian to administer vaccinations and perform other procedures (de-worming and testing). Owners are not permitted to administer vaccinations unless observed by a licensed veterinarian.

b. Families stabling their mounts on Fort Knox will provide copies of official proof of vaccinations, coggins or other required veterinary care to the Stable Vet Representative within five (5) working days after receiving veterinary care. The Stable Vet Representative will review and document all vaccinations and other care to ensure mount is in compliance with the post Veterinary Service SOP.

c. The owner is required to maintain a copy of all vaccinations in the event Post Veterinary Service loses copies. If the owner cannot provide official and legible proof of vaccinations, the owner will at their own expense have all required vaccinations done again to be in compliance with the Veterinary Service SOP.

3-5. Care of Horses: Private owners are responsible for all care provided to their horses, to include shoeing, veterinary, exercising, feeding, watering, etc.

a. Members electing to have their mounts fed must arrange for care and maintenance at their own expense. The Stable Director, Facility Control Officer and Outdoor Recreation Office will be provided the name and contact information of the person or persons authorized to care for

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the horse(s). The individual who cares for the horse is subject to the rules and a standard prescribed by this SOP and is not considered an emergency care provider.

b. In the event of the death of a horse on the stable property the owner will be responsible for the removal of the carcass from the stables within 48 hours of death.

3-6. Care of Public Areas: Members are responsible to protect public areas from waste or damages that may result from their mount.

a. Members will clean areas used for their farrier service. Horses will not be shod in or around the sawdust pit.

b. Members are responsible for removal of all manure that mount(s) leaves in a public area including but not limited to arenas, wash rack, alternate turnouts, and public roadways and/or sidewalks used during trail rides (both on and off stables' property).

c. Horses are not permitted to be hitched to gates, fencing, or utility poles.

3-7. Riding Trails: Horses will not be ridden outside approved riding areas in the Fort Knox cantonment areas without prior Garrison approval. Horses may only be ridden in the open field area located between Anderson Greens and South Dietz housing area. This area is accessible by a trail that led from the back side of the stable area. Under no circumstances are horses permitted in any housing areas.

3-8. Pets: Cats, because of their value of reducing rodent density are permitted in a quantity determined reasonable by the Stable Director and Post Veterinarian. The Post Veterinarian Service will provide vaccinations and health care for those cats identified as Mascots by the Post Veterinarian. Members or visitors who bring a dog to the stables' area will restrain their animals on a leash at all times and remove the dog waste immediately. Loud or unruly dogs will not be allowed at the stables; owner will be asked to remove their dog immediately.

3-9. Guests/Riders: Members may bring a guest to the stable. Members are responsible to ensure that guests are familiar with and comply with the Stables policies.

a. Guests will be accompanied at all times by the sponsor while on the stables premises or riding the member horse.

b. The horse owner assumes all liabilities for any damages or injuries to person or property that might take place while their guest is visiting the stable or riding the horse.

3-10. Horse Trailers, Vehicles & Guest Parking: Horse trailers are parked in designated areas only (as determined by the Stables Council). The Facility Control Officer will enforce this restriction. No other vehicles are permitted to park for extended periods of time (longer than 12 hours) without the council's approval.

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a. Vehicle/trailers will be parked in a manner that will not interfere with the normal routine of horses or block any member's tack or stall area.

b. Parking for all visitors and guests will be in front of the office just prior to entering through the gate into the stable area.

3-11. Temporary Removal of Mounts: Individuals who depart the facility due to competition, shows, training, etc. may leave the stall empty up to 90 days as long as the fees are paid in advance. Horses that exit Fort Knox more than 30 days will be required to go back into quarantine as outlined in the Fort Knox Vet SOP for 14 days. The Vet Representative and/or the Facility Control Officer must be advised in writing of the date of departure, and the date of return.

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CHAPTER 4 (Safety)

4-1. Fire: Dangerous situations exist which are peculiar to stables where animals are always present and people are only present part of the time. Because of the serious consequence involved the following will be strictly enforced:

a. Smoking is not permitted in the barns, tack rooms, storage building or within 50 feet of any buildings. Designated smoking areas are located by the bleachers at the lower and upper arenas and in the parking area of the building outside the office.

b. Due to fire hazard heated light bulbs, heaters, hot plates or coffee machines are not allowed. All lights and radios should be turned off at night in barns or tack rooms.

c. Household extension cords are not permitted. Only an approved UL power surge protector or electrical strip will be permitted.

d. No gasoline or other combustible material will be used inside a confined area as a cleaning agent.

e. Paint and combustible material will be stored in an approved cabinet.

f. Members may change light bulbs as required. However, no light bulb exceeding the recommended 75 watts will be used.

g. Fire extinguishers located throughout the stable area will not be tampered with unless being used to fight a fire. Extinguishers are to be inspected monthly by the Self Service Representative and documented on the extinguisher tag.

h. Class C phones are located on the north side of building 7724 and the lower arena and may be used to report a fire by dialing 4-0911. After reporting the fire, ensure a guide is posted to assist the fire department upon arrival. If sufficient help is available in case of a barn fire, attempt to accomplish the following:

- (1) Turn off the master electrical breaker switch for the barn.
- (2) Ensure all individuals have evacuated the building.
- (3) Turn all horse in the barn loose using outside doors. Do not use the aisle way to evacuate horses.
- (4) If possible, horses will be placed in paddocks, pastures, or the lower arena.

i. Owners will provide a usable halter and lead rope that must be available at the stall or paddock (wherever the horse is) at all times. (This is a safety requirement in case of fire or other emergency.)

4-2. Children: Safety of members, guests and their mounts are of the utmost importance while at the Stable facility. For this reason, the following rules governing children will be followed:

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a. Children age 6 and younger will be in arms reach of the parent or guardian at all times while on the premises. Children age 7-12 will be kept under close supervision at all times and within eye sight of the parent or guardian to include when handling, riding and/or taking care of mounts. Children ages 13-15 may be left unattended at the barn based on the individual maturity of the child. The Fort Knox Stable Council along with the parent or guardian should make the determination.

b. No child under the age of 16 is permitted to ride or handle any mounts without a parent or guardian present.

4-3. Disruptive behavior: Running, yelling, blowing horn, playing music loud or other disruptive behavior that might spook a horse creating the potential for injuries will not be permitted in the stable area. Such violation will result in a verbal warning first, Stable Director written warning second, Outdoor Recreation Manager written warning or removal on third violation.

4-4. Mounts with bad or destructive habits: Owners of mounts with habits that can cause physical harm to unsuspecting or unknowing individuals will mark their stalls with a red ribbon, twelve inches in length and at least one inch wide. Ribbons must be clearly visible to anyone approaching the stall.

a. A mount proven to be unruly, has caused injury or excessive damage to property, or because its behavior is not compatible for retention in the stables due to possible damage to patrons and/or property, will be removed from the stables at the direction of the Chief, Community Recreation Division. A minimum of one verbal warning and one written warning will be provided to the patron who has the unruly horse.

b. A mount that causes excessive damage from cribbing will be required to wear a preventive device such as a collar or muzzle. Mounts that demonstrate a continuous destructive cribbing problem will be removed from the stable.

4-5. General Safety: Horse riding can be a safe and extremely rewarding hobby when the rider takes steps to minimize risks. As with any of the most enjoyable activities in life, it is impossible to eliminate all risks. But, by educating yourself to equestrian safety, the possibility of injury can be greatly reduced.

a. Inexperienced riders should get lessons from a professional.

b. The speed limit in the stables area is 5 mph. Horses have the right-of-way.

d. Electric fences are not permitted on stables premises.

e. Horses passing over hard surfaces or roads will be walked over these surfaces. Horses will be kept at a walk inside the stables' compound, except when riding in the arena.

f. Owners will not allow horses to roam or graze in the stables' area unattended or loose.

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- g. Members and guests will not run through the stable area.
- h. Horses will not be ridden with halters and lead ropes – proper tack only.
- i. Horse will not be lead down the center aisle of any barn.
- j. Aisle way doors in barn should be closed at all times due to safety of members and horses.
- k. ATV's are not permitted at the stables for recreational purposes. If a member wants to use an ATV for work call or other reasons, prior approval must be granted by the Outdoor Recreation Manager.
- l. Do not tie a horse to an unsecure object or with too much of a lead.
- m. Avoid lighting. Riders caught out in a thunderstorm should keep a safe distance from water, high ridges, power lines, and each other.
- n. Wear a boot with a good heel to keep your foot from slipping through the stirrups. Not being able to get your foot free during a mishap is a terrifying experience and can result in the rider being dragged. As an additional precaution, you can prevent dragging accidents by using a safety stirrup, such as peacock stirrups, break away stirrups or Toe Stoppers.
- o. Riders should wear a properly fitted ASTM/SEI certified equestrian riding helmet. Equestrian helmets are different than bicycle helmets, as they are designed for impact to the back of the head, as opposed to front or side injuries which bicycle helmets are designed for. The majority of head injuries from horse riding accidents are to the back of the head.
- p. Horses prone to kicking should wear a red ribbon on their tail.
- q. Don't crowd other riders and keep at least a horse length between you and the horse in front of you. This keeps you at a safe distance from being kicked. Also when there are riders working on both the inside and outside track, leave enough passing room that one horse isn't able to bite or kick at the horse on the other track.
- r. Keep all doors or gates closed. A horse could bolt through an open door.
- s. Spectators should stand outside the arena.
- t. Warn of Noises/equipment/vehicles, etc: Announce if you are going to do something which may cause a loud noise that may spook a horse. Give riders a chance to prepare.
- u. Ice and Snow Hazards: Be aware that if there is snow or ice on the roof it often slides down making a scary noise. Some horses may spook at this.

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CHAPTER 5 (Member Etiquette & Code of Conduct)

5-1. Every member must ensure that their pleasure stops short of another member's displeasure. Therefore, the following rules are the minimum considered essential, and will be enforced.

a. No one will feed (to include sugar, apples, carrots, etc.) a mount belonging to another member or enter their stall, paddock or tack room without the owner's permission.

b. Personal conduct of junior members and guests are the sole responsibility of the adult stable member.

c. No member shall use the privately assigned area of another member without the consent of that member.

d. No member shall willfully deface, damage, or discard stable property, or privately owned property, without the consent of the Outdoor Recreation Manager or private owner.

5-2. Arena Etiquette: The following are the minimum standards of etiquette and courtesy while riding in the arenas. All members will request permission before entering an arena when another member is in the arena.

a. Left shoulder to Left Shoulder: Riders should try to ride in the same direction. If this isn't possible then the left shoulder to left shoulder rule should apply. (Some European countries ride right shoulder to right shoulder.)

b. Slow on the Inside, Fast on the Outside: Slower riders should ride on the inside track including those doing schooling such as lateral work etc... Riders working at a faster pace such as a lope or canter should stay on the outside track.

c. Announce Your Intentions: Tell the other riders what you plan to do: "passing on your left", "jumping fence 3", "leaving arena", "entering arena". Ask permission to enter the ring. You might have to wait a minute while someone else is finishing a pattern.

d. No Lunging: No lunging while riding. (lunging is permissible in the upper arena only when the round pen is deemed unserviceable by the FCO or the Stable Director). Mounted Riding has priority over dismounted ground work.

e. Mount Out of the Way: Mount and dismount in the center--not on the track.

f. Work Together: Users should be doing similar things: i.e. jumping, flat work, if at all possible. And even though the rule is left shoulder to left shoulder understand it isn't always possible. Be generous with right-of-way.

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g. Cue Quietly: Voice commands, kissing, smooching to cue your horse should be done quietly and away from other horses. Accidentally cueing another person's horse as you ride along side them could cause problems.

h. Allow others to enjoy their lessons: (this applies to the lower arena). Try to schedule your riding for times when the arena is not being used for lessons. Try not to be unobtrusive if you must ride during a lesson.

i. Clean Up: Clean up the arena after use. Clear out manure, put away jumps, trotting poles or pylons. Leave it the way you found it or better.

j. Allow others time to use the arenas: There is 30 minute limit in the arenas which starts from the time a person demonstrates they will also use the arena.

5-3. Code of Conduct: It is a privilege, not a right, to be a member of the DFMWR Fort Knox Stable Cooperative. A co-op is a group of persons who join together or cooperate for mutual gain. As such, each member of the DFMWR Fort Knox Stable Cooperative enjoys the use of the facilities (e.g. stalls, paddocks, turnouts, small arena, large arena, round pen, riding trails, lighting for night riding, etc) at a significantly reduced cost to the member in exchange for the member performing routine maintenance and supporting or serving on a council which provides the necessary day to day management/oversight of the stable operation. Each member in return will give their full cooperation and participation by adhering to this code of conduct, the Fort Knox Stable SOP, helping with official barn maintenance projects, attending meetings, serving on specific committees or serving on the council. A cooperative is one which characterized by shared responsibility and managed by who comprise the cooperative. This privilege brings the basic responsibilities and expectations outlined below:

a. Members will conduct themselves in a professional, responsible and safe manner at all times when using DFMWR Fort Knox Boarding Stable facilities and participating in its activities.

b. Members understand that as a United States Army facility under the authority of MWR, there is a high level of expectation for acceptable behavior and professional conduct. Therefore, each member will maintain a demeanor of courtesy and respect when interacting with fellow members, the Fort Knox Boarding Stables Council, and MWR.

c. Members will follow the appropriate chain of command in a swift and professional manner if they have a question or problem related to, but not limited to, maintenance, pasture scheduling, horse health or personnel issues. That chain begins with the Facility Control Officer or the appropriate council member responsible for the area concerned, then the Fort Knox Boarding Stable Director and ultimately the DFMWR Outdoor Recreation Manager who considers only those concerns which are in writing and could not be solved by the Stable Co-op Council to include the Director. Each member will always try to resolve a problem or a concern at the lowest level first by addressing the concern to the appropriate council member.

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d. It is never appropriate to utter or post disparaging verbiage or pictures, or use inappropriate hand gestures at the DFMWR Fort Knox Stables facility

e. Every member and their horse deserve a safe and comfortable barn environment. Therefore members will refrain from behaviors that may make other members uncomfortable (i.e. rudeness, screaming, belittling, blatant expressions of demeaning or rude nature, and disruptive/harassing behavior).

f. Inappropriate behavior is dealt with in an immediate manner. There will be up to two written warnings issued. Following a third violation of the code of conduct, the member may be subject to removal from the Fort Knox Stable Cooperative Program. Decisions of removal are made by the DMWR at the discretion of DMWR Outdoor Recreation Manager.

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CHAPTER 6 (Facilities, Equipment and Supplies)

6-1. Description: Permanent facilities and real estate used by the Fort Knox Stable are the sole property of the U.S. Government, and under the direct control of the Commander, Fort Knox, and his authorized representatives. Certain tools, equipment and materials located throughout the stable have been purchased through MWR funds or garrison funds. These facilities, tools, equipment and material are for use by all members of the stable on a first-come, first-serve basic. However, to ensure every member has a fair and equal opportunity to use these items, individual safety is taken into consideration and materials are not misused certain rules must be obeyed.

a. Self-Help Material. Materials are available through the installation self-help facility, based on funding and priority, for upkeep and repair of facility and ground located at the stables.

b. The Self-help representative is responsible for requisition of material from the installation Self-Help facility. A copy of all items requisitioned and issued will be provided to the Outdoor Recreation Office within 48 hours of request or receiving.

c. Materials requisition will be limited to the minimum required to complete the work or repairs. Stock piling of large quantity material is not permitted.

6-2. Facilities: The Fort Knox Stables is for boarding of privately owned horses. The facility consists of an administrative office, three barns, a quarantine area, paddocks, tack rooms, pastures, turn-outs, two riding arenas, and a training round-pen.

a. Each barn has eight 9' x 15' stalls and two 9' x 20' stalls.

b. A space is defined as one stall, one tack room, and one paddock.

6-3. Prohibited use: Use of Facilities for Commercial or Personal Use. Personally profiting from the use of DFMWR merchandise or service is prohibited. AR215-1, Chapter 7-4, b (3).

a. Individual members may use stable facilities to conduct horseback riding lessons as long as the activity does not interfere with another member use of the facilities or generate profit for the member conducting the lessons.

b. Private riding instructors are authorized to use stable facilities, provided lessons are given only to members and their immediate family members.

c. Instructors and members conducting lessons are solely responsible for their activity and must accept all liability. It is highly encouraged that members conducting such lessons maintain a personal liability insurance to cover damage to public or private property or injury to a person or mount that might result from such activity.

6-4. Tool room: No person will enter the stables' tool room or take tools and/or materials from that area without permission from a council member.

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a. No member will appropriate stables materials (lumber, nails, paint, etc) or use equipment for his/her own personal use.

b. All members will sign out/in, clean and return stable property/tools to proper place when finished using them. Sign out/in sheets are located on clipboards both in the wood/tool room and paint room.

c. Stable tools will not be kept in privately assigned areas.

d. Any person who breaks a piece of equipment will report the damage to the self-service representative so needed repairs or replacements can be made.

6-5. Off limit areas: The following areas are declared “off limits” to members except with permission of a stable official:

a. The turnout located between the quarantine areas when horses are in quarantine.

b. Tack rooms, paddocks, and stalls assigned to another member.

c. Any areas designated by the Stables Council.

6-6. Equipment: The tractor or riding mowers are “off limits” except when training and permission is obtained from a council member. Only certified and trained operators are permitted to operate the tractor. The Self Service Rep. will coordinate all training and certification for these items.

6-7. Arenas Use: All stable members may use the upper and lower arenas. Use of the upper arena is on a first-come, first-served basis. Mounted riders have priority over ground work (non-mounted training) in the arenas. Ground work is permitted in the arenas only when the round pen is unserviceable as determined by the Stables Director or Facility Control Officer. The “Arena Etiquette” in section 5-2 will be observed when using the arenas.

a. Upper Arena – used for training mounts and riders. Jumps, cavaletees, poles or barrels are permitted as long as items are immediately removed after usage. There is a 30-minute time limit for all users whenever others are waiting; calculated from the time the user entered the arena.

b. Lower Arena – used for stable activities such as shows, lessons, fun days and clinics; training mounts and riders; and exercising. All other times will be shared usage. Three jumps along with the poles and barrels may remain setup as long as they are placed in the center of the arena away from the fence railing.

6-8. Sawdust: Limited sawdust is provided by DFMWR for use in member stalls only and not for other use. Members should be conservative on the use of the sawdust since there are only five contract loads per year. Once these loads have been used it will be the member responsibility for any sawdust required until the new contract is established.

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6-9. Pasture & Turnouts Usage: All stable members are entitled to use the pastures as long as their horse(s) is/are current on shots and in accordance with the prescribed worming schedule. Pastures are open Sunday through Friday. The Pasture Representative will schedule use of all pastures and post the schedule where all can see.

a. Abuse of these rules may result in a 30-day suspension of the pasture usage as determined by the Pasture Representative.

b. Due to limited pasture acres, the pastures are not to be used for food or nutrition of a mount but for exercise and health of the animal. Therefore, owners will ensure that their horses are feed twice a day to include when their horses are pastured, thereby ensuring the health, maintenance and root development of the grass.

c. During winter months, when pastures grass become dormant, members will provide hay for their horses in the pasture. The Pasture Rep will determine the date that members are to provide hay to their horses in the pasture. Owners must remove any remaining hay from the pasture when removing their horses. Owners not graining and haying their horses twice daily may be assessed a \$25 fine for the first incident, \$50 for the second incident, \$75 for a third incident, and eviction after the third incident.

d. Pastures will not be used when the ground is visibly wet or during reseeding and maintenance. The Pasture Representative will make this determination.

e. The Pasture Representative will post the condition of the pasture for each day and whether it is open or closed. Without penalty, an owner may keep his or her horse in pasture for the remainder of the day when it's designated as open but is closed later in the day by the Pasture Representative. It is highly encouraged owners remove their mounts from pasture when closed for inclement weather reasons to prevent damage to the limited pastures.

f. Owners will remove their horses from the pasture by dusk if possible. Mounts are not permitted to stay in the pasture overnight.

g. No more than four privately owned horses will be scheduled in a pasture at one time.

h. All gates will be closed and locked upon leaving the pasture, turnout or ring.

6-10. Turnouts: Turnouts are used only while one is physically present at the stables and there is a 30-minute time limit whenever others are waiting. Waiting time is calculated from time horses enter the turnout. When pastures are open turnouts can be used for three (3) hours maximum. When closed the maximum time will be one hour.

6-11. Run-In Sheds: All run-in sheds must meet the specification outlined by DFMWR and the council.

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6-12. Prohibited Use of Stables Property: The use of stables property to include appropriated and non-appropriated property for personal use is strictly prohibited and could result in criminal charges except as permitted below.

a. Utility Trailer Use: The use of the utility trailers by stable members is permitted if consistent with the purpose of the program per AR215-1, paragraph 17-6b (2). This would include members using the trailer to pickup grain or hay for their mount.

(1) Members using the trailer for the above reason will be required to first come to the ODR office and sign for it prior to use. Upon completion the member will either stop in or call the ODR office at 624-2314 and let the staff know that the trailer has been returned.

(2) Any other use other than picking up grain or hay will require the member to pay a usage fee for the trailer.

b. The trailer is permitted to be used for official business such as picking up supplies from Fort Knox Self-Help.

c. Other property such as the tractor, mowers, weed trimmers, hand tools, etc. are not permitted to be used for personal use.

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CHAPTER 7 (Work Call)

7-1. Work Call: As part of the condition for stabling a horse at the Fort Knox Boarding Stable, members or family members are required to perform monthly 4 hours of work for the purpose of routine maintenance and improvements to the facilities. This work is a means for mitigating costs and thereby keeping boarding fees to a minimum.

a. "Work Call Saturday" will be held on the Saturday following the monthly council meeting. The Stable Council, after reviewing the list of projects and recommendations from the Facility Control Officer and Self Service Representative, will submit a list of tasks to be performed at work call.

b. Members will be organized in teams or individually by the Stable Director or his/her representative to accomplish the approved specific tasks.

c. The Stable Director or Self Service Representative will be present on the day of work call to assign work details. Children of members must be over the age of 16 for their hours to count for the member. The required hours will be done consecutively on the day of work call during the time period established by the Stables Director. The number of family members performing work call doesn't matter as long as the required hours of work call are performed consecutively by that family or sponsor.

d. When work call must be cancelled due to inclement weather conditions the Stable Director will notify members as early as possible. An organized alternate make-up work call will be conducted the following Saturday if the primary work call is cancelled due to inclement weather conditions.

7-3. Make-up work call: Members that are unable to attend work call due to sickness, work conflict or emergency may be granted the opportunity to make it up within 7-days. It is the member responsibility to coordinate with the Stable Director for make-up work call. Failure to coordinate within the 7 days will result in a fine by the MWR Outdoor Recreation Office. The following rules must be observed to be granted the opportunity to make-up work call without being fined:

a. Member must notify the Stable Director at least 24 hours prior to the scheduled work call, barring no unforeseen emergencies to coordinate a date and time for the make-up work call.

b. If the member is unable to notify the Stable Director 24 hours prior to the scheduled work call due to last minute unforeseen emergencies than the member will have 7 days to coordinate with the Stable Director for make-up work call.

c. The Stable Director in coordination with the Self Service Representative will determine what projects the individual will be assigned to complete for make-up work call. Based on the work to be performed, any council member may be present to verify the make-up work call or none at all if work can be verify by completion of the project.

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7-2. Missed Work Call: Attending work call is not an option but a requirement to be a member of the stables. Those members that fail to attend work call or coordinate with the Stable Director for make-up according to paragraph 7-3 will be issued a \$25 fine for each hour missed by the MWR Outdoor Recreation Office. Missing more than 6 hours of unexcused work call will result in removal from the Stable. The Stable Director after notifying the individual will report the name of those individuals that failed to attend work call or coordinate make-up work call within the required 7 days to the Outdoor Recreation Office NLT the last day of the month.

7-3. Physical Restriction: Members that are unable to perform make-up work call within 7 days from the scheduled work call based on a medical restriction must appoint an Emergency Care Provider to complete their work call and provide the Outdoor Recreation Office with a physician statement.

a. The Emergency Care Provider will be required to coordinate with the Stable Director for make-up work call

b. Failure to appoint an Emergency Care Provider, provide a physician statement or complete the make-up work call will result in the same penalty as outlined in paragraph 7-2.

7-4. Emergency Care Providers: These are individuals that have been elected by the stable member to provide care for their mounts due to medical reasons or other reasons that would prevent the member from caring for their mounts themselves.

a. Short Term: In the event a stable member is unable to care for his/her horse due to sickness, TDY, death in family, or other related reasons, the member may elect to assign the responsibility for the care of their mounts to another person up to a period not to exceed 14 days. The member will be required to complete the Permit for Emergency Care Provider at the Outdoor Recreation Office and provide a copy to the Stable Director. (See attachment F). Exception: When a member will be gone for a four (4) day pass/weekend, the FCO will be notified and the member will include on the white mark board the name and phone number of the care provider and the dates the member will be gone.

b. Long Term (Beyond 14 days): In the event a stable member suffers from a long term disability that prevents them from caring for their horse and performing work call and there is no spouse or immediate family member in the immediate area, may elect to have someone other than family member designated as care giver. The member will be required to complete the Permit for Emergency Care Provider at the Outdoor Recreation Office and provide a copy to the Stables Director. Long term providers will be required to perform the members required work call hours.

c. Emergency care providers will be granted all the rights as other members except the right to be a council member or vote in a council election.

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CHAPTER 8 (Boarding Fees & Finance)

8-1. Boarding Fees: The Directorate of Family and Morale, Welfare, and Recreation (DFMWR) will determine the fees for boarding horses at the stables. "Stall Rental Agreement" is effective on the date it is submitted to the DFMWR Outdoor Recreation Office.

- a. All members will be notified 30 days in advance of a rate increase
- b. The current monthly rates are as follows:

	<u>Members</u>	<u>Council</u>
(1) Approximately 9'x15' Stall	\$60	\$55
(2) Approximately 9'x20' Stall	\$75	\$70
(3) Run	\$15	\$15
(4) Extra Tack room	\$10	\$10

8-2. Security Deposit: A one-time security deposit of \$100 per horse is required at time Boarding Agreement is completed. This deposit is refunded upon termination of membership if proper notification of departure has been submitted to the Outdoor Recreation Office and the stall, tack room and paddock cleared according to the SOP.

8-3. Billing and Payments: **All stall payments are due NLT then the 5th business day of the month.** A late payment fee equal to 10% of the boarding fee will be added daily for payments received after the 5th business day. Payments can be made by cash, check, Visa, or MasterCard at the Outdoor Recreation Equipment Checkout Center, Bldg 4244, Park Road, or by phone, (502)624-2314 if using a credit card.

a. Delinquent Accounts – Members that are delinquent in their payments more than 30 days will be removed from the stable and forfeit their security deposit and may be subject to additional charges or administrated actions.

b. Horses arriving after the 15th of the month will be charged 50% of the monthly boarding fees. Horses that have cleared the installation and have the clearing papers signed and dated prior to the 15th will be charged 50% of the monthly boarding fees. All clearing papers dated the 15th or after will be charged a full month boarding fee.

8-4. MWR Petty Cash: Upon approval by the Outdoor Recreation Manager council members may sign petty cash out from the DFMWR Headquarters Bldg. 4248 to purchase items that cannot be issued by the installation self-help facility.

a. Receipts of purchases or unused petty cashed must be returned to the DFMWR Headquarters within 48 hours or before the last business day of the month whichever comes first.

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Note: Items that have been purchased with a personal credit/debit card cannot be reimbursed with petty cash.

b. A copy of the receipt of items purchased must be provided to the Outdoor Recreation Office within 72 hours of purchases.

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CHAPTER 9 (Disciplinary Action Guidelines)

9-1. Disciplinary Actions: It the responsibility of each member to abide by the policies, rules and contents contained within this SOP. The Stable Council assumes a general supervisory role and is responsible for ensuring members comply with the SOP.

9-2. Penalties for violations: The following table is to serve as a guideline for issuing penalties for violation of the SOP or misconduct.

Table 9-2 Penalties for violations or misconduct.			
Offense	1st Offense	2nd Offense	3rd Offense
1. Theft	Removal		
2. Physically Threatening or Inflicting bodily harm.	Official Reprimand and/or Removal	Removal	
3. Use of facility for personal financial gain.	Official Reprimand	Removal	
4. Unexcused Work Call	\$25 per hour	Removal after 6 hrs of missed work call	
5. Failure to clean stall, paddock within 48 hours. *\$25 fine if not corrected within 24 hours after being notified.	Verbal Warning & Correction	Written Warning, Correction & \$50 fine	Official Reprimand, \$100 fine, Correction and/or Removal
6. Creating a disturbance that put other in harm way.	Verbal Warning	Written Warning	Removal
7. Violation or negligence that results in injuries.	Official Reprimand and/or Removal	Removal	
8. Pasture Violations	Verbal Warning	Written Warning & 1 week suspension	Official Reprimand, 2 week suspension, \$50 fine and/or Removal.
9. Entering another member assigned area without approval.	Verbal Warning	Written Warning	Official Reprimand and/or Removal
10. Parking vehicle or trailer that obstructs a member tack room or stall.	Verbal Warning & Correction	Written Warning	Official Reprimand and/or Removal
11. Delinquent Boarding Fees			
Late after the 5 th working day.	10% late payment fee daily		
30 days late	Removal and forfeit security deposit		
13. Alteration of stall, tack room or paddock without approval.	Verbal Warning & Correction	Official Reprimand & Correction	Removal
14. Property damaged by mount	Verbal Warning & Correction	Written Warning & Correction	Official Reprimand and/or Removal
15. Cribbing Horses	Verbal Warning & Correction	Official Reprimand & Correction	Removal
16. Failure to maintain vaccinations (may result in quarantine)	Verbal Warning & Correction	Official Reprimand & Correction	Removal
17. Failure to make necessary repairs to stall, paddock, tack room as requested.	Verbal Warning & Correction	Written Warning, \$25 fine & Correction.	Official Reprimand and/or Removal
19. Conduct or behavior which is prejudicial to good order and discipline.	Verbal Warning	Written Warning	Official Reprimand and/or Removal

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20. Other violations that does not result in injuries to persons or property.	Verbal Warning	Written Warning & Possible Monetary Fine	Official Reprimand, Possible Monetary Fine and/or Removal
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9-3. Authority for issuing penalties: Any member that witnesses a violation can correct a member that committed a violation. A diplomatic and professional approach should always be used especially with new member who may not be familiar with all the rules, policies, SOP, etc. However, repeated or willful violations must be handled by certain council members as outlined below:

a. Verbal Warning – Issues by any council member and is required to be documented with date, time and nature of the violation and corrective action required. A copy of this documentation is to be given to the Stable Director for record.

b. Written Warning – Issued by the Stable Director after careful investigation. Written warning will state date, time and nature of violation, corrective action required and monetary fine to be charged. A copy will be given to the member in violation, and the Outdoor Recreation Manager.

c. Official Reprimand & Monetary Fines – Issued by the Outdoor Recreation Manager after careful investigation and will state the date, time, nature of violation and monetary fine.

d. Removal - If violation requires removal the Outdoor Recreation Manager will make the recommendation through the Community Recreation Division Chief to the Director of Family, Morale, Welfare and Recreation removal notice.

9-4. Removal for Disciplinary Reasons: When a member is removed from the stables due to disciplinary reasons, the following guidelines will be followed:

a. Member will be given 14 days from time of notice to remove horse(s) and clean and repair stall(s), paddock(s), and tack room(s) as required per the SOP. All fees must be up-to-date.

b. If the individual is in default of payment, mount(s) will not be removed from the stable premises. Administrative action will be taken to place a lien against such mount(s) and, if owner is unable to settle the debt within 30 days, the mount(s) will be sold at a public auction. Proceeds will be used to pay debts plus expenses incurred by the Stable in disposing of mount(s) and claims of other members, if any. The balance, if any, will be returned to the original member responsible for the debt.

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CHAPTER 10 (In-transient Horses)

10-1. In-transient Horses: All DOD ID Card holders who are in transiting from one location to another including current members that are departing may use the quarantine stalls up to 14 days if available. New incoming members will have priority over transient horses.

a. A fee of \$10 per day, per horse, will be charged for all transient horses in quarantine.

b. The Outdoor Recreation Office will:

- (1) Maintain a reservation list and contact information of incoming transients.
- (2) Contact the Veterinarian Representative when the transients are scheduled to arrive and depart.

c. The Stable Veterinarian Representative will insure:

- (1) All visiting horses have the required vaccines at least 30 days prior to entering the installation. Government Owned Animal's (GOA) are exempt from quarantine requirements but must adhere to the vaccination requirements.
- (2) All visiting horses are not pastured, stalled or share water and feed buckets with resident horses.
- (3) All possible precautions are taken to minimize exposure from horse to horse and that visiting horses are maintained only in quarantine area.
- (4) Ensure that transients departing quarantine have cleaned and cleared the area prior to departing.
- (4) Ensure that no more than two horses are in quarantine at any one time.

d. Transient Personnel will:

- (1) Coordinate with the Outdoor Recreation Office in advance of date and time of arrival and departure for temporary boarding facility.
- (2) Not permit their horse(s) to be ridden, walked, led, or enter any other area of the stables where they may come into contact with permanent boarded mounts or any area that is used by permanent mounts.
- (3) Ensure that their horse(s) are properly vaccinated and provide all required valid documentations to include a valid health certificate upon arrival.
- (4) Remove daily manure from stall/paddock and place in the appropriate dumpster.
- (5) Clean their quarantine stall(s) before departing. Failure to clean the stall(s) before departing will result in a \$50 charge.
- (6) Ensure all fees are paid to the Outdoor Recreation office prior to departing.
- (7) Fax current immunization, health certificates and Coggins, if coggins' results are not annotated on the health certificate, to DFMWR Outdoor Recreation (502) 624-7524 prior to their arrival.

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CHAPTER 11 (Vaccinations & Quarantine)

11-1. Equines entering the installation to be boarded: Any eligible individual bringing an equine onto the installation must provide the following documentation: Proof of vaccination, negative Coggins test, and health certificate (if applicable) must be presented to the Fort Knox Veterinary Treatment Facility (VTF) either by FAX or in person **BEFORE** bringing the horse onto the installation. VTF phone number (502) 624-5819 and VTF FAX number (502) 624-2773. For detail information regarding vaccinations and quarantine, contact the VTF or refer to the Veterinary Service and Installation Equine Facilities SOP.

- a. Negative Coggins test within 1 year prior to arrival.
- b. Vaccinations required prior to/or upon arrival by a licensed veterinarian:
 - (1) Rabies, 1 year
 - (2) Eastern and western viral encephalomyelitis, 1 year
 - (3) Tetanus, 1 year
 - (4) Rhinopneumonitis/Influenza, 6 months
 - (5) Strangles vaccination, 1 year

- c. Vaccinations recommended prior to arrival:
 - (1) West Nile virus, 1 year

d. Health Certificate dated no more than 30 days prior to arrival: Required if the equines is coming in from out-of-state or country.

e. De-worming no closer than 2 days of arrival: Please contact the Stable Vet Rep for information of which de-wormer to use.

11-2. Equines stabled on Fort Knox: Horses stabled at the Fort Knox Boarding Stable are required to be vaccinated regularly as required by Fort Knox VTF. Vaccinations must be administered by a licensed veterinarian. Vaccinations may either be administered by the installation veterinarian or a civilian veterinarian. Proof of vaccines is required and must be submitted to the VTF within 30 days.

11-3. Equines visiting the installation: All visiting horses must meet the same requirements as of the resident. In addition, all visiting horses will have the required vaccines at least 30 days prior to entering the installation.

a. All visiting horses will not be pastured, stalled or share water and feed buckets with the resident horses. Visiting horses must be maintained only in common area.

b. Government Owned Animal (GOA's) are exempt from quarantine requirements, but must adhere to the vaccination requirements.

11-4. Quarantine: Quarantine for horses cleared for entry onto the installation is 14 days minimum in a designated area. A veterinarian, or other approved personnel, must examine all

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horses entering the stables. Quarantine periods will begin at the time of examination, **NOT** at the time of arrival.

a. It is the owner responsibility to coordinate the examination with the VTF for examination.

b. Daily maintenance of quarantine animals is the owner's responsibility. The owner will ensure the quarantine areas are properly cleaned and sanitized within 24 hours following the removal of the horse from quarantine. *Note: To clean the wooded (smaller) quarantine area #2, use Clorox spray on the wood surfaces instead of washing down walls with water. Lime dirt floor instead of washing with water.*

c. No more than 2 equines will be allowed in the quarantine paddock at one time. All multiple horse quarantines must begin on the same day. No contact between horses in quarantine will be allowed.

d. Quarantine horses may be ridden in lower arena while not use by other members. Current members have priority over ring use.

e. Owners must make every effort to limit contact with other horses at events. Equines leaving the installation for short period of time may return to the general population. However, those that depart the installation for more than 30 days will need to meet requirements for returning on base, as well as the minimum quarantine period.

11-5. Medical Records: medical records will be maintained at the VTF and at the stable under the Stable Veterinary Representative and will be monitored on the sanitary inspections. All veterinary procedures, civilian or military, performed on mounts will be documented in these files so as to maintain an adequate history on each animal.

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CHAPTER 12 (Stable Cooperative Council)

12-1. Fort Knox Boarding Stables Council: The Stable council consists of six elected members and includes: Stable Director, Facility Control Officer, Pasture Representative, Self-Service Representative, Veterinarian Representative and the Secretary.

12-2. Purpose of the Stable Council: The Fort Knox Boarding Stables Council is a volunteer group of stable members elected by the stable members whose purpose is to represent the members and their interests and concerns to the Directorate of Family and Morale, Welfare and Recreation (DFMWR). They review, recommend, and advise on those matters of interest to be considered by the DFMWR and his or her representative. The council also assumes a general management role of the Cooperative and is responsible for assuring:

- a. That the stable is properly managed.
- b. That routine issues are corrected and resolved.
- c. That all serious infractions of procedures and policies are reported to the Outdoor Recreation Manager or his or her representative.

12-3. Stable council responsibilities:

- a. Represent the members of the stable.
- b. Assure that the code of conduct, etiquette behaviors, rules, policies and the SOP is being abided by all members.
- c. Review written appeals from members issued by a council member or the Stable Director as outlined in Chapter 2-4a.
- d. Form necessary committees or panels to assist in specific areas of responsibility, activities, and programs.
- e. Record all decisions, actions, recommendations, and adopted operational and policy positions, as applicable, in formal minutes of council meetings and submit to the Outdoor Recreation Manager for approval.
- f. Council members have the responsibility to treat each member with respect and fairness Council members may be reprimanded and/or removed from their position by DFMWR when a violation of one or more of the following occurs:
 - (1) Missing three consecutive meetings or missing four meetings within the serving year.
 - (2) Showing favoritism toward any member that result in one member receiving special privilege over another member.

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- (3) Making unwanted sexual comments or advances toward other members.
- (4) Physically threatening other members.
- (5) Stealing or misuse of government property or other members property.
- (6) Making false statements that result in disciplinary or monetary actions against another member.
- (7) Use of inappropriate language toward another member.

12-4. Election of council members: Council members will be elected by closed ballots as the first item of business at the annual Cooperative Membership meeting in November of each year. The election of the six elected Council members will be by a majority vote of the current membership (one vote sponsor/family). Absence at this annual meeting will automatically mean a “yes” vote for the recommended slate of officers as presented to the members from the nomination committee or nominations taken from the floor. Current council members may be re-elected.

a. Once the elected officers are chosen by the members and voted on, those officer names will be provided to the Outdoor Recreation Manager for final approval from the Directorate of Family and Morale, Welfare and Recreation. Once approved by the Outdoor Recreation Manager, the officers will take their office immediately on December 1st.

b. First time elected officers will be required to attend an orientation on their duties and responsibilities with the DFMWR Outdoor Recreation Manager.

c. Elected council members cannot be related unless made by consent of the Stable members and approved by the Outdoor Recreation Manager.

12-5. Council position vacancy: When a vacancy on the council exists due to PCS, resignation, removal, etc., nominations will be taken from the council members and voted on by current barn membership. The new member shall have immediate recognition and privileges of the council after approval from the DFMWR Outdoor Recreation Manager. These vacancies will be filled only to the end of the particular council member’s term.

12-6. Removal of council members: A council member may be removed from their position by a majority vote of the current membership (one vote per sponsor/family) using closed ballots.

12-7. Council business meetings: The council shall meet as a minimum, monthly normally on the 3rd Thursday of each month and will normally last no more than 1 hour. The date, time and location will be determined by the Stable Director and provided to all members at least 5 days prior to the meeting. An agenda should be provided in advance whenever possible to the members and the Outdoor Recreation Manager.

a. A quorum must be attended by at least 50% of the council members before business can be transacted or motions made or passed. All actions shall be by a majority of the votes cast.

b. Cooperative members may attend the council meeting to present a disciplinary appeal or other matters that should be presented to the council for consideration that cannot wait until

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the quarterly membership meetings. However, this information should be provided to the Stable Director prior to the meeting and should not exceed 15 minutes to allow the council time to conduct business within the 1 hour time frame.

12-8. Quarterly membership meetings: The Stable Council will conduct quarterly membership meetings in addition to its regular monthly business meetings. These meetings should be conducted in first month of each quarter (January, April, July, and October). Announcements for each meeting will be posted at least two weeks in advance within the stable area and should be emailed to each member.

a. The Stable Director can call a special meeting of owners at any time or when presented a petition signed by 20 percent of the barn membership (sponsors). These meetings are to conduct any business of interest to the owners. Issues, ideas, complaints, etc will be presented to the Facility Control Officer or Stable Director at least 48 hours prior to the scheduled stable meeting so it can be addressed by the Council.

12-9. Special called meetings: A special meeting may be called by the Outdoor Recreation Manager, Stable Director, 50% of the Council members or by a petition of 50% of stable membership. If called, the secretary will post the date, time and location on the "Stable Official Bulletin Board" not less than five (5) days before the meeting.

12-10. Order of Business: Part of any meeting should be systematic plan for the orderly conduct of business. Without such plan often the meeting will become non productive and result in frustration among the members present. To prevent this, the following order of business should be followed during council meetings as well as quarterly members meetings:

a. Opening the Meeting – The Stable Director or his/her representative should never call a meeting to order until the required quorum to conduct business present. Once a quorum is present, the presiding officer will call the meeting to order.

b. Report of Council Members & Special Committees – The first substantive item of business in meeting is typically hearing from the officers. Second, is any report from special committees that have been formed solely for a special purpose and will cease to exist upon their final report.

c. Unfinished Business: Unfinished business are matters carried over from a previous meeting. Unfinished business may include:

- (1) Any matter that was pending when the previous meeting adjourned.
- (2) Any matters on the previous meeting's agenda that was not reached.
- (3) Matters that was postponed to the present meeting.

d. New Business: In this category, members can introduce new items of business by making a motion and having it second. The presiding officer will normally say "Is there any new business?".

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e. Announcements: This category should be used for officers or members to make announcements that is important to all members

e. Closing the Meeting: Normally the presiding officer will announce "Is there a motion to adjourn". Once the motion is made and seconded, the meeting can be adjourned. However, the presiding officer can adjourn a meeting without waiting for a motion if the meeting has exceeded its allotted time.

12-11. Rules of deliberation and debate: During deliberation and debate members are expected to behave in a manner which provides for a constructive and democratic meeting. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation. The following is to serve as a guideline for the Stable Director to use during meetings.

a. Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the presiding officer before speaking!

b. No member can speak twice on the same issue until everyone else wishing to speak has spoken on it once!

c. All remarks must be directed to the presiding officer. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

d. Once everyone has had the opportunity to speak at least once a motion must be made and second before the item at hand can be voted on.

12-12. Council member positions and responsibilities:

a. Stable Director: The Stable Director is both an agent of MWR for the purposes of expanding MWR's span of control for the day to day and routine management of the Fort Knox Boarding Stable Cooperative and the primary representative of the Boarding Stable "Co-op". Additionally the Stables Director ensures fire, security, maintenance and sanitation inspections are conducted and routine maintenance of facilities is performed. His or her primary responsibilities are as follow:

- (1) Serve as the presiding officer at all stable meetings and provide the secretary with an advance agenda if possible.
- (2) Appoint special committees as may be necessary to plan and execute programs and activities.
- (3) Ensures stable members comply with the Fort Knox Boarding Stable SOP, Code of Conduct, rules, and policies and promotes a safe and cooperative environment.
- (4) Hold the council members of the stable responsible for the duties and activities prescribed for them.

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- (5) Develops in consultation with the council members a list of items in priority order to be purchased using funds generated by the stable for improvement or replacement of worn equipment to the Outdoor Recreation Manager NLT June 1st.
- (6) Ensures proper internal controls are established and enforced to protect all MWR property and assets. Appointed Stables sub-hand receipt holder for all stables property.
- (7) Conducts or appoints a representative to conduct a new comer orientation for all new members within 14 days of their arrival.
- (8) Obtains clarification or interpretation from the Outdoor Recreation Manager on issues of SOP, rules, policies, or Code of Conduct.
- (9) Attempts to resolve grievances/concerns/complaints among members using the procedures outlined in paragraph 2-4.
- (10) Issues written warnings of infractions/violations per paragraph 9.3 b.
- (11) Approves alterations to stalls, paddocks and tack rooms after coordination with the FCO and approval by the Outdoor Recreation Manager.
- (12) Plans, organizes and assigns tasks to be accomplished at monthly work calls after approval from the Stable Council. Coordinate with the council in the development of work call tasks, projects, and required personnel and resources to perform work call.
- (13) Supervises monthly work calls and maintains a consolidated monthly work roster annotating who performed work call and who failed to coordinated missed work call per paragraph 7-3.
- (14) Coordinates/oversees the updating of the SOP for the following fiscal year and presents recommended updates to the Outdoor Recreation Manager no later than sixty days prior to the scheduled council elections.

b. Facility Control Officer (FCO): is responsible for directly representing the interests and concerns of “Co-op” members to the Council and assisting with conflict resolution. The FCO is also responsible for insuring all stalls, paddocks and runs are maintained in accordance with the SOP. Performs as the Stable Director with all associated responsibilities and authority of the Stable Director when the Stable Director is out of town or the position is vacant. The specific duties of the Facility Control Officer are as follow:

- (1) Provide a list of necessary repairs and tasks monthly to the Stables Director prior to each month’s meeting after collaborating with the Self-Service Representative.
- (2) Recommend any alterations to stalls, paddocks, buildings and tack rooms to the Stables Director and Outdoor Recreation Manager.
- (3) Advise members in writing of those alterations they make upon request.
- (4) Inspect member stalls, paddocks weekly for compliance with safety and cleanliness. Notify individual members of deficiencies the required corrective action. Issue verbal warnings or report repeated violations to the Stable Director for disciplinary actions as outlined in paragraph 9-3.
- (5) Monitor sawdust usage for misuse and stock level providing the Outdoor Recreation Office with a 7 day notice when a delivery of sawdust is required. Inspect and sign for the sawdust upon delivery.

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- (6) Coordinates with the Self Service Rep supplies needed or work orders required for repairs or maintenance.
- (7) Coordinates for pick-up of manure waste through the Red River contractor.
- (8) Monitors electrical wires, receptacles, for safety violations and electrical utilization throughout the stable area.
- (9) Ensure mounts with bad habits have their stall marked with a red ribbon fixed to the exterior side of the stall wall adjacent to the barn aisle and to the exterior stall door.

c. Self Service Representative: The Self Service Representative is responsible for requesting materials through self-help, submitting work orders and maintaining supplies for the stables. The specific duties of the Self Service Rep are as follow:

- (1) Submit required written work orders through the Chief of Community Recreation Division office and emergency work orders through the emergency call in number 4-1171. Maintain a record of all outstanding work orders and update Work Order Log weekly on the official bulletin board for member reference if members must assist a work order technician in the event the Self Service Rep or FCO is not present at the time of delivery of services.
- (2) Orders self-help supplies necessary to support maintenance and improvement projects and coordinates for the pick-up of those items. Provide the Outdoor Recreation Office with the receipts of items picked up from self-help within 3 days of receipt.
- (3) Coordinates for the training and certification of DoD ID card holders on stables equipment in accordance with local policy. Collaborates with the FCO a list of repairs and maintenance tasks required for work call.
- (4) Conduct an inventory of tools, equipment, supplies, and material regularly for accountability and operational condition. Report all deficiencies to the Stable Director and Outdoor Recreation Manager.
- (5) Serve as the HAZMAT representative for ensuring that all hazardous material issued through the Fort Knox HAZMAT office is inventoried monthly, stored and disposed of properly per Fort Knox Regulation and policies.
- (6) Orders/obtains fuel for stables' equipment.
- (7) Inspect and maintain fire extinguishers and any assigned firefighting equipment. Ensures firefighting equipment is properly located, dated, approved, as required by fire codes.
- (8) Coordinate with the Outdoor Recreation Equipment Checkout Center maintenance department for scheduling preventive maintenance and minor repairs on the tractors, mowers and the utility trailer.
- (9) Responsible for maintaining stables' phones and reporting such as in the need of replacement or repair to the proper authorities.
- (10) Monitor overall safety violations and report all deficiencies immediately to person involved and the Stable Director if not corrected.

d. Pasture Representative: The Pasture Representative (Rep) is responsible for controlling, maintaining, assigning and designated pastures at the Fort Knox Boarding Stable.

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Management includes creating a program that balances the needs of individual horses and a horse population of 30 horses with what is sustainable by the limited acreage of pastures. The specific duties of the Pasture Rep are as follow:

- (1) Coordinate with the council on establishing a pasture maintenance program and control policies.
- (2) Coordinate with the Self Service Representative on submitting work requests for seeding and fertilizing of pastures.
- (3) Maintains and publishes a current pasture assignment schedule.
- (4) Assigns horses to designated pastures while considering needs of the horse, personality of the resident herd, and size of the pasture, and any mitigating circumstances.
- (5) Opens and closes pastures based on current and forecasted weather conditions and the state of the pasture.
- (6) Inspects pastures and pasture grass weekly for:
 - Serviceable and secure fencing and gates.
 - Poisonous plants, weeds, rocks, holes, diseased or weakened trees.
 - Cleanliness and serviceability of water troughs (Members are responsible for the cleanliness of their assigned pasture(s)).
 - Over-grazing (usually no closer than two inches).
 - Under-grazing (usually no higher than six inches).
- (7) Denies pasture access to those horses that are not current on shots and or out tolerance with the worming schedule based on upon notification by the Vet Rep.
- (8) Recommends tree removal when necessary.

e. Veterinarian Representative: Is responsible for facilitating preventive medicine measures for the control of parasites, diseases and behavior which may cause excessive injury or death. As such the Vet Rep is the point of contact/liaison for the Fort Knox Boarding Stable with the Fort Knox Post Veterinarian to ensure the Stable operates IAW proscribed post policies and procedures. The specific duties of the Vet Rep are as follow:

- (1) Coordinate with new members, after receiving notification from the Outdoor Recreation Office of incoming horses, for date and arrival into quarantine. Inspect quarantine upon member arrival and departure to ensure it is clean.
- (2) Inform the Stable Secretary when a new member arrives into quarantine so the Secretary can assign a stall, paddock and tack room.
- (3) Inform the Stable Director of the arrival of the new member so he or she can schedule a new comer orientation within their 14 days of arrival.
- (4) Ensures all horses boarded receive immunizations on a semi or annual schedule (rabies, coggins).
- (5) Establishes a set of policies and present to the council within 60 days after annual election, for approval for the following year.
- (6) Coordinates Post Vet's access to the quarantine facilities IAW the governing SOPs, policies, and regulations.
- (7) Publishes, monitors, and manages the annual schedule for required vaccinations and worming of stables' mounts IAW the Post Vet's guidance,

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SOPs, policies and regulations. Schedule posted on the official information bulletin board.

- (8) Maintains local copies of individual shot and worming records.
- (9) Coordinates for shot clinics by a licensed veterinarian. Assist the Post Vet when he/she is conducting the shot clinic.
- (10) Advises members of any federal, state, county, or municipal equine health advisories.
- (11) Notifies Pasture Rep of those horses who are not current on shots and or out tolerance with the worming schedule based on upon notification by the Vet Rep.
- (12) Post shot and worming requirements monthly by name of member. Members who do not comply by said date are subject to quarantine measures IAW with Vet SOP.
- (13) Recommend mounts that have proved to be vicious, or have caused injury to persons or damage to property be presented to the council for possible removal from stable or proper action to be taken.

f. Stable Secretary: Is responsible for the stables' official business correspondence and facilitating the dissemination and synchronization of information. Also assigns individual tack rooms, stalls, and paddocks. Specific duties are as follow:

- (1) Updates/Maintains the official message board.
- (2) Assigns available stalls, tack rooms and paddocks to new members upon notification from the Vet Rep of new member horse(s) checking into quarantine.
- (3) Maintains and publishes the internal waiting list for paddocks, tack rooms, and stalls no later than the day of the scheduled monthly council meeting.
- (4) Coordinate with another council member for an initial acceptance and inspection of the stalls, tack rooms and paddock for all incoming members as well as members doing internal moves. Acceptance Inspections requires at a minimum two council members. Once the inspection is completed the inspection form must be provided to the Outdoor Recreation Office.
- (5) Establishes, publishes, and maintains a calendar of events for the year and submit to the council for approval and implementation within 60 days of position appointment. This calendar is a "living" calendar and is to be maintained and updated monthly as required. It is to be posted continuously on the "official bulletin board".
- (6) Provide the Outdoor Recreation Office monthly a copy of the Stable Council meeting minutes and a listing of stalls, paddocks and tack rooms assignment.
- (7) Constructs New Member's Packet which includes at a minimum: Welcome Letter; Stables Directory; List of Council Members; Top Ten Reminders; Local Farriers, Local Veterinarians.

/////Signature on File/////

RANDALL B. MOORE

Director, Family and Morale, Welfare,
and Recreation