

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HUACHUCA
Directorate of Family and Morale, Welfare, and Recreation
Fort Huachuca, Arizona 85613-7011

Buffalo Corral Riding Stables (BCRS)
Private Mount Area (PMA)

Proponent: The proponent for this SOP is the Directorate of Family and Morale, Welfare, and Recreation (DFMWR), Business and Recreation Operations Division (BROD). Comments and suggestions regarding this SOP can be sent to AMIM-HUW-B.

1. Scope. This SOP sets forth the mandatory policies and procedures for managing the Buffalo Corral Riding Stables (BCRS) Private Mount Area (PMA). It covers all aspects of facility operation and safety, ensuring compliance with Army regulations. This document is reviewed annually to reflect updates and maintain alignment with current standards.

2. References. Refer to Appendix A for a comprehensive list of all documents, regulations, and resources that support the guidelines set forth in this SOP.

3. Applicability. This SOP applies to all personnel assigned to or working at the BCRS PMA. All personnel are required to adhere to policies, procedures, and guidelines outlined in this SOP to ensure safe, efficient, and consistent operation of the facility.

4. Eligibility. Eligibility for use of the BCRS PMA is strictly governed by AR 215-1, Chapter 7, paragraph 1h, and Table 7-1 as of September 2010. All patrons must be the sole patrons of the horses they intend to board at the facility. To verify patronship, patrons are required to provide a valid Bill of Sale, registration papers, equine passport, or other official documents that confirm sole patronship. BCRS staff will regularly verify proper identification and patronship documentation to ensure compliance. Boarding of horses for commercial purposes or on behalf of ineligible individuals is strictly prohibited.

5. Responsibilities.

a. Buffalo Corral Management:

(1) Enforces all policies contained within this SOP to ensure compliance and safety.

(2) Ensures that all stalls are in good repair before being rented out. Patrons have the option to accept stalls with pre-documented damages as per the Contract, under the condition that these do not compromise safety or welfare.

(3) Provides routine maintenance, which includes regular inspections, repairs, and upkeep of stalls, tack rooms, and pasture areas to prevent deterioration and ensure operational efficiency.

(4) Manages the collection and accounting of all rental fees to ensure financial integrity.

(5) Maintains accurate records of all required immunizations and de-worming treatments as per veterinary standards.

b. Veterinarian Services:

(1) Approves the admission of all incoming horses to the stable area, ensuring they meet health and safety standards.

(2) Provides veterinary services to eligible patrons as mission allows.

(3) Offers additional necessary veterinary services, as determined necessary by management, which are billed to the patrons.

c. Patrons:

(1) Must comply with all policies and procedures as outlined in this SOP, acknowledging that BCRS PMA is a self-care facility.

(2) Are solely responsible for the complete care of their horses, including daily feeding, grooming, cleaning of stalls, exercise, and ensuring overall well-being.

(3) Are required to maintain the cleanliness and organization of their assigned stalls, surrounding areas including the front and sides of stalls, and the tack sheds.

(4) Must ensure that stall footings are properly maintained, which includes daily cleaning, leveling, and appropriate bedding (i.e., rubber mats, sand, soft wood shavings, etc.) to provide a safe and healthy environment for their horses.

(5) Should immediately report any facility damage or maintenance issues to management. Patrons are financially responsible for any damage caused by their horses or actions to facility property, including barns, tack rooms, and equipment.

(6) Are obligated to keep their horses up to date with all vaccinations and health checks as required by facility standards.

(7) Must conduct themselves with respect and courtesy toward others. Harassment, unsafe practices, and disrespectful behavior are prohibited. Adherence to all PMA guidelines is essential for a positive community environment.

6. Internal Controls and RecTrac Management.

a. Cash Handling

(1) All financial transactions, including payments, refunds, and deposits, must be processed through the RecTrac system.

(2) Cash should be handled according to established internal control policies, including daily cash reconciliation, secure storage, and timely deposits.

(3) Only authorized personnel are permitted to handle cash, and they must follow established procedures to avoid discrepancies.

b. Sales Accountability

(1) Each transaction processed through RecTrac must be recorded accurately, reflecting the exact service or product provided.

(2) RecTrac logs must be reviewed regularly to ensure all transactions are accounted for, and discrepancies must be investigated immediately.

(3) Daily activity reports generated by RecTrac should be reconciled with cash on hand and bank deposits to ensure accuracy.

(4) If RecTrac is unavailable due to system issues or connectivity problems, the Clover handheld device should be used as a backup for processing transactions. All transactions processed via Clover must be documented and reconciled in RecTrac once the system is back online.

c. Access Control

(1) Access to the RecTrac system should be limited to authorized personnel only. User access levels must be assigned based on job responsibilities. All Clerks must have their own account.

(2) Regular reviews of access logs and permissions should be conducted to ensure compliance with internal control policies.

d. Household Accounts

(1) All patrons must have a completed household account in RecTrac that reflects accurate patron information, including contact details, the number of stalls, and the number of tack sheds assigned to them.

(2) Patrons are responsible for ensuring that their household account information is kept up to date. Any changes in personal information, stall assignments, or tack sheds must be reported to BCRS management immediately for update in RecTrac.

e. User Training

(1) All BCRS staff members authorized to use RecTrac must receive training on the system's operation, including processing transactions, generating reports, and troubleshooting common issues.

f. Reporting

(1) Daily, weekly, and monthly financial and operational reports generated by RecTrac should be reviewed by BCRS management for accuracy and to identify any trends or issues that require attention.

(2) Discrepancies or irregularities identified in reports must be documented and addressed promptly to maintain financial integrity.

g. Record Keeping

(1) All signed agreements, waivers, and incident reports will be retained by DFMWR for the duration of the contract and for five years following termination. These records may be used for compliance or legal purposes as needed.

7. Communication Protocols. Effective communication is essential for the smooth operation of the BCRS PMA. This section outlines the protocols for internal and external communication, ensuring that all patrons and staff are well-informed and that issues are promptly addressed.

a. Internal Communication

(1) All incidents, including accidents, injuries, safety concerns, or rule violations, must be reported immediately to BCRS management. Patrons can report incidents in person, by phone, or via email.

(2) A formal incident report must be submitted to BCRS management within 24 hours of the incident. The report should include details of the incident, names of those involved, and any immediate actions taken.

b. Maintenance Requests:

(1) Patrons should submit all maintenance requests related to stalls, tack rooms, fencing, or other facilities to BCRS management via email. This ensures a clear and documented communication trail for addressing and tracking maintenance issues.

(2) For urgent repairs that pose an immediate safety risk, patrons should contact BCRS management directly by phone to ensure prompt attention.

c. Regular and Emergency Updates:

(1) BCRS management will provide regular updates to patrons via email, including any changes to SOPs, upcoming events, or facility maintenance schedules.

(2) When sending emails to multiple patrons, BCRS management must use the Blind Carbon Copy (BCC) field to protect the privacy of patrons' email addresses. This ensures that individual email addresses are not visible to other recipients.

(3) All patrons must enroll in the BCRS mass alert notification system to receive timely updates on emergency situations, such as severe weather, security alerts, or evacuation orders. Instructions for enrollment must be provided by BCRS management.

(4) Patrons must keep their emergency contact information up to date with BCRS management to ensure they can be reached during emergencies.

d. External Communication

(1) In case of a veterinary emergency, patrons are responsible for contacting their preferred veterinarian. All patrons should maintain a valid veterinarian-client-patient relationship (VCPR) with an external veterinarian.

(2) All external services (e.g., farriers, trainers, vets, etc.) must be approved by BCRS management before accessing the PMA. Patrons are responsible for coordinating the scheduling and supervision of external services while on-site. PMA Patrons and staff may not provide external services without prior approval of DFMWR.

(3) Any media inquiries or requests for information about the BCRS PMA must be directed to the Fort Huachuca Public Affairs Office at (520) 533-1850.

(4) Any promotional activities, including photography or video recordings for commercial purposes, must be approved by BCRS management and the DFMWR Public Affairs Office.

e. Notification System

(1) Enrollment in Notification System:

(a) All patrons must enroll in the BCRS mass alert notification system to ensure they receive all critical communications. Failure to enroll may result in missed important updates and could lead to non-compliance with emergency procedures.

(b) The notification system will be used to disseminate information about emergency situations, changes to facility operations, or other critical updates. Patrons are expected to monitor these alerts and follow any instructions provided.

(2) Social Media Monitoring:

(a) Patrons are encouraged to monitor the Fort Huachuca Facebook page or other designated social media platforms for updates on installation-wide situations that may affect BCRS operations.

(b) BCRS management will provide BCRS-specific updates through the mass alert system and via email.

(3) Email will be the primary method of communication for non-emergency updates, including routine notices, policy changes, and event announcements. Patrons are expected to regularly check their email for BCRS communications.

8. General Rules. The BCRS PMA is designated as a self-care facility. This designation requires horse patrons to fully manage the daily and emergency care needs of their horses. Responsibilities include feeding, grooming, exercising, stall cleaning, and ensuring overall well-being.

a. Guest Management:

(1) Only the horse patron, their immediate family members, and designated guests with valid military IDs are authorized to manage and care for horses at the BCRS PMA. All members handling, riding, or providing care to boarded equines, shall be listed on the 'Horse Boarding Application' and liability waiver must be completed. All guests must be accompanied by the patron or an authorized family member at all times unless prior approval is obtained from the BCRS manager.

(2) Any requests for exceptions to standard rules must be submitted in writing to the BCRS manager and will require approval from the Business and Recreation Division Chief.

b. Emergency Preparedness:

(1) Executing approved evacuation plans when necessary.

(2) Arranging for immediate veterinary attention as needed. Patrons must ensure their emergency plans are documented and approved by BCRS management.

c. Accommodation for Physical Limitations: Recognizing the physical demands associated with horse care, patrons with medical or physical limitations may arrange for external support. All arrangements must be formally documented and approved by BCRS management to ensure compliance with facility safety and security standards.

9. Facilities.

a. The BCRS facilities are designed to accommodate both Government-owned horses for official programs and privately owned horses under the PMA. Government facilities, including certain stalls and turnouts, are primarily for official use and are not available for private boarding unless explicitly stated.

b. The PMA is dedicated to boarding privately owned horses, with provisions to accommodate Government-owned horses as required by operational needs. When not in use for government purposes, these facilities are available to private patrons.

c. PMA patrons have access to round pens, a small arena, designated turnouts, tack shed storage, trailer parking, and a wash rack. These facilities are for shared use, with priority given to Government and BCRS activities for official purposes. Patrons are encouraged to use all riding facilities at their own discretion, bearing in mind that they must exercise caution and extend courtesy to others in shared spaces to maintain a safe environment. Availability may vary based on operational needs and official scheduling.

d. The designated trailer parking area within the BCRS PMA is exclusively for horse trailers. No other types of trailers, including but not limited to utility trailers, flatbed trailers, recreational vehicle trailers, or any non-equine transport trailers, are permitted in this area. This policy ensures that horse trailers are readily available for use, particularly in cases of emergency evacuation, facilitating quick and efficient response to ensure the safety of all horses and patrons.

10. Animals Permitted on PMA Property.

a. Mares, gelded horses, ponies, mules, and donkeys are all permitted for recreational use by eligible BCRS PMA members, their families, and guests. All equine animals must be registered with the facility, and patrons must provide up-to-date veterinary records to BCRS Management as required by Fort Huachuca regulations.

b. Foals may remain with their mares in the same stall until six months of age. Thereafter, they must be moved to an available separate stall, and standard boarding fees will apply. A limit of one foal per horse every 30 months is enforced, with exceptions for those pregnant prior to transfer under PCS orders. Compliance with veterinary guidance on health and development is mandatory.

c. Colt Management: Colts must be gelded by 10 months of age or as soon as their development allows, in accordance with veterinary advice. Patrons must remove any colts from the PMA that cannot be gelded by this age, following the recommendations set forth in Fort Huachuca regulations.

d. Horses that exhibit aggressive behaviors such as biting, kicking, or chasing, which are deemed unsafe for the community, must be reported to the management

immediately. The Business and Recreation Division Chief may require the removal of such horses to ensure community safety, adhering to the stipulations of FH Regulation 40-116.

e. Pets are allowed in the PMA but must be leashed and managed at all times in accordance with Fort Huachuca Regulation 40-4. Patrons are responsible for cleaning up after their pets, and disruptive behavior will not be tolerated.

11. Category of Patrons and Assignment of Space. Patrons at the BCRS PMA are categorized based on their eligibility and affiliation. The categories include:

a. Category I - Active-Duty Military Personnel: Includes all active-duty military personnel assigned to Fort Huachuca and their immediate dependents. This group is given the highest priority for stall assignments due to their service status and operational needs.

b. Category II - Retired Military Personnel: Includes all retired military personnel and their immediate dependents. Retired personnel receive the second-highest priority for stall assignments, acknowledging their continued affiliation with the military community.

c. Category III - DoD Civilians, Contractors, and Other Eligible Civilians: Includes civilian employees of the Department of Defense (DoD) currently employed at Fort Huachuca, contractors working on the installation with MWR privileges, and any other civilians eligible as defined by the Installation Commander. This group has the lowest priority for stall assignments.

d. Space Allocation:

(1) Each patron is entitled to one horse stall (either single or double size) and one tack room per horse. No additional stalls or tack rooms will be assigned unless authorized in writing by BCRS management.

(2) Stalls and tack rooms are assigned based on availability, with priority given according to the patron's category. BCRS management will maintain a record of all assignments, including the dates of assignment and category of the patron.

e. Priority Assignment of Space:

(1) Category I Patrons: Active-duty military personnel have the top priority for stall assignments. If a stall becomes available, it will be offered first to patrons in this category. This priority also applies to any reassignment needs.

(2) Category II Patrons: Retired military personnel have the second-highest priority for stall assignments. If necessary, Category II patrons can be prioritized over Category III patrons to ensure their needs are met.

(3) Category III Patrons: DoD Civilians, Contractors, and other eligible civilians have the lowest priority. They are subject to reassignment or “bumping” to accommodate the needs of higher-priority categories. Reassignment decisions will be made in strict accordance with the procedures outlined in this section.

d. Procedure for Stall Reassignment:

(1) Reassignment procedures are triggered when all stalls are occupied, and a Category I or II patron requires space. Reassignment will also be triggered if BCRS management determines that a reassignment is necessary to meet operational needs.

(2) Notification Process:

(a) Patrons who are required to vacate their stall will receive a formal written notice from BCRS management. The notice will include the reason for the reassignment, the deadline for vacating the stall, and instructions for the reassignment process.

(b) Notices will be delivered by email. The notice will be considered received on the date it is sent by email.

(3) Time to Vacate:

(a) Patrons will be given a minimum of 14 days from the date of the notice to vacate their stall. This period allows time for patrons to make alternative arrangements for their horse(s) and belongings.

(b) In exceptional circumstances, BCRS management may grant an extension beyond the 14-day period. Requests for extensions must be submitted in writing, explaining the need for additional time. The extension policy is documented, and decisions are made consistently to ensure fairness. Approval of extensions is at the sole discretion of BCRS management and is not guaranteed.

(4) Reassignment Process:

(a) The Category III patron with the least tenure (i.e., the patron who has boarded their horse(s) for the shortest duration) will be the first to vacate their stall to accommodate a Category I or II patron.

(b) If a Category III patron occupies more than one stall, they will be required to vacate stalls one at a time, starting with the stall used for the horse with the least tenure, until only one stall remains. Further reassignments will be based on the order of least tenure until the space requirements are met.

(c) If a Category II patron requires reassignment, the same process applies, with Category III patrons being reassigned before any Category II patrons.

(5) Waiting List:

(a) Patrons who vacate a stall due to reassignment will be placed on a waiting list for future stall availability. The position on the waiting list will be determined by the original date of the patron's contract and the date of reassignment. Patrons will be notified as soon as a stall becomes available.

(b) Once on the waiting list, reassigned patrons will be offered a stall as soon as one becomes available, in the order of their placement on the list. Patrons must accept or decline the available stall within 48 hours of notification.

e. Termination of Stall Assignment:

(1) BCRS management reserves the right to terminate a stall assignment if a patron fails to comply with facility rules, does not meet financial obligations, or if the horse(s) pose a risk to others. Stall assignments may also be terminated if a patron no longer meets the eligibility criteria for their category.

(2) In the event of termination, the patron will receive a written notice detailing the reasons for termination and the deadline for vacating the stall. The patron will be given 14 days to remove their horse(s) and belongings. In severe cases, the patron may need to vacate the day of notice.

(3) If the patron fails to vacate the stall by the specified deadline, BCRS management reserves the right to request support for removal by Military Police and/or Animal Control. The patron will be responsible for any costs associated with the removal and storage of the horse(s) and belongings.

f. The category of the patron and the assignment of space are documented in the contract. By signing the contract, the patron agrees to the terms of the stall assignment and acknowledges that BCRS management may reassign stalls as described in this section. The patron also agrees to comply with all notification and reassignment procedures outlined herein. The contract explicitly states the patron's responsibility for costs associated with any necessary removal and storage of horses and belongings.

g. Patrons are financially responsible for any damage to the stall or facility property caused by their horse(s).

12. Limit on Number of Horses.

a. Each stall at the BCRS PMA is designated to accommodate one horse to ensure optimal space and welfare.

b. Families may board one horse per active riding family member residing in the same household. Eligibility for boarding must be documented on the patron's 'Horse Boarding Application' to maintain clear records and accountability.

c. Exception Policy:

(1) Requests for boarding more than the specified limit can be submitted for reasons such as specific recreational needs or care requirements for smaller breeds.

(2) Such requests must be in writing to the BCRS manager and require approval from the Business and Recreation Division Chief. Decisions will consider available space, facility capacity, and the welfare of all horses at the facility.

d. The boarding policy will be reviewed annually to adapt to changes in the patron population, facility capacity, and operational needs. Adjustments will be made as necessary to maintain the health and safety of the horses and equitable facility usage.

e. Adherence to this policy is mandatory. Regular inspections will ensure compliance. Non-compliance may result in corrective actions, including fines or revocation of boarding privileges.

13. Boarding Rates and Billing. The Directorate of Family and Morale, Welfare and Recreation (DFMWR) determines the rental rates for stalls and tack storage rooms at the BCRS PMA. The Contract becomes effective on the date the horse(s) move into quarantine. For any inquiries regarding billing, please contact the BCRS manager.

a. Boarding rates begin as soon as a horse enters quarantine. Patrons are charged on a prorated basis using the current stall rental rate from the date of entry into quarantine until the horse is moved to its designated stall.

b. Incoming and outgoing members will have their charges prorated based on the actual days the horse occupies the stall during the initial and final month of the agreement. This proration is calculated from the date the horse enters or leaves the facility.

c. Monthly rental payments are due at the first of each month in advance of services rendered. If payment is not received by the 15th of the month, a late charge of \$25 will be applied to the account.

d. If an account becomes 30 days past due, the contract will become void, and an eviction notice will be issued. If full payment, including any late charges, is made within seven (7) working days of the notice, the eviction will be rescinded. A second occurrence of late payment will require the patron to vacate the PMA within seven (7) working days, with evictions enforced for one calendar year from the date on the notice.

e. Members will be notified by DFMWR 30 days in advance of any impending rate increases to ensure ample time for financial planning.

14. Procedures for Bringing a Horse into the PMA.

a. Equines entering Fort Huachuca to be stabled at the BCRS must be accompanied by written proof of immunizations against Eastern (EEE), Western (WEE), and Venezuelan (VEE) Equine Encephalomyelitis, West Nile Virus, tetanus, equine influenza, equine Rhinopneumonitis (Equine Herpes 1 and 4), and rabies as per the latest FH Reg 40-116. Additional vaccinations may be required based on the current incidence of disease in the area.

b. All incoming horses must undergo a mandatory quarantine period upon arrival. The quarantine period is a minimum of 14 days and may be extended depending on the risk assessment of the examining veterinarian. Entrance to quarantine must be coordinated with Buffalo Corral prior to entry and is subject to change or denial based on health documentation required by the Installation Veterinarian or due to local disease outbreaks. The 'Quarantine and Medical Maintenance Agreement' must be completed and provided to Buffalo Corral Management before the horse enters the premises.

c. Upon arrival, all health records, including vaccinations and a current Coggins test, must be presented. These documents must be signed by a licensed veterinarian or stamped by a reputable veterinary facility. All equines will be presented to the VTF for an examination before entering and prior to exiting quarantine. If not possible on arrival, the examination will occur on the first working day after entry. Any fees incurred will be the responsibility of the horse patron, whether through VTF or a personal veterinarian.

d. Before exiting quarantine and final clearance from the PMA, all personnel maintaining equine on the installation are required to ensure their records are updated and cleared through both the BCRS office and the VTF. Health certificates, necessary for equines traveling overseas or to other states, must be obtained as close as possible to the departure date to ensure validity.

e. Horses must have semiannual vaccinations and de-worming every six months, as recommended by the Fort Huachuca Veterinary Treatment Facility (VTF).

f. Emergency Veterinary treatment may be provided without owner consent if deemed necessary by BCRS management and VTF staff, to protect the health and welfare of a PMA equine(s). During such an instance, the owner or responsible party for said equine(s) will be responsible for ALL charges incurred during treatment.

15. Responsibilities of Private Horse Owner. All patrons, family members, and guests must adhere to the rules established within this Standard Operating Procedure (SOP) as well as other posted rules and/or policies. Patrons are required to report any violations to the BCRS manager promptly. Confidentiality will be maintained for those reporting violations.

a. Self-Care Facility Responsibilities:

(1) Patrons must provide all food for their horses, feeding them at least twice per day unless a continuous feeding system is employed. The type and quantity of feed should meet the dietary needs of the horse and adhere to veterinary recommendations. Feeding other horses without the owner's permission is prohibited to prevent dietary issues and training conflicts.

(2) Regular grooming is required to maintain the health and welfare of the horse. Patrons must ensure that their horses are free from parasites and regularly clean and inspect hooves, coat, and mane. Immediate action should be taken if signs of illness or injury are detected. Patrons must conduct regular health checks and report any health concerns to a veterinarian and the BCRS manager immediately. Farrier's must work in an area that does not obstruct the normal daily activities of other members. Patrons will ensure cleanliness of work area upon completion.

(3) Patrons are responsible for ensuring their horses receive regular exercise appropriate for their age, breed, and health condition. Exercise should be conducted in designated areas, and any use of communal facilities (such as arenas or trails) must comply with posted schedules and rules.

(4) Patrons must arrange and manage all veterinary care, including routine check-ups, vaccinations, de-worming, and emergency treatments. Proof of all veterinary care must be maintained and submitted to the BCRS office upon request. Patrons are responsible for addressing any health concerns immediately and for following up on all recommended treatments.

(5) Stall Cleaning and Footing Maintenance:

(a) Patrons must clean their horses' stalls on an as needed basis and no less than once per day, removing manure, soiled bedding, and waste, and replacing them with clean materials. Waste must be disposed of in designated areas according to facility guidelines.

(b) Manure must be taken to the designated manure area daily, and patrons must use the ramp that leads to the manure pile and manure pile entrance for safety. Manure should not be allowed to accumulate in stalls or surrounding areas. Failure to remove manure daily may result in fines or other penalties.

(c) Footing within the stalls and immediate surrounding areas, including the front and sides, must be maintained to BCRS standards. Appropriate stall footing should consist of a level, stable base that provides comfort and support for the horse. The surface should be free of hazards such as sharp objects or excessive moisture and should be regularly replenished with suitable materials to prevent unevenness and promote hygiene.

(d) Attaining sand or any other footing materials, as well as any necessary equipment or supplies for footing maintenance, is the responsibility of the patron. Sand deliveries or purchases must be coordinated and managed by the patron promptly upon delivery to avoid any disruption to facility operations.

(6) Horses must have free access to clean water at all times. All water containers must be cleaned as often as necessary to maintain a clean water supply. Any containers not in use must remain empty.

b. Horse Management:

(1) A horse boarded at the PMA must be the sole property of the person eligible to use the facility.

(2) Patrons and riders must maintain positive control of each horse at all times when not in a designated turnout or riding area. This includes using lead ropes, bridles, etc. Horses must not be left unattended, staked, or ground tied, and should be led on foot, not from a moving vehicle.

(3) Patrons must notify the BCRS manager if they plan on removing mounts for more than 30 days, departing the state of Arizona, or bringing in a new mount.

(4) Patrons must provide and regularly update their emergency contact information with the BCRS management. In case of extended absence, patrons must arrange for a qualified caretaker to manage their horse's needs and inform the BCRS manager of these arrangements.

c. Communication and Compliance:

(1) Patrons must enroll in the mass alert notification system through Buffalo Corral management to receive important notifications regarding the facility and broader installation concerns. Additionally, patrons are responsible for tracking the Fort Huachuca Facebook page or other designated platforms for the most current updates, especially in emergency situations.

(2) Patrons must adhere to all facility rules as outlined in this SOP, Contract, and any subsequent updates communicated by BCRS management.

(3) Respectful and safe communication with all patrons and Buffalo Corral staff is mandatory. This includes during the care of horses, patron meetings, and all one-on-one interactions. Maintaining a respectful demeanor fosters a positive community environment and ensures effective communication and collaboration among all parties.

(4) Patrons should regularly communicate with BCRS management about any issues, concerns, or updates related to the facility. This helps maintain a cooperative environment and ensures that any potential problems are addressed promptly.

d. Facility and Infrastructure Maintenance:

(1) Patrons are liable for any damages caused by their horses to government property, including barns, tack rooms, paneling, and equipment. Immediate reporting of such damages to BCRS staff is required, along with reimbursement for repairs or replacements.

(2) Patrons must report any issues related to facility infrastructure (e.g., stalls, fencing, water systems) to BCRS management. Work orders for general maintenance and repairs can be submitted to the BCRS Management group in writing via email. General maintenance covered includes routine upkeep such as fixing broken stall doors, addressing water supply issues, and repairing fencing. Patrons must not attempt to make repairs or alterations to facility infrastructure.

(3) Tack and personal items must be stored in designated tack sheds. Items must be kept in a clean, orderly manner, and any unsafe or damaged equipment should be repaired or replaced immediately. Tack shed doors must remain closed to prevent wildlife or rodents from entering. Patrons must provide their own locks. Buffalo Corral is not liable for theft or damage of personal belongings.

e. Parking:

(1) Vehicles must be parked only in designated parking areas and must not block another member's access to the tack rooms, passageways, common areas, or remain parked on the property for extended periods. Trailers must be parked in designated areas only, and a "Trailer ID" form must be completed. Patrons must provide trailer information, including license plate number, make, model, and color. Locking tack rooms and cargo areas on trailers is recommended for security. BCRS reserves the right to move trailers if deemed necessary. Unloading of mounts may be done near the patron's area but must not block the roadway.

(2) Designated parking areas include those clearly marked for vehicle parking, as well as specified trailer parking zones. Only horse trailers are permitted; parking of other types of trailers, such as utility trailers, flatbed trailers, or recreational vehicle trailers, is strictly prohibited. Max of one horse trailer per family.

f. Safety and Conduct:

(1) The speed limit within the PMA is 10 MPH or 5 MPH when horses are present. Horses have the right of way.

(2) Smoking is prohibited within 50 feet of any government facility or building, including stalls and tack rooms. Smoking will only be allowed in designated areas unless fire restrictions prohibit any open flame.

(3) Music or noise from vehicles must not be heard more than 10 feet from the vehicle. Headphones or a small radio are acceptable.

(4) BCRS tack will not be rented or used by private patrons under any circumstances.

(5) Patrons must yield to other riders in confined spaces and follow established right-of-way protocols in arenas and on trails.

(6) Feeding wildlife is not permitted.

g. Parents will keep all children under close supervision at all times. Children under 16 will not be left alone in the PMA without a responsible adult present. Children 17 and younger must wear SEI-certified riding helmets without exception.

h. Failure to comply with these responsibilities may result in warnings, fines, or termination of boarding privileges, depending on the severity of the infraction. BCRS management will enforce these standards to maintain the safety and well-being of all horses and patrons.

i. In the event of an emergency involving horses at the PMA, Buffalo Corral staff must follow the procedures outlined below to ensure appropriate response and coordination with relevant parties.

(1) Immediate Response:

(a) Buffalo Corral staff must respond promptly to any emergency situation, such as an injured or missing horse, or any other urgent matter affecting the welfare of horses or patrons.

(b) Staff are responsible for monitoring and assessing the situation, ensuring all necessary parties are notified promptly.

(c) Staff are prohibited from providing any treatment, care, or handling of PMA horses. Responsibility for horse care remains solely with the patron.

(2) Communication and Notification:

(a) The horse patron must be informed immediately using all available contact methods. It is the patron's responsibility to take further action regarding their horse.

(b) BCRS management must be notified promptly of the situation, and they will escalate it to the chain of command if necessary.

(c) In cases where the situation may require oversight or guidance, the Garrison veterinarian should be informed.

(d) In the case of an injury, the patron is responsible for contacting their civilian veterinarian to provide medical care for their horse.

(e) If a horse is missing, or if the situation presents a risk to other horses or individuals, staff must contact Directorate of Emergency Services (DES) for additional support as needed.

(3) Incident Management:

(a) Staff are responsible for facilitating communication and ensuring that appropriate emergency services or veterinary personnel are contacted, without directly handling or caring for the horses.

(b) Staff must also take necessary steps to secure the area and prevent any further risks while awaiting the patron's or veterinary services' arrival.

(4) Patron Responsibility:

(a) The patron is responsible for handling the emergency situation related to their horse, including contacting their civilian veterinarian for medical care.

(b) Any veterinary costs incurred are the sole responsibility of the horse patron.

(c) If the patron cannot be reached in a timely manner, Buffalo Corral management will ensure proper communication with emergency services or veterinary staff until the patron can take over.

(d) In cases of injury, the patron has 24 hours to address the issues with their civilian veterinarian or utilize Garrison Vet as eligible and available.

(5) Follow-Up and Reporting: An incident report must be completed by Buffalo Corral staff within 24 hours, documenting the nature of the emergency, actions taken, and communications made. This report will be filed with Buffalo Corral management and included in the horse's record.

16. Common Area and Use.

a. General Guidelines for Shared Spaces:

(1) All gates in common areas (including turnouts and PMA Arena) must be closed after use to maintain safety and security.

(2) All training devices (such as jumps, barrels, or poles) must be removed from common areas after use. This applies to all arenas and training spaces.

(3) All common areas are shared spaces. Members must exercise courtesy and common sense when using these areas, especially when others are present. Official activities scheduled through BCRS management have priority over personal use.

b. Turnouts:

(1) Turnouts are a privilege, and misuse of these areas will result in corrective actions as outlined in the SOP. The BCRS manager will coordinate assignments for turnouts. Specific guidelines include:

(a) Turnouts are available from 0500 to 2000 during assigned days. On "off" days, any unoccupied turnout may be used after 1000 hours.

(b) Each family is limited to using one turnout at a time. Families with incompatible horses must rotate them within the same turnout. If this is not feasible, alternative arrangements may be made in coordination with BCRS management.

(c) On shared days, members may turn out horses together only if all patrons involved agree.

(d) A halter and lead rope must be left at the turnout gate for horses occupying the area as a safety measure in case of an emergency. Leaving horses overnight in the turnout area is strictly prohibited.

(e) Members are responsible for cleaning up any excess hay or other materials from the ground or water troughs at the end of each use. No round bales are permitted.

(f) Feeding in the Risk Pen is prohibited. Ensure the gate is closed and latched upon leaving.

(g) Temporary turnouts may have different rules, which will be communicated via a memo.

c. Round Pen:

(1) Each round pen has a 20-minute working time limit when other PMA members are waiting.

(2) The round pen may be used as a temporary turnout; however, the patron must remain on the premises and promptly remove the horse(s) if another member is waiting to use the pen.

d. PMA Arena:

(1) The arena is open to multiple riders simultaneously. Private riding instructors may use the arena to give lessons only to members or their guests. The use of BCRS

facilities for personal profit is prohibited unless under a contract with DFMWR. The U.S. Government assumes no responsibility or liability for these activities.

(2) Outside horses are not permitted to enter the PMA area without prior approval from BCRS management.

e. Trails and Permissible Riding Areas:

(1) Riders may ride into authorized training areas used for trail riding purposes. Riders must check with BCRS staff or refer to the range closures posted at the facility.

(2) Riding in the cantonment area is generally not authorized unless prior permission is granted by the Garrison Commander.

(3) Members and their guests may ride on any non-paved training area road on Fort Huachuca.

f. Wren Arena:

(1) Access to Wren Arena is restricted to authorized events and activities only, such as special events, shows, lessons, clinics, B-Troop training, and occasional Outdoor Recreation activities.

(2) Horses should not be turned loose inside the arena when others are using it.

(3) Off-Post private organizations or community groups requesting use of Wren Arena facilities for special events must submit requests in writing to BCRS and Directorate of Family and Morale, Welfare and Recreation (DFMWR).

g. The DFMWR may approve the use of Wren Arena by outside horses for special functions, provided advance approval is obtained. Participants in these special functions must comply with this SOP. Outside horses may not enter Ranges H or K.

h. The use of permanent facilities and real estate under the control of BCRS is limited to official activities or those approved by the Garrison Commander or authorized representatives. Personal use of BCRS facilities for commercial activities or personal financial gain without proper authorization is prohibited.

i. Conflict Resolution and Enforcement:

(1) In case of a conflict regarding shared space usage, members should first attempt to resolve the issue amicably. If a resolution cannot be reached, the matter should be brought to the attention of the BCRS manager for mediation.

(2) Failure to follow these guidelines may result in a warning, temporary suspension of privileges, or other corrective actions as determined by BCRS management.

j. Reporting Issues: Any issues or concerns with common areas should be reported to BCRS management as soon as possible. This includes damaged fencing, unsafe conditions, or conflicts with other members. Prompt reporting helps maintain the safety and functionality of all shared spaces.

k. Seasonal Adjustments: Turnout schedules and access to common areas may be adjusted during extreme weather conditions to ensure the safety of all horses and patrons. Members will be notified of any changes in advance.

l. Prohibited Commercial Activities at the PMA:

(1) No patron or visitor of the Buffalo Corral Riding Stables Private Mount Area (PMA) is permitted to engage in any form of commercial business or profit-generating activity on government property at the PMA, in accordance with Army Regulation 210-22 and other relevant policies.

(2) This includes, but is not limited to:

(a) Offering horse training services for payment.

(b) Boarding horses for non-eligible individuals in exchange for payment.

(c) Providing riding lessons or other equestrian services.

(d) Selling any goods or services related to horse care, riding equipment, or related activities.

(e) Use of these facilities for the purpose of conducting business, financial transactions, or other commercial activities is strictly prohibited.

(3) Reporting Violations:

(a) Any patron or staff member who witnesses or suspects commercial activity being conducted on PMA premises must report the violation immediately to Buffalo Corral management. Reports will be kept confidential, and all reports will be investigated promptly.

(b) Management reserves the right to conduct inspections and inquiries to ensure that no commercial activities are taking place on government property.

17. Non-Compliance.

a. First Offense: A verbal warning will be issued to the patron, and this warning will be noted in the patron's file.

b. Second Offense: A written discrepancy notice will be issued to the patron. An inquiry may follow, which could result in the loss of privileges, including potential eviction from the PMA.

c. Third Offense: A discrepancy notice will be issued, notifying the patron of pending eviction from the PMA.

d. Depending on the severity of the offense, BCRS management may recommend immediate eviction or removal from the PMA without following the standard three-step process. This recommendation must be reviewed and approved by the DFMWR. This action will be considered in cases where the safety of individuals or animals is at risk, or where a serious violation of the SOP and Contract has occurred.

e. Appeals Process:

(1) Appeals to eviction must be submitted in writing within seven days of notice. DFMWR will review appeals and issue a written response within 10 business days. Eviction remains in effect during the appeal process unless DFMWR grants written approval to delay action.

(2) In cases where immediate eviction or removal has been enacted due to the severity of the offense, the appeal process remains available to the patron. However, the immediate action will remain in effect during the appeal review process.

(3) All evictions carry a 14-day removal period, meaning the patron has 14 days to vacate the PMA and BCRS.

f. All warnings, written notices, and decisions from inquiries or appeals will be documented and kept in the patron's file.

g. Patrons are reminded that the non-compliance process is designed to maintain a safe, cooperative environment at BCRS. Compliance with the SOP is essential to avoid penalties and ensure the well-being of all horses and patrons.

18. Personal Accident or Injury.

a. Accidents that result in injury requiring medical treatment or a precautionary visit to any medical facility must be immediately reported to the BCRS manager or their designee by the injured party or any witness to the incident.

b. A detailed incident report must be completed and submitted to the BCRS manager within 24 hours following the accident. This report should include the names of all individuals involved, the nature of the injury, and any actions taken in response to the incident.

c. Emergency Response:

(1) In the event of a severe injury or life-threatening situation, the nearest BCRS staff member should first ensure the safety of the injured party and then immediately contact the BCRS manager. The BCRS manager will contact the DES and ensure that appropriate emergency medical services are dispatched to the scene.

(2) BCRS management will take any necessary actions to secure the area and provide assistance until emergency responders arrive.

d. All incidents will be reviewed by BCRS management to ensure compliance with safety protocols and to identify any necessary improvements to current procedures.

19. Summary of Critical Information.

a. As BCRS is a self-care facility, patrons are fully responsible for the daily care, maintenance, and management of their horses and assigned areas. This includes feeding, cleaning stalls, maintaining appropriate footing, and ensuring the overall well-being of their horses.

b. Patrons must maintain the cleanliness of the facility, including proper disposal of manure, storage of personal equipment, and keeping shared spaces tidy.

c. Patrons are expected to communicate respectfully and cooperate fully with fellow patrons and BCRS staff to ensure a safe and enjoyable environment.

20. Point of contact for this SOP is Mr. Ricardo Perez, Outdoor Recreation Director, at 520-533-4169 or ricardo.j.perezsaavedra.naf@army.mil.

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Director, Family and Morale,
Welfare, and Recreation