



## EXPECTATIONS & REQUIREMENTS

The Mustang Heritage Foundation, in partnership with the Bureau of Land Management's Wild Horse and Burro Program, is looking for qualified individuals to gentle/train up to a combined number of four (4) mustangs and/or burros at a time and make a good faith effort to place animals in private care that meet BLM minimum adoption and facility requirements. Individuals are responsible for all costs associated with the humane care of the animals while in their possession, including facility maintenance/repair, veterinarian care, farrier or disposal costs, and feed/grain and other needed supplements. Only approved trainers may pick up horses & burros for the TIP program. Trainers will be paid once the horse or burro is placed into private care and all MHF and BLM paperwork is complete.

**Applicants** – Please sign the bottom of first page and initial the bottom of each page after and return to MHF office along with your TIP Application. Eligibility is on a year-to-year basis. Applicants must reapply annually if not active within 12 months

### OVERVIEW:

- Only approved trainers may pick-up, train and adopt out animals through the Trainer Incentive Program. Interested trainers may apply to become an approved TIP Trainer by completing and submitting the TIP Trainer Application that can be found online at [www.mustangheritagefoundation.org](http://www.mustangheritagefoundation.org).
- Trainers must be at least 18 years of age.
- Trainers must have a current Mustang Heritage Foundation Membership.
- Trainers must have no prior convictions for inhumane treatment of animals or for violations under the Wild Free-Roaming Horses and Burros Act of 1971.
- Trainers must be able to demonstrate, through the application, that adequate feed, water, and facilities are available to provide humane care of any animal(s) accepted through this program.
- Trainers must be able to provide a temporary home for the animal(s) in the United States.
- Trainers' facility and trailer must meet BLM's minimum facility requirements (see below). Trainer will be responsible for transportation of the mustang/burro(s).
- Trainers must demonstrate, through the application, a track record of successfully gentling/training animals using least resistance training methods (natural horsemanship gentling techniques).
- Trainers must understand that until titled by the BLM, the animal cannot be sold, traded or given away. Nor can they be neglected, abandoned, inhumanely treated, or used as bucking stock or for other commercial purposes.
- The nearest BLM office and MHF must be notified within 7 days if the animal dies. A veterinarian's statement must follow. MHF and BLM must also be notified if the animal(s) are moved to a new location other than the location listed on your application.
- **Before** soliciting an applicant for the mustang/burro(s) the trainer must meet the minimum training requirements as listed below (animals must be leading, loading in a trailer, allowing human contact for grooming, picking up all 4 feet)
- Trainer must have the mustang/burro(s) in training for a minimum of 10 days before completing the adoption or purchasing process. Trainers are encouraged to find an applicant within 90 days. Mustang/burro(s) must be adopted/purchased or returned to BLM within 150 days of pick up or payment will not be made to trainer.
- In order to receive payment, trainer must submit to the MHF office the Invoice for TIP Payment form as well as the Training Assessment form (to be completed by the adopter) within 60 days of the adoption agreement being signed. Failure to do so will delay or forfeit the payment process.

Trainer Name Print: \_\_\_\_\_ Signature: \_\_\_\_\_

## REQUIREMENTS:

### 1. Minimum Facility Requirements

#### Corral

**Measurements:** You must provide a minimum of 400 square feet (20 feet x 20 feet) for each animal adopted. Until “fence broken” **adult** horses need to be maintained in an enclosure at least 6 feet high, **0-18 months old** 5 feet high and **burros** 4.5 feet high. You should not release an ungentle animal into a large open area, such as a pasture, as you may not be able to recapture the animal for training or to provide veterinary care. However, once the animal is gentled, you may release it into a pasture or similar area. **Materials/Construction:** An acceptable corral must be sturdy and constructed out of materials such as; poles, pipes, or planks (minimum 1.5 inches in thickness) without dangerous protrusions. Barbed wire, large-mesh woven, stranded and electric materials are not acceptable for fencing. Posts must be a minimum of 6 inches in diameter and spaced no farther than 8 feet apart. Horizontal rails should be 3-inch minimum diameter poles or planks at least 2” x 8”. If you use poles, there should be a minimum of five horizontal rails, and when you use 2" x 8" planks, there should be at least four rails. No space between rails should exceed 12". You should fasten all rails to the inside of the post with either heavy nails or lag screw. You must provide shelter from inclement weather and temperature extremes for your mustang(s) and burro(s). Contact your administering BLM office for shelter requirements in your area. Applicants will not be approved until all facility requirements are met.

#### Trailer

Mustangs or burros must be transported in a stock-type trailer with a rear swing gate. The trailer must have the following: A covered top, sturdy walls and floors, with a smooth interior, free from any sharp protrusions, ample head room, adequate ventilation, removable partitions or compartments to separate animals by size and sex, if necessary and the floor must be covered with a non-skid material.

### 2. Trainer Approval

Interested trainers must complete the Trainer Incentive Program application found at [www.mustangheritagefoundation.org](http://www.mustangheritagefoundation.org) and mail or fax to the MHF office. You will be contacted within two weeks by the MHF via phone, email or mail letting you know if you have been accepted. The BLM office of jurisdiction may also contact you to discuss your facility.

### 3. Horse/Burro Selection

Once approved as a trainer, the MHF will provide you with the contact information of the BLM facilities serving as TIP pick up locations. The approved trainer will be responsible for making an appointment with the BLM to schedule the pick up of mustangs and/or burros. Mustangs and/or burros will be available for pick up at BLM facilities or BLM satellite adoptions. Trainers are not required to pay any adoption fees when picking up horses or burros. Do not contact BLM about picking up animals until your application has been approved and you have been contacted by the MHF. Horses used for this program will generally be mares and geldings, 2 yrs and older and burros of all ages. Please note that riding of a 0-24 month old horse or burro will result in immediate removal from the TIP program. BLM will have final say on any animals in question.

### 4. Care - Trainers are required to:

- Provide adequate and good quality feed and water for each animal in your care on a daily basis. All costs to be covered by the trainer.
- Provide adequate and good quality health care for each animal in your care including all veterinarian and farrier needs. All costs to be covered by the trainer.
- Contact the MHF and a licensed veterinarian if the animal becomes sick or injured. All costs to be covered by the trainer.
- Contact the MHF immediately if the animal dies, and submit a veterinarian’s report to MHF within 7 days.
- Arrange to have any animals, which die, disposed of in accordance with all state or local ordinances/requirements. All costs to be covered by the trainer.
- Contact a farrier, if farrier care is needed. All costs to be covered by the trainer.
- Maintain possession of the animal and its Health Records until it is released by the BLM to the new adopter, or returned to a satellite adoption or designated BLM Holding Facility.
- Individuals are responsible for all costs associated with the humane care of the animals while in their possession, including facility maintenance/repair, veterinarian care, farrier or disposal costs, and feed/grain and other needed supplements. None of these costs will be reimbursed by MHF or BLM.

## 5. Training – TIP Trainers are required to:

- Gentle/Train the animals in your care for a minimum of 10 days before an adoption application is submitted to the BLM.
- Gentle/train the animals in your care using least resistance training methods (natural horsemanship gentling techniques).
- Gentle/train the animals in your care until you are able to: halter, lead and groom the animal, pick up all four feet and load and unload into a trailer. These are the **MINIMUM** training requirements. Trainers are encouraged to have all of the requirements met before an application to adopt is submitted to the BLM.
- Provide the approved adopter with the Training Assessment Form. This form is intended to give the adopter an idea of what the trainer has been able to accomplish during the training period. Trainers are required to have this form completed and signed by the adopter. This form should be submitted along with the TIP Trainer Invoice upon a completed adoption. Payment will not be made to the Trainer without this completed form. Payment may be forfeited if invoices are not received within 60 days of completed adoption.

## 6. Advertising

Trainers are expected to positively portray and represent the BLM Wild Horse and Burro Program and the Mustang Heritage Foundation at all times. This includes paid and free advertising as well as the use of online and social media outlets. Trainers are responsible for soliciting qualified adopters, however the BLM will be responsible for approving adopters.

### Identifying Potential Adopters

Once approved for the program the MHF will contact you and provide you with the following:

- Sample Press Release
- Sample Ad to be used for print advertisements (newspapers, magazines, classifieds) as well as online advertisements
- TIP Facebook Group Instructions to help trainers fully utilize the online adoption gallery
- A listing as an approved TIP trainer on the MHF Website
- Sample Poster/Flyer to be used to attract potential adopters.

These may all be used to assist trainers in searching for an interested adopter. If you need additional assistance in locating interested adopters, please call the office and we would be happy to assist you.

### Training & Adoption Fees

- Trainers cannot advertise animals as FOR SALE, unless notified by BLM that the animal is sale eligible. The adoption or purchase price must be advertised as \$125 made payable to the Bureau of Land Management. It is allowable, by law, for trainers to charge fees above the \$125 adoption/purchase price. Any amount above \$125 may NOT be advertised as an adoption fee. Please contact the MHF office for additional suggestions on appropriate wording for advertising.
- Trainers cannot charge any type of “holding”, “deposit” or “application” fees. Adopters are only required to pay the \$125 BLM Adoption Fee. After the adoption is complete, trainers and adopters may enter into private arrangements for continued training, boarding, etc.
- Some of the mustangs and burros in the TIP program may be sale eligible, meaning they will be purchased rather than adopted. The gentling and invoicing requirements are the same. The purchase price is \$125. The BLM should notify you if a horse you select for training is sale eligible. BLM should also provide you with the application to purchase to deliver to potential adopters. Find out more about sale eligible animals at [www.blm.gov](http://www.blm.gov).

## 7. Adoption Process & Timeline

*The BLM is responsible for adoption application approval. Trainers should provide potential adopters with the appropriate adoption or purchase application, however the BLM will complete the adoption process. Once an adoption application has been submitted, BLM is required to process that application before considering other adoption applications.*

**Please note:** *If the trainer refers an interested adopter to BLM to adopt or purchase an animal and the adopter's/purchaser's application is approved, unless BLM finds cause for reversing the approval, the adoption/purchase of the animal will continue. Once both trainer and adopter complete all MHF and BLM required paperwork, the trainer is obligated to release the animal to the BLM approved adopter/purchaser.*

1. Once animals are gentled, and have met the minimum training requirements, an adopter should be identified. *\*At this time, if you have not already, we recommend posting photos of your mustangs to the online adoption gallery found on the TIP Facebook Group, Trainer Incentive Program – TIP.*
2. Once the trainer has identified a potential adopter, trainers should provide the adopter with the following information:
  - a. A copy of the BLM adoption or purchase application (available on the Trainer Incentive Program – TIP Facebook page or online at [www.wildhorseandburro.blm.gov](http://www.wildhorseandburro.blm.gov) and [www.mustangheritagefoundation.org](http://www.mustangheritagefoundation.org))
  - b. Mailing address for the BLM office of jurisdiction where the adoption application should be mailed. Adopters are responsible for submitting their completed application to the BLM office of jurisdiction. BLM facility information including mailing address and fax numbers can be found at [www.mustangheritagefoundation.org](http://www.mustangheritagefoundation.org).
3. Once BLM has received the application they will review it and, if approved, will mail the adopter a Private Maintenance and Care Agreement (PMACA). This form is to be signed by the adopter and returned to the BLM, along with a check for the minimum adoption fee of \$125.00 (made payable to the BLM). A return envelope will be provided. Trainers should encourage adopters to sign and return this form in a timely manner.
4. Once BLM has received a copy of the signed PMACA they will provide the adopter with their adoption packet to include:
  - a. A copy of their approved application
  - b. A receipt for the paid adoption fee
  - c. A copy of the animal's health card
  - d. A copy of the signed and approved PMACA.
5. Once the adopter has received the above from the BLM, the adopted animal may be released to the adopter of record. It is not required but is recommended that both trainer and approved adopter be on-site for the transfer.
6. The BLM will notify MHF of any completed adoptions.
7. Trainers must complete and submit the Invoice for TIP payment to MHF.
8. Trainers must have the adopter complete and sign the Training Assessment Form. This form should be submitted to MHF with the TIP Invoice for Payment.
9. Upon receipt of both forms, and notification of a completed adoption by BLM, trainers will be eligible for payment. Payment is made within 10 days of receipt of all required documents. Please notify MHF of any change in address or personal information. If TIP Invoice and Assessment Forms are not submitted to MHF within 60 days of a completed adoption, payment may be forfeited.

*Trainers are encouraged to find an adopter within 90 days. If an adoption has not been completed by the 90<sup>th</sup> day – MHF will contact the trainer to discuss the situation and ascertain a progress plan. MHF may extend the training contract for 30 days. If there is no completed adoption by day 120, MHF will give the trainers a **“30 day” return notice**. Any un-adopted animals may be returned, by appointment, to a designated BLM facility. Animals that are returned to the BLM facility before day 150 are still eligible for reimbursement of up to \$200 in training costs. Animals must be adopted and/ or returned within 150 days of pick up. Un-adopted animals by day 151 MUST be immediately returned to the nearest BLM facility.*

## **8. TIP Payment**

Upon receipt of the Training Assessment Form and Invoice for TIP payment, Trainers will be paid the set fee. Mustangs of all ages will be paid at a flat rate of \$1,000/head. Burros of all ages will be paid a flat rate of \$750/head. Trainers will only be paid the set fee via invoice and will be responsible for any other expenses while caring for/gentling TIP horses and burros. In most cases (excluding holidays or other unforeseen circumstances) payments are made once a week, typically on Thursdays and will go out in Friday's mail.

RETURNS: Trainers will receive \$2 per day for no more than 100 days for animals that are NOT adopted and returned to BLM. The Invoice for TIP payment must be submitted within 60 days of the adoption in order to receive payment. **Animals must be adopted and or returned to the BLM within 150 days of pick up.**

## 9. NOTICE (Non Compliance)

Participation in the Trainer Incentive Program and any other program offered by the Mustang Heritage Foundation is strictly INVITATIONAL. Therefore, if the Mustang Heritage Foundation determines (at any time) that a trainer is not meeting or exceeding our moral code or professional expectations, stated formally or not, the Foundation reserves the right to remove them from any and all programs immediately. In this case trainers would not receive payment for any time, travel, or effort incurred. All determinations of the Mustang Heritage Foundation are final.

Examples of non-compliant behavior are listed below:

1. Injuring or killing an animal as a result of inhumane treatment or handling
2. BLM-documented compliance issues or repossessions
3. Lack of adopter satisfaction (as documented by complaints to MHF)
4. Failure to appropriately identify the animal(s) as available for adoption
5. Negatively portraying the MHF TIP program or BLM Wild Horse & Burro Program
6. Negatively portraying the trainability/versatility of the mustang or burro
7. Failure to communicate with the MHF regarding TIP animals in your possession
8. Failure to return un-adopted animals to the BLM within 150 days of pick up
9. Numerous returns of un-adopted mustangs and/or burros or multiple failed adoptions