



2017- 2018 PROGRAM 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 that meet BLM minimum facility requirements to gentle up to a combined number of four (4) mustangs and/or burros at a time and make a good faith effort to place the animals into private care. 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 mustangs & burros for the TIP program. Trainers will be paid once the mustang or burro is placed into private care and all MHF and BLM paperwork is complete.

OVERVIEW:

- Only approved trainers may pick-up, train and adopt or sale 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.
- Eligibility is on a year-to-year basis. Applicants will be asked reapply annually if not active within 12 months. MHF and BLM staff members are ineligible for the TIP program. Additionally, any program employees who actively work for the BLM either directly or indirectly through prison training programs or other BLM agreements are ineligible for the TIP program.
- 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.
- In the case of serious injury or death of your mustang or burro, trainers are required to notify the MHF TIP Director within 24 hours of the occurrence. MHF will immediately relay this information to the BLM office of jurisdiction. Trainers will be required to submit a veterinarian's report to MHF within 24 hours. All costs to be covered by the trainer.
- **Before** soliciting an adopter/purchaser 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 purchase 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. Trainers will not be compensated for animals that are adopted or purchased by the trainers themselves.
- 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 applicant) within 60 days of the adoption/purchase agreement being signed. Failure to do so will delay or forfeit the payment process.

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/purchased. Until “fence broken” **adult** mustangs 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. **For more information on BLM facility and shelter requirement visit blm.gov/whb and click on adoption requirements under Important Documents.*

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 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 prior to MHF approval may also contact you to discuss your facility.

3. Mustang/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 events. Trainers are not required to pay any adoption fees when picking up mustangs or burros. Do not contact BLM about picking up animals until your application has been approved and you have been contacted by the MHF. Mustangs used for this program will generally be mares and geldings, 2 years and older and burros of all ages. BLM will have final say on any animals in question and available for the training program. BLM will provide the TIP trainer with the original health papers. These are to be given to the approved adopter/purchaser or returned to BLM with the animal.

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.
- In the case of serious injury or death of your mustang or burro, trainers are required to notify the MHF TIP Director within 24 hours of the occurrence. MHF will immediately relay this information to the BLM office of jurisdiction. Trainers will be required to submit a veterinarian's report to MHF within 24 hours. All costs to be covered by the trainer.
- 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 until it is released by the BLM to the new adopter, purchaser, or returned to a satellite adoption or designated BLM Holding Facility. If returning the animal, you must contact BLM to coordinate and discuss the nearest BLM location for return.
- 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/purchase 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 applicant with the Training Assessment Form. This form is intended to give the adopter/purchaser 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 applicant. This form should be submitted along with the TIP Trainer Invoice upon a completed adoption/purchase. 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/purchase.

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/purchasers, however the BLM will be responsible for approving adopters/purchasers.

Identifying Potential Adopters/Purchasers

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 applicants.

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

Training & Adoption/Purchase 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/purchasers are only required to pay the \$125 BLM adoption/purchase Fee. After the adoption/purchase is complete, trainers and adopters/purchasers 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.
- The BLM is responsible for application approval and will review applications in the order of which they are received. Once an application has been submitted, BLM is required to process that application before considering other adoption/purchase applications.

7. Adoption/Purchase Process & Timeline

Please note: *If the trainer refers an interested applicant to BLM to adopt or purchase an animal and the application is approved, unless BLM finds cause for reversing the approval, the adoption or 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/purchaser 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/purchaser, trainers should provide the applicant 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 and 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.
3. Once BLM has received the application they will review it and, if approved, will mail the adopter/purchaser a Private Maintenance and Care Agreement (PMACA) or Bill of Sale (BOS). This form is to be signed by the adopter/purchaser and returned to the BLM, along with a check for the minimum adoption fee of \$125.00 (made payable to the BLM). Adopters/purchasers shall include the freemark and TIP trainers’ name. 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 the signed PMACA /BOS they will provide the adopter or purchaser with a packet to include:
 - a. A receipt for the paid adoption/purchase fee
 - b. A copy of the signed and approved PMACA for adopted animals.
5. Once the adopter or purchaser has received the above from the BLM, the adopted/purchased animal may be released to the adopter/purchaser of record. It is not required but is recommended that both trainer and approved adopter/purchaser be on-site for the transfer.
6. The BLM will notify MHF of any completed adoptions or sales
7. Trainers must complete and submit the Invoice for TIP payment to MHF.
8. Trainers must have the applicant 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 or purchase 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 or purchase, payment may be forfeited.

10. Trainers will not be compensated for animals that are adopted or purchased by the trainers themselves.

Trainers are encouraged to find an applicant within 90 days. If an adoption or purchase has not been completed by the 90th 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 or purchase by day 120, MHF will give the trainers a “30 day” return notice. Any un-adopted or purchased 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 or purchased OR returned to BLM within 150 days of pick up. Any animals not adopted or purchased 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. Burros of all ages will be paid a flat rate of \$750/head. TIP animals that are adopted “as is” will be paid a flat rate of \$500. 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/purchased and are returned to BLM. The Invoice for TIP payment must be submitted within 60 days of the adoption or purchase in order to receive payment.

Animals must be adopted or purchased and/or returned to the BLM within 150 days of pick up. Furthermore, there will be no TIP payment submitted to trainers after 150 days.

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:

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