



# 2023 TIP Rules and Regulations

The Mustang Heritage Foundation, in partnership with the Bureau of Land Management's Wild Horse and Burro Program, created the Trainer Incentive Program to cultivate private trainers to gentle wild horses and burros and place them 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, transportation, farrier or disposal costs, and feed/grain and other needed supplements. Only approved trainers may pick up wild horses and burros for the Trainer Incentive Program. Trainers are compensated the set fee once the mustang and/or burro is placed into private care and all MHF and BLM paperwork is complete.

## OVERVIEW:

- a. Only approved trainers may pick-up, train and place 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/tip](http://www.mustangheritagefoundation.org/tip).
- b. Eligibility and MHF membership is on a rolling annual basis. A renewal notice is sent out to all active TIP trainers every year and must be completed for a trainer's TIP status to continue as "Active".
- c. MHF Employees along with their immediate family are not eligible to participate in the Trainer Incentive Program. There is no legal objection under the ethics statutes and regulations to BLM staff and their children participating in the Mustang Heritage Foundation Trainer Incentive program Challenges; where youth train horses and compete for prize money in their personal capacity. The Training Incentive Program is a open to the general public so there will be no exclusive benefit to BLM participants. BLM Employees may not participate while they are on duty at BLM, reference their official position, wear a BLM uniform, or use a BLM vehicle or electronic device.
- d. Trainers must be at least 18 years of age.
- e. Trainers must have a current Mustang Heritage Foundation membership. Membership fees can be paid online at [www.mustangheritagefoundation.org/join](http://www.mustangheritagefoundation.org/join).
- f. Trainers must have no prior convictions for violence, inhumane treatment of animals or violations under the Wild Free-Roaming Horses and Burros Act of 1971.
- g. 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.
- h. Trainers must house the animal(s) in the United States.
- i. The trainers' facility and trailer must meet BLM's minimum requirements.
- j. Trainers will be responsible for transportation of the mustang/burro(s).
- k. Trainers must demonstrate, through the application, a record of successfully gentling/training animals using least resistance training methods (natural horsemanship gentling techniques).
- l. 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.
- m. In the case of serious injury or death of the mustang or burro, trainers are required to notify the MHF TIP Manager and BLM OOJ within 24 hours of the occurrence. Trainers will be required to submit a veterinarian's report to MHF and BLM OOJ within 24 hours. All costs to be covered by the trainer.
- n. Trainers must have the mustang/burro(s) in training for a minimum of 14 days before completing the adoption or purchase process. Trainers are encouraged to locate an interested applicant within 90 days. Mustang and/or 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.
- o. Trainers are encouraged to have all the gentling requirements met before an application is finalized with the BLM. Applications may take up to seven business days to process. **To meet gentling requirements, include that animals must be leading, loading in a trailer either through leading on or "sending", not just running an animal up the alley into the trailer, allowing human contact for grooming, and picking up and cleaning out all four feet by the handler in preparation of standing for a farrier.**
- p. To receive payment, trainers must submit to the MHF office **a video of the animal meeting gentling requirements**, the invoice for TIP Payment form, 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.
- q. Applicants who have participated in AIP are ineligible to participate in TIP unless the applicant agrees to forfeit their final AIP payment. If the applicant does not wish to forfeit their final AIP payment, they will not be approved but can re-apply after they receive their final AIP payment.



# 2023 TIP Rules and Regulations

## REQUIREMENTS:

### 1. Minimum-Facility Requirements

Trainers are required to meet and maintain these facility requirements. Photos and/or a virtual compliance inspection may be requested.

#### Corral

Measurements: Approved Trainers must provide a minimum of 400 square feet (20 feet x 20 feet) for each animal. Adult wild 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. Ungentled animals should not be released into a large open area, such as a pasture, as the animal may not be easily re-caught for training or veterinary care. However, once the animal is gentled, it may be released into a pasture or similar area.

Materials/Construction: An acceptable corral must be sturdy and constructed out of materials such as wooden or metal poles, pipes, or planks (minimum 1.5 inches in thickness) without dangerous protrusions. Barbed wire, large-woven mesh, 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 poles are being used, there should be a minimum of five horizontal rails, and with 2" x 8" planks, there should be at least four rails. No space between rails should exceed 12 inches. All rails should be fastened to the inside of the post with either heavy nails or lag screws. The minimum shelter requirements by state identifies the type of shelter that must be provided for your mustang and/or burro(s) in cases of inclement weather and temperature extremes.\* Applicants will not be approved until all facility requirements are met. MHF is unable to review or approve trainers where the facilities that are not fully constructed or complete.

*\*For more information on BLM facility and shelter requirement visit [blm.gov/whb](http://blm.gov/whb) and click on adoption requirements under Important Documents.*

#### Trailer

Wild horses and burros must be transported in a stock-type or horse 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. Photos of trailers may be requested to make sure that they meet the safety standards. BLM will provide the final approval on trailers.

### 2. Trainer Approval & Conduct

- a. Interested trainers must complete and submit the Trainer Incentive Program Application. If unable to submit the application online, a printed application may be mailed to the MHF office at 200 University Blvd. Ste. 225 #110 Round Rock, TX 78665. Applications are reviewed as they are received and processed as quickly as possible. Applicants will be contacted by MHF via phone, email or mail if accepted as an approved trainer for the Trainer Incentive Program. Prior to MHF approval, the BLM OOJ may contact applicants to discuss facilities; however final approval will come from the TIP Manager.
- b. Once approved as a trainer, an acceptance packet will be sent by email containing program information, rules, policies, and other details. Acceptance packet will only be sent by mail as needed.
- c. Approved trainers within the Trainer Incentive Program are ambassadors for the wild horses and burros under their care and training, the Mustang Heritage Foundation as an organization and the BLM. By participating in this program, trainers help advance the mission of increasing awareness and placement of mustangs/burros. The management of America's wild horses and burros is a complicated and serious issue. Approved trainers can encourage the placement and training of wild horses and burros by actions that include the training of TIP animals, interaction with potential adopter(s) or purchaser(s), or social media management. Trainers within the Trainer Incentive Program are held to higher standards and are expected to follow a certain level of conduct, which includes but is not limited to:
  1. Portraying least resistance and humane training methods while working with wild horses and burros.
  2. Maintaining a professional and informative relationship while working with any potential adopter(s)/ purchaser(s).



# 2023 TIP Rules and Regulations

3. Fostering positive and professional relationships while working with BLM and MHF staff.
4. Creating a positive and professional environment on social media through appropriate posts, photos, comments, etc.
- d. It is a privilege to be a TIP approved trainer and the eligibility of any TIP trainer who is found to be portraying the Trainer Incentive Program, MHF, BLM, or other MHF trainers or adopter(s) negatively or in an unprofessional manner will be re-evaluated. TIP trainer eligibility can be revoked at any time for violations.
- e. TIP trainers who have concerns regarding the health and welfare of animals in other TIP trainers or adopter(s) care should report their concerns directly to the TIP Manager.

### 3. Mustang/Burro Selection and Pick Up

The approved trainer will be responsible for scheduling an appointment 48 hours prior to the requested appointment date with the BLM to pick up TIP eligible animals for training. Mustangs and/or burros will be available at BLM facilities or BLM satellite events (inventory may vary). Trainers are not required to pay any adoption fees when picking up mustangs or burros.

- a. Animals used for this program will generally be mares/jennies, geldings that are 2 years of age and older. No stallions/jacks or known pregnant mares/jennies will be placed into the program.
- b. BLM will provide the TIP trainer with the original health records. These are to be given to the approved adopter/purchaser or returned to BLM with the animal.
- c. At no point will available animals be held for TIP trainers.
- d. Approved trainers are also able to pick up from TIP Storefronts.
- e. Trainers will not contact BLM or approved Storefronts about picking up animals until the application has been officially approved by MHF.

### 4. Care

**Trainers are required to:**

- a. Provide adequate and good quality feed and water for each animal daily to always maintain a BCS of 4-6. All costs to be covered by the trainer.
- b. Provide adequate and good quality health care for each animal. This includes but is not limited to all veterinarian and farrier needs. All costs to be covered by the trainer.
- c. In the case of serious injury or death of the mustang or burro, trainers are required to notify the MHF TIP Manager and BLM OOJ within 24 hours of the occurrence. Trainers will be required to submit a veterinarian's report to MHF and BLM OOJ within 24 hours. All costs to be covered by the trainer.
- d. Arrange to have any deceased or euthanized animals disposed of in accordance with all state or local ordinances/requirements. All costs to be covered by the trainer.
- e. Contact a farrier, if farrier care is needed. All costs to be covered by the trainer.
- f. Maintain possession of the animal until it is released by the BLM to the new adopter, purchaser, or the trainer returns the animal 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.
- g. 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, waste disposal costs, feed/grain and other needed supplements. None of these costs will be reimbursed by MHF or BLM.

### 5. Training

**TIP Trainers are required to:**

- a. Gentle/train the animals for a minimum of 14 days before an adoption/purchase application is completed with the BLM.



# 2023 TIP Rules and Regulations

- b. Gentle/train the animals using least resistance training methods (natural horsemanship gentling techniques).
- c. Gentle/train the animals to meet the three minimum gentling requirements within the program: approach, halter, lead and groom the animal, pick up all four feet and load/ unload into a trailer. To meet the loading requirement, animals must either be capable of being led on to a trailer or through "sending" on to the trailer. Running an animal up the alley into the trailer does not count as meeting the loading/unloading requirement. To meet the picking up of all four feet requirement, animals must allow all four feet to be picked up by the handler in preparation of standing for a farrier, picking of feet, etc. These are the MINIMUM training requirements. Trainers are encouraged to meet all the requirements met before an application is submitted to the BLM.
- d. Provide the approved applicant with the Training Assessment Form. This form is for the adopter/ purchaser to complete by initialing next to each gentling requirement that has been met. If the adopter/ purchaser is taking the animal before the three gentling requirements have been met, they will initial next to that option indicating that they are taking the animal in its current state of training.
- e. Trainers are not allowed to ride any animal two-years-old or younger.
- f. **Trainers are required to send in videos of their animals meeting gentling requirements. Please email [tip@mustangheritagefoundation.org](mailto:tip@mustangheritagefoundation.org) for more information.**

## 6. Advertising

Trainers are expected to always positively portray and represent the BLM Wild Horse and Burro Program and the Mustang Heritage Foundation. This includes representation in paid and free advertising as well as the use of online and social media outlets. Trainers are responsible for soliciting qualified adopter(s)/purchaser(s); however, the BLM will be responsible for approving adopter(s)/purchaser(s). Trainers are not allowed to advertise animals for sale or adoption in their "current state" without any attempt to gentle. \*\*\*NOTE – A benefit of being a TIP Storefront is the eligibility to place animals in their "current state" without gentling.

### Identifying Potential Adopter(s)/Purchaser(s)

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

- a. Sample Press Release
- b. Sample ad to be used for print advertisements (newspapers, magazines, classifieds) as well as online advertisements
- c. TIP Facebook group instructions to help trainers fully utilize the online adoption gallery
- d. A listing as an approved TIP trainer on the MHF website
- e. Sample poster/flyer to be used to attract potential applicants
- f. BLM Wild Horse and Burro Adoption Requirements
- g. Additional marketing tools as they become available
- h. Contact list of BLM and MHF POC's

These may all be used to assist trainers in searching for an interested applicant. If additional assistance locating an interested applicant is needed, please contact the TIP Manager.

### Training & Adoption/Purchase Fees

- a. 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 BLM.
- b. Trainers cannot charge any type of "holding," "deposit," "transportation," "training," "board" or "application" fees. Adopter(s)/purchaser(s) are only required to pay the \$125 BLM adoption/purchase fee. After the adoption/purchase is complete, trainers and adopter(s)/purchaser(s) may enter into private arrangements for continued training, boarding, etc. Please contact the TIP Manager for additional suggestions on appropriate wording for advertising.
- c. Some of the animals within the TIP program may be sale eligible, meaning they will be purchased rather than adopted. The BLM will notify you if a horse or burro you select for training is sale eligible. The TIP process is still the same for sale eligible animals: the gentling requirements, purchase price (\$125), and process do not change.
- d. The BLM is responsible for approving all applicants interested in adopting or purchasing a TIP animal. BLM staff will review applications in the order which they are received.



# 2023 TIP Rules and Regulations

## 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 that adoption or purchase of the animal will continue unless BLM finds cause for reversing the approval. 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. Trainers should remind interested applicants that adoption applications are animal specific; adopter(s) can only adopt the animal (horse or burro) as stated on the application.*

- a. Once animals in training 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 TIP animal(s) to the online gallery found on the TIP Facebook group, Trainer Incentive Program – TIP.*
- b. Once the trainer has identified a potential adopter/purchaser, trainers should provide the applicant with the following information:
  1. A copy of the BLM adoption or purchase application (available on the Trainer Incentive Program – TIP Facebook page or online at [www.blm.gov/programs/wild-horse-and-burro](http://www.blm.gov/programs/wild-horse-and-burro) and [www.mustangheritagefoundation.org/tip](http://www.mustangheritagefoundation.org/tip)). This application is NOT to be handled by the TIP trainer, as it contains Personal Identifiable Information (PII). Adoption or purchase applications are to only be completed and handled by the adopter or purchaser and submitted directly to the TIP trainer's BLM OOJ. Adopter(s)/purchaser(s) should be instructed to include the animals freemark(s) and TIP trainers' name at the top of the application. Adopter(s) and Purchaser(s) may also submit their application digitally through the Online Corral.
  2. Mailing address for the TIP trainer's BLM OOJ, including mailing address and fax numbers can be found at [www.mustangheritagefoundation.org/tip](http://www.mustangheritagefoundation.org/tip). Adopter(s) are responsible for submitting their completed application to the appropriate BLM OOJ.
  3. A copy of the TIP Adopter Information form. This can be found in your acceptance packet and online at [www.mustangheritagefoundation.org](http://www.mustangheritagefoundation.org).
- c. Once BLM has received the application, they will review it within seven business days 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 payment for the placement fee of \$125 (made payable to the BLM). A return envelope will be provided. Trainers should communicate with adopter(s)/purchaser(s) to obtain application status updates and encourage them to sign and return any paperwork in a timely manner.
- d. Once BLM has received the signed PMACA/BOS they will provide the adopter or purchaser with a packet to include:
  1. A receipt for the paid adoption/purchase fee
  2. A copy of the signed and approved PMACA for adopted animals.
  3. A copy of the completed BOS for purchased animals.
- e. 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. BLM/MHF will notify the TIP trainer of the completed adoption/ sale.
- f. It is not required but is recommended that both trainer and approved adopter/purchaser be on-site for the transfer.
- g. The BLM will notify MHF of any completed adoptions or sales.
- h. Trainers must complete and submit the invoice for TIP payment to MHF.
- i. 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. The Training Assessment form is specifically for the adopter/purchaser to complete and sign. If this form is forged by the TIP trainer, they will be immediately removed from the program.
- j. Upon receipt of both forms, a video of the animal meeting gentling requirements, 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.
- k. 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 day 90, MHF will contact the trainer to discuss the situation and develop 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 nonadopted 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*



# 2023 TIP Rules and Regulations

*to \$200 in training costs. Animals must be adopted or purchased OR returned to BLM within 150 days of pick up. For any animals not adopted or purchased by day 151 the trainer MUST notify the appropriate OOJ & MHF to arrange an extension. If arrangements cannot be made, the animals in question must be immediately returned to the nearest BLM or Storefront facility and MHF notified of the return date & location.*

## 8. TIP Payments

- a. Upon receipt of the completed Training Assessment Form, a video of the animal meeting gentling requirements, and invoice for TIP payment, trainers will be paid the following fees: Trainers of mustangs will be paid at a flat rate of \$1,000. Trainers of burros will be paid a flat rate of \$750.
- b. TIP animals that are placed without meeting all three gentling requirements will be paid a flat rate of \$500. This is to be indicated by the adopter/purchaser on the Training Assessment form, as well as by the TIP trainer on the invoice form.
- c. ACH Payments: TIP trainers are encouraged to complete the ACH payment form, included in the TIP packet. This optional payment method allows for expedited payment via direct deposit to the designated account.
- d. In most cases (excluding holidays or other unforeseen circumstances) payments are made once a week, typically on Thursdays and mailed on Friday.
- e. 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 return payment must be submitted within seven business days of the return to receive payment.
- f. PREGNANT ANIMAL: If a jenny or mare has a foal during training, the trainer may receive compensation at \$2/day at a maximum of 100 days for the foal's care until the mare and foal are adopted. The trainer is responsible for submitting a completed TIP Invoice form to MHF in order to receive the mentioned compensation.

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 its 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:

- a. Injuring or killing an animal as a result of inhumane treatment or handling
- b. BLM-documented compliance issues or repossessions
- c. Failure to maintain BLM facility requirements
- d. Lack of adopter/purchaser satisfaction (as documented by complaints to MHF)
- e. Exceeding the number of animals approved to hold/train.
- f. Failure to appropriately identify the animal(s) as available for adoption/purchase
- g. Negatively portraying the MHF TIP program, BLM Wild Horse & Burro Program or other MHF trainers
- h. Negatively portraying the trainability/versatility of the mustang or burro
- i. Failure to communicate with the MHF regarding TIP animals in your possession
- j. Failure to make arrangements for further extension of the training window or return nonadopted/sold animals to the BLM or Storefront within 150 days of pick up if other arrangements have not been made.
- k. Numerous returns of nonadopted/sold mustangs or burros or multiple failed adoptions/purchases