

**SPORTS AND RECREATION DIVISION
FORT GORDON HILLTOP RIDING STABLES
STANDARD OPERATING PROCEDURE
FOR PATRON SAFETY PROCEDURES FOR PERSONALLY OWNED
HORSE BACK RIDING TRAIL USE**

AMIM-GOW-WR

January 3, 2023

SOP Number 25, Personally Owned Horse Riding Trail Use

1. **PURPOSE.** To establish patron safety procedures for personally owned horses day use horseback riding at Hilltop Riding Stable (HTRS) Trails and special permit use of designated areas.
2. **SCOPE:** This SOP applies to any and all horseback riders. All horseback riding outside HTRS activities will be in accordance with IAW Federal and State laws, and all Department of Army (DA), Training and Doctrine Command (TRADOC), and United States Army Signal Center and Fort Gordon (USASC&FG) regulation.
3. **RESPONSIBILITIES:** HTRS manager will ensure that this SOP is followed . HTRS staff will inform all patrons of the following services for Fort Gordon and the Augusta community with regards to recreational riding. Seasonal hours for this program are: 1 May through 31 August Sunday –Saturday, 0800-1600 and 1 September through 30 April, Wednesday –Sunday 0900-1600.
 - a. HTRS will inform and collect from all patrons this basic information:
 - (1) Verify Eligibility and copy ID’s of each rider.
 - (2) Obtain completed “Release and Hold Harmless Agreement”
 - (3) Review with patron verbally “Release and Hold Harmless Agreement” and rules of use for HTRS. Counter sign as Witness agreement.
 - (4) Provide handout that outlines rules and regulations.
 - (5) Take Payment
 - (6) Put wristband on each rider (wristbands are color coded for date).
 - (7) Remind riders that the facility closes at 1600, all horses must be in trailer by 1615. Gate closes at 1630.

4. PROCEDURES: Registration will occur before horse(s) are allowed to unload from trailers. Current Coggins and shot record will be provided to HTRS Office. Patron will read and sign hold and harmless agreement and make payment for services. They will receive handout of rules and guidelines. Patrons are responsible for the cleanness of assigned trailer parking area. All horses will be walked around building ,fences and parking areas to avoid injuries to patron, staff and the horse(s).
- a. General rules and regulations guidelines will be supplied to all patrons upon sign in.

Basic guidance is as follows:

- (1) No dogs allowed on facility grounds and trails.
- (2) No alcohol on facility grounds or trails.
- (3) No smoking in unauthorized areas, trails and horse parking area.
- (4) No illegal substances upon Fort Gordon, facility grounds or trails.
- (5) Keep horses out of playground areas.
- (6) Horses must be supervised while in common use areas.
- (7) Children under the age of 13 years must be under the supervision of a parent or garden at all times.
- (8) All children under 18 must wear a helmet while riding horses.
- (9) Riding arena area is for horses under saddle only.
- (10) All gates must be closed behind rider
- (11) All horses must be kept in authorized marked areas only.
- (12) No smoking in unauthorized areas, trails and horse parking area.
- (13) No firearms, firecrackers, or incendiary devices allowed.
- (14) Please keep horse(s) at or below a lop at all times.
- (15) When approaching horse(s) slow down and stop. Speak to rider(s), stand in a visible place (do not hide off trail) Ask other rider when it is safe to pass, move away quietly and slowly
- (16) No foot traffic on the trails.

(17) Please remove any and all litter you carry in with you.

5. Point of Contact for this SOP is Melissa Jacobs, HTRS Facility Manager, 706-791-4864, melissa.a.rocker-jacobs.naf@army.mil
6. REFERENCES: 1. AR-215, Hold and Harmless Form

Larry W. Coggins
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