

BEECH BROOK FARM INC.

# VOLUNTEER AND STAFF MANUAL

Version 4

2020

74 ANTHONY ROAD, NORTH STONINGTON CT

**Save a Horse Ride a  
Rescue**



**Beech Brook Farm  
Equine Rescue**

## **Table of Contents**

### **IMPORTANT PHONE NUMBERS**

- 1. Welcome**
- 2. Mission**
- 3. About BBFER**
- 4. Volunteering**
  - **Face Book**
  - **Benefits**
  - **What we need from you**
  - **Cancellations**
- 5. Volunteer Guidances**
- 6. Volunteer Policies**
  - Confidentiality
  - Drug
  - Smoking
  - Communication
  - Social Media
  - Attire
  - Politics
- 7. Equine Barn Program**
  - Barn Rules
  - Daily check sheet farm chores
  - Daily Check sheet: horses
- 8. Horse Health**
  - QT
  - Hoof Care
  - Other signs of illness
  - Misc. Horse info.
- 9. EMERGENCY**
  - Contacts
  - Storm/Fire

- First Aide Plan
- Accident Form
- Loose Horse Policy

**These forms are returned to rescue:**

- Volunteer questionnaire
- Volunteer waiver
- Read and Understand

## **IMPORTANT PHONE NUMBERS**

**Farm Hand- Jenna Melzer- 860-287-5004**

**Twin Pines Veterinary: 860-376-4373, 860-235-8946**

**Dr. Andersen Veterinary: 860-639-6927**

**North Stonington Animal Control: (860) 287-2197**

**Fire dept: (860) 535-0937**

## **EMERGENCY – 911**

**State Trooper (located in N Stonington 860-535-1451**

**Board Members/Volunteers who can get to farm in ~ 25 minutes if needed**

**Deborah Finco: 860-705-8456**

**Jeanne Martin: 860-916-4513**

## **NEIGHBORS:**

**74A Anthony Road- Ashleigh and Brian Urbowicz: 978-808-0677**

**John Goggin (manure pickup) 860-861-3112**

**Amy King and Kevin Randall 860-303-1280/860-373-6012**

## **1. WELCOME**

Thank you for volunteering/being a staff member at Beech Brook Farm Equine Rescue! Volunteers and Staff serve a vital role in the success of BBFER. As a volunteer/staff, your support and dedication enable horses to be saved from abuse, neglect, and kill pens destined for slaughterhouses. In addition your compassion and gift of time add an important dimension to the lives of children who otherwise might never get to even see a horse.

Most volunteer opportunities at BBFER do not require special skills. We will provide the necessary training and guidance to make your volunteer experience safe and enjoyable. This handbook is designed to acquaint you with BBFER and serve as a guide and resource regarding the various aspects of the program and your volunteer service.

Our thanks to you!! A successful equine rescue and equine learning program requires a team effort and a great deal of hard work from all involved. Your input is valuable. Please feel free to contact BBFER Volunteer Manager or Coordinator to share any suggestions or comments that may make your volunteer experience more enjoyable.

## **2. MISSION STATEMENT**

The mission of BBFER is to save equines from neglect and abusive situations and provide them with a loving home for life, and to provide beneficial equestrian experiences for disadvantaged youth and adults.

## **3. ABOUT BEECH BROOK FARM EQUINE RESCUE**

The nature of the activities to be conducted and the purposes to be promoted or carried out by the corporation are to engage in any or all acts in which a non-stock nonprofit corporation organized under the Connecticut Revised Non-stock Corporation Act may engage and operate exclusively for one or more of those purposes expressed in Section 501(c)3 of the Internal Revenue Code (as from time to time may be amended), specifically to: 1) Save equines from neglect and abusive situations and provide them with loving homes for life, 2) Educate the public about horse welfare and care, 3) Enlist public support and funding to rescue horses from abuse, neglect, and slaughter alone, or in cooperation with local, state, or federal agencies or with other nonprofit organizations, 4) Re-train/home rescued animals with the intent of placing for adoption, 5) Provide programs for equine facilitated learning. All work is done by volunteers and all volunteers and board members are not paid for their services. We do have two part-time paid positions (trainer and farm help).

Horses are rescued directly from owner surrender, purchase from auction barns, from brokers who sell to slaughter or from kill pens. We rehabilitate and re-train equines if necessary for adoption. A function of the rescue is to educate the public about equine welfare and care that is accomplished by working with local schools and youth groups. In addition, BBFER offers unique equine programs for at-risk and disadvantaged youth. Through hands-on equine activities, students can develop skills that are useful in many areas of life, including communication skills, problem solving abilities, teamwork, confidence, patience, and empathy. Funding to support the rescue comes from private donations, grants, and fundraising events. Increased funding will allow us to rescue more horses, maintaining a goal of approximately 20 horses saved per year.

BBFER owns the property located at 74 Anthony Road, North Stonington CT. A farm hand lives in the house. Please respect his/her privacy. The house is NOT available for volunteers to use. If you need to speak to the farm hand you can text or call him or knock on the door.

#### **4. VOLUNTEERING**

Volunteers provide an invaluable service to the horses of BBFER. Whether you are able to devote one or ten hours per week, your time and energy is greatly appreciated! Assistance is needed in all areas of the rescue, including:

**Face Book-** all approved and active volunteers will have access to our Volunteer facebook page. This page is intended to be used to communicate critical information related to the operation of the rescue. We also have a chat page for communication of any nature. There is also a public FB page with over 8000 followers.

**Equine/Barn Program-** Help with the daily feeding and care of the horses, as well as barn and paddock maintenance.

**Facility/Farm Program-** Help with the general maintenance, repairs, and improvements of the farm and facility.

**Office-** Provide assistance with data entry, mailings, filing, and other general office duties.

**Special Events & Fundraising-** Assist with the production and coordination of various special events and fundraising activities. Volunteer support is also needed on the actual day of an event.

**Special Skills-** Share any technical or professional skills that may be needed at the rescue; e.g., photography, graphic arts, marketing and public relations, computer skills, etc.

**PLEASE NOTE:** Volunteering in the Equine/Barn Program and Facility/Farm Program involves moderate to heavy physical activity. Please be sure you are comfortable with the physical aspects of the role you select.

Because of the nature of rescue and the services we provide, BBFER reserves the right to make the final determination as to the appropriateness of volunteers for our organization.

#### **Volunteer benefits**

Enjoy a positive and supportive environment

Learn new skills/gain experience working with people and horses

Resume building

References for school and work

Be a part of a fun and rewarding experience

Take part in saving an equine's life

### **What we need from you**

Commitment and reliability

Willingness to put forth good effort and to learn

Effective communication

Adherence to policies and procedures

Be kind and respectful to others

**Volunteer Cancellations-**Volunteers are critical to the success of the program. When you commit to your volunteer role, your support is truly needed to care for our equine friends and help the team reach our goals. Our equines depend on volunteers for their daily care. Please reserve canceling your scheduled day and time for emergencies. If you must cancel, we ask that you contact the management as soon as possible so a replacement may be found. You should post out on Volunteer FB page if you cannot make a shift and /or if you need someone to cover for you.

**Continuing education-** BBFER encourages volunteers to learn more about caring for our equine friends by providing a variety of opportunities for ongoing learning including training clinics and courses, saddle-fitting clinics, equine massage therapy workshops, access to our resource library, and more.

## **5. VOLUNTEER PROGRAM - GUIDELINES**

The following policies & guidelines should assist you in having a positive volunteer experience.

**Communication & Questions-** If at any time, you are unclear regarding your volunteer role or responsibilities, please direct questions management. BBFER has a volunteer Facebook pages to be used to communicate issues related to the farm operation and horses. There is also a BBFER chat page made up of many current and former volunteers for communicating any sort of information one wishes- please do not use this page for anything that is not suitable for all ages of readers.

**Commitment & Availability-** Adequate support is critical in serving our equines and team. Therefore, BBFER requests that volunteers must be willing to commit to a regular day/time to volunteer. We understand there are times when emergencies arise. Please notify the Volunteer Manager or

Coordinator as soon as possible if you are not able to make your scheduled time and please make every attempt to volunteer another day to make up for your absence.

**Physical Considerations-** Some volunteer roles such as assisting in the barn or on the farm can be physically demanding at times. It is important for you to inform us if you have a condition that may prevent you from lifting or working. If you feel being a stable volunteer is too physically demanding, volunteers are always needed in other areas at BBFER.

**Confidentiality Policy-** At BBFER, we place great importance on protecting the confidential information of our clients and our volunteers. "Confidential Information" includes, but is not limited to, personally identifiable information such as surnames, telephone numbers, addresses, emails, etc., as well as the non-public business records of BBFER. In particular, medical information about clients, and information about their disabilities or special needs, must be protected as Confidential Information. Volunteers shall never disclose confidential information to anyone other than program instructors. Volunteers participating in the Equine Learning Program are requested to refrain from taking any pictures or videos.

Further, no medical/behavioral information related to horses at Beech Brook Farm shall be shared outside Beech Brook Farm except with the rescue veterinarians on record, without permission from the Board of directors.

Violation of any confidential information related to Beech Brook Farm Equine Rescue can be grounds for dismissal.

**Conduct & Behavior-** Individuals involved with the program are expected to conduct themselves in a cooperative and appropriate manner at all times. Examples of inappropriate behavior would include any form of harassment, aggressive or abusive behavior to self, or others including horses. Individuals exhibiting inappropriate behavior will be requested to leave immediately and if determined, additional assistance may be called for (911). Inappropriate behavior may result in dismissal from the program.

**Injuries-** All injuries must be recorded immediately on an Incident Report form by all involved.

**The Facility-** BBFER owns the property and is responsible for repairs and maintenance. Please treat the facility with as much respect and care as if it were your own.

**Visitors-** BBFER enjoys having visitors. Please make an appointment and clear any visitors with Deborah and Farm hand PRIOR to bringing them to the farm. Tours can be provided by appointment only.

## **6. VOLUNTEER POLICIES**

**Social Media Policy-** Volunteers may share posts by administration on Social media. Volunteers may post pictures they take at the farm but we ask that no pictures showing unclean paddocks or unsafe conditions be posted. Bring such matters to the attention of the administration.



**Drug Policy – Volunteers are expected to report to work fit for duty without being under the influence of alcohol, prescribed or illegal drugs.** Beech Brook Farm Inc. prohibits the possession, use, transfer or sale of any drug unless taken as a prescribed drug under the direction of a physician while rescue property. NOTE: If one is taking drugs that do not allow one to drive, work with heavy machinery etc. one cannot volunteer at that time at the rescue.

All volunteers are hereby notified of their responsibility to inform management of any violation occurring in the workplace. Disciplinary action will be taken against any staff knowingly withholding information.

**Smoking Policy-** No smoking is allowed on the Beech Brook Farm Inc. premises at 74 Anthony Road, North Stonington CT.

### **Attire Policy:**

**Clothing & Accessories-** Participants and volunteers should dress suitably to the weather and season, in clothing appropriate for equestrian activities. For example – clothing, hats or jewelry that restrict movement or vision are considered unsuitable.

**Helmets-** All participants and personnel (volunteers) of BBFER are required to wear protective headgear that is ASTM-SEI approved for horseback riding while taking part in any mounted activity. Helmets must not be more than 5 years old; check label on inside for date of manufacture.

**Footwear-** Riding boots or sturdy hard-soled shoes with a ¼ inch heel (no loafers, sneakers, open toed shoes or sandals) are required to be worn for all mounted activities. Volunteers are required to wear shoes or boots that are comfortable yet offer foot protection when on premises (no loafers, sneakers, open toed shoes or sandals).

### **Communication Policy**

- I. Board members.
  - a. No board member shall represent Beech Brook Farm in any written communication that references the farm without receiving approval from the board. This includes: emails, letters to editors of newspapers, press releases, correspondence with individuals etc.
  - b. All approved correspondence will be sent on official Beech Brook Farm letter head where appropriate.
  - c. Some correspondence may be sent via email rather than regular mail, but will be sent as an attachment on a word document with Beech Brook Farm letter head where appropriate.
  - d. Public statements at meetings by board members should be reviewed and approved by the board when possible since it may be that opinions stated are not consistent with board positions. Board members should exercise caution when speaking at public meetings to ensure their comments are consistent with Beech Brook Farm goals and missions. In the event of uncertainty one may be advised to state that “although they are a board member of Beech Brook Farm, their statement may not represent the position of the Board”.
- II. Volunteers/Staff

- a. Any volunteer wishing to communicate in writing or publicly about a matter which may impact Beech Brook Farm needs to state that “they are a volunteer at the farm, however their statement may not represent the position of the Board” unless they receive prior approval from the board then they only need to state that they are a volunteer at the farm.
- b. Volunteers who have any concerns related to farm policies or practices should communicate any such concerns to a Board member or the board as a whole (you can ask to attend a board meeting and be put on the agenda). Correspondence (face to face, social media, etc.) outside the board is grounds for dismissal.

It is understood that this review process may delay being able to always respond in a timely fashion to matters at hand, however in order to ensure consistency in statements this approach will be used until an amended in the future. It may be that email correspondence is used amongst board members to gain consensus for sending a particular correspondence, rather than holding a special meeting.

### **Fundraising Policy**

No volunteer shall fundraise on behalf of Beech Brook Farm Inc. without prior approval from the Board of Directors. If you want to fundraise, provide a proposal of type of items, when/where fundraising will occur, amount of funds that will be given to Beech Brook Farm as well as any other pertinent information. Raffles longer than 1 day are not allowed without approval from the state of Connecticut.

**Politics Policy-** In order to maintain tax exempt 501(c)(3) nonprofit organizations cannot engage in political campaigning. Nonprofits with 501(c)(3) tax exempt status should be ever vigilant about this prohibition -- a violation could result in severe consequences. No volunteer or board member should represent BBFER as supporting or being involved with any political campaign.

**Violation of any Policy will warrant a written warning from management as well as a meeting to discuss the offense for the first offense. Subsequent offenses will be grounds for dismissal**

## **7. VOLUNTEER BARN PROGRAM**

### **BARN RULES (INSERT ONCE BOARD AGREES TO NEW RULES)**

#### **VOLUNTEER RULES:**

Emergency Contact: 911, Deborah: Cell- 860-705-8456, wk – 860-715-2071

Jeanne Martin-860-961-4513; Vet- 860-376-4373

#### **GENERAL**

- No smoking on the property identified as 74 Anthony Road, N. Stonington CT
- No alcohol or illegal substances allowed on the property
- No alcohol or illegal substances should be consumed prior to doing volunteer work at the farm- You must arrive FIT TO WORK
- A farmhand lives on site. Be considerate knock or ring bell if you need anything

- Liability waivers must be signed and updated annually
- No one under 18 years old is allowed unless accompanied by a parent/guardian or instructor. Please keep all children under control. Climbing gates, fences, rock throwing, etc. is not permitted at any time!
- Non-volunteer visitors must get approval from Barn owner to bring visitors. Due to busy nature of barn and potential danger inherent in working with horses visitors must sign waivers
- Close toed shoes must be worn at barn. No clogs, sandals, flip flops etc.
- Throw all garbage in garbage cans
- Turn off lights when you leave
- Visitor/volunteer pets are NOT allowed

### **FEEDING/WATER**

- Turn off electric fence to fill waters or feed
- If you have turned off fence remember to turn back on when you leave
- Follow Feed chart in notebook in barn; if unsure post on FB
- Gates are to be secured at all times after entry/exit

### **HORSE RULES**

- Horses must be led using a halter and lead line
- Horses are not to be left unattended while in cross ties
- If a horse loses a shoe, becomes lame or injured please post to FB vol page
- Horses are NEVER to be hit by a human
- If you find a horse with a severe injury call Vet and Deborah, Kathy or Jeanne

### **RIDING RULES- only applies to approved volunteers for riding.**

1. A certified equestrian helmet is MANDATORY while mounted
2. You must wear boots with at least a ½ inch heel at all times when you are riding
3. Long pants must be worn for riding
4. Horse must be tacked with appropriate tack- saddle clearance of western saddles over withers when you are in saddle should be at least 2 inches. If you can not find a properly fitting saddle for your horse you can not ride. Feed need to be cleaned, horse brushed etc .prior to riding
5. After riding check horses feet for rocks etc. before returning to paddock
6. No riding in the barn, dismount your horse prior to entering barn
7. Clean off bits after riding. Put up all tack, grooming implements etc. in proper place.

I, \_\_\_\_\_ Have read and understand these rules

Print name

\_\_\_\_\_ (signature/date)

All volunteers working around the horses are required to complete an orientation and training session(s) by an experienced volunteer assigned by management.

We understand that many of our volunteers have prior experience with horses, and the knowledge you have is valuable to us. However, we do require that all volunteers have an orientation/training session(s) in order to be oriented to the farm, familiarized with the horses, and introduced to the way that we do things at BBFER. No matter what previous equine experience you may have, please follow the rules of BBFER.

Topics covered include farm training, equine safety, horse behavior, and hands-on work with our horses. Upon completion of the training sessions, proficiency assessments will be made, and volunteers will be paired with a mentor to provide ongoing coaching and assessments of progress.

Volunteers are chosen to help with activities at BBFER based on their ability to learn and progress through levels of competence. Listed below are the three skill levels we will be using at BBFER. The responsibilities outlined are the basic ones that we ask you to practice while you are on BBFER property. Above all other things, SAFETY for you, other volunteers, and our horses is the most important thing we want you to understand.

If at any time or in any skill level, you are asked to do something that you feel you are not ready to do or are not comfortable doing, please say so. We want you to ask questions if you are not sure. And...we want you to have fun while helping our wonderful horse friends.

It is expected that all skill levels will assist each other with the chores and work to their fullest capability using the lessons they will be learning while volunteering at BBFER. All volunteers will be placed into a certain level by the experience they bring with them by the Volunteer Coordinator(s). Initial assessments after completion of the Horse 101 class will be made and recorded on the proficiency form. This form is updated periodically to reflect progress in training. At the same time the proficiency form is filled out, a form that includes what pens a volunteer can work in and which horses a person can work with also be filled out and updated along with the proficiency forms. Keep in mind level 1 volunteers will not be working with horses initially. When you feel you are ready to move on to the next level, let your volunteer coordinator know. At that time a personal evaluation will be performed to see if you are ready to proceed to the next level. Not everyone will progress at the same rate. Progression will be based on your ability to work safely with horses.

## **DAILY CHORES**

Upon completion of initial training, volunteers may take part in our Equine/Barn Program as a Level 1, Level 2, or Level 3 volunteer. Note these are fluid levels and we will not ask volunteers to do anything they are not qualified to do. Our horses receive care by either our farmhand who lives on the property or by our volunteer staff. You may sign up to work as often as fits your schedule PLEASE NOTE: Work in the Equine/Barn Program requires a moderate to heavy level of physical activity. Please be sure you are comfortable with the level of activity you have chosen.

## **LEVEL 1 VOLUNTEER RESPONSIBILITIES:**

- 1) Please be on time for your work session. The horses depend on you!

- 2) Be appropriately dressed for the work and the weather.
- 3) Muck stalls and dry lots using wheelbarrow or UV and dump in designated areas. NOTE: Please remove manure down to sand whenever possible and remove soiled "spent" hay that may be spread out and ground into the sand for the health of the horses. Try to maintain dry lots as sand and gravel for good drainage. **GOOD DRAINAGE AND CLEAN PADDOCKS PREVENT THRUSH.**
- 4) Check water troughs and buckets to ensure that all horses have plenty of **clean** water. Horses require an adequate supply of fresh water to avoid colic, which can be fatal. Clean and fill troughs as needed. **Please do not overfill solar tanks**-only fill to top white line. Overfilling will ruin the tank.
- 5) Sweep out the barn, straighten up, and please put away any items you have been working with.
- 6) Clean water and feed buckets so horses get clean feed and water.
- 7) Clean grooming equipment and tack when needed.
- 8) Note any illness or injury to any horse, call Deborah, Kathy, or Jeanne if necessary.
- 9) Please enter **ONLY** designated paddocks that you have been approved for. This is required for safety's sake.
- 10) Understand and use the safety rules for working with and around horses!
- 11) Post any important information regarding farm and horses on volunteer FB page
- 12) Fill in information on task sheets pertaining to cleaning and watering.
- 13) Record volunteer hours in 'Volunteer sign in book'
- 14) Know where all the relevant logs, books, and files are kept pertaining to your responsibilities
- 15) Know where emergency and important #s are kept
- 16) Understand the QT rules and abide by them

## **LEVEL TWO VOLUNTEER RESPONSIBILITIES:**

In addition to those above:

- 1) Check the appearance and behavior of each horse upon arrival.
- 2) Alert management if anything unusual.
- 3) Know the horses. Become familiar with each one's general behavior.
- 4) Be able to move a horse from one area to another safely.
- 5) Be able to identify horses by color, sex, and markings.
- 6) Groom assigned horse(s) when needed. This includes cleaning feet if you are approved to do so for a particular horse.
- 7) Be able to blanket horses
- 8) Be able to halter horses
- 9) Communicate concerns or important health information of horses on volunteer FB page
- 10) Enter information into horse training files pertaining to observations and interactions with horses.

## **LEVEL THREE VOLUNTEER RESPONSIBILITIES:**

In addition to those above:

- 1) Exercise horses if needed or requested.
- 2) Help hold or restrain assigned horse(s) (per your proficiency sheet) for the veterinarian or farrier.

- 3) Be able to provide basic first aid to a horse in the event of an illness or injury including the administration of oral meds.
- 4) Be responsible for the general condition/safety of the barn and of our volunteers.
- 5) Know how to capture a loose horse
- 6) Proficient and comfortable working alone if necessary or working with other skill level volunteers.
- 7) Help LEVEL ONE & TWO with their tasks- be a friend and a mentor.

Each one of us, regardless of our skill level, is responsible for using safe practices when working with our horses here at the BBFER Facility.

Think about the things you have learned and follow the rules. No job is too small for any of us to do regardless of our skill level. ALWAYS, ALWAYS remember to help each other so that we can all help our equine friends.

### **SHIFT NOTES**

1. Note any animals that require special instructions such as medications, hand walking, treatments, etc. **POST TO FB VOLUNTEER PAGE**

### **HORSE BEHAVIOR AND GUIDELINES FOR HORSE INTERACTIONS**

Any domesticated horse with some experience of humans usually views people as generally harmless objects of curiosity worth at least minor notice, especially if they know that humans may bring food or treats. Rarely will any domestic horse become truly vicious unless it has been spoiled or abused by humans, though many stallions have a great deal of naturally aggressive, dominant behavior that requires that they be managed only by knowledgeable handlers. However, any horse is a large animal that retains some wild instincts, so can react unpredictably by running, biting, striking, or kicking. Thus humans must always be alert around horses because they can accidentally harm people.

The ability of humans to work in cooperation with the horse is based on both the natural curiosity of the horse and the strong social bonds that horses have with each other. Horses do not like to be separated from their herd, because to be alone is to be exposed to predators on all sides. Also, in a herd, less dominant horses tend to gravitate toward the most mature and confident members.

**Therefore, many horse training principles are based upon having the horse accept a human as the dominant herd member. Ideally this is not done by force, but by the horse developing trust in the ability of the human and confidence that the human will be a responsible "herd leader."**

Horses are also adapted to covering large amounts of territory and must have a certain boldness to do so. A horse that is afraid more than necessary will expend energy needlessly and then may not be able to escape when a threat is real. Thus, horses have an ability to check out the unusual and not immediately flee from something that is merely different. This willingness to consider new things can also be used by a human trainer to adapt the horse's behavior to an extraordinary range of activities that are well outside the range of instinctive horse behavior, including acts considered naturally dangerous by the average horse such as bullfighting, jumping off cliffs, diving into water, jumping

through a ring of fire, or walking into a modern television studio, complete with enclosed space, bright lights, and tremendous noise.

**People who train horses first have to educate them that some normal herd behavior is inappropriate around humans. For example, biting and "shadow boxing" (rearing, striking) that is common play among young horses, colts in particular, could be injurious or fatal to people. Other instinctive traits, such as running away when frightened, bucking off anything that lands on a horse's back (like a mountain lion or other predator), or never entering a small enclosed area, also have to be overcome before the horse is useful to humans.**

Even when trained, most horses will still test boundaries, at least mildly, and some horses with dominant personalities will openly challenge a weak or inexperienced handler. For example, if handled with incompetence or abuse, a horse may ignore its training and attempt to nip, bite, kick, refuse to be led, or try other ways to challenge human dominance. Without consistent handling, some horses, especially young ones, will revert to their untrained ways. However, due to their good memory, horses with solid training from trustworthy handlers often retain what they have learned, even after a gap of many years.

## **FOOD, TREATS AND KISSING**

1. Hand treating is ABSOLUTELY FORBIDDEN on BBFER property UNLESS approved for training purposes.
2. Feeding from the hand encourages nipping and biting. Treats such as apples, carrots and cookies should be cut up and fed from feed tubs. Please note that it is BBFER policy that treats be held to an absolute minimum. DO NOT treat unless a shift supervisor or staff member gives the OK. Keep all treats in sealed containers to reduce vermin infestation.
3. When feeding hay, be sure that all bale strings are thrown away and not left in the stalls or fields. If a horse ingests a string, it could cause colic which could be deadly.
4. Place the hay away from water buckets to keep water clean.
5. Kissing a horse on the nose can be DANGEROUS, believe it or not! It would be best to kiss the horse on the side of its face. Remember that horses have blind spots and right in front of the horse's face is the biggest one. It really can't see you when you try to kiss it and boom...there goes your nose. Remember this is not a good practice – most horses respond better to a good pat on their neck and a gentle voice.

### **Guidelines: LEVEL 1**

#### **DAILY:**

- Clean up manure and old, spent or wet hay using wheelbarrow and dump in manure retaining area.
- Check water- fill if needed. **Do not overfill solar water tanks** or they will be ruined- only fill to marked line.
- Sweep out barn

### **GUIDELINES: LEVEL TWO**

## STALL

1. When getting a horse from the stall, go inside with the horse and close the door behind you. This will keep a horse from rushing the door to get out. If the horse seems distressed, leave the stall IMMEDIATELY and get help. Otherwise, put on the halter and lead the horse out
2. Make sure the stall door is fully open when leaving or entering the stall with the horse.
3. When returning a horse to the stall, enter the stall with the horse and proceed to guide the horse to turn to face the door which has been closed behind you. Remove the halter and lead rope. (It is always nice to praise the horse at this time.) You leave the stall by opening the door just wide enough for you to slip through. **Remember to** close and latch the door securely. Leave their halter with lead hanging outside the stall door on hook.

## APPROACHING

1. When approaching a horse, speak in a low, calm voice and walk slowly toward its shoulder. Do not make eye-contact with the horse at this time. Doing so can be threatening to the horse. Never approach from behind or directly in front of the horse; these are two of its blind spots and your actions can startle the animal.
2. Either carry the halter and the lead rope in your left hand or over your shoulder. Make sure you have the halter and lead rope ready to put on the horse. When you have approached the horse and are at its shoulder, place the lead rope over the horses neck and put on the halter.
3. NEVER go into a paddock while carrying a feed bucket. We ask that you NEVER go into a paddock alone. ALWAYS get help when you are bringing a horse from an area with other horses in it.

## GROOMING

1. When grooming, be very gentle around the horse's flank area. This is where the hind leg joins the body. Some horses can be ticklish and prone to kick.
2. Spray Fly treatments - NO ONE IS PERMITTED to do this without first getting direction from staff. Some of our horses may become very upset by a spray bottle due to their background. Spray 'wipes' are a good alternative to spray bottles.
3. If you need a horse to move over, use little pokes on the horse's side and say "over". Never shove or lean against a horse to make it move. All this does is teach it to push back and resist moving over when asked.
4. The best place to groom a horse is in cross ties. Place both cross ties on horse before detaching lead line. It is not good practice to leave a lead line on when a horse is in cross ties – the horse can step on it and get upset or injure themselves. Put lead line back on and hold it when removing cross ties.
5. Don't let a horse crowd you into a wall or small space when they are cross tied – move them back into the center to reduce the chance of being crushed or hurt should they spook or kick.
6. Make sure the cross ties you use are the break- away kind – know how they work.

## LEADING



1. NEVER wrap a lead rope around your hand, wrist or body. Hold rope six to 10 inches from the snap in the right hand, leaving the rope to droop between you and the horse. Fold the remaining rope into a “figure 8” and hold it with your left hand. Keep both hands on the rope.
2. DO NOT let the lead rope drag on the ground. You or the horse you are leading could trip, causing injury to yourself or the horse.
3. Ask the horse to walk with you by saying “Walk”. You should walk next to it by staying near its shoulder. Never walk in front of the horse or pull it. Don’t let the horse pull you either. Horses should walk calmly next to you. Be aware of your surroundings and be prepared for unexpected events
4. When asking a horse to stop, use the “WHOA” word in a firm voice. The most important command you can give a horse is “WHOA”. Make sure you make the horse obey when you ask it to “whoa”.
5. Always use a lead rope when leading a horse. NEVER lead by holding onto the halter alone because the horse could pull away, causing you to lose control of it and possibly injuring yourself.
6. If a horse is being pushy and invading your space, push against its shoulder. It should be an arm’s length away from you.
7. If a horse is nippy while being led, step further back by its shoulder and keep your hand away from its muzzle.
8. BBFER does not condone loud, rough discipline of our horses. It could frighten the horse or the other horses and endanger other handlers. We do recommend a low firm voice when disciplining.
9. If a horse steps on your toes, count to five while pushing your weight into its shoulder. It should step off. The horse does not step on toes purposely so there is no need to yell at, hit or otherwise scare the horse. This is a very good reason for wearing protective shoes.
10. Watch the horse’s basic attitude when you get it from its stall or paddock. Just like people, it can sometimes have a grumpy day, (mares especially). Ask for help when handling a horse like this.
11. Always lead the horse about 20 feet away from obstacles or other horses.
12. All horses must walk to and from the barn in hand. Close the gate behind you before turning the horse loose. Face the horse toward the gate before releasing it. This is another good time to stroke or praise the horse.
13. Always take off the halter putting a horse back in its stall unless you have been instructed otherwise.
14. When bringing a horse in, do not lead it through a group of horses, especially by the gate. Horses have their own pecking order and you do not want to bring a lower ranked horse near the higher ranking horses. GET HELP in this case. Walk the horse to its stall.
15. Never lead more than one horse at a time.
16. Never work with a horse without a halter on (such as blanketing, etc)

## **EQUIPMENT AND TACK**

Note: not all skill levels will be permitted to perform fitting procedures described below

1. Always use the correct size halter for the horse.
2. Always tighten the halter to ensure it fits correctly.
3. Make sure all of the tack is in good repair before using.
4. Wipe off bits with a clean rag after use. Warm them up before using them in cold weather.
5. Return all tack to its proper place so it can be found again by others.
6. When girthing/cinching a horse, always do it slowly. Once the cinch or girth is attached loosely, to eliminate the possibility of pinching the skin. Walk the horse a short distance before tightening the girth/cinch completely.
7. Use the proper fitting bridle and do not attempt to bridle or unbridle a horse if you have no experience doing it.

## Form 1. Volunteer Checklist Proficiency

At 1st volunteer session & then periodically thereafter volunteers will be assessed for their ability to perform various functions at the rescue. Depending on competencies, volunteers may have restrictions on particular tasks they can perform until they are more proficient. Other volunteers who are proficient in these tasks will work with them to help train them & develop their skills to become proficient. For those who have never worked with horses before it may take longer to work up to being able to lots of activities with horses since working independently with horses is something learned by observing horse behavior and lots of hands on experience. New volunteers who have no horse experience will need to be supervised and not work independently for first 3 months. **Everything we do is with the safety of volunteers and horses in mind.**

Trainer initial if proficient and Approved for doing independently without supervision

Volunteer Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Task	Week 1	M1	M3	M6	M12	M18	M24	M30
<b>DATE DUE</b> (fill in at first check evaluation):								
Informed about any horses that may have behavioral issues & taught proper precautions <sup>1</sup>								
Enter/exit Pens w/o horse getting out; Latch gates properly								
Understands how to move around and behind horses								
Performs cleaning properly (removes spent old hay in addition to poop								
Knows where to dispose of manure								
Trained to drive UV- make sure emergency break is off!								
Knows where medications and how to clean wounds, treat basic cuts								
Knows how to fill water for all areas								
Can halter a horse properly								
Can lead a horse properly								
Can put horse in cross ties properly								
Can walk a horse safely over extended distances								
Can tie a quick release knot								
Knows how to brush a horse with correct brushes etc								
Knows how to clean a horse's feet and treat if needed								
Can do basic parelli type ground work								
Can tack up a horse; includes use of surcingle								
Can lunge a horse								
Can drive a horse with long lines/driving lines								
Demonstrate they can take a horses temperature (99-101 normal)								
Can assess a horses respiration rate /minute								

Horses and precautions advised about (update when needed at each review( use back if needed) :

\_\_\_\_\_

\_\_\_\_\_

# EXAMPLE: Approved Horse and Pen Sheet

Volunteer: \_\_\_\_\_

Approved to work independently with the following horses: (Volunteer Trainer initial by horse name if the person has shown proficiency in working with horse). Note new volunteers that have no horse experience should not work independently the first 3 months; it may take longer depending upon how often they volunteer.

Horse	Approved by/date:	Comments
Annie		
Bella		
Cammy		
George		
Gypsy		
Quinn		
Brooke		
Tucker		
Lighting		
Mia		
Cappy		
Sheba		
Ali		
Chance		
Matilda		
Scarlett		
Espresso		

Approved to clean the following Pens:1\_\_\_\_,2\_\_\_\_, 3\_\_\_\_, 4\_\_\_\_, 5\_\_\_\_, 6\_\_\_\_,7\_\_\_\_, 8\_\_\_\_ Date\_\_\_\_\_

Approved to clean the following Pens:1\_\_\_\_,2\_\_\_\_, 3\_\_\_\_, 4\_\_\_\_, 5\_\_\_\_, 6\_\_\_\_,7\_\_\_\_, 8\_\_\_\_ Date\_\_\_\_\_

Approved to clean the following Pens:1\_\_\_\_,2\_\_\_\_, 3\_\_\_\_, 4\_\_\_\_, 5\_\_\_\_, 6\_\_\_\_,7\_\_\_\_, 8\_\_\_\_ Date\_\_\_\_\_

Approved to clean the following Pens:1\_\_\_\_,2\_\_\_\_, 3\_\_\_\_, 4\_\_\_\_, 5\_\_\_\_, 6\_\_\_\_,7\_\_\_\_, 8\_\_\_\_ Date\_\_\_\_\_

Approved to clean the following Pens:1\_\_\_\_,2\_\_\_\_, 3\_\_\_\_, 4\_\_\_\_, 5\_\_\_\_, 6\_\_\_\_,7\_\_\_\_, 8\_\_\_\_ Date\_\_\_\_\_

Approved to clean the following Pens:1\_\_\_\_,2\_\_\_\_, 3\_\_\_\_, 4\_\_\_\_, 5\_\_\_\_, 6\_\_\_\_,7\_\_\_\_, 8\_\_\_\_ Date\_\_\_\_\_

Approved to clean the following Pens:1\_\_\_\_,2\_\_\_\_, 3\_\_\_\_, 4\_\_\_\_, 5\_\_\_\_, 6\_\_\_\_,7\_\_\_\_, 8\_\_\_\_ Date\_\_\_\_\_

Approved to clean the following Pens:1\_\_\_\_,2\_\_\_\_, 3\_\_\_\_, 4\_\_\_\_, 5\_\_\_\_, 6\_\_\_\_,7\_\_\_\_, 8\_\_\_\_ Date\_\_\_\_\_

Approved to clean the following Pens:1\_\_\_\_,2\_\_\_\_, 3\_\_\_\_, 4\_\_\_\_, 5\_\_\_\_, 6\_\_\_\_,7\_\_\_\_, 8\_\_\_\_ Date\_\_\_\_\_

Approved to clean the following Pens:1\_\_\_\_,2\_\_\_\_, 3\_\_\_\_, 4\_\_\_\_, 5\_\_\_\_, 6\_\_\_\_,7\_\_\_\_, 8\_\_\_\_ Date\_\_\_\_\_

Approved to clean the following Pens:1\_\_\_\_,2\_\_\_\_, 3\_\_\_\_, 4\_\_\_\_, 5\_\_\_\_, 6\_\_\_\_,7\_\_\_\_, 8\_\_\_\_ Date\_\_\_\_\_

## CHORE CHECKLIST

Task	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Clean Mare Paddock														
Clean Gelding Paddock														
Clean Mini pen														
Clean QT pen														
Clean stalls in barn														
Water Mare paddock														
Water Gelding paddock														
Water mini pen														
Water QT pen														
Water- barn														
Sweep barn														

Daily Record Sheet Week Of _____														
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
HORSE	Grooming	Exercise	Grooming	Exercise	Grooming	Exercise	Grooming	Exercise	Grooming	Exercise	Grooming	Exercise	Grooming	Exercise
Ashley		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
Annie		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
Bella		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
Brooke		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
Cammy		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
Chance		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
George		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
Gypsy		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
Lightning		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
Matilda		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
Quinn		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
Stella		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
Tucker		AM		AM		AM		AM		AM		AM		AM
		PM		PM		PM		PM		PM		PM		PM
ALI														
Sheba														

## Training Goals/Plan (EXAMPLE)

Horse: Brownie

Date: June 2010

Primary volunteer: \_\_\_\_\_

Secondary volunteer: \_\_\_\_\_

### GOALS:

1. Do Natural horsemanship with her- in particular friendly game, yoyo game, porcupine game also do other desensitizing with tarp.
2. Increase amount of time under saddle at walk teaching her to move off of leg and voice commands for walk on and whoa
3. Increase strength in hind end and overall coordination
4. Assure proper tack fit- esp bit size and position.

### PLAN:

1. Increase amount of time under saddle in round pen at walk to teach her to move forward off of leg and voice (may need to have a person in front of her to follow at first until she understands walking on under saddle). Also work on whoa. May want to see how she does following another horse in the grass paddock.
2. Continue to work at lunge at faster gaits to increase muscular strength and responsiveness to voice commands.
3. Do natural horsemanship: friendly game, yoyo game, driving game; tarp games- walking across, rubbing over body etc.

## **8. HORSE HEALTH**

### **Beech Brook Farm (BBF) Quarantine Guidelines**

1. Horses must have a coggins certificate within last 12 months to enter BBF.
2. All horses coming to BBF must be confined to QT and isolated turnout for a minimum of 3 weeks post-arrival.
3. Horses are temped and respiratory rate is recorded upon arrival (daily log sheets) and daily if horse shows signs of any illness.
4. A vet appointment is set up for evaluation of horse and to administer shots as recommended for season per vet during first week if possible (sick horses may not receive vaccinations until after they recover and it is advised by vet). Teeth are checked. Farrier visits usually made AFTER horse has been released from QT.
5. Entry into QT pen is restricted and separate buckets, muck rakes, brushes are used for QT horses. After entering QT pen, persons cannot enter any other facilities at farm and must leave for the day. Sterile gloves are available for handling items in QT pen. A separate wheel barrow specific for QT stall is used. It is bleached before being put back in use for rest of farm.
6. Boots are bleached with 10% bleach upon exiting QT pen. Hands are disinfected. Clothing should be taken home and washed prior to returning to farm. It is advised that a sheet be laid on car seat so not possible contaminants are carried within car and cross contaminate clothing. Remove sheet and wash along with other apparel.
7. QT horses are tied to their stall or post in QT pen with their QT lead. Use red cross-ties only if you must use cross ties.
8. QT stalls are bleached down after being used with 10% bleach.
9. QT horses cannot have any nose contact with non-QT horses. Ideally horses are kept sufficient distances apart to prevent any aerosolized particles in the event that they have something that is transmitted in that fashion.
10. QT horses cannot be turned out in areas used by non-QT horses.



Some Common illnesses :

OBSERVATIONS	RESPONSE	Comments
<b>Upper respiratory caused by bacterial agents;</b> generally observed as yellow green nasal discharge from nostrils, may include coughing, fever, decreased appetite	Vet consult to determine if antibiotics are warranted.	Vet may administer immunoboost in some situations.
<b>Strangles-</b> . Strangles generally affects the upper respiratory tract and head area of the horse causing a swollen throat, swollen and often pus filled lymph nodes, nasal discharge, difficulty breathing, and cold like symptoms. listlessness ;commonly observed ruptured abscesses in jaw/neck area; fever can spread to LN in body cavity and result in bastard strangles which is often fatal	Vet consult; generally if abscesses rupture it is advised to not treat with antibiotics and let disease run its course; ruptured abscesses should be flushed with a saline-betadine solution 2X per day.	Strangles ( <i>Streptococcus equi</i> ) is an extremely contagious bacterial infection specific to horses. Organism can continue to be shed; horses must remain in QT for 4-6 weeks after abscess has healed. Swapping nose may be recommended by vet prior to release with other horses.
<b>EHV1-</b> Lethargy, decreases appetite, usually clear nasal discharge unless they have gotten secondary bacterial infection, lungs impacted. If it has the neurological you may see: fever , decreased coordination, urine dribbling, loss of tail tone, hind limb weakness, leaning for balance, lethargy ,unable to rise	Vet consult esp. if neurological signs are observed. Be prepared that horse may need to be euthanized and tissue collected from brain for positive ID of organism.	
<b>Influenza-</b> Cough, clear nasal discharge, weakness, stiffness, loss of appetite, fever and lack of energy.	Vet consult - basically spread through the air, and passes from horse to horse when they inhale the infective material	If suspected use front barrier on QT stall.

## HOOF CARE

Foot care should be as routine as feeding and watering. It should include:

- Routine cleaning
- Periodic trimming
- Corrections of minor imperfections
- Treatment of foot diseases and injuries
- Conditioning if requested

### Handling the feet

Learning and practicing safe handling of the horse's feet are important steps in performing routine foot care. Horses should be taught early in life to yield their feet.

Most horses are worked more from the left side than the right, so begin working with the left front foot. Rub down the leg toward the foot with your right hand while your left hand is on the shoulder. Push off with your left hand if you need to move away.

Squeeze the tendon to get the horse to yield the foot if it won't do so otherwise. Move the hand in front of the canon or fetlock as the foot raises. Position the foot firmly between your knees. If the horse struggles and wishes to regain its foot, let it do so. You can't hold a front foot if the horse rears. Repeat the procedure until the horse learns to yield its feet willingly.

To lift a hind foot, keep one hand near the hip and go down the leg slowly with the other (Figures 7 and 8). Work in close to the horse. Pull forward on the canon until the horse yields its foot. If you feel tense muscles, go more slowly. Step promptly under the raised foot with the inside leg and set the foot above your knees. Lock it in place with your elbow over the hock and your toes pointed toward each other. Hold the foot in this position so both hands are free to work.

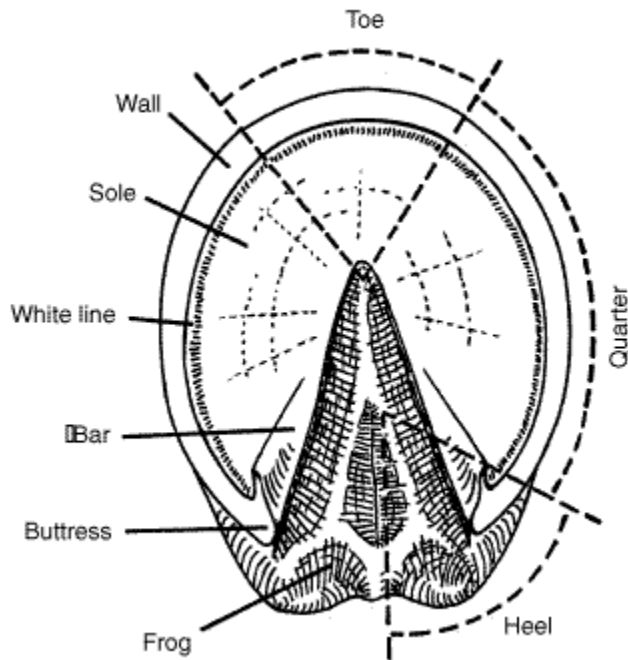
Coronet: The coronet, or coronary band, is the source of growth for the hoof wall. It is directly above the hoof wall and is protected by a thick layer of skin and dense hair. A healthy foot will grow about 3/8 of an inch per month. A change in the rate of growth of the hoof can be caused by a change in the amount of exercise, the ration, the onslaught of illness, and the general state of health and condition of the animal. Injury to the coronary band can result in irregular growth of the hoof wall and can develop into a permanently unsound hoof wall.

The hind feet may grow faster than the forefeet, and unshod feet may grow faster than shod feet. The feet of mares and geldings seem to grow faster than those of stallions.

Sole: The sole of the foot is a horny substance that protects the sensitive inner portions of the foot. It should be firm, slightly concave and of uniform texture. The horse has no feeling at the exterior sole surface. A flat-footed horse tends to receive more bruises and injuries to the sole. Also, horses that have experienced founder and have developed a dropped sole are more easily bruised at the sole.

Frog: The frog, located at the heel of the foot, forms a "V" into the center of the sole (Figure 2). The frog is a spongy, flexible pad and is also a weight-bearing surface. It is the intermediate organ between the plantar

cushion and the source of pressure from the horse's weight. The frog is differentiated from the sole of the foot by two lines called commissures.



The condition of the frog generally is a good indication of the health of the foot. Without proper flexibility, expansion and ground contact, the frog cannot perform its function in complementing the circulation of blood and the absorption of shock throughout the foot.

### **Routine foot care**

Disease organisms concentrate where animals are confined, so cleanliness is important. Horses kept in a stall or small pen should have their feet picked or cleaned daily to reduce the risk of thrush. Thrush is the condition resulting from bacterial penetration into the frog and surrounding area. The bacteria produce a foul odor and cause the frog to become soft and mushy. If allowed to go untreated, serious lameness can result and extensive treatment will be necessary.

Routine daily foot care means regular use of the hoof pick to clean the horse's feet. A fine-bristled wire brush also is useful for cleaning the sole, frog and hoof wall. Take care not to damage the periople with too much pressure from the wire brush; the result would disturb the moisture balance of the foot.

### **Foot cleaning**

When picking the foot, use a hoof pick and clean from the heel toward the toe, being especially careful to clean the commissures on each side of the frog and the cleft of the frog itself (Figure 3). Don't attempt to open the heel excessively, as this weakens the area and interferes with proper contraction and expansion of the heel. After riding, clean the sole and check for gravel or other foreign objects that could be lodged in the natural depressions of the foot. A nail, gravel, stick or other object can work into the foot and cause lameness of long duration. Objects have been known to exist in a horse's foot for as long as a year before emerging at the heel or along the coronet. When a foreign particle emerges at the coronary area, a sore, called a quitter, usually develops. This problem can easily lead to serious infection. Extremely wet conditions such as a muddy lot or wet stall promote rapid drying of the feet; the natural oils and protective films of the foot are eroded from constant contact with external moisture. One way to maintain proper moisture in the foot is to regularly apply a

good hoof dressing containing some animal fat such as lanolin. If the dressing is not a petroleum derivative, it can be massaged into the coronet, the frog and the sole as well as on the hoof wall. The dressing helps to keep the sole pliable and eliminate dead tissue around the frog and heel. Also, massaging the coronet stimulates growth of a healthy new hoof wall.

**Basic Grooming Tips:** There are a variety of brushes and curry combs that can be used. A more coarse brush is used for the body to remove dirt and debris while a softer brush is used for sensitive areas like the face, belly and legs. Different horses tolerate brushing differently and some like a softer, gentler touch while others are fine with a firmer, harder brushing. Start soft and increase pressure while observing your horse's response (ears forward or back, moving away, swishing tail) and adjust accordingly. If extremely muddy a curry comb may be helpful.

## **POSSIBLE SIGNS OF SICKNESS**

As much as we try to be safe around horses and provide a safe environment for them, accidents will happen. As you proceed with your volunteer training, you will be learning some basic first-aid procedures for use on the horses, but listed below are some actions you can take in the event of an injury/sickness. Access to phones can be limited on property so it is very important to keep our cell phones with us at all times.

## **HORSE**

1. Horse first-aid items are located on the hutch at the barn.
2. If possible, try to get the horse in a stall as quickly and as safely as you can.
3. Try to remain calm and keep the horse as calm as you can.
4. Notify the Deborah Finco or head volunteer immediately.
5. Horses can bleed huge amounts of blood. Do not panic.
6. If you think the horse has signs of colic ...
  - a. laying down and rolling
  - b. biting or nipping at its flank areas
  - c. sweating and general discomfort
  - d. straining but unable to have a bowel movement
  - e. No interest in food
  - f. No gut sounds

Try getting it up to walk using a lead rope. Walk the horse slowly and steadily. Try to prevent the horse from lying down. Do not tire the horse out. It will need its energy and strength when the vet arrives. Colic is VERY SERIOUS. If in doubt, contact Deborah or veterinarian immediately. It's better to be safe than sorry.

7. There are many warning signs that a horse might not be well. Please try to observe each horse when you are here and note anything on the HORSE NOTE BOARD that you think should be brought to the attention of one of the senior volunteers. Pay close attention to diarrhea, runny, swollen or watery eyes, lameness, or drooling saliva from the mouth. Note if a horse has a runny nose, is it running from one nostril or both? What color is drainage, is the horse coughing? How long?
8. It is very important that you note anything unusual that you see regarding the horse(s) basic health or condition on the HORSE NOTE BOARD and call Deborah Finco or head volunteer as soon as possible.

## **SYMPTOMS**

Possible symptoms of critical illnesses in horses. All of these symptoms require IMMEDIATE attention. If any of these symptoms are observed they must be reported IMMEDIATELY!

1. Not eating or eating oddly (with head tilted/or neck extended)
2. Not drinking normal amount of water (check every shift!)
3. Biting at sides or looking at sides repetitively
4. Rolling for more than a few minutes
5. Laying down at odd times or laying down in odd locations (try to get them up and then observe to see if they lay back down before reporting)
6. Sweating when other horses are not, or sweating while at constant rest
7. Restlessness in a stall or paddock
8. Lameness (any degree needs to be reported)
9. Swelling on any part of the horses' body
10. Discharge from eyes or nostrils. (can be critical and not a cold)
11. Coughing consistently (for more than a few seconds)
12. Any and all lacerations/rubs/burns etc. (what may not look very bad upon inspection could really be critical if proper treatment is not given in a timely manner)

These symptoms may be seen alone or in conjunction with other symptoms, if any of these are present they need to be reported IMMEDIATELY. EVERY day look at each animal and whenever possible get your hands on them.

### **Height & Weight**

The horse's height is measured from the highest point of the withers to the ground. Horse height is expressed in hands. A hand is 4 inches. A horse that is 62 inches high at the withers would be 15.2.

Weight can be measured with scales or using various body measurements. Weigh tapes use the diameter of the horse's chest (heart girth) to estimate weight.

### **Identifying Horse Parts and Markings**

If you hang around a stable for any length of time, you'll notice that horse people have a language all their own. This language — which sounds like a foreign tongue to the uninitiated — is what horse people use to describe the intricate details of the horse's body.

#### **Checking out the parts**

Nature made horses to be virtual running machines that can reach speeds of nearly 40 miles per hour. The equine body is an impeccably designed combination of muscle and bone in an elegant and graceful package.

People who spend time around horses not only begin to appreciate equine anatomy but also come to understand it. Horse people talk about their horses' bodies the way mechanics talk about cars. In the equine world, if you want to keep up with such conversations, you must know the lingo and the blueprint. Here are some parts of the horse you need to know (see Figure 1 for more.):

- **Withers:** The area on the horse's back just after the neck but above the shoulders
- **Fetlock:** The horse's ankle
- **Forelock:** The hair between the horse's ears that falls onto the forehead

- **Hocks:** The elbow-like joint of the horse's back legs
- **Muzzle:** The area of the horse's head that includes the mouth and nostrils

## Height & Weight

The horse's height is measured from the highest point of the withers to the ground. Horse height is expressed in hands. A hand is 4 inches. A horse that is 62 inches high at the withers would be 15.2.

Weight can be measured with scales or using various body measurements. Weigh tapes use the diameter of the horse's chest (heart girth) to estimate weight.

## Identifying Horse Parts and Markings

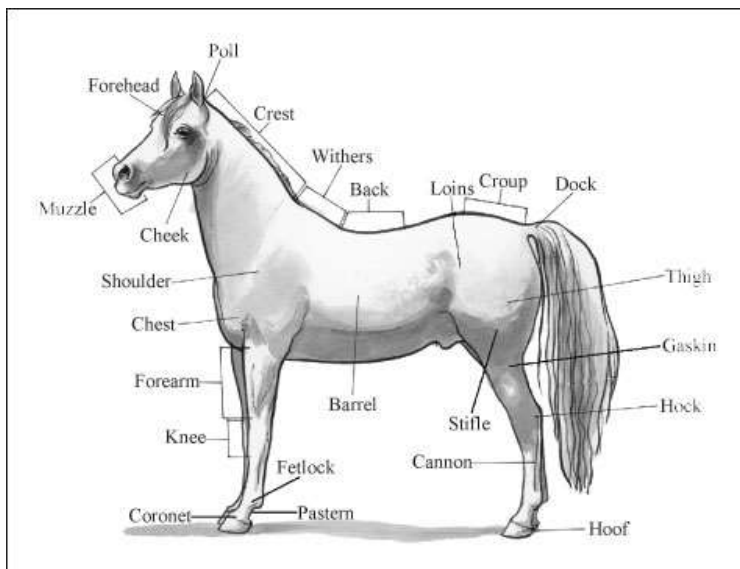
If you hang around a stable for any length of time, you'll notice that horse people have a language all their own. This language — which sounds like a foreign tongue to the uninitiated — is what horse people use to describe the intricate details of the horse's body.

## Checking out the parts

Nature made horses to be virtual running machines that can reach speeds of nearly 40 miles per hour. The equine body is an impeccably designed combination of muscle and bone in an elegant and graceful package.

People who spend time around horses not only begin to appreciate equine anatomy but also come to understand it. Horse people talk about their horses' bodies the way mechanics talk about cars. In the equine world, if you want to keep up with such conversations, you must know the lingo and the blueprint. Here are some parts of the horse you need to know (see Figure 1 for more.):

- **Withers:** The area on the horse's back just after the neck but above the shoulders
- **Fetlock:** The horse's ankle
- **Forelock:** The hair between the horse's ears that falls onto the forehead
- **Hocks:** The elbow-like joint of the horse's back legs
- **Muzzle:** The area of the horse's head that includes the mouth and nostrils

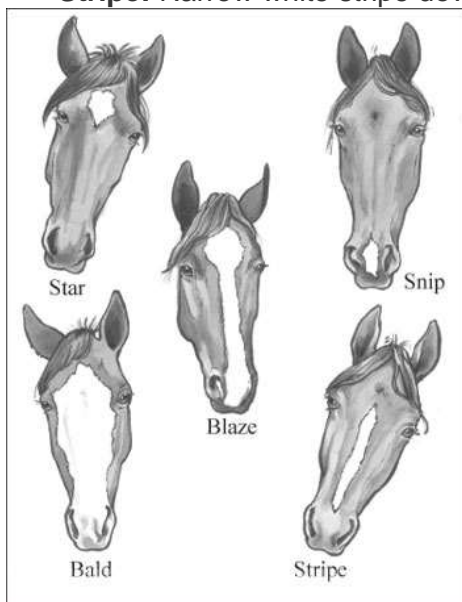


**Figure 1:** The parts of the horse work together to build a virtual running machine.

## Looking at markings

Leg and facial markings are great for helping to identify individual horses. Each marking has a name, and each name is universal among equine aficionados. Figure 3 shows the most common horse facial markings. Keep in mind that the following patterns often have subtle variations.

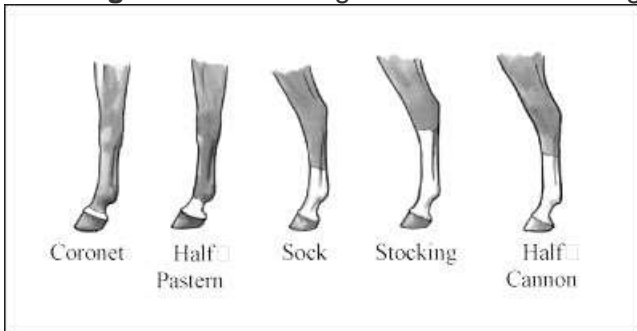
- **Bald:** White that starts above the forehead, goes to the muzzle, and extends beyond the bridge of the nose to the side of the face
- **Blaze:** Wide white area that runs along the bridge of the nose
- **Snip:** White spot located on the muzzle, between or just below the nostrils
- **Star:** White spot on the forehead
- **Stripe:** Narrow white stripe down the center of the face, on the bridge of the nose



**Figure 3:** Facial markings can help you identify individual horses.

Figure 4 shows typical white leg markings on horses. They include

- **Coronet:** A small white band just above the hoof
- **Half cannon:** A white marking that extends from the edge of the hoof halfway up the middle of the leg
- **Half pastern:** A white marking that extends from the edge of the hoof halfway up the pastern
- **Sock:** A white marking that extends from edge of the hoof two-thirds of the way up the leg
- **Stocking:** A white marking that extends from edge of the hoof to the knee or hock



**Figure 4:** You can find a variety of white leg markings on horses.

## EMERGENCIES

### EMERGENCY CONTACT INFORMATION:Dial 911

---

**Deborah Finco: 860-715-2071**

**Veterinarians: Twin Pines: 860-460-1534**

**Farrier: Jeff Trask-860-933-1307**

---

**In the event of an accident or injury to persons at the rescue, the accident report MUST be filled out within 24 hours of the accident.**

### Facility Fire

1. Keep the facility clean. Cobwebs and loose hay can help fuel a fire.
2. Never fuel any equipment within 50 feet of the barn.
3. Know where the main electrical panels are located in the event you need to pull the main electrical supply box.
4. In the event of a fire always call the fire department first!
5. In the event of a fire be sure when dialing 911 to state "We have a HORSE STABLE fire at 74 Anthony Road, North Stonington, CT " By saying "HORSE STABLE FIRE" instead of barn fire, you are letting emergency personnel know that living creatures are involved.
6. Once the fire department is called start evacuating all nonessential personnel from the barn (visitors, etc.). Ask them to move any vehicle that may be parked close to the barns away from the area, but ensure they do not hinder emergency personnel entrance.
7. Only after #5 & #6 have been accomplished may you choose to begin the evacuation of animals.



## **Storm Preparation**

### **Before The Storm**

- North Stonington Animal Control 860- 287-2197- contact in event horses escape pens
- Horses should be current on vaccinations. There may be exceptions if horses are in QT
- Be sure that all horses have identification somewhere on his body: Use duct tape to record phone number and place attached to all horse halters. For light colored horses permanent markers can be used to write on horses body if needed.
- Have photos of all horses on the property to show authorities if needed.
- Have an extra set of emergency animal care kit with all the items including medications, salves or ointments, vetwrap, bandages, tape, etc. Place the extra kit in a safe place where you can easily access it after a storm (somewhere other than barn )
- Secure all loose items in the barnyard- jumps, barrels, buckets, wheelbarrows, muck forks etc.
- Fill all water containers to the top and fill any extra water storage containers in the event that power is lost and the well will not work.
- Move any horses that have temporary shelters that could be affected by high winds.
- Place fly masks on all horses to reduce risks of eye injury from flying debris
- Store spare lead lines away from barn where you can get to them in event barn is damaged.
- Have at least a two- to three-week supply of hay (wrapped in plastic or a waterproof tarp) and feed (stored in plastic water-tight containers). Place these supplies in the highest (out of reach of flood waters) and driest area possible.

### **Weathering The Storm**

- Horses will be in paddocks with run ins. Horses at barns will have dutch doors OPEN. Any horses in a stall for QT will have to remain in the stall
- Have at least a two- to three-week supply of hay (wrapped in plastic or a waterproof tarp) and feed (stored in plastic water-tight containers). Place these supplies in the highest (out of reach of flood waters) and driest area possible.
- Be sure to have an ample supply of flashlights and batteries and other non-perishable items.

### **After The Storm**

- Inspect horses and barns, run ins and fencing. If any horses are loose contact ACO
- Check horses for any injuries and take care of any. If serious contact vet.
- Start early to clean up your property and remove all debris that might have been tossed around by storm and hurricane force winds. Be careful of downed power lines that might be "live" and represent a danger to people and animal
- If water becomes an issue contact fire company and ask if they can deliver water : (860) 535-0937

### **Animal Evacuation- FIRE**

NEVER, EVER go into a burning barn without taking extra precautions. What we suggest as a safety net; only try and remove the animals furthest from the fire source.

Starting with the stalls furthest from the fire source, begin to remove as many animals as possible to paddocks as far away from the barns as possible.

1. Halter and lead the animal while talking in a reassuring tone to a paddock/pasture as far away from the barn and emergency traffic as possible.

2. If an animal seems overly frightened and you feel its actions will put you in harm's way, close its door and leave this animal, and go onto the next stall. Too much time spent trying to rescue one horse could keep many others from being rescued.
  3. If any animals must remain in the barn, we recommend you remove yourself from the scene as far away from the barn as possible. Keep in mind you are only human and can only do so much. Your physical and mental wellbeing must be your first priority.
  4. Once emergency personnel arrive on the scene the Incident Commander or Fire Chief is in charge. If they feel they can contain the fire to allow more animals to be removed, then do so only under their instruction
- 

## **Beech Brook Farm Inc. First-Aid Plan**

### **Contents**

1. Scope
2. BBFER responsibility
3. First Aid Supplies
4. Pathogens
5. Accident Reports

#### 1. Scope

This policy applies to practices at Beech Brook Farm Equine Rescue.

#### 2. BBFER responsibility

Beech Brook Equine Rescue will have first aid kit(s) in the barn available for use for minor cuts/abrasions. More serious injuries are reported on an accident report form and if needed emergency personnel (EMT) will be contacted. All volunteers will be made aware of the location of the first aid kits. The barn manager will ensure that the kits are restocked with supplies as needed.

Horses that arrive at Beech Brook from auction or sources where current vaccination cannot be documented are placed in QT with limited access to volunteers and staff. In the event that horses appear to have infections of concern, a veterinary consult is warranted.

When working with potentially infected horses, the use of protective gloves and good hygienic practices are indicated. Disinfect/Wash hands after working with any potentially infected horse. Discard waste in trash receptacles or if warranted in biohazard bags/containers.

#### 3. First-aid supplies

sterile gauze pads of different sizes

- adhesive tape
- adhesive bandages in several sizes
- elastic bandage
- antiseptic wipes
- soap
- antibiotic ointment
- antiseptic solution (like hydrogen peroxide)
- hydrocortisone cream (1%)
- acetaminophen and ibuprofen
- Sterile gloves

#### 4. Pathogens

Horses may have a variety of pathogens including bacteria, viruses and parasites. Most horse pathogens cannot infect humans however some can albeit extremely rare and as such caution should be exercised when working with potentially infected horses in particular if one has open wounds on your hands.

Rabies- all horses are vaccinated for rabies within one month of arriving at farm unless underlying sickness precludes them from being vaccinated in which case they will be vaccinated as soon as vet clears them for vaccination.

Rabies is transmitted from horses to people via saliva, and any small cut or abrasion can serve as an entry point.

Brucellosis -Brucellosis occasionally occurs in horses. The bacteria usually localizes in muscles, tendons and joints, though it is most commonly seen in cases of infected withers in horses. Drainage from areas infected with this organism contains high numbers of bacteria and is very infectious.

Anthrax - Anthrax can infect virtually all animal species and can cause local carbuncles and pustules in humans from direct lesion contact along with pneumonia from inhalation of the infectious agent.

Leptospirosis-Leptospirosis is considered to be the most widespread zoonosis in the world and is caused by highly invasive bacteria of the genus *Leptospira*. Leptospirosis in horses commonly causes uveitis and can also result in abortions and renal disease. This bacterium is transmitted between species by infected body fluids (commonly urine) as well as contaminated water and soil, and it can enter the body through even minor skin lesions.

#### Fecal-oral transmission

Diarrhea commonly occurs in horses, and many diseases in this category can be transmitted to humans via the fecal-oral route. Good hygiene control measures are crucial when veterinarians are working on cases involving diarrhea in horses. Also keep in mind that any human, or other horse, that is receiving antibiotics (especially orally) is at increased risk for developing an enteric infection from a horse with diarrhea. Salmonellosis is a common form of enteric infection in both horses and humans. Stress-induced diarrhea (transport, training, competition, hospitalization) is common, and *Salmonella* species are often reported after fecal culture in these cases. Fecal-oral transmission is the prominent route of zoonotic spread.

Horses also shed *Giardia* species in their feces and, though it is unclear if *Giardia intestinalis* is a pathogenic organism in horses, it is parasitic in humans.

*Cryptosporidium parvum* is another protozoal organism with the potential of horse-to-human spread. Research has shown higher levels of *C. parvum* in foals, so exercise caution when handling young horses with diarrhea — wear gloves, change clothes after handling affected individuals, wash hands and use foot baths when entering and leaving affected areas.

These hygiene principles also apply in cases of dermatologic diseases of zoonotic potential in horses.

Ringworm can be easily transmitted to people through direct contact. Always keep in mind that many equine skin lesions may be potential sources of disease transfer.

#### Hendra virus

Hendra virus is a paramyxovirus first isolated in 1994 from an outbreak of respiratory and neurologic disease in horses and humans in Hendra, a suburb of Brisbane, Australia. This virus is thought to be carried by bats of the genus *Pteropus*. Horses become infected through contact with bats and their droppings or secretions. Hendra virus infection in horses produces an initial respiratory infection and can progress to neurologic signs and total systemic failure. These clinical signs are mirrored in human Hendra infection. The three cases reported in humans to date include two veterinarians and a trainer, two of which died. Humans caring for infected horses are exposed to body fluids and excretions and can easily become infected. Severe flu-like symptoms quickly develop. The globalization of the equine market makes disease transmission across continents, including the Hendra virus, a more serious threat.

#### MRSA

Infection with methicillin-resistant *Staphylococcus aureus* (MRSA) can be transmitted from horses to humans and vice versa. This bacterium can be found in skin wounds and various locations in the respiratory tract. Many studies indicate that MRSA is becoming increasingly prominent, especially in veterinarians, farm workers and others who have increased contact with animals.

### 5. Accident Report

In the event of an injury an accident report must be filled out as soon as possible after the accident. The barn manager should be notified of the accident as soon as possible so that the accident can be reviewed and if needed a risk mitigation discussion amongst board members will occur to remediate any situation which is unsafe.

## **Incident/accident report form**

### ***BEECH BROOK FARM EQUINE RESCUE***

**Name of person in charge of session/competition**

**Site where incident/accident took place**

**Date of incident/accident**

**Name of injured person**

**Address of injured person**

**Nature of incident/injury and extent of injury**

**Give details of how and precisely where the incident took place.**

Describe what activity was taking place, for example training/game/getting changed.

**Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).**

**Were any of the following contacted?**



Parents/carers/husband Yes ☐

No ☐



Police Yes ☐

No ☐



Ambulance Yes ☐

No ☐

**What happened to the injured person following the incident/accident?**

E.g., carried on with session, went home, went to hospital etc.

**All of the above facts are a true record of the accident/incident**

**Signed:**

**Date:**

**Name:**

**Loose Horse Protocol**

## LOOSE HORSE PROTOCOL

***A loose, panicked horse can be a danger to himself, other animals or property***

Even though we do our best to prevent horses escaping from stalls, paddocks, pens, pastures, and from the (rescue) premises, there are some (horses) that manage to circumvent our efforts to keep them safe.

This document outlines the protocol to be followed for capturing an escaped equine, either within the property, or off the property.

If an equine has escaped from a pasture, paddock or barn and you can still see him, **Do Not Chase After Him**. Horses dislike being alone and will (usually) seek other horses for protection and company.

Make sure you have a lead rope and halter in hand, and try luring him back with food;

- Place a handful of grain or treats in the bottom of a bucket. Stand quietly where he can see you and shake the bucket, calling softly to the horse to get his attention,
- If he's wearing a halter, you can grab the halter when he comes close to eat and attach the lead line. If he does not have a halter, let him take a few mouthfuls of food while you slip the halter and lead rope on him to lead him back to safety.
- If you can not catch the equine, shake grain and try to get them to follow you back to safety

If a horse has escaped the premises (Rescue property), make sure you have a lead rope and halter in hand - follow him - **Do Not Chase After Him** - a frightened horse will run for a little while, then stop to graze or join up with other horses. Once he stops, stand quietly:

- With a handful of grain or treats in the bottom of a bucket, shake the bucket calling softly to the horse to get his attention,
- If he's wearing a halter, you can grab the halter when he comes close to eat then attach a lead line. If he does not have a halter, let him take a few mouthfuls of food while you slip the halter and lead rope on him to lead him back to safety.
- If you can not catch the horse/donkey/mule, shake grain and try to get them to follow you back to safety

### **Remember**

- If the horse is out of control, or heading for a major highway or gallops out of site, **call North Stonington CT ACO IMMEDIATELY- 860-535-4852. You can also call the State Trooper at 860-(860) 535-1451 or 911**

Additional information which may be useful:



**Barn Volunteer Questionnaire/General Information:**

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

Are you currently a legal citizen of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No . If yes, please explain:

**Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Horse Experience:****Indicate the categories that you have experience in:**

\_\_\_\_\_ Feeding

\_\_\_\_\_ Mucking Stalls

\_\_\_\_\_ Deworming

\_\_\_\_\_ Vaccinating

\_\_\_\_\_ Handling / Working around feral, untouchable horses

\_\_\_\_\_ Handling / Caring for untrained or unbroke horses

\_\_\_\_\_ Assisting Veterinarian

\_\_\_\_\_ Assisting Farrier

\_\_\_\_\_ Grooming

\_\_\_\_\_ Riding How long? \_\_\_\_\_ English \_\_\_\_\_ Western \_\_\_\_\_

\_\_\_\_\_ Riding unbroken horses How long? \_\_\_\_\_

\_\_\_\_\_ Riding "green", untrained horses How long? \_\_\_\_\_

\_\_\_\_\_ Trained a horse on the ground How many? \_\_\_\_\_

\_\_\_\_\_ Trained a horse under saddle How many? \_\_\_\_\_ English \_\_\_\_\_ Western \_\_\_\_\_

\_\_\_\_\_ Fitted saddles, bridles, bits, and girths

\_\_\_\_\_ First Aid (ie – treating wounds, wrapping legs and hooves, taking vitals, etc.)

If experienced in first aid, please describe in detail what you have done:

**Please list references (professional and/or academic):****Reference #1:** Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Relationship \_\_\_\_\_

**Reference #2:** Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Relationship \_\_\_\_\_

Days of the week you would be available: Most volunteers work in the mornings

M\_\_\_\_ T\_\_\_\_ W\_\_\_\_ Th\_\_\_\_ Fri\_\_\_\_ Sat\_\_\_\_ Sun\_\_\_\_

## **HORSE RIDING/VOLUNTEER AGREEMENT AND LIABILITY RELEASE FORM FOR BEECH BROOK FARM INC.**

This form must be completed by and for each participant/volunteer/rider

PREMISES OWNERS NAME IS: Beech Brook Farm Inc.

LOCATION OR ADDRESS 74 Anthony Rd, North Stonington Ct, 06355

### **PLEASE READ CAREFULLY BEFORE SIGNING**

SERIOUS INJURY MAY RESULT FROM YOUR PARTICIPATION IN THIS ACTIVITY. WE DO NOT GUARANTEE YOUR SAFETY. IT IS HEREBY AGREED TO AS FOLLOWS THAT:

REGISTRATION OF RIDERS/VOLUNTEER AND AGREEMENT PURPOSE , the following individual hereinafter known as the "RIDER OR VOLUNTEER", and the parents or legal guardians thereof if a minor, do hereby voluntarily request and agree to participate in horse riding/volunteer activities on 74 Anthony Rd, North Stonington, Connecticut .

RIDER/VOLUNTEER NAME \_\_\_\_\_ AGE (if under 18) \_\_\_\_\_

AGREEMENT SCOPE AND TERRITORY AND DEFINITIONS – This agreement shall be legally binding upon me the RIDER, and the parents or legal guardians thereof if a minor, and it shall be interpreted according to the laws of the state and county of New London, Connecticut. Any disputes by the RIDER shall be litigated in and venue shall be New London County, Connecticut.

ACTIVITY RISK CLASSIFICATION – Horseback riding is classified as a SPORT, and that there are numerous obvious and non-obvious inherent risks always present in such activity despite all safety precautions. According to NEISS (National Electronic Injury Surveillance Systems of United States Consumer Products) horse activities rank 64th among the activities of people relative to injuries that result in a stay at U.S.hospitals. Related injuries can be severe, requiring more hospital days and resulting in more lasting residual effects than injuries in other activities.

NATURE OF RIDING HORSES – No horse is a completely safe horse. Horses are 5 to 15 times larger, 20 to 40 times more powerful, and 3 to 4 times faster than a human. If a rider falls from a horse to ground it will generally be at a distance of from 3 1/2 to 5 1/2 feet, and the impact may result in injury to the rider. Horseback riding is the only sport where on much smaller, weaker predator animal (human) tries to impose its will on, and become on unit of movement with, another much larger, stronger prey animal with a mind of its own (horse) and each has a limited understanding of the other. If a horse is frightened or provoked it may divert from its training and act according to its natural survival instincts which may include, but are not limited to: stopping short, changing directions or speed at will; shifting its weight; bucking; rearing; kicking; biting; or running from danger.

RIDER RESPONSIBILITY – Upon mounting a horse and taking up the reins, the RIDER is in primary control of the horse. The RIDER'S safety largely depends upon his/her ability to carry out simple instructions; The RIDER shall be responsible for his/her own safety.

CONDITIONS OF NATURE –BEECH BROOK FARM INC. is NOT responsible for total or partial acts, occurrences, or elements of nature that can scare a horse, cause it to fall, or react in some other unsafe way. SOME EXAMPLES ARE: thunder, lightening, rain, wind, wild and domestic animals, insects, reptiles, which may walk, run, fly near, bite and/or sting a horse or person;.

ACCIDENT/MEDICAL AND PERSONAL LIABILITY INSURANCE – Should medical treatment be required, I and/or my own accident/medical insurance company shall pay for all such incurred expenses. Should my actions or that of my horse cause injury or damage of any kind, I and/or my own personal liability shall pay for such damages.

LIABILITY RELEASE – In consideration of BEECH BROOK FARM INC. allowing my participation in this activity, under the terms set forth herein, I, the RIDER/VOLUNTEER, and the parent or guardian thereof if a minor, do agree to hold harmless and release, BEECH BROOK FARM INC, from legal liability due to them; and I do further agree that I shall not bring any claims, demand, legal actions and causes of action, against BEECH BROOK FARM INC, for any economic and non-economic losses due to bodily injury, death, property damage, sustained by me and/or my minor child or legal ward in relation to the premises, to include while riding, handling, or otherwise being near horses owned by or in the care, custody and control of BEECH BROOK FARM INC.

All Riders and Parents or Legal Guardians must sign below after reading this entire document:

#### SIGNER STATEMENT OF AWARENESS

I/WE, THE UNDERSIGNED, HAVE READ AND DO UNDERSTAND THE FOREGOING AGREEMENT, WARNINGS, RELEASE AND ASSUMPTION OF RISK. I/WE FURTHER ATTEST THAT ALL FACTS RELATING TO THE APPLICANT ARE TRUE AND ACCURATE.

\_\_\_\_\_ DATE \_\_\_\_\_

#### SIGNATURE OF PARTICIPANT

\_\_\_\_\_ for \_\_\_\_\_ DATE \_\_\_\_\_

Name of Witness for those under age 18 ( PARENT, GUARDIAN AND/OR SPOUSE if over age 18)

\_\_\_\_\_  
\_\_\_\_\_

Witness SIGNATURE OF (must be signed by someone 18 or older)

Address in full: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

EMERGENCY CONTACT (name/number\_) \_\_\_\_\_

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

## **Confirmation of Receipt and Understanding of Volunteer Manual and Safety Procedures**

Volunteer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, as self (must be over 18), parent or guardian, of the above applicant represent to Beech Brook Farm , Inc. that I hereby give my permission for myself, my child or ward to participate in any equine related activity, and, further, in consideration of allowing myself, child or ward to participate in such activities, agree individually and on behalf of myself, child or ward, to the terms of the above Volunteer Manual. My signature further acknowledges that I have read and understood rules and guidelines described in the Volunteer Manual Version 2020 V4