



FHHR VOLUNTEER POLICY FORM

Updated January 2022

New Volunteers: All new volunteers are required to complete the Volunteer Registration Form and attend a New Volunteer Orientation. Orientation, typically held the first Saturday of each month, will include a hands-on horsemanship lesson, including haltering, leading, and backing a horse out of personal space as well as an overview of tasks performed on a feed shift. Additional training will be offered on an actual feed shift and at monthly clinics.

A *Horsemanship Knowledge/Skills Assessment* will be used to test and re-test skills necessary for a volunteer to work independently with the horses while remaining safe.

In some cases, volunteers may be approved to start a regular shift, but will be limited in the tasks they can complete. These tasks include mucking, filling hay bags, scrubbing and refilling water buckets, adding bedding, and other tasks that do not involve direct contact with horses.

If a volunteer wishes to be re-evaluated to take on additional tasks, they will be required to be reassessed at a future Orientation or Horsemanship Clinic.

Shift Leaders: Feed Shift Leaders are responsible for monitoring feed shift activities to ensure all safety protocols are followed and all tasks are completed. Shift Leaders will 1) remind members of the team of protocol and communicate changes as needed, 2) determine if additional help is needed when a team member is unable to make a shift, 3) oversee the workflow and ensure all shift tasks are complete before leaving the barn, 4) report barn management and horse care issues (e.g., frozen troughs, broken equipment, injury to horse or volunteer) to the appropriate Committee Leader. Shift Leaders will receive additional training as needed and will be required to attend quarterly meetings. A leader will be designated for each feed shift.

Friends and Relatives of Volunteers: While word-of-mouth and inviting friends to the barn are excellent recruitment tools, we need to ensure that everyone who decides to become a feed shift volunteer follows the orientation and training process described in the New Volunteer section above. All visitors to the barn **MUST** complete a liability waiver (parent must sign for minors). If a volunteer's friend or relative is interested in becoming a volunteer, they are welcome to observe or assist for no more than two shifts. Only trained volunteers may work directly with the horses or prepare feed. Friends or relatives who are visiting can assist with tasks such as mucking stalls and sacrifice areas, filling hay nets, scrubbing and refilling water buckets, and adding bedding. The Shift Leader, or designee, must be notified that a visitor will be observing the shift prior to commencement of the shift. After two visits, individuals must complete the registration and training process to officially become a volunteer if they wish to continue on that shift or join another shift.

Minors:

We welcome volunteers with children because working with rescue horses can be a wonderful family bonding and learning experience. It is also a great opportunity for older students who are interested in equine or non-profit careers. For safety reasons, we are not accepting feed shift volunteer registrations for minors under age 10 at this time. Children under 10 and their families are encouraged and welcome to attend our events and programs for youth. Please adhere to the following policies related to volunteers who are minors:

1. All minors must be accompanied by a parent or guardian who is a trained volunteer until approved by FHHR leadership to work under the supervision of another adult volunteer.
2. Minors 13-17 years of age can be approved to work independently with adult supervision on-site if they are able to demonstrate correct and safe completion of tasks. The *Horsemanship Knowledge/Skills Assessment* will be used to assess the minor's abilities.
3. The following applies to Minors under the age of 13.
 - a. Minors under 13 may only work directly with the horses (lead or groom) when under direct supervision of a parent or approved adult. Direct supervision means the adult is not only within eye sight but is close enough to physically intervene in case of emergency or provide assistance if needed.
 - b. Advanced approval of FHHR leaders is required before minors under 13 can lead or groom a horse while an adult leads or grooms a horse next to them.
 - c. Minors under 13 may not lead horses to or from pasture by themselves, nor are they permitted to groom horses without direct adult supervision.
 - d. Minors under the age of 16 may not prepare the horses' feed.
 - e. Minors under 13 are permitted to complete the same tasks as "Friends of Volunteers" without direct adult supervision but must always inform the adult where they will be and what tasks they will be completing.

f. Minors can work quietly in pairs, but if they become overly excited, the Shift Leader will ask that they work on tasks separately. It is always the responsibility of the parent or authorized adult to monitor the behavior of minors to ensure that all policies and procedures are followed.

Incident Reporting Policy/Procedure:

All significant incidents associated with Freedom Hill Horse Rescue personnel, volunteers, boarders, or the public must be documented and reported to the President. A significant incident is defined as any incident that is unexpected, results in injury, and/or limits the individual's ability to complete their tasks or visit at the rescue. All employees, contract personnel, volunteers, visitors and/or agents of FHHR will follow the Incident Reporting procedure.

1. Incidents will be reported to the Shift Leader immediately upon occurrence or discovery. The Shift Leader will notify the President that an incident occurred.
2. The person involved in the incident, or their parent/guardian, will complete the FHHR Incident Report form. The form must be completed within 24 hours of the incident occurrence or discovery. Forms are located in the top drawer of the tall filing cabinet in the FHHR Tack Room.
3. If the person involved in the incident requires emergency medical care, 911 should be called immediately and the form can be completed after care is received.
4. The Shift Leader, or a designee will place the original in the President's folder.
5. The President will log and store the information.

SPECIFIC POLICIES TO FHHR

- Horses may only be handled by volunteers after they have been oriented and evaluated as to the horses they are qualified to handle.
 - Tails and manes may be braided while horses are being handled but must be combed out prior to leaving for the day. ● Tails or manes may not be pulled or cut unless in an emergency situation.
 - Tack used must be returned to the tack room and placed back in its appropriate place.
 - Fly sprays, hoof dressings, etc., may be used but must be returned to the area from which they were removed. ● Medications or drugs may only be administered by volunteers approved to do so or with approval from someone from the Horse Care Team.
 - Horses will be brushed and their hooves cleaned thoroughly prior to and after riding and during daily grooming required during one's feed shift.
 - Feed Shift volunteers MUST follow the posted feed shift routine and perform tasks to the best of their ability. ● FHHR horses may not be taken from the farm unless prior permission has been granted.
 - Horses may not be put back in the fields hot. They should be walked and brushed until cooled.
 - No scissors or clippers will be used around horses unless approved by someone from the Horse Care Team. ● Horses will not be pulled from the fields or ridden without prior permission from the Horsemanship Team Manager or someone from the Horse Care Team.
 - Children under 16 will not ride unless an adult is present who is responsible for the child (supervisor, parent or riding instructor). ● Children will not be left unattended around the horses.
 - Children under 13 years of age must be accompanied by an adult, supervisor or riding instructor.
 - NO SMOKING is allowed on the property. This is prohibited by the property owners.
 - NO CLIMBING is allowed on any gates or fences except in emergency situations.
 - GATES must be kept closed at all times.
 - A rope halter or halter and lead rope must ALWAYS be used whenever moving a horse from place to place and especially during feeding time.
 - Volunteers are not to yell, scream or run around horses or anywhere other volunteers are working with horses. ● Treats may not be given to some of the horses so be sure to get permission from Barn Manager before giving treats to any of the horses.
 - Treats and hay may not be given to the horses by hand.
 - Volunteers under age 16 are not allowed in the hay loft.
 - Wheelbarrows and/or farm implements cannot be left in the field for any reason. Please put all equipment back where it belongs. ● ALL volunteers, supervisors, leadership, visitors, guests, property owners, and horses must be treated with kindness, dignity and respect at all times.
 - ANYONE BELIEVED TO BE INTOXICATED OR UNDER THE INFLUENCE OF ILLEGAL DRUGS WILL BE ASKED TO LEAVE THE FARM IMMEDIATELY.
 - ANYONE FOUND TO BE ENDANGERING THEMSELVES, OTHER PEOPLE OR THE HORSES WILL BE ASKED TO LEAVE THE FARM.
- I have read, understand, and agree to abide by the policies and procedures listed above.***

Printed Name of Volunteer Signature of Volunteer Date

Printed Name of Parent/Guardian Signature of Parent/Guardian Date