

## Animal Guardians Horse Rescue, Inc.

### Volunteer Safety Rules & Procedures

**(Revised 6/9/22)**

- All Volunteers (Direct Horse Care, Leadership Teams, Pro Bono Professionals) must sign and submit original signed Equine Liability Waivers, Confidentiality Affidavits, and CDC Compliance forms in their Registration Packets before visiting the horse sites.
- Direct Horse Care Volunteers must attend a walk-through orientation at each site that they are assigned to work at prior to their visits with that / those horses.
- All Direct Horse Care Volunteers are required to have prior basic horse handling experience / training (within the last 12 months) including, but not limited to:
  - a.) catching a horse
  - b.) haltering a horse
  - c.) tying a safety slip knot on a tie rail
  - d.) basic grooming / hoof handling / 1<sup>st</sup> aid
  - e.) basic leading / groundwork with horses
  - f.) horse body language / non-verbal communication
  - g.) safe horse handling on the ground
- All Volunteers (Direct Horse Care, Leadership Teams, Pro Bono Professionals) are expected to serve as an Ambassador of the organization. In such, you will be asked to help promote all fundraisers, assist with / attend all community outreach events, and attend all trainings / planning meetings for your respective committee participation. Check the “band” app calendar often for updates, announcements, and events.
- All Direct Horse Care Volunteers must sign in / out in the Communications Binder at your assigned sites. Do not use the last sign in sheet. Notify the Rescue Directors that more sheets are needed, and bring the last sheet to the Sunnysdale Site. Leave it in the binder there for copies to be made.
- No litter/waste on/around foster care site properties or common areas
- No dogs/pets on/around foster care site properties or common areas
- No smoking/alcohol/illegal substances on/around foster care site properties or common areas
- Check & double-check all gates/locks are securely fastened as they were when you arrived. If questions, ask foster caregiver or Rescue Directors for details.
- Check & double-check all electricity/water is securely off & rubbish is properly removed/disposed of as they were when you arrived. If questions, ask foster caregiver or Rescue Directors for details.
- Place all grooming supplies, halters, lead ropes, tack, & equipment back in the designated storage location with our rescue supplies where they were when you arrived. If questions,

ask foster caregiver or Board Member for details. All rescue supplies are marked with “AGHR” and some have the horse’s name on them.

- No loud radios, boisterous behavior, or disrupting the foster caregivers in their personal residences.
- Telephone calls or texts/emails to boarding stable or foster care homeowners are preferred if you need to contact them while on site. In case of emergency that cannot wait, you may respectfully knock on the door to report veterinary emergency that needs immediate attention. Otherwise, please refrain from disturbing the residents, while on their properties. Vet emergencies should be reported to the Rescue Directors immediately or within 24 hours of the incident. Accidents / injuries to horses / humans while on the property must be reported within 24 hours to Rescue Directors, and Accident Form must be filled out and turned in immediately after the occurrence.
- All Direct Horse Care Volunteers will be provided with an initial evaluation of horse handling skills. Once approved, Volunteers will be assigned specific horse sites based on their experience and personality-horsenality match (not based on the proximity to your home).
- All horses must be hand-walked in a controlled & safe manner using halters & lead ropes in/out of stalls, through gates, through herds, near washing/grooming areas, & in common areas / turn outs.
- No unannounced visitors with the Volunteer. Any/all visitors must be pre-approved and written on the Volunteer’s Liability Waiver in advance.
- All Participants under the age of 18 must be wearing a safety helmet at all times (bicycle or horse riding helmet is ok) while around our horses. All Volunteers under the age of 18 must be accompanied by a Rescue Director during Horse Powered Reading activities while in the arena. Parents must remain within visual range, but may not enter the arena during Horse Powered Reading sessions.
- No riding the rescue horses on / off / around any of the properties. This is a liability issue.
- No hand-feeding treats to any horses at any sites. You are welcome to bring tiny cut up bits of carrots / apples to give to some of our horses in their feeder bowls after you finish your Volunteer work with them. Please ask the Rescue Directors prior to feeding treats to the horses. Some are insulin resistant and cannot eat them. Some have worn or missing teeth and will choke. Hand-feeding horses causes them to become nippy / bite.
- All Direct Horse Care Volunteers will be trained specifically how to work with horses / ponies for Horse Powered Reading ground work activities. You will be trained to use specific materials in specific ways to desensitize and “play” with our horses using Parelli Natural Horsemanship and Forever Foundation Program natural horsemanship ground work training. Please do not use tack, equipment, or materials / supplies at any horse site without being given direct instruction on how and when to use it.
- Foster Care and Boarding Stable Site Visitations are limited to Monday through Saturday, during pre-scheduled visitation hours. Sites are open from 9am to 6pm, with advanced notice of your schedule. Some sites are open from 10am to 4pm. Check with the Rescue Directors to schedule your hours. No unannounced visits / after-dark visits are allowed. All Direct Horse Care Volunteers are required to join our “band” group app, and to write their Site Visitation schedules in the “band” calendar every month, by the 3<sup>rd</sup> day of the

month. No drop-ins are allowed. All visits must be scheduled on “band” and approved by the Rescue Directors. Fosters and boarding stable owners will notify the Rescue Directors if they do not want visits on certain days / times. Thank you for your cooperation.

- There is no restroom at our foster care sites. Please use the restroom before or after your site visit. There will be restrooms available at some of the Horse Powered Reading sessions and community outreach events. But by rule of thumb, please take care of your business before or after your visits at foster care homes.
- Absolutely no feeding the rescue horses without specific instruction to do so by Rescue Directors. All feeding is done by the Fosters / Boarding Stable Owner. Volunteers may not feed our horses. Do not use feed to “catch” a horse in a pen / pasture. Ask the Rescue Directors if you need help.
- While grooming / bathing the rescue horses, do not spray them in the faces with water, grooming supplies, or fly spray. Instead, wipe their faces with a wet washcloth, soft brush, or your hand. This prevents them from throwing their faces up in the air and becoming head-shy.
- Please maintain all grooming, Horse Powered Reading, and first aid materials in user-ready condition. Clean materials after you use them. Disinfect / sanitize all surfaces touched before and after use. Store all materials where you found them when you arrived. If you run out of supplies or accidentally break / lose something, notify the Rescue Directors immediately so they can be replaced.
- All Volunteers & visitors must dress in proper equestrian attire: long pants (jeans or breeches preferred), work or riding boots, well fitted shirts - no loose or dangling jewelry, and all women/girls should have hair pulled back away from their faces so as not to become caught in any tack / equipment.
- Please turn off, or switch, your cell phone to vibrate, so as not to spook or scare the horses when you are visiting them. It is a good idea to keep cell phones charged before your visit, and do not visit the horses alone without a cell phone in case you need to call 9-11 or call the foster caregiver or Board of Directors for an emergency. Again, safety first.
- Volunteers must provide service for a minimum of 6 to 10 hours per month. In order to remain on Active status, Volunteers must serve for 3 consecutive months. It is encouraged that all Volunteers join the organization with annual Membership dues, which is voluntary and tax-deductible. Membership includes your rescue shirt, training materials, gifts / awards throughout the year, participation in events / training activities. Membership supports the business expenditures for the organization (i.e. website, P.O. Box, e-marketing, training packets, newsletters, etc.) Membership is very appreciated. Volunteers are encouraged to participate in our regular Membership Drives year-round to help us increase our Member-Supporters year-round.
- All Volunteers are encouraged to participate in a minimum of 2 special events throughout the year. This may include community outreach events, fundraisers (live / online), silent auctions, tack sales, trainings, experiential learning programs, natural horsemanship training clinics, Forever Foundation Training Program, and Horse Powered Reading sessions. You get out of the organization what you put into it. We encourage involvement in planning, collaboration, and assisting with fun events.
- In case of inclement weather or natural disaster, follow the Safety Rules and Procedures posted in the Binders at each site. In the necessity for evacuation, please call the Rescue

Directors, 9-11, and the Site Owner, put the halter on the horse, and leave the rope hanging near the stall, and leave the property.

- Violence, slander, libel, discrimination, negative judgment, unprofessionalism, or inhumane treatment towards horse or human will not be tolerated in our Rescue Family. Please be kind, professional, communicative, mature, responsible, and safe.
- All Rescue Members will respect the confidentiality and privacy of all Members listed in our contact list in the Communication Binders and on our “band” group app. You may contact individuals by private message on the “band” app, or post on the app to the whole group. Please note, the Rescue Directors have the discretion to remove posts which pose threat, spread negativity, for are unrelated to the organization overall. No harassment, nor public argumentation is allowed. Thank you.
- All Volunteers are encouraged to take photos and short videos of the horses during their visits / time with them. Please post appropriate photos on the “band” group app as a “post” to everyone, or create an “album” in the app and post it there. Your photos may be used publicly on our website and social media pages, so please do not photograph names, addresses, or other private information in photos / videos. If you have questions, please ask the property site owner / Rescue Directors first before you photo people / locations / other animals on the property. Please share photos and videos / stories often. This is how we share with the public and help recruit Members, Donors, Sponsors, and Volunteers.
- Enjoy your experiences. Be creative and pro-active. If there is a special talent you would like to share, a special event you would like to plan / host, a special committee you would like to start / participate in, a special assignment you would like to take a leadership role for, please ask. We can provide more enrichment and excitement with more motivated, proactive Volunteers.