

Pasture Pals Equine Rescue, Inc.
Volunteer Handbook

"Rescue, Rehabilitate, Rehome, and Educate"
EVERY LIFE MATTERS



Welcome and thank you for your interest in volunteering at Pasture Pals Equine Rescue, Inc. to help rescue, rehabilitate, and retrain Equines that have been abused, neglected, abandoned, removed, or surrendered.

At Pasture Pals ER, Volunteering means to offer services in support of the stated mission of this not for profit organization without expectation of any compensation.

The main benefit of working as a volunteer at Pasture Pals Equine Rescue, Inc. is that you will learn a lot about equines, and how to be safe around them. DVD and written learning/training materials are available 24/7 in the study room at the house. Workshops maybe taught, and study groups facilitated by experienced, knowledgeable volunteers and sometimes by professionals like veterinarians, farriers, and trainers.

It takes volunteers to do what we do. The work is hard but if you love animals, the rewards are great. Helping a fearful and emaciated horse or donkey fill out, learn to trust human, and ultimately find a loving safe forever home; is an experience not to be equaled. If this sounds like what you want to do, **welcome to Pasture Pals ER!**

Pasture Pals Equine Rescue, Inc. was founded in May of 2012 by Alex and Keith Daniels to rescue, rehabilitate, rehome, and educate. We believe in the humane treatment of all animals. We provide safe shelter, food, daily care, grooming, medical treatments, rehabilitation, loving care, and another chance for a dignified life. We believe that all living creatures deserve to be treated with honor, dignity, and respect.

While it is our goal to provide shelter and find a permanent home for as many horses, donkeys, and mules as we can, we cannot save them all and may refer some to the Equine Rescue Network in hopes of find other shelters that can help. With so many out there that need help, everyone can lend a hand in some way.

THE ANIMALS IN OUR CARE COMES FIRST. **Pasture Pals ER** provides primary and secondary care so that all horses and donkeys are monitored and properly cared for without interruption. Care providers are skilled, experienced, and well-trained.

Please Note:

Pasture Pals ER does not discriminate against anyone due to race, creed, ethnicity, gender, age, ability, disability, or sexual orientation. Everyone participating in Pasture Pals ER activities is expected to respect and enjoy our differences, both human and equine. If you find it difficult to work with people who are different from you, we are sure your time and talents will be welcome at another nonprofit organization.

Volunteers at Pasture Pals ER

Volunteers are divided into the following categories:

- *Volunteers who are **Administrators/Staff**
- *Volunteers who are **Trainers**
- *Volunteers who are **Leaders**
- *Volunteers who are **Farm Hands**
- *Volunteers who are **Office Hands**
- *Volunteers who are **Public Relations/Fundraisers**

Everyone at **Pasture Pals Equine Rescue, Inc.** is a volunteer.

Volunteers may work in the office, with horses, teach lessons, give tours and orientations, or manage the physical aspects of the farm. They often do all of these tasks in any given day! Staff, Trainers, and Leaders must know the general running of the rescue and be familiar with our policies and procedures. They must volunteer consistently for a long time before they can become staff, trainers, or leaders. Only these categories of volunteers are given authority to make decisions and they must know when to get help. They are required to be familiar with emergency procedures and are skilled at their tasks.

Level 1 Volunteer: **BLUE**

Requirement:

A desire to learn about and help with the animals.

Skill Development:

Feeding

Mucking and maintenance requirements

Catching, haltering, leading, and safe tying

Grooming, location and use of different grooming tools

Hoof Cleaning

Tacking/Untacking

Riding walk/trot

Level 2 Volunteer: **Blue to Yellow**

Requirement:

A desire to learn about and help with the animals

Demonstrates consistent and dependable volunteer efforts

Can feed

Understands and performs daily and weekly maintenance requirements
Can catch, halter, lead, and tie a **beginner** to **intermediate** level horse
Can groom and clean feet of a **beginner** to **intermediate** level horse
Can tack and untack a **beginner** to **intermediate** level horse safely
Can mount or dismount a **beginner** to **intermediate** level horse safely
Can Ride at walk/trot with smooth transitions and stops
Knows when to seek help

Skill development:

Ride walk/trot/canter

Recognizing fitting of saddle, bit, and bridle

Groundwork with **beginner** level horse

Level 3 Volunteer/ Farm Hand: Yellow to Red

Requirement:

A desire to learn about and help with the animals

Demonstrates consistent and dependable volunteer efforts

Can catch, halter, lead, tie, groom, clean feet, tack and untack **beginner** and **intermediate** level horses and may help with **advanced** level horses

Understands and performs daily and weekly maintenance requirements

Can mount or dismount **beginner** and **intermediate** level horses safely

Smoothly transitions walk/trot/canter and backing under saddle with **beginner** and **intermediate** level horses

Can fit saddle, bridle, and other tack to the horse and rider

Can do basic groundwork with **beginner** and **intermediate** level horses safely

Recognizes obvious distress and medical needs in an animal

Knows when to seek help

Skill Development:

Lunging inside and out of round pen

Riding walk/trot/canter/gallop

Working with green, **intermediate** to **advanced** level horse

Understanding the importance and practice of desensitizing and sensitizing

Learn to recognize lameness and health care needs of the horse

Basic human and equine first aid

Level 4 Volunteer/ Volunteer Leader: Red

Requirements:

Have a strong interest in learning/teaching and caring for the animals

Demonstrates consistent and dependable volunteer efforts

Can catch, halter, lead, tie, groom, clean feet, tack, untack, do groundwork, lunge, perform sensitizing and desensitizing, fit tack, recognize lameness or

distress in a horse.

Understands and performs most any maintenance requirements

Can help and teach others to mount or dismount safely

Smoothly transitions walk/trot/canter/gallop, backing under saddle

Can fit saddle, bridal, and other tack to the horse and rider

Understands and demonstrates the knowledge to move the horse's feet in **advanced** situations.

Demonstrates knowledge of proper handling of shying, taking off, and other problem behaviors in **advanced** level horses.

Can work with **intermediate** and **advanced** level horses.

Begins to demonstrate skill and assist with managing and leading other volunteers and group activities

Are handpicked and approved by the **Pasture Pals ER** for their knowledge of horses, the rescue, and for their people skills.

Assists in providing valuable and efficient communication for other volunteers

Assists in designating chores, answering questions, and monitoring the safety and progress of animals and other volunteers.

Skill development:

Specialized riding (jump, barrels, dressage, cutting...)

Training techniques and their application

Equine rehabilitation and medical needs

Required documentation and its maintenance

Level 5 Volunteer/ Volunteer Trainer/ Staff: **Red**

Requirements:

Have a strong interest in learning/teaching and caring for the animals

Demonstrates consistent and dependable volunteer efforts

Demonstrated the ability and interest in helping, teaching, and training others in higher levels of animal care and riding

Can manage and lead other volunteers and group activities

Are handpicked and approved by the **Pasture Pals ER** for their knowledge of horses, the rescue, and for their people skills.

Provide valuable and efficient communication for all other volunteers

Can catch, halter, lead, tie, groom, clean feet, tack, untack, do groundwork, lunge, perform sensitizing/desensitizing, fit tack, recognize lameness or distress in a horse.

Understands and performs maintenance requirements

Smoothly transitions walk/trot/canter/gallop, backing under saddle

Can identify needs and fit saddle, bridal, and other tack to the horse and rider

Understands and demonstrates the knowledge to move the horse's feet in **advanced** situations.

Demonstrates knowledge of proper handling of shying, taking off, and other problem behaviors in **advanced** level horses.

Can work with **advanced** level horses.

Can designate chores, answer questions, and monitor the safety and progress of

animals and other volunteers.
May direct and supervise trail rides, fund raisers, and other group activities.

Volunteer Office Hands, Public Relations / Fundraisers

Requirements:

Love of animals

Some basic computer skills.

Good communication skills.

A desire to learn about and help with the paperwork necessary to operated and fund

Pasture Pals ER.

A Volunteer does not have to work directly with the animals to volunteer in this capacity. However, if they do wish to work with the animals, they will be given a level designation color under the volunteer level guidelines. Chore/Work/Task time can be logged in the office rather than on the farm.

Skill Development:

Learning the Equine Rescue Guidelines

Record keeping requirements

Record maintenance

Use of Weight Calculators and other measuring devices.

Pasture Pals Equine Rescue, Inc. is run entirely by volunteers. Except for occasional professional contract jobs such as Vets, farriers, and repairs/construction (electricians, plumbers, etc.), **all work here is done on a volunteer basis.**

Alex and Keith Daniels have a house and a mobile home on the property, and though responsibility may be delegated to other volunteers, they are ultimately responsible for feeding all horses as scheduled daily, ensuring they have hay around the clock, providing security and monitoring the horses at night, as well as feeding and monitoring any other animals at **Pasture Pals ER.**

Becoming a Volunteer

In order to become a volunteer at **Pasture Pals Equine Rescue, Inc.** the individual must attend a scheduled meet and greet session (orientation). These sessions are offered by appointment only. Since there are a limited number of slots in each session, a prospective volunteer must contact Alex by email at PasturepalsER@aol.com prior to the desired session to sign up. Meet and Greet sessions will last approximately 3 HOURS to 4 HOURS and will include the following:

- Completion of the necessary documents (release of Liability form, volunteer application, handbook, and understanding of rules)
- An introduction to OUR philosophy, Barn Rules, Policies and Procedures
- Discussion of Volunteer Level Concept and the opportunity to explore the requirements of each level. (Volunteers are expected to spend at least a month or 4-5 working volunteer days with us and be evaluated for skill before being designated a level.)
- Safety Instructions
- A tour of **Pasture Pals ER.**
- After meet and greet volunteers may participate in study activities and training including haltering, grooming, catching, and moving horses in a herd.
- All new Volunteers will be required to team up with an experienced volunteer for a minimum of the first 4-5 times they come out. To practice and learn: How to feed, catch, halter, tie, groom, clean

feet, and muck as well as tack.

- There will be an in-depth explanation of the existing volunteers' levels and rankings, how we function and what we do to help the animals at **Pasture Pals ER**.
- Volunteer training requires a onetime beginning donation of \$25 to cover some of the 3-4 hours of time spent.

Requirements for remaining a Volunteer:

In order to remain a working volunteer, you must:

- **Sign in and list your volunteer activities with every visit to every location.**
- Put anything that you use back where you got it.
- Take one class or study one DVD training series per calendar year.
- Spend a minimum of 10 hours per month volunteering (This does not include class or study time.) Volunteers can make up hours within a 3-month period and always **a 50/50 ratio of chores/tasks to horse time**. **This means if you want to work with a horse for 1 hour, you must do work around the farm and pastures for 1 hour first!**
- Help with at least two fundraising events per year (5 hours minimum). This includes trail rides, training sessions, and fundraisers on or off the property.

Volunteer Benefits:

As a volunteer organization, **Pasture Pals Equine Rescue, Inc.** is acutely aware of how important volunteers are. We want them to feel our appreciation.

Thus, volunteers are afforded the following benefits:

1. Volunteers may attend classes and enrichment programs offered by **Pasture Pals ER** at reduced cost.
2. Volunteers can dedicate their horse time to a specific rescue animal at no cost **after** one full month or 4-5 working volunteer sessions.
3. Volunteers can attend trail rides and fund raisers without cost.
4. Volunteers can attend lessons or clinics at a reduced rate.
5. Volunteers can lease at a reduced rate.
6. Volunteers can adopt at a reduced rate.
7. Volunteers can board at a reduced rate.

Fundraisers are an important part of **Pasture Pals ER life.**

Some are held on the property and some are off-site. All are propagated by volunteers. We are recognized as non-profit organization, 501(c)3 rescue and all donations are tax deductible.

Grants are another important source of revenue for **Pasture Pals ER**. These usually come in the form of cash for a specific purpose. Since there are many animal related charities in the Southeast and all are vying for a limited amount of available funds, we must write concise but detailed grant proposals. These are very time consuming and are often written by volunteers. Volunteer work time can be used for this purpose.

Individual donations are our biggest source of revenue and an important part of **Pasture Pals ER**. Members of our **Sponsor Community** are a very special part of our family. Volunteers help to recruit new members of the Sponsor Community and often become members themselves.

Being a Sponsor

There are different levels of sponsorship.

General Sponsors donate money or supplies on a one time or continuing basis to **ALL** of **Pasture Pals ER**.

Dedicated Sponsors donate money or supplies for a specific animal's care.

LEVEL 1 Sponsors make a onetime donation.

LEVEL 2 Sponsors make a continuing donation, such as a monthly check.

PARTIAL Sponsors provides some moneys or goods for a specific animal on a continuing basis.

FEED Sponsors provide feed cost for a specific animal on a continuing basis and in exchange are given the right to come out and visit that animal anytime (by appointment) there is a qualified volunteer available to monitor them.

Pig/Goat/Other Small Animal \$25; Mini/Donkey/Mule/Bovine \$75; Horse \$150

BOARDING Sponsors provide board cost for a specific animal and in exchange are granted the right to come out and visit, groom, care for, and possibly ride the animal they have chosen (by appointment) at anytime there is a qualified volunteer available to monitor them. They are also given notice and input into adoption applications.

Pig/Goat/Other \$50; Mini/Donkey/Mule/Bovine \$150, Horse \$250

FULL Sponsors provide for all the animal's care needs including it is feed, vetting bills, or hoof care. These Sponsors are given the opportunity by appointment to groom, tack, and ride or work with their sponsored equine with volunteer assistance. They are also given special consideration and input in any adoption of the animal they are sponsoring.

All volunteers must make some effort to encourage sponsorship of Pasture Pals ER and our animals.

Dedicated Sponsors are Pasture Pals ER most valued asset and we do our absolute best to thank them for their generosity.

Safety/First Aid

It is recommended that each volunteer have a **tetanus shot** if they haven't had one in the last 10 years. **As all volunteers are liable for their own injuries and this is an AT YOUR OWN RISK situation**, it is recommended that volunteers have health insurance.

Appropriate attire is a must! Good heavy boots (not steel-toed) to protect your feet. We also recommend jeans or long pants and long sleeve shirts. Jewelry isn't a good idea around horses, neither are shorts or halter tops. Open toed shoes and flip flops are prohibited. Perfumes and strong chemical smells are also prohibited due to allergies and the fact that they attract flies and biting insects.

A cell phone in a cell holder with the office number programmed into it is a particularly good idea!

Pictures and Art

We all love to take pictures of the animals, and **Pasture Pals ER** encourages everyone to bring their cameras.

Pasture Pals ER health check requires pictures of every animal from all sides every 3 months, to maintain their health records and show physical condition.

ALL PICTURES TAKEN AT PASTURE PALS ER MUST BE SHARED WITH US and Must be approved by Pasture Pals ER prior to being shared publicly.

No picture of any animal that is involved in a court case may be shared publicly, until the court case is resolved. This is to protect the animal and keep them safe. Some of our animals are wards of the court and were confiscated from abusive homes, we must not allow the abusers to know the animal's whereabouts until after the court has made a decision to the animal's permanent placement.

Do not publicly share pictures of people without their permission. As a courtesy to others, some people do not wish to have their pictures shared, and in the case of children this is also for the child's safety.

If you choose to share pictures on public media, be sure not to claim ownership of any animals you do not possess a bill of sale for or paperwork proving that they belong to you, as this could prevent us from finding a true home for this animal.

Most of our animals are up for adoption and rehoming. **Pasture Pals ER** encourages you to share positive pictures and give positive images of the animals as this may help them find their forever homes. Negative images of any animal may prevent or delay their rehoming. **Pasture Pals ER** has rarely seen any pictures that were turned down for sharing, however, **Pasture Pals ER** reserves the right to do so. **Before you share publicly be sure your pictures are approved by submitting them first to Pasture Pals ER by email, or messaging.**

We just love to see all the great pictures, so bring your camera, have fun, and snap away!

Barn Rules and Regulations

Rules:

All volunteers must put all supplies, tools, wheelbarrows, muck rakes, tack, and grooming equipment away properly after use.

1. You may smoke outside in public areas only if you are responsible with your trash. A cigarette but eaten by a horse means colic and possible death.
2. **No drinking of alcohol or doing Drugs is will be tolerated or** permitted on the property or while working with animals. If you have Doctor Prescribed medications talk to the board of directors about their use.
3. No running in the barn or in the grooming area.
4. No loud music or boom boxes. Music is fine just not so loud as to interfere with conversation.
5. No screaming/shouting in or around the barns, tack rooms, or feeding areas.
6. No fireworks or weapons of any type on property or around animals. Discuss legal carry with the board of directors.
7. NO PLAYING IN TACK ROOMS OR CLIMBING ON HAY BALES.
8. No feeding anything to any of the horses except under the permission of a Leader, Trainer, or a Staff person.
9. No one is allowed to administer medications of any kind to any animal without permission from **Pasture Pals'** Administration.
10. Never tie a horse with reins. Always use a lead rope or post tie and tie with a quick release not.
11. Never leave a horse tied and unattended. Never hard tie a horse, always use a quick pull tie.
12. **Never abuse a horse.** If correction is needed use only an appropriate *approved* method. If assistance is needed to correct a problem, contact Trainer, Staff, or Leader for help. Anyone using techniques which are not approved on any animal at **Pasture Pals ER** will be asked to leave immediately and not return.
13. The **resident dogs are the only dogs allowed**, without prior approval at **Pasture Pals ER**, this is for their safety as well as our animals.
14. Only work with an animal with the same color code level as you without the permission and assistance of a leader, trainer, or staff member.
15. Safety First: Always put safety first when on **Pasture Pals ER** property, watch out for yourself, children, and friends. You are responsible for your guests and their behavior.

**Should you observe any unsafe acts,
please notify staff immediately.**

Regulations:

1. **Helmets** are required to be worn at all times by all riders under 18 and are strongly encouraged for all riders. Qualified riders of horses, who choose not to wear a helmet must understand that they are responsible for their own safety and ride at their own risk.
2. Never work with or ride a horse if you are alone on the property, unless prior Approval from the board of directors has been given.
3. **No one may ride a horse alone out on the trails, without prior approval of the board of directors.** It is also suggested that you carry a cell phone for emergency assistance.
4. All activities with horses must fit into the horse's physical capability. Horse's restrictions and abilities are listed on the individual horse's profiles. A horse level chart is posted at each location.
5. **Any person under the age of 18 is required to have adult supervision at all times while anywhere at Pasture Pals ER.**
6. Volunteers are required to attend and complete a new Volunteer Meet and Greet session and team up with an experienced volunteer for a minimum of their first 4-5 working visits.
7. Impromptu visitors are always required to notify administration of their visit and to be accompanied by qualified volunteers. Everyone must sign a release of liability before approaching any horse a **Pasture Pals ER.**
8. Every Volunteer, Visitor, or Sponsor must sign in at each location and list their activities.
9. Proper attire must be worn for all **Pasture Pals ER** activities, including proper foot wear, long pants, and a shirt. Leather gloves are recommended for some work.
9. **Remember to clean up after yourself and any horse you may be working with.** Pick up trash anywhere you find it and pick up after yourself. Put thing back where they belong properly after you use them.
11. **Please remember that your responsibilities must be done every visit, no matter what. With that in mind, please spend the first half of whatever time you spend at Pasture Pals doing your chores and tasks and the second half doing the fun part—playing with horses! Remember one to one ratio, one-part work, one-part horses/animals.**
12. The House and Mobile Home at **Pasture Pals ER** is off limits to volunteers, with the exception of the volunteer room and public bathroom at the house.
13. **Thank you for being here, remember to have fun and let us know if you have questions or suggestions.**

Visitor Policy

Categories of People at **Pasture Pals ER**

The following categories of people are officially affiliated with **Pasture Pals Equine Rescue, Inc.** Please note that an individual may fall under one or more categories.

- Staff
- Board of Directors
- Leaders
- Trainers
- Sponsors
- Vet & Farrier
- Volunteers

Visitors to Pasture Pals ER:

Anyone who does not fall into one of the categories above is a **visitor**. All visitors must check in. A release of liability must be signed before any visitor can approach any equine. All visitors must be accompanied by a volunteer, while on the property.

Visitors/Guests are not allowed to handle equines unless under supervision of a Staff Member, Leader, or Administrator. **Never** enter a stall with a equine unless authorized.

Make an appointment. Visitors and Sponsors must call and make arrangements prior to the visit so that appropriate volunteers can be available during the visit.

If the visitor is a guest of a person affiliated with Pasture Pals ER, the person affiliated with **Pasture Pals ER** must always accompany their guest. Please remember that the person affiliated with the **Pasture Pals ER** is responsible for their guest's safety and conduct throughout their visit.

Riding Privileges

Riding privileges policy for sponsors, guest, and volunteers is determined by the following:

- Insurance coverage/safety
- The health of the horse
- Skill level of rider to match the horse
- The size of the horse and the weight of the rider (max 20% of equine's weight)
- The weather/ground conditions

Anyone who wishes to ride a Pasture Pals ER horse must be a volunteer, sponsor, trainer, participating in a lesson/class/trail ride, or be **authorized** by **Pasture Pals ER**. Sponsors must be evaluated first by a trainer or an instructor before they can ride on their own. Riders must demonstrate ability to independently:

- 1. Catch, halter, tie, and lead the horse they will ride.**
- 2. Groom and tack up in a manner that is safe for both horse and rider.**
- 3. Mount safely and demonstrate ability to direct the horse according to directions provided by the evaluator.**
- 4. Cool the horse as necessary following the ride**
- 5. Remove and store tack appropriately**
- 6. Groom and turn horse out into the appropriate paddock/pasture**

No one is ever authorized to mount a horse out in the paddocks or pastures where the horses live.

All riders are expected to learn to groom and tack up their own horse. The Trainers, Staff, and Leaders and other experienced volunteers are available to teach/assist new riders but, since tacking up is an integral part of riding a horse, the student must make an effort to learn. If the rider is a child, his/her parent should also learn tacking procedure and be available to help the child.

Equine classifications for riding, training, and ground handling

Each horse is given **three** color-coded ratings: one for handling, one for groundwork, and one for riding.

1. **Blue**—safe for beginners
2. **Yellow**—requires someone with at least intermediate skills
3. **Red**—requires a very experienced handler or rider
4. **BLACK**—cannot work due to health-related limitations OR unrideable. A **BLACK** classification for ground handling means this animal may be dangerous and should not be approached by anyone other than a professional trainer. It is especially important that volunteers only work with animals whose color code matches their own. To find out this information ask a trainer, leader, or staff. A chart is provided with color codes for each animal at each location. You will be color coded after your evaluation.

Each animal has their own grooming bucket in order to avoid the spread of disease and infestation.

There are 5 items that should always be in their bucket

1. Their halter
2. Their curry comb
3. Their brush
4. Their comb
5. Their hoof pick

If you should choose to buy something special for a particular animal please label it with their name and put in it their bucket, however all of the above should still remain in their bucket!

**PLEASE ALWAYS REMEMBER,
YOUR SAFETY IS PARAMOUNT**

Please always follow all safety rules and guidelines.

**IF YOU ARE NOT FULLY CONFIDENT THAT YOU CAN HANDLE A
CHORE OR A HORSE SAFELY,
STOP IMMEDIATELY AND ASK FOR ASSISTANCE**

**By my signature bellow, I signify that
I have received a copy of, read, fully understand, and agree to the
terms of volunteering at
Pasture Pals Equine Rescue, Inc.**

Name: _____

Address: _____

Email: _____

Phone Number(s): _____

Emergency Contact: _____

Phone Number(s): _____

Signature: _____ **Date:** _____

Hand Printed Name: _____
