



VOLUNTEER MANUAL

Horse Haven of Tennessee

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Mission Statement: Our mission is to advocate for, rescue, protect, and defend our God-given equine from abuse and neglect in Tennessee.

This manual is the property of Horse Haven of Tennessee

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Horse Haven of Tennessee Purpose

- Rescue equine from cruel or dangerous situations
- Provide shelter, care, rehabilitation, and adoption for abused and neglected equine
- Assist law enforcement with investigations and court preparation
- Educate owners on compassion and responsible equine ownership
- Heighten public awareness about abuse and neglect of equine
- Provide education to those who handle cruelty & neglect calls, and other equine emergencies within their county.

Horse Haven of Tennessee

Adoption Policies

The purpose of Horse Haven of Tennessee is to find responsible, loving homes for abused and neglected horses, and to match loving and caring people with a horse in the need of the same.

This involves knowledge of both the horse to be placed and its perspective adopter(s). It is not a kindness for a horse to be placed into a home where it will fail to receive adequate food, water, shelter, veterinary care when necessary; or where it will be allowed to be bred which only adds to the surplus of unwanted and neglected horses.

HHT has the following guidelines for placing a horse into a responsible home:

- 1.) Only horses that are not in need of extensive medical attention will be released for adoption.
- 2.) Horses will only be adopted to, or with the written consent of, adults of legal age to be used as pleasure horses. No horse will be used on the rodeo circuit or for horse racing.
- 3.) Because a commitment to responsible horse ownership is a decision no one can make for another, no horse will be released for adoption as a gift for another person.
- 4.) HHT will inspect the new owner's home and facilities before the final adoption takes place. This is to insure adequate housing is available. Adequate housing must consist of a barn, run-in, lean to etc., that will provide for protection from the elements, and a place the horse can be kept up to allow them to become accustomed to other horses or for medical treatment. Also inspection of surroundings will also be noted to ensure there is no danger from injury due to foreign objects or inadequate fencing.
- 5.) All male horses must be gelded by a licensed veterinarian before placement or within a time frame made by attending veterinarian. Mares will not be allowed to be bred to further the over population of unwanted horses. If mares come to HHT already pregnant, or become pregnant after adoption, the off-spring will become the property of HHT.

6.) A Horse will not be adopted without a current Coggins test, shots and health inspection from a certified veterinarian. It will be de-wormed and started on a de-worming program. A trained farrier will inspect its hooves and proper attention will be given as needed.

7.) HHT will track all adopted animals. We will inspect the care and up keep of each horse through out the year without prior notice. If at such a time a HHT agent feels this animal is not receiving proper care or treatment the adopter will have the option to fix the problem or this horse will be pulled and put back up for adoption.

8.) No horse will be allowed to be sold, traded, or disposed of in any fashion during the first two (2) years after adoption without written consent from HHT. After the first two (2) years **only** animals that have received a **clear title** from HHT will be allowed to change owners. Horses must remain within the continental United States and HHT must be notified of any change of address for more then 30 days.

9.) Adopters who receive a "Title of Ownership" are not allowed to dispose of any animal through public auction, to a known horse trader or for slaughter, and a agreement stating such must be signed.

10.) HHT will charge a minimum fee of \$50.00, and a maximum \$1,000 adoption fee for all horses. HHT has the right to waive or lower this fee at its discretion. There will be no fee to foster a horse until placement.

11.) If space is available HHT may take in horses from owners who relinquish ownership, but they must show a current (within 6 months) Coggins test, have an up to date shot history and the horse must be in good health. A \$250 donation will also be required to help care for the animal while an adopter is found.

12.) HHT reserves the right to refuse adoption to any person unable or unwilling to comply with these guidelines.

Horse Haven of Tennessee

Stand on Equine Issues

HORSE OVER- POPULATION

Horse Haven of Tennessee is aware that horses are being over bred to come up with the best racing stock. Due to this, and the fact that people are not taking on the responsibility of horse ownership as a life long commitment, too many horses are being sent to slaughter houses. They are being destroyed often by inadequate and misused methods of euthanasia.

It is, therefore, the policy of Horse Haven of Tennessee to not allow breeding using an adoptive animal. All male horses must be gelded and all mares must be kept from being around any stallion. If a mare should become pregnant, the offspring will become the property of HHT and will become part of HHT's adoption program.

HORSE HEALTH CHECKS AND VACCINATIONS

HHT considers yearly health checks and regular vaccinations a must in providing proper medical health care maintenance. Rabies shots should be included in these. A Coggins test should be pulled annually or when transfer of ownership takes place. A qualified veterinarian or technician must do these. Horses must receive regular hoof maintenance from a farrier.

PADDED WALKING HORSE SHOW'S

The Tennessee Walking Horse is the Official State Horse of Tennessee. Instead of trying to protect this magnificent animal from undue torture and pain, the public applauds the squatting, high stepping techniques inflicted on these horses in the show ring. The Tennessee Walking Horse is a naturally smooth gaited ride. Some trainers use all sorts of artificial means to reach that ultimate gait. HHT educates the public on the cruel training practice called "soring". Even with the federal laws that have outlawed these practices, they still exist today. Because of our stand against unnatural gait training such as padding (even though it is not illegal), HHT can not approve any adopters, fosters, or volunteers who either own, show or ride horses with such devices.

HORSE RACING & RODEOS

Horse Haven of Tennessee does not approve or disapprove of sports where horses are being used for competition. HHT does, however, oppose any activity where the horse receives any type of torment, harassment, pain, injury, undue stress or death. We denounce the use of any device such as electric prods, sharpened sticks, spurs, flank straps and other tack, which would cause a horse to react violently. We find these abuses cannot be justified.

HHT feels it is, therefore, our policy to educate the public about humane treatment of all horses.

HORSE SLAUGHTER

It is the policy of Horse Haven of Tennessee to be opposed to the slaughter of horses for human consumption. We do not eat dogs or cats in the United States. This is an unacceptable practice in our culture. This being so, HHT does not agree with the senseless and cruel act of downing horses by inhumane means that will then be packaged and sent overseas for human consumption.

Concerning regular rendering plants, HHT contends that this means of horse disposal is sometimes the only option available. But HHT feels the slaughter method of killing a horses with a nail gun, shackling a chain around one or both of its hind legs and hoisting the horse from the floor, head down and by power machinery, dislocates leg joints, tears tendons and muscles, ruptures blood vessels, and causes great agony to the horse that is not "always" dead yet, is not an acceptable practice.

It is, therefore, the policy of HHT to oppose this means of slaughter. With the use of humane restraining pens, HHT acknowledges the humaneness of the severance of the major arteries of the throat by a swift cut with a very sharp knife causing almost instantaneous loss of consciousness.

In an effort to raise awareness of this senseless act, HHT will continue to educate the public of this cruel and inhumane practice.

PREMARIN MARES

Horse Haven of Tennessee feels the need for hormone replacement therapy by the use of Premarin is uncalled for in today's society. With the advancements in medical science and the making of synthetic drugs, there is no longer a need for this practice. Mares are inhumanly treated and their offspring are also made to suffer. It is, therefore the policy of HHT to educate when possible, and arouse public awareness to the plight of these mares.

Horse Haven Facility

HHT moved their operations from South Knoxville to the West Knoxville area in January 2006 with three foster horses. During the year of 2006, tremendous growth took place. In late summer, HHT moved its office to this property and it became the West Facility. In the fall, HHT began holding public adoption days which have lead to successful adoptions of equine and a place for many interested volunteers to work.

As Horse Haven enters 2009 they are preparing for relocating to a larger facility still in the West Knoxville area. This larger facility is in the redecorating stage but should be in full swing for a 10 year Anniversary Grand Opening in June of 2009.

Volunteer Hours: 8am – 8pm.

Adoption Days: Second Saturday of each month from 10am – 2pm

The main gate is locked and visitors are only allowed to visit by appointment only. If a visitor arrives while you are doing your shift please explain to them politely that we are a private facility and everyone must adhere to these policies for the safety of the horses and volunteers.

There are many fenced areas for the horses to be held securely while outside. Each pasture has a gate with a locking or latching mechanism. PLEASE always leave a gate as you found it. When in doubt, close and lock the gate. Gates keep the property safe and horses kept where they are suppose to be.

We would like to thank you for volunteering at the Horse Haven West Facility.

RULES & REGULATIONS FOR VOLUNTEERS

Horses are independent living beings with their own minds and as such, can never be entirely predictable. There are always elements of risk in equestrian activities, including permanent disability or death, that common sense and personal awareness can help reduce.

ORIENTATION

All volunteers are required to attend a volunteer orientation class prior to actually working with HHT. Orientation classes are held quarterly.

RULES:

General Rules:

1. Be alert and respectful of horses' intentions signaled with their ears and eyes and carried out with their Teeth (bite) and Hooves (kick).
2. Speak in a reassuring tone when approaching a horse or horses and avoid sudden movements or noises.
3. Never leave horses unattended with their stall door open, in the stable aisles, while they are cross-tied, or in the riding arena.
4. Always lead horses properly with a lead shank.
5. Always wear appropriate clothing including durable shoes.
6. Pick up and replace tack and equipment you have used in the barn or arena.
7. Know never to smoke, or allow others to smoke, while in the barn, hay area or around the horses. If you must smoke please do not throw butts on the ground.
8. Know never to be intoxicated while on the property or while acting as a HHT representative.
9. Read and obey all posted information and warnings and to ask questions if you are not sure.
10. Comply promptly with all verbal directions of HHT staff and instructors unless you believe that by doing so it would endanger yourself, other people, or horses, in which case You will immediately express your opinion to the person involved.
11. Refrain from acting in any manner which may cause or contribute to your injury or the injury of other people or horses.
12. Be on time for the work shift you have been appointed. If you are unable to make your shift, **PLEASE** call the Volunteer Coordinator as soon as possible so other arraignments can be made. The horses rely on us to be fed and watered.
13. **NO** entry onto the property unless the gate is open. If you arrive early for your shift please wait for the Shift Leader to let you in. Contact them by cell phone if needed.
14. Level 3 Volunteers cannot read minds. If you have a problem **PLEASE** let a Level 3 Volunteer know. We can't fix something if we don't know it needs fixing.
15. All volunteers must attend a Volunteer Orientation Class. Each Volunteer will be

placed into a position according to their skill levels at that time.

16. All volunteers must chart their hours on the Volunteer Chore & Hours Sheet.
17. Be up to date on their tetanus shot.
18. **NO** volunteer is allowed to operate any mechanical equipment except the golf cart..
19. Please leave gates as you find them. If in doubt keep it closed.

ANYONE found to be endangering themselves, other people, or horses faces immediate revocation of volunteer privileges **WITHOUT EXCEPTION** and removal from the premises.

All volunteers must sign a HHT Rider/Volunteer Responsibility Code Form. This information will remain on file with HHT. Any changes to personal information or medical changes must be updated as needed.

If you do not know or not sure what to do about something that you see or hear always **ASK.**

IMPORTANT BARN PROTOCOL

Because HHT wants to promote a family friendly environment, it is important that certain rules and regulations be followed regarding behavior in the barn. Please pay attention to the items listed below. We want everyone to have a fun experience here.

- (1) There is to be **NO SMOKING** in or around the barn. If you must smoke, please do it away from the barn and pick up your cigarette butts.
- (2) There is to be **NO RUNNING** in the barn or around the horses.
- (3) There is to be **NO RUNNING** near or toward cars, truck or trailers.
- (4) There is to be **NO CLIMBING** on any of the horse corral panels or gates.
- (5) **ANYONE** who is not a volunteer is not allowed to be in a pasture with the horses.
- (6) Parents who are visiting on Adoption Day **MUST** keep their children with them.
- (7) When riders are present on a horse in the arena, stay behind the fence. Do not go into the arena, throw things, or try to touch the horse. Also refrain from running, jumping, yelling or screaming near the horses. These activities can be dangerous to the riders and the horses.
- (8) Property of Horse Haven of TN is to be used by designated personnel only. Horse equipment and tack are to be properly cared for and used for their intended purposes only.
- (9) When leading a horse in or through the barn, please alert others around you by announcing "Heads up, horse coming through". If you're a bystander, please move immediately to clear way for the horse's path.
- (10) HHT is located on private property, please respect the boundaries and stay within HHT limits. If you are unsure of the boundaries, please ask.

WORKING WITH AND HANDLING HORSE HAVEN HORSES

Many of you have had experience with horses that you have owned or ridden and the knowledge you have is valuable. However, when you are volunteering for HHT, we ask that you follow the rules we have set up for the correct handling of the horses we deal with here at the West Facility. The horses at HHT are very special. In many cases we do not know the full extent of the abuse or neglect that our horses have suffered. We do not know what action on our part might trigger a bad behavior on their part...

Because we consider the safety of our volunteers and horses to be a priority, please follow the rules.

TIEING:

- (1) ALWAYS tie up a horse using a quick or fast release knot. If you don't know how to tie this knot, ask and someone will show you.
- (2) ALWAYS stay close to the rump of a horse when you are walking behind it. Put your hand on its rump area and keep it there as you walk around the horse. The closer you are to the rump of the horse, the less chance you have of getting kicked. Talk to the horse as you move around it so that it can know where you are.
- (3) NEVER walk under the horse's neck and lead-rope to get on the other side of it. Walk behind it as outlined in #2 above.
- (4) NEVER tie a horse to a fence board or a panel. ALWAYS tie a horse to a post or pole.
- (5) ALWAYS tie within two feet above a horse's withers; the length of lead from the knot to the halter should be no more than an arm's length...
- (6) NEVER leave a tied horse unattended.

STALL:

- (1) When getting a horse from the stall, go inside with the horse and close the door behind you. 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, allow the horse to go in and turn to face the door which has been closed behind you. Remove the halter and lead rope. (It's always nice to praise your horse at this time.) You leave the stall by opening the door just wide enough for you to slip through. Close and latch the door securely.

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 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 horse's neck and put on the halter.
- (3) NEVER go into a pasture with a herd of horses while carrying a feed bucket. We ask that you NEVER go into a pasture alone. ALWAYS get help when you are bringing a horse in from one 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) Make sure a horse is standing square before attempting to pick up a hoof. Keep the hoof pick in your hand that is next to the horse and pick up its foot with the other one. This will enable you to gently lean into the horse to distribute its weight onto the other three feet. Put the hind leg onto your leg for stability and safety. Always pick away from yourself. (NOTE: Some Skill Levels are not permitted to pick hooves.)
- (3) During fly season, spray the horse before brushing the mane and tail or picking the hooves. DO NOT spray the face; use a sponge or rag to gently apply repellent around the eyes and in the ears.
- (4) 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.

LEADING:

- (1) NEVER wrap a lead rope around you hand, wrist or body. Hold the rope six to 10 inches from the snap in the right hand, leaving the rope 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 lead 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.
- (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 you hand away from its muzzle.
- (8) HHT does not condone loud, rough discipline of our horses. It could frighten the horse or the other horses and endanger other handlers.
- (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 pasture. Just like people, it can sometimes have a grumpy day (mares especially). Ask for help when handling a case like this.
- (11) ALWAYS lead a horse about 20 feet away from obstacles or other horses.
- (12) All horse 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 when turning a horse out to pasture or putting it back in the stall. A horse can get its foot stuck in the halter or get the halter stuck on the fence, causing injury or damage.
- (14) Leave the halter and lead rope hanging on the fence near the gate or stall door for easy access in the event of an emergency.
- (15) 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 higher ranking horses. GET HELP in this case. Walk the horse to its stall.

EQUIPMENT AND TACK:

- (1) Always use the correct size halter for the horse.
- (2) Make sure all tack is in good repair before using.
- (3) Wipe off bits with a clean rag after use. Warm them up before using them in cold weather.
- (4) Return all tack to its proper place so it can be found again by others.
- (5) When girthing/cinching a horse, always do it slowly. Once the cinch or girth is attached loosely, pick up both front knees to eliminate the possibility of pinching the skin. Walk the horse a short distance before tightening the girth/cinch completely.
- (6) Use the proper fitting bridle and do not attempt to bridle or unbridle a horse if you have not had experience doing it.

TREATS AND FEEDING AND KISSING!!!!!!:

- (1) Feeding from the hand encourages nipping and biting. Treats such as apples, carrots and cookies should be cut up and fed from feed tubs.
- (2) When feeding hay, be sure all bale stings are thrown away and not left in the stalls or fields. If a horse ingests a string, it could cause it to colic which could be deadly.
- (3) Place hay away from water buckets to keep the water clean.
- (4) 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 a horse's face is the biggest one. It really can't see you when you are trying to kiss it and boom....there goes your nose.

EMERGENCIES

As much as we try to be safe around our horses and to provide a safe environment for them, accidents can and 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. There is a phone available in the main office in the event that emergency personal need to be called.

HORSE:

- (1) Horse first-aid items are located in the feed room cupboard.
- (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 Executive Director (Nina), or Barn Manager 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 gut sounds...try getting it up to walk using a lead rope. Walk the horse slowly and steadily. Try to prevent it 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, call Nina, or Barn Manage. 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 mattery 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 the drainage? Is the horse coughing? How long?
- (8) It's 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 Nina, or Barn Manager as soon as possible.

PEOPLE:

First-aid items are located in the feed room and medicine cabinet located in the restroom near the office.

Horse Haven of Tennessee DOES NOT provide health or accident insurance for its volunteers. In the event that you get hurt, HHT will notify the Emergency Contact Person you've listed on your Liability Release Form and assist in getting medical attention for you. We will call 911 or provide transportation to an emergency room for you. Horse Haven of Tennessee will not, however, be responsible for charges incurred by these actions.

EMERGENCY

Contact Information:

Horse Haven of Tennessee

P.O. Box 22841
Knoxville, TN 37933
(865) 609-4030
hht@horsehavenoftn.com
www.horsehaven.net

Senior Volunteers:

Nina Margetson – Executive Director
(865) 573-8006 - home
(865) 406-5762 - cell
nina_m@comcast.net

Dawn Marx – Barn Manager
(865) 748-1251
dawnmarx@gmail.com

Maria Foley – Volunteer Liaison
(513) 720-5756
mfoley2@utk.edu

Greg Lawson - Board President
(865)300-3380
greg.s.lawson@comcast.net

**UT Large Animal Veterinary
Clinic**
(865) 974-5701

Countryside Veterinary Clinic
(865) 983-3155

Dr. Gretchen Laws
Lake View Veterinary Clinic
(865) 356-2905

Farrier – Brad Hearn
(865) 617-6201

Facility Emergency
911

SKILL LEVELS FOR HORSE HAVEN OF TENNESSEE VOLUNTEERS

Volunteers are chosen to help with activities at Horse Haven of Tennessee based on their ability to learn and progress through levels of competence.

Listed below are the three skill levels we will be using at HHT. The responsibilities outlined are the basic ones that we ask you to practice while you are on HHT property. Above all other things, SAFETY for you 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 with 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 HHT.

LEVEL ONE VOLUNTEER:

RESPONSIBILITIES:

- 1) Be on time for your work session.
- 2) Be properly dressed; wear durable shoes and have a happy, positive attitude.
- 3) Scrub water buckets, troughs and feed pans when needed.
- 4) Clean brushes and other horse tack when needed.
- 5) Muck stalls and the turn out areas when they are empty and when needed.
- 6) Help keep the barn clean by picking up trash and making sure the rakes and other tools are put back in their proper places.
- 7) Run errands for others as requested.
- 8) DO NOT go into a pasture or stall alone. You are NOT ready to do this yet.
- 9) Understand and use the SAFETY rules for working with and around horses!!!
- 10) Be available to assist with special events such as Adoption Day and fund raisers.

LEVEL TWO VOLUNTEER

RESPONSIBILITIES:

- 1) Be on time for your work session.
- 2) Be properly dressed; wear durable shoes and have a happy, positive attitude.
- 3) Check the appearance and behavior of each horse upon arriving for your session. Alert Nina, or Barn Manager if you notice anything unusual.
- 4) Scrub water buckets, troughs and feed pans as needed.
- 5) Know the horse(s). Become familiar with each one's behavior (kicks, bites, etc).
- 6) Prepare the feed/grain. Make sure all vitamins and supplements are given correctly.
- 7) Give each horse its hay allotment.
- 8) Make sure each horse(s) have fresh water.
- 9) Clean brushes and other horse tack when needed.
- 10) Muck stalls and the turn out areas when needed.
- 11) Help keep the barn clean by picking up trash and making sure the rakes and other tools are put back in their proper places.
- 12) Run errands for others as needed.
- 13) Be able to move a horse(s) from one area to another safely.
- 14) Must be able to identify a horse(s) by color, sex and markings.
- 15) Groom assigned horse(s) horses when needed.
- 16) Help hold or restrain assigned horse(s) for the veterinarian or farrier.
- 17) Give worming medicine (not the daily pellets) safely and effectively.
- 18) Understand and use the SAFETY rules for working with and around horses.
- 19) Be available to assist with special events such as Adoption Day and fund raisers.
- 20) Help LEVEL ONE Volunteers with their tasks - be a friend and a mentor.

**LEVEL THREE VOLUNTEER:
RESPONSIBILITIES:**

- 1) Be on time for your session.
- 2) Be properly dressed; wear durable shoes and have a happy, positive attitude.
- 3) Check the appearance and behavior of each horse upon arriving for your session. Alert Nina, or Barn Manager if you notice anything unusual.
- 4) Scrub water buckets, troughs and feed pans as needed.
- 5) Know each horse(s). Become familiar with each one's behavior (kicks, bites, etc).
- 6) Prepare the feed/grain. Make sure all vitamins and supplements are given correctly.
- 7) Give each horse its hay allotment.
- 8) Clean brushes and other horse tack when needed.
- 9) Muck stalls and the turn out areas when needed. You should know how to do these chores safely with the horse(s) in the stalls or turn out areas.
- 10) Help keep the barn clean by picking up trash and making sure the rakes and other tools are put back in their proper place.
- 11) Run errands for others as needed.
- 12) Be able to move a horse(s) safely from one area to another.
- 13) Must be able to identify a horse(s) by color, sex and markings.
- 14) Groom horse(s) when needed.
- 15) Clean feet/hooves on a horse(s) using proper safety procedures.
- 16) Exercise a horse(s) when requested.
- 17) Inventory feed/grain/supplement supplies.
- 18) Give worming medicine (not the daily pellets) safely and effectively.
- 19) Be able to provide basic first-aid to a horse in the event of an injury.
- 20) Be responsible for the general condition/security of the barn and safety of our volunteers.
- 21) Be able to ride an assigned horse(s) in a safe manner.
- 22) Be able and comfortable working alone if necessary or working with other skill levels of volunteers.
- 23) Understand and use the SAFETY rules for working with and around horses.
- 24) Be able to assist with special events such as Adoption Days and fund raisers.
- 25) 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 Horse Haven of Tennessee-West Facility. NEVER, NEVER go into a pasture with feed buckets. 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.

FUNDRAISING

Horse Haven of Tennessee of Tennessee is a 501(c)(3) organization chartered with the State of Tennessee. Money raised on adoption fees do not come even close to the money spent on the care of each animal. Medical and Feed care are our biggest expense. To help raise money special events and fundraisers are held throughout the year. Volunteers are needed to help man information tables and work at our annual horse show and trail ride

WORK DAY

During the year, work days are held at our West Facility. Things such as fencing, maintenance and other sweat labor projects are tackled at this time. The more volunteers we have to help with these task makes the projects much quicker to finish. Volunteers are encouraged to bring friends along who would like to help on these days. The more muscle the better. Food and drink is provided during these work sessions.

MEMBERSHIP

Donor support is vital because all Horse Haven of Tennessee programs and activities are supported solely through private contributions, including membership fees. Please consider becoming a member today.

Child: \$10

Adult: \$25

Family: \$45

Guardian: \$100

Sponsoring: \$250

Lifetime: \$1,000

Helpful Information on Identifying Horses

There are many ways to identify horses. Color is usually the most common element used when filing a report. Below are the most common colors used when writing your report. These colors may vary when dealing with different breeds.

Bay: Bay horses are generally brown but may vary from a light tan color to a dark brown. Bay horses always have black points (Mane, tail, and lower legs).

Black: Actually black without any lighter colored areas, such as the muzzle and flank.

Brown: May look dark brown or almost black. The brown horse will have brown color around the eyes, elbow, muzzle and flank.

Chestnut / Sorrel: Reddish body color. The mane and tail are never black. The coat can range from a light red to a dark red. Sorrel horses are sometimes called such because they have a light body color and often a lighter mane and tail.

White: Are horses that are born white and stay white throughout its life.

Buckskin: Tan or yellow colored horse with black points.

Dun: Orange to light cream in color. The points may be any of several colors. These horses often have a stripe down their back or legs.

Gray: Have a mixture of white and a darker hair colors. Most gray horses are born darker with a few gray areas here and there. They get lighter in color with age.

Roan: Coat color results when a horse has white hairs mixed with hair of a darker color. Red roans and blue roans have white and red or brown/black hairs mixed, respectively.

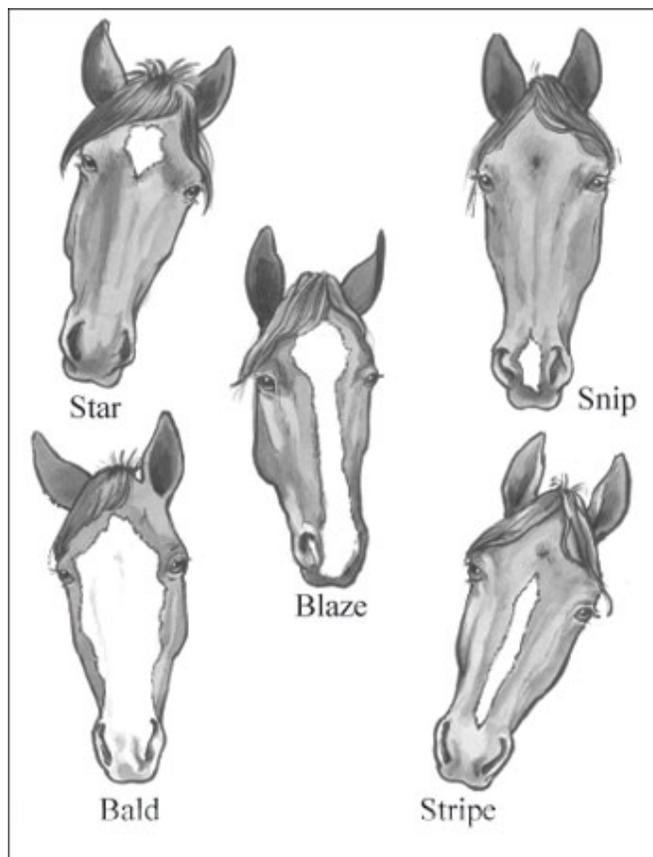
Palomino: Are 3 shades lighter or darker than a newly minted gold coin. They have a white mane and tail.

Pinto / Paint: Have large spots of white on a darker coat color. These white patches are present at birth, grow from pink skin and do not change over the life of the horse.

Looking at markings

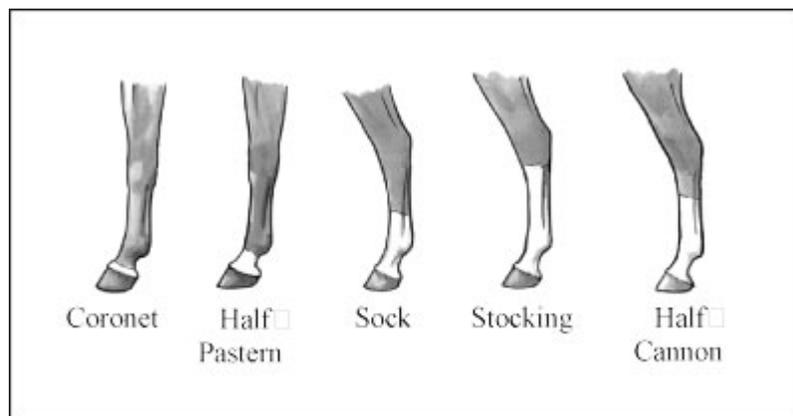
Leg and facial markings are great for helping to identify individual horses. Each marking has a name, and each name is universal among equine aficionados. Below shows the most common horse facial markings. Keep in mind that the following patterns often have subtle variations.

- **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



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



Gender

Stallion: Uncastrated males (**Colt** – Male babies)

Gelding: castrated males

Mare: Female horses (**Filly** – female babies)

Weanling: Horses that have just been weaned from their mothers. Usually between 6 months and 1 year.

Yearling: Horses between 1 and 2 years of age.

Other means of identification:

Brands: Hot iron or as freeze marks made with copper brand heads and something to super cool the head such as carbon dioxide or liquid nitrogen. Brands may be anywhere but are most commonly seen on the jaw, the neck and the horses outer rear leg.

Tattoos: are seen primarily on the inside of the upper lip.

Microchip: Radio frequency electronic identification makes use of a rice grain size electronic device that is implanted in the upper part of the horse's neck, generally under the mane. The microchip contains a unique ID number, which must be read with a microchip reader.

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.

