

RYERSS FARM
Policy and Procedure
Volunteer Guidelines

Ryerss volunteers are committed to the safety and long-term care of retired and rescued horses. Understand that any action conducted by a volunteer, whether it be completing tasks, personnel communication, or community interaction, directly affects the quality of care of all of our horses. Volunteers are not permitted to access horse records, including but not limited to files which contain personal information on the former owner. If helping with administrative tasks there may be incidental contact. We respect the privacy of all persons that have a relationship with Ryerss.

General Rules for Volunteers

1. Volunteers must be at least 18 years of age.
2. This application needs to be completed before you may volunteer.
3. All volunteers must be trained by a Ryerss Farm Volunteer Trainer.
4. Proper attire must be worn – closed shoes (no sandals), shorts must be at least mid-thigh length; no midriff-baring tops or pants, no spaghetti-strap tops, no halter tops, no clothing with offensive prints, sayings, or logos.
5. All volunteers are considered ambassadors for Ryerss Farm. As ambassadors, volunteers are expected to be courteous and professional to guests, other volunteers, and staff.
6. All volunteers must provide their own transportation to and from Ryerss Farm.
7. Volunteers will be scheduled through an on-line scheduling application (whentohelp.com). When you are not scheduled to work, you are welcome to visit the farm and abide by the visitor rules.
8. Upon arriving at Ryerss Farm for volunteer work, sign in at the volunteer log and when departing for the day, sign out.
9. Volunteers are responsible for their own lunch.
10. Volunteers are not to bring guests or friends with them when they are volunteering.
11. Volunteers are permitted to enter stalls, paddocks, and pastures with the Animal Welfare Manager or with the Animal Welfare Manager's approval.
12. Volunteers are permitted to drive the ATV (aka the Jitney). All other Ryerss Farm owned vehicles may only be driven by Ryerss Farm hired staff.
13. Only Ryerss Farm staff are permitted to access horse records, including but not limited to files which contain personal information on the former owner. If helping with administrative tasks there may be incidental contact, it is expected that any information seen is not disclosed.
14. Ryerss Farm reserves the right to terminate any volunteer as the result of the following:
 - a. Any abuse or mistreatment of an animal.
 - b. Use of foul or abusive language.
 - c. Failure to comply with Ryerss Farm policies, rules, and other regulations.
 - d. Unsatisfactory work or attitude.

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- e. Any other circumstance, which, in the judgement of the Board of Managers and/or the Animal Welfare Manager would make my continued service as a volunteer contrary to the best interests of Ryerss Farm.

Safety

1. Entry into stalls, paddocks or pastures is not permitted unless accompanied by the Animal Welfare Manager or with a fellow volunteer and with PRIOR manager approval.
2. Any concerns regarding individual or animal welfare, during the scheduled day, must be communicated by cell or in person to the manager before taking on that activity. This includes moving horses from stalls or pastures unless pre-authorized.
3. There should always be at least 2 people when performing tasks in the barn or field and with the Jitney, during field checks, to prevent or help if an accident occurs.
4. No treats are allowed in the field as it can cause a confrontation among horses.
5. Everyone must carry a cell phone for emergencies. Communicate if you do not have one.
6. Gates must be closed behind you as you found them.
7. The First Aid Kit is located in men's bathroom. The Automatic Electronic Defibrillator (AED) is located in the manager's office.
8. Always undo stall guard when entering stall as this could be a tripping hazard.

Scheduling

Our priority is having adequate coverage to continue continuity of quality care for the horses. We like to have at least 3 to 4 volunteers a day but if there is not adequate coverage on any day staff will pick up and do the work.

1. Please use WHEN TO HELP (whentohelp.com) to sign up for your day and time of day coming to volunteer. You will be sent login information at the completion of your training. If you need any help setting this up or navigating the site please ask Mike Bolton, Gail Morris, or Joelle for details. The computer on the barn manager's desk will be available for anyone to use to sign up. Please ask before using it.
2. In case of inability to volunteer on scheduled day a phone call or text to the manager (Amber Slaymaker 484-798-4359) would be greatly appreciated or update WHEN TO HELP. This communication promotes safety for the horses, staff, and volunteers.

Equipment

- Return farm equipment, such as wheelbarrows, to their proper place and in serviceable condition. Inform the manager of any broken or damaged.
- Hoses will be coiled and not left lying across pathways.
- Scissors, rakes, shovels, etc. will be put back in designated areas
- Using the white board in the manager's office write down any items that need to be restocked.

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General handling of the horse

- Be calm and confident around horses.
- Speak to the horse before you enter a stall or approach the horse.
- Do not stand or walk directly in front or behind a horse. Always approach a horse at an angle.
- Always stay out of kicking range when walking around a horse.
- Use a lead rope by attaching it to the halter or throwing the lead over neck of the horse to make a loop. Never tie the lead to yourself or your arm or hand.
- Walk beside the horse's left shoulder so the horse is able to see you. Extend your right elbow to control the horse from crowding you.

Grooming/Bathing

- Always check with the manager before grooming a specific horse.
- Ties for grooming are in the aisles, place one on each side of horse's halter. You may also groom in the stall with a buddy.
- When bathing a horse, tie the horse in the wash area. Not all horses will go into the wash area. In that case you may bathe the horse at the north or south end of the barns. Start with the legs first, chest, then back, and lastly the head.
- Always run your hand down the leg first when lifting or brushing.

Training Day

If you plan on doing the whole day, bring a lunch. We have a refrigerator and a microwave. We usually take about an hour for lunch.

Training will include the daily barn chores, working around horses, and some horse handling.

What to wear (remember, this is a working farm):

1. Wear sturdy closed toe shoes or boots. Waterproof boots are best. No sandals or flip flops.
2. Wear clothing that you do not mind if it gets dirty.
3. Bring a pair of work gloves.

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Ryerss Farm Winter Operating Schedule

- 5:30 AM – Horses in upper barn are fed and given medications needed with time to eat
6:00 AM – Horses in lower barn are fed and given medications with time to eat
7:00 AM – Horses in the upper barn are turned out for the day and pig is checked on and fed
7:30 AM – Horses in lower barn are turned out for the day
8:00 AM – BARN WORK BEGINS – FARM HANDS (Ryerss staff) START MUCKING THE LOWER BARN
- Volunteer tasks are on the white board in the office can be started for both barns
- 11 AM – FARM HANDS WILL BEGIN TO MUCK THE UPPER BARN
12 PM – 1 PM - Lunch
3:00 PM – Lower barn horses come in to eat and get meds as well as any treatment needed, they stay in the barn overnight
3:30 PM – Upper barn horses come in to eat and get meds as well as any treatments needed, they stay in the barn overnight

Ryerss Farm Summer Operating Schedule

- 5:30 AM – Pre-feed main barn and then bring the barn herd in (horses up the chute) allow them time to eat, and have stall time
6:30 AM – Feed the horses in upper barn areas that get fed outside along fence
7:30 AM – Turn out the horses in the main barn back up the chute
8:00 AM – FARM HANDS BEGIN MUCKING MAIN BARN
- Follow the white board, in the manager's office, for tasks thru out the day
- 12 PM – 1 PM - Lunch
1:00 PM – 3:00 PM - Horses in the main barn are brought inside
2:30 PM – Feed the horses in upper barn fields that get fed along the fence
3:00 PM – Turn out the main barn horses

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Ryerss Farm Volunteer Daily Tasks

Tasks listed below are a brief overview of each job you may encounter while working at the farm. Once you are assigned a volunteer trainer you will learn each job in more detail. Some tasks are strictly winter or summer tasks (not year-round). While there are also many tasks less physically demanding, in the office area, for example. However, most tasks require heavy lifting (up to 50lbs). As time goes by you may find other odds and ends jobs to be done, discuss these with staff/manager before completing them.

Filling North Field Water Tub - The North Field pasture is the one located directly outside the end of the barn facing up to upper barn. There is a hose on wheels located in the wash stall, take hose to the end of the main barn to hook it up and extend hose out to water tubs. WINTER TASK ONLY

Filling South Field Water Tub - The South pasture is located directly outside the end of the barn facing down to Route 23. There is a hose on wheels located in the wash stall, take hose to the end of the main barn to hook it up and extend hose out to water tubs. WINTER TASK ONLY

Paddock Water Tubs - There is a hose hanging in the wash stall area, extend hose out toward paddocks and then hook up hose on wheels to the end. Unreel the hose out to paddock water tubs and fill

Alfalfa Buckets - Collect all buckets and bring them to the wash stall. Rinse them out with warm water only, add new pellets, and then fill with water and let soak. Re-hang the buckets in the stalls following the card hanging with listed horses.

Lime & Shavings in stalls - After the farm hands have mucked a stall you will wheel around a cart with lime in one tub and wood shavings in another. Apply a light layer of lime to wet areas and then sprinkle wood shavings on the puddles.

Fill Water Buckets - Each stall has a water bucket that will need filled. There is a cord outside each stall. Pull down on the cord to fill the bucket. When the bucket is full, check to make sure water has shut off to prevent flooding of the stall.

Put Hay in stalls - Each horse will get hay in its stall for overnight, hay amount to be given to each horse is listed on the stall cards on the door.

Herd Check - With no less than two volunteers take the JITNEY, the herd check bag, and go out to the fields to check over (Injury, sickness, checks water, check fence lines, add fly spray, groom) the horses in the pasture. Always take leads with you and NO TREATS!!!! SUMMER TASK ONLY

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Rake out/Blow out barn aisles - This task is to be done after stalls have been bedded and are complete. Rakes are located in feed room and the leaf blower is located in the clock room.

Pre-Feed - The feed cart is located in the feed room and is taken around to each stall. The amount of feed to be placed in the feed bins is listed on the stall card on each stall door. Medications are listed on the bins in the manager's office. Medications are given while feeding. Once done return the feed cart to feed room and re-stock it with feed and water.

Stall Guards - Fill a small bucket with bleach and warm water. Using a rag (from the laundry room) wipe down all stall guards (both barns).

Sweep out office areas - A broom and dust pan are located in the manager's office. Sweep out the kitchen, bathrooms, hallways, breezeway, front entrance, front office, and gift shop. Mop the floor with water only – no chemicals.

Groom - If there are horses left in the barn you are can groom them or bathe them, if weather is warm enough. Grooming can be done in stalls or on the cross ties located in each quarter. Baths can be given in wash stall or at each end of the barn (outside) if the horse will not go in the wash stall.

Check trash/take out trash - Gather all trash from main barn, offices, and upper barn. Using the Jitney, take the trash up to the dumpster.

Laundry - Check the laundry in clock room and start a load if needed. Check the dryer and fold and put away towels and rags, as needed.

There will be some variation to the tasks due to the time of year. When in doubt, ASK! Sunday differs from the rest of the week due to no stalls being mucked out. There is a process that your trainer will teach you.

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Volunteer Application

Contact Information

Name: _____

Street Address: _____

City, State & Zip Code: _____

Home Phone: _____

Cell Phone: _____

E-Mail Address: _____

I certify that I am at least 18 years of age.

Interests

Tell us in which areas you are interested in volunteering.

Administration Fundraising Field Work Barn Chores

Special Skills/Qualifications

Summarize special skills and/or qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies and sports.

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Person to Notify in Case of Emergency

Name: _____

Street Address: _____

City, State & Zip Code: _____

Home Phone: _____

Secondary Phone: _____

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Volunteer Duties

Ryerss volunteers often work in the barn and outdoor areas doing things such as: cleaning and bedding stalls, spreading straw and hay in stalls, cleaning and filling water pails and troughs, cleaning feed buckets, removing cob-webs, replacing salt licks, painting stall numbers, painting gates and other barn areas, cleaning and sweeping, filling the horse's feed buckets in the stalls, grooming horses, bathing horses, bringing horses in and turning out of the barn, gardening, giving tours and decorating barn for holiday events, helping with fundraising events and other special projects. Working in the gift shop. Administrative work in the office.

Thank you for completing this application form and for your interest in volunteering with us.

Agreement & Signature

By submitting this application, I affirm that the facts in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application my result in my immediate dismissal.

I have inspected the premises to my satisfaction and have been advised to the risks and dangers that may be involved with equine activities. I have been made aware of the uncontrollable and unanticipated situations that may arise during these equine activities. I assume the unavoidable risks inherent in all horse-related activities, including, but not limited to, bodily injury and physical harm to horse and spectator.

In consideration, therefore, for the privilege of working around horses at Ryerss Farm, I agree to hold Ryerss Farm, its Officers, Directors, Employees, lessors, lessees, and/or property owners harmless from any liability or responsibility for damage to myself and my property arising out of my activities and/or actions of any horse while in or on the premises of Ryerss Farm.

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I further agree to hold Ryerss Farm harmless for any claim by a third party, spectator, family member, or friend accompanying me in and on the premises of Ryerss Farm.

I certify that I am at least 18 years of age.

Name (printed): _____

Signature: _____

Date: _____