

Volunteer Information and Instruction Booklet



Canham Farm Horse Rescue & Rehabilitation Center Volunteer Handbook

Thank you for expressing an interest in becoming one of Canham Farm's volunteers or for already being a volunteer! It is our hope that Canham Farm will offer the opportunity for you to help neglected and abused horses, and wild horses.

The following information will help new, potential, and existing volunteers understand Canham Farm's needs and philosophy. This information is provided for clarity of expectations and to help ensure an environment of consistency and safety for volunteers and the rescued horses.

We also host a Horses Helping Humans program and are always looking for help with that.

Please read the following pages and let us know if you have any questions or suggestions.

Please also visit our website at: <https://canhamfarm.com>, our Facebook Page <https://facebook.com/canhamhorsescue> <https://twitter.com/cfhorsescue> and <https://instagram.com/canhamhorsescue>

Volunteers help Canham Farm help horses!

As a volunteer you help Canham Farm continue to rescue and rehabilitate horses. Whether they are victims from abuse, neglect, or taken from their wild herd family by government roundups Canham Farm is committed to helping when possible!

You can help us continue to help horses by:

- Helping with feeding, keeping the barn tidy, helping with property maintenance and horse care
- Providing administrative help such as record keeping, visitor waivers, bookkeeping and much more.
- Fundraising and helping at fundraising events
- We ask that every volunteer must complete a Volunteer Application and sign both the application and a Waiver/Release. In addition a \$30 one time payment is appreciated as it helps us do background checks and other administrative and training tasks.
- New volunteers will spend a few weeks working alongside an experienced volunteer. Any volunteer under the age of 18 must have an adult present at all times.
- Canham Farm has a volunteer schedule and we try to work with our volunteer's availability. That said, some days have more people working than others and we cannot guarantee we will have space for a volunteer on the day he or she has requested.
- Providing a positive experience along with safety is what we want to provide for our volunteers. But, while working at a barn is rewarding, working around horses is a high-risk activity that requires both common sense and an understanding of **horses and horse behavior**. Handling horse on the ground can be dangerous. Whether a beginner or an experienced **horse** keeper, **safety** awareness is vital.

We ask that volunteers:

- Commit to volunteering at least weekly for a minimum of six months. Once you are added to our content management app, please read all notices and acknowledge each post made by commenting “acknowledged”.
- All volunteers will be asked to attend a Horsemanship Class (whether you are an experienced horse person or not) provided by Julia within 6 months; one class will be held per month with a max attendance of 5 participants. We require this class so you can learn how we work with our horses as it may not be the same as you are used to.
- The lead volunteer on your shift will be your contact for any questions. If necessary, the lead volunteer will reach out to Julia if there is something they are unable to help you with.
- Effective January 2023, each volunteer will be required to raise at least \$200 per year. Funds can be raised by having Facebook/Instagram fundraisers for your birthdays (or any other time of the year), selling our merchandise, etc. The admin will follow up every 3 months to check in.
- As a volunteer you have a duty of care for the horses. With that in mind and for the sake of consistency **two no call/no shows is an automatic dismissal from your volunteer position**
- New volunteers are responsible for daily tasks such as cleaning stalls, miscellaneous chores around the barn, grooming, feeding, etc. This gives Julia and other experienced volunteers time to work with the horses and get them ready for adoption. All our rescued horses come to us with different issues so experience and consistency is key to working with them directly.

General Information

1. All who enter on the property must already have, or sign on arrival, a Waiver/Release form.
2. All volunteers should be able to be contacted by text. This enables us and our volunteers to share information or seek coverage when needed.
3. Anyone working around horses must wear closed toe shoes/boots and keep their focus on the horse ; it is easy to be distracted by a person, thoughts, a task or a cell phone.
4. Only volunteers who are given permission by the lead volunteer may enter a stall when a horse is in it.
5. Permission must be obtained before handling any horse to lead, groom, do ground work, or ride. Some volunteers will have the appropriate experience and be doing more direct work with horses than others. This is not favoritism but a judgement call by the rescue regarding who has the experience to work consistently with a particular Canham Farm horse in the manner they need and are familiar with.
6. Sanitation can be critical at the barn. Like people, a horse can be contagious prior to showing symptoms. When a new rescue arrives, we provide each horse with their own grain bin and water tub. Washing hands after being with the new horse before moving on to the next will help prevent accidental spreading of a virus or bacterial infection
7. Any horse tied must be done using a quick release knot.

8. Horses should never be taken off the property without asking either a lead volunteer or Julia

We try to keep the barn and surrounding area as presentable as possible at all times. It will never be perfect, given this is a barn, but the barn aisle can be swept, the tack and wash rooms can be kept tidy, clean and organized.

First Aid

A first aid kit for humans is in the tack room in a red box. Medical supplies for the horses are kept in the tack room: only those with permission are able to medically treat any horse.

ICE

In case of emergency names and numbers of who to contact are needed for each volunteer. For fast reference please make sure your information is on the ICE list on the white board outside the tack room.

WATER

Water is critical for all horses . Their water tubs should be at least $\frac{3}{4}$ full with clean fresh water. Over the weekend the paddock water tubs will be allowed to drop just below $\frac{1}{2}$ full if it is not excessively hot so they can be emptied and cleaned Monday or Tuesday.

Automatic water troughs in stalls should be cleaned on a regular basis if they are on: once a week (Mondays) in the winter and twice a week spring through fall (Mondays and Thursdays). Additional water tubs provided when the automatic watering dishes are turned off should also be cleaned.

Feed Room and Feeding Instructions

The hay barn has white boards on the wall for each horse with feeding instructions. We use both hay grass and alfalfa for feed, most horses' lunch includes grain. Please look at the white board as diets can change. Nutrition for each horse has been carefully determined. Each horse using a portable feed bin for grain is assigned a color for sanitation purposes. We ask that when feeding grain you go into the stall or paddock as we teach the horses not to grab at food. (Please check with your lead volunteer regarding this.)

- Please do not feed horses in the arena as ingesting sand can cause colic.
- Grain is kept in large bins in the hay shed; please keep lids on so rats and mice don't get in. Grain contains supplements and it is important that the right grain is fed to each horse.
- Flakes of hay fed in a paddock with multiple horses should be placed far enough apart to prevent horses from fighting over piles or trying to claim them all. Please also use the feeders provided.
- No Treats by Hand! Canham Farm has a "No Treat by Hand" policy. We ask that this is strictly enforced for every horse. **ANY TREATS SHOULD ONLY BE PUT IN FOOD BINS, NOT ON THE GROUND OR IN THEIR HAY.** This is for the safety of people and to teach the horses not to grab food or push into people to get at food. The goal for all our rescued horses is that they find forever homes and "manners" are important. We always want to set our horses up for success.
- Please be careful if you are feeding horses apples and carrots – they can choke on small apples and large ones. Cut apples and thick carrot ends into pieces to prevent choking and place them in a bucket for feeding. After handling treats, wash your hands or the horses will assume you have some with you; they have a great sense of smell!

Stall cleaning & Managing Manure and Bedding

- We are always battling ways to manage our manure. When cleaning stalls please separate the manure from the bedding and put the manure in one of the yellow top boxes. Please **do not over fill boxes**.
- Soiled bedding is put in the wheel barrow and spread out in the designated area. A box is usually left near each stall and paddock for quick in-between clean up. Full boxes are stacked at the wash room in the barn.
- Canham uses a type of bedding specifically meant to decompose. All bedding material needs to be spread by rake so that it can decompose properly. If the bedding is left in a pile/clump, it creates two problems. First, it will not dry out and decompose as it otherwise would. Second, it becomes a challenge to climb over mounds pushing a full wheelbarrow.
- **PLEASE SHOVEL OR RAKE THE SOILED BEDDING after dumping .**

Grooming (if permitted)

Grooming offers benefits to the horse and the human. It allows cuts and bumps to be found as well as any muscle soreness. Each volunteer needs permission to groom and will be told what horse they can groom. When reasonable, muddy horses can be washed off. Feet should be picked. In the summer fly spray and at times fly masks are used when necessary. Any issues should be reported immediately to your lead volunteer.

Horse emergencies

If there is an emergency with any horse immediately notify your lead volunteer who will notify Julia. Julia is responsible for the horse's care. She may give instructions to the lead volunteer until she or the veterinarian arrives at the barn, this may vary from staying to observe to removing another horse from the area (providing the volunteer is familiar with the requested task).

Wild Fire Event/Evacuation - Emergency Turning Loose

Only in a Real Emergency please Write “CANHAM” on horses with one of the 3 weather-proof markers if they are turned loose

Barn fans and lights

In the summer fans should be turned on when it is hot or if flies become a nuisance. The fans can be kept on during the night if temperatures do not drop. Please make sure all lights are off if you are the last to leave at night. That includes lights in the hay shed.

Fundraising

Fundraising was mentioned earlier as a requirement for all volunteers. It is essential for Canham Farm’s ability to provide appropriate nutrition and other basics for the horses. Costs for feed, bedding, the farrier, vaccines, and the vet, utilities and other overheads add up.

Check list before leaving

Check water!

Make sure ALL hoses are OFF

Secure all gates confining horses (latch must be on the outside of the gate) Make sure all grain cans have covers on

Turn off light in hay shed

Close hay shed doors

Put away any rakes, shovels, or other items left out.

If rain is predicted tip wheelbarrows up

Make sure all full manure bins have covers on

Tip empty bins so they won’t fill with water if rain is expected. Ensure paddock gates and stall doors are locked.

Turn fans off unless it will be a hot humid night or flies are a problem. Dispose of any food or drink containers left to minimize mice problems.

Close tack room door.

Turn off all lights

We hope this covers everything but if not, please feel free to ask.

Thank you. We hope you enjoy your time with us and learn a lot about horses,