Volunteer Manual and Safety Procedures

Rules and 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 to reduce. We also have to remember that our horses have been rescued and we may not always know what level of abuse and neglect they have endured, so special care and caution must be exercised around them.

Orientation
All volunteers are required to complete 4 days of volunteer orientation and training prior to actually working with CDHR. Classes are scheduled as needed on Sundays from 2-5pm & Thursdays from 2-7pm.

Rules General

1. Be alert and respectful of the horses’ intentions signaled with ears and eyes and carried out with their Teeth (bite) and Hooves (kick).
2. Speak in reassuring tones 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 not secured in a paddock.
4. Always lead horses properly with a lead shank.
5. Always wear APPROPRIATE clothing including sturdy shoes. NO open toe, open back, sandals, flip flops, crocs or clogs are allowed.
6. Pick up and replace tack and equipment you have used in the barn or paddocks.
7. Smoking is strictly forbidden anywhere on CDHR property and will not be tolerated.
8. Know never to be intoxicated while on the property or while acting as a CDHR 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 CDHR staff, shift managers and instructors.
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 because of an emergency, PLEASE call BOTH the Volunteer Coordinator and Barn Manager as soon as possible so that other arrangements can be made. The horses are relying on us.
13. Unscheduled visits; we want our volunteers to feel at home with us but we do ask that you please check in with a staff member if you arrive on property for an unscheduled visit. This allows us to monitor your safety. We can’t help you in an emergency if we are not aware that you are on property.

14. Additionally, our volunteer shifts are prescheduled. Volunteers pre-plan their personal schedules so they can come into “work” for CDHR just as if they were working in a paid position. If the shift is adequately covered when you arrive for an unscheduled visit please do not jump in and begin helping if you were not asked. It creates confusion, it undermines the shift leader’s authority and most importantly it leaves volunteers who planned their day wondering why they bothered to come in. Please ask the shift leader 1st if you may be of assistance and then follow their recommendation.

15. New volunteers; NO entry into barns, paddocks or riding paths if you arrive early for your shift unless a Shift Leader or the Volunteer Coordinator is there and you have checked in with them. Contact them by cell phone if need be.

16. Minor children under the age of 14 must always be accompanied by a parent and parents must provide a signed liability waiver to CDHR before their child can begin volunteering.

17. Minor children 14 years and older may only be on property in the presence of a parent or if they are strictly supervised by a CDHR staff member and only if a staff person is available. This arrangement must be made in advance and confirmed for each visit. Parents may never leave their children on CDHR property without personally handing the child to a CDHR Rep. The parent must also provide a signed liability waiver to CDHR in advance.

18. Shift Leaders and Barn Managers cannot read minds. If you have a problem PLEASE let us know. We can’t fix anything if we don’t know it needs fixing. You can log into YAHOO using the following log in and passwords to voice concerns and ideas while remaining anonymous if you prefer. These emails will be received only by the President and will be addressed accordingly.

Log in:  CDHRVol
Password: CDHR2012

-And then proceed by sending an email to the only address in the address book-

19. All volunteers must attend a Volunteer Orientation Class. Each Volunteer will be placed into a position according to their skill levels at that time.

20. All volunteers must chart their hours in the Volunteer Chore and Hours Sheet.

21. CDHR recommends that you consider updating your tetanus shot.

22. NO volunteer is allowed to operate any mechanical equipment without prior training and/or approval of the manager.

23. Always shut any gate you see left open on the property. It is better to be over cautious.

24. The Connecticut Draft Horse Rescue, Inc. name and any associated acronyms, pictures and branding thereof are proprietary to CDHR and their use and/or reproduction in any print, media or on the internet without CDHR’s express permission are forbidden.
Anyone found to be endangering themselves, other people, or horses faces immediate revocation of volunteer privileges without exception and removal from the premises.

Drama is not welcomed or tolerated at the barn or on our Websites and Social Apps. Please leave all of your personal problems someplace else. We are all here for the horses.

All volunteers must sign a CDHR Volunteer Liability Release Form, Code of Ethics and a Confidentiality Form. This information will remain securely on file with CDHR. Any changes to personal or medical information must be updated as needed.

* If you do not know, or are not sure about something you see or hear, always ASK.

**Important Barn Protocol**
Because CDHR wants to promote a family friendly environment, it is important that certain rules and regulations be followed regarding behavior in the barns. Please pay close attention the items listed below. We want everyone to have a fun and rewarding experience here.

1. Running anywhere on CDHR property is strictly forbidden. Our horses can be easily startled.
2. There is to be no climbing on any of the horse corral panels, fences or gates.
3. Anyone who is not volunteering is not allowed to be in the paddocks with the horses.
4. Parents who are visiting must keep their children by their side.
5. If you are an adult volunteer who has been given permission to bring a minor child onto your shift, this child must never leave your side, and you must have knowledge of their whereabouts at all times.
6. When riders are present on a horse in a paddock or arena, stay behind the fence. Do not go into the paddock, 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.
7. Property of CDHR 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.
8. When leading a horse in or through the barn, please alert others around you by announcing loud and clearly “Horse in the Barn”, if you are a bystander, please move immediately to clear way for the horse’s path.
9. CDHR is located on private property; please respect the boundaries and our neighbors. Stay within CDHR limits. If you are unsure of the boundaries, please ask. Observe posted speed limits.

**The “CDHR Way”**
Many of you already have experience with horses that you have owned or ridden and the knowledge you have is valuable. However, when you are volunteering for CDHR, we ask that you follow the rules we have set up for the correct handling of the horses we deal with here at the CDHR facility. The horses at CDHR 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. This applies to everyone.

TIEING

1. ALWAYS tie up a horse using a quick or fast release knot. If you do not know how to tie this knot, please ask and someone will be happy to 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 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 panel. ALWAYS tie a horse to a post or pole.
5. ALWAYS tie within two feet above a horse’s withers; the length from the knot to the halter should be no more than an arm’s length.

STALL

1. When getting a horse from the stall, go inside with the horse and close the door behind you. This will keep a horse from rushing the door to get out. 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, enter the stall with the horse and proceed to guide the horse to turn to face the door which has been closed behind you. Remove the halter and lead rope. (It is always nice to praise the 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. Leave their halter with lead hanging outside the stall door.

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 the 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 horses neck and put on the halter.
3. NEVER go into a paddock while carrying a feed bucket. We ask that you NEVER go into a paddock alone. ALWAYS get help when you are bringing a horse from an 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. Spray Fly treatments - NO ONE IS PERMITTED to do this without first getting direction from staff. Some of our horses may become very upset by a spray bottle due to their background.
3. 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 your hand, wrist or body. Hold rope six to 10 inches from the snap in the right hand, leaving the rope to 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 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 your hand away from its muzzle.
8. CDHR does not condone loud, rough discipline of our horses. It could frighten the horse or the other horses and endanger other handlers. We do recommend a low firm voice when disciplining.
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 paddock. Just like people, it can sometimes have a grumpy day, (mares especially). Ask for help when handling a horse like this.
11. Always lead the horse about 20 feet away from obstacles or other horses.
12. All horses 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 putting a horse back in its stall unless you have been instructed otherwise.
14. 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 the higher ranking horses. GET HELP in this case. Walk the horse to its stall.
15. Never lead more than one horse at a time.

EQUIPMENT AND TACK
Note: not all skill levels will be permitted to perform fitting procedures described below

1. Always use the correct size halter for the horse.
2. Always tighten the halter to ensure it fits correctly.
3. Make sure all of the tack is in good repair before using.
4. Wipe off bits with a clean rag after use. Warm them up before using them in cold weather.
5. Return all tack to its proper place so it can be found again by others.
6. When girthing/cinching a horse, always do it slowly. Once the cinch or girth is attached loosely, pick up both knees to eliminate the possibility of pinching the skin. Walk the horse a short distance before tightening the girth/cinch completely.
7. Use the proper fitting bridle and do not attempt to bridle or unbridle a horse if you have no experience doing it.

FOOD, TREATS AND KISSING

1. Hand treating is ABSOLUTELY FORBIDDEN on CDHR property.
2. Feeding from the hand encourages nipping and biting. Treats such as apples, carrots and cookies should be cut up and fed from feed tubs. Please note that it is CDHR policy that treats be held to an absolute minimum. DO NOT treat unless a shift supervisor or staff member gives the OK.
3. When feeding hay, be sure that all bale strings are thrown away and not left in the stalls or fields. If a horse ingests a string, it could cause colic which could be deadly.
4. Place the hay away from water buckets to keep water clean.
5. 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 the horses face is the biggest one. It really can’t see you when you try to kiss it and boom…there goes your nose.

SHIFT NOTES

1. ALL volunteers should sign in on the shift notebook and read all notes left from previous shift.
2. Read FEED and Turn out Boards every shift to watch for changes.
3. Note any animals that require special instructions such as medications, hand walking, treatments, etc.
4. Never feed grain until all animals have been placed in their stalls.
5. Use caution when entering a stall to place grain in food bucket. Instruct the horse to get back or have one volunteer hold the animal while the other dumps grain in bucket.
6. Have all stalls cleaned with fresh water and hay (if required) for the next shift.
7. Do not add medications to feed buckets until ready to feed.
8. Unless directed by staff, Do NOT pre-soak food for animals requiring it so it does not spoil.

**VOLUNTEER**

**CONNECTICUT DRAFT HORSE RESCUE, INC. GRIEVANCE POLICY**

Connecticut Draft Horse Rescue, Inc. aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

- Complaints must be fully described by the person with the grievance
- The person(s) should be given the full details of the allegation(s) against them
- The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to put their side of the story before resolution is attempted
- Proceeding should be conducted honestly, fairly and without bias
- Proceeding should not be unduly delayed

**PROCEDURES**

The following is a three level process:

1. The volunteer attempts to resolve the complaint as close to the source as possible. This level is quite informal and verbal

   if the matter is not resolved

2. The volunteer notifies the President (in writing or otherwise) as to the substance of the grievance and states the remedy sought. Discussions should be held between volunteer and any other relevant party. This level will usually be informal, but either party may request written statements and agreements. This level should not exceed one week,

   if the matter is not resolved

3. The President must refer the matter to the Board of Directors. A grievance taken to this level must be in writing from the volunteer. The President will forward to the Board of Directors any additional information thought relevant. The Board of Directors will provide a written response to the volunteer. The Board of Directors will also communicate with any other parties involved or deemed relevant. This level should not exceed one week following the next scheduled
meeting. If the matter is not resolved, the volunteer will be advised of his/her rights to pursue the matter with external authorities if they so wish.

EMERGENCIES
As much as we try to be safe around horses and provide a safe environment for them, accidents 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. Access to phones can be limited on property so it is very important to keep our cell phones with you at all times.

HORSE

1. Horse first-aid items are located in the tack room of each barn.
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 Equine Manager, Barn Manager, and Dr. Golub, 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 interest in food
   f. No gut sounds

   ... try getting it up to walk using a lead rope. Walk the horse slowly and steadily. Try to prevent the horse 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 Dr. Golub immediately. 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. Play 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 drainage, is the horse coughing? How long?
8. It is 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 the Equine Manager, Barn Manager or Dr. Golub as soon as possible.
SYMPTOMS

Possible symptoms of critical illnesses in horses. All of these symptoms require IMMEDIATE attention. If any of these symptoms are observed they must be reported IMMEDIATELY!

1. Not eating or eating oddly (with head tilted/or neck extended)
2. Not drinking normal amount of water (check every shift!)
3. Biting at sides or looking at sides repetitively
4. Rolling for more than a few minutes
5. Laying down at odd times or laying down in odd locations (try to get them up and then observe to see if they lay back down before reporting)
6. Sweating when other horses are not, or sweating while at constant rest
7. Restlessness in a stall or paddock
8. Lameness (any degree needs to be reported)
9. Swelling on any part of the horses’ body
10. Discharge from eyes or nostrils. (can be critical and not a cold)
11. Coughing consistently (for more than a few seconds)
12. Any and all lacerations/rubs/burns etc. (what may not look very bad upon inspection could really be critical if proper treatment is not given in a timely manner)

These symptoms may be seen alone or in conjunction with other symptoms, if any of these are present they need to be reported IMMEDIATELY. EVERY day look at each animal and whenever possible get your hands on the.

PEOPLE

Please note the location of wall mounted First-aid kits in each barn. All volunteers should alert the Barn Manager or the Dr. Golub of ANY Injuries. These include, but are not limited to; falls, kicks, equipment, facility and other horse related injuries.

CDHR does not provide health or accident insurance for its volunteers. In the event that you get hurt, CDHR will notify the Emergency Contact person(s) you’ve listed on your Liability Release Form and assist in getting medical attention for you. CDHR will not, however, be responsible for charges incurred by these actions.

Facility Fire

1. Keep the facility clean. Cobwebs and loose hay can help fuel a fire.
2. Never fuel any equipment within 50 feet of the barn.
3. Know where the main electrical panels are located in the event you need to pull the main electrical supply box.
4. In the event of a fire always call the fire department first!
5. In the event of a fire be sure when dialing 911 to state “We have a HORSE STABLE
fire at 15 Rock Landing Rd. in Haddam Neck, specify that the property is ½ in Haddam Neck (the house & QT Barn) and 1/2 in East Hampton” (the Main Barn). By saying “HORSE STABLE FIRE” instead of barn fire, you are letting emergency personnel know that living creatures are involved.

6. Once the fire department is called start evacuating all nonessential personnel from the barn (visitors, etc.). Ask them to move any vehicle that may be parked close to the barns away from the area, but ensure they do not hinder emergency personnel entrance.

7. Only after #5 & #6 have been accomplished may you choose to begin the evacuation of animals.

Animal Evacuation

Because of the way the barns are constructed it is VERY IMPORTANT to place human safety first over the safety of the animals. The roof trusses can melt from heat which will cause the roof to collapse in the middle trapping everyone in the barn. NEVER, EVER go into a burning barn without taking extra precautions. What we suggest as a safety net; only try and remove the animals furthest from the fire source.

Starting with the stalls furthest from the fire source, begin to remove as many animals as possible to paddocks as far away from the barns as possible.

1. Halter and lead the animal while talking in a reassuring tone to a paddock/pasture as far away from the barn and emergency traffic as possible.

2. If an animal seems overly frightened and you feel its actions will put you in harm’s way, close its door and leave this animal, and go onto the next stall. Too much time spent trying to rescue one horse could keep many others from being rescued.

3. If any animals must remain in the barn, we recommend you remove yourself from the scene as far away from the barn as possible. Keep in mind you are only human and can only do so much. Your physical and mental wellbeing must be your first priority.

4. Once emergency personnel arrive on the scene the Incident Commander or Fire Chief is in charge. If they feel they can contain the fire to allow more animals to be removed, then do so only under their instruction

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**EMERGENCY CONTACT INFORMATION:**

Connecticut Draft Horse Rescue  
15 Rock Landing Road  
Haddam Neck, CT 06424  
860-467-6642  
ctdraftrescue@aol.com  
www.ctdraftrescue.com  
www.facebook.com/ctdraftrescue
SKILL LEVELS FOR CONNECTICUT DRAFT HORSE RESCUE, INC.

Volunteers are chosen to help with activities at CDHR based on their ability to learn and progress through levels of competence. Listed below are the three skill levels we will be using at CDHR. The responsibilities outlined are the basic ones that we ask you to practice while you are on CDHR 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 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 CDHR. All volunteers will be placed into a certain level by the experience they bring with them by the Volunteer Coordinator & Barn Manager. When you feel you are ready to move on to the next level, let your shift leader know and arrangements will be made for a personal evaluation to see if you are ready to proceed to the next level.

LEVEL ONE VOLUNTEER

RESPONSIBILITIES:

1) Be on time for your work session.

2) Be appropriately dressed; wear sturdy 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

7) Make sure the rakes and other tools are put back in their proper places.
8) Run errands for others as requested.

9) DO NOT go into a pasture or stall alone. You are NOT ready to do this yet.

10) Understand and use the SAFETY rules for working with and around horses!!!

11) 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 appropriately dressed; wear sturdy shoes and have a happy, positive attitude.

3) Check the appearance and behavior of each horse upon arriving for your session.

4) Alert the Equine Manager or Barn Manager if you notice anything unusual.

5) Scrub water buckets, troughs and feed pans as needed.

6) Know the horse(s). Become familiar with each one’s behavior (kicks, bites, etc).

7) Prepare the feed/grain. Make sure all vitamins and supplements are given correctly.

8) Give each horse its hay allotment.

9) Make sure each horse(s) have fresh water.

10) Clean brushes and other horse tack when needed.

11) Muck stalls and the turn out areas when needed.

12) Help keep the barn clean by picking up trash.

13) Making sure the rakes and other tools are put back in their proper places.

14) Run errands for others as needed.

15) Be able to move a horse(s) from one area to another safely.

16) Must be able to identify a horse(s) by color, sex and markings.

17) Groom assigned horse(s) when needed.

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 – We would like to see all Shift Leaders at this level.

RESPONSIBILITIES

1) Be on time for your session.

2) Be appropriately dressed; wear sturdy shoes and have a happy, positive attitude.

3) Check the appearance and behavior of each horse upon arriving for your session.

4) Alert Equine Manager or Barn Manager if you notice anything unusual.

5) Scrub water buckets, troughs and feed pans as needed.

6) Know each horse(s). Become familiar with each one’s behavior (kicks, bites, etc).

7) Prepare the feed/grain. Make sure all vitamins and supplements are given correctly.

8) Give each horse its hay allotment.

9) Clean brushes and other horse tack when needed.

10) 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.

11) Help keep the barn clean by picking up trash.

12) Make sure the rakes and other tools are put back in their proper place.

13) Run errands for others as needed.

14) Be able to move a horse(s) safely from one area to another.

15) Must be able to identify a horse(s) by color, sex and markings.

16) Groom horse(s) when needed.

17) Clean feet/hooves on a horse(s) using proper safety procedures.
18) Exercise a horse(s) when requested.

19) Help hold or restrain assigned horse(s) for the veterinarian or farrier.

20) Be able to provide basic first-aid to a horse in the event of an injury or illness including administration of oral meds.

21) Be responsible for the general condition/safety of the barn and of our volunteers.

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 the CDHR Facility. NEVER, EVER 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**

Connecticut Draft Horse Rescue is a 501(c)3 organization chartered with the State of Connecticut. Money raised on adoption fees does not begin to cover the time and money invested in the rescue, care and rehabilitation of each animal. Medical treatment, feed and bedding are our largest expenses. To help raise money special events and fundraisers are held throughout the year. Volunteers are needed to, among other things, man information tables and work at annual horse shows, fairs, and trail rides.

**WORK DAY**

During the year, work days are held at our Haddam Neck Facility. Things such as fencing, maintenance and other day 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 are provided during these work sessions.
**MEMBERSHIP**

Donor support is vital because all CDHR programs and activities are supported solely through private contributions, including membership fees. Please consider becoming an annual member today.

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**COMMITTEES**

CDHR has many committees that volunteers are encouraged to become involved in. Whether you prefer Education, Adoption, Volunteer, Development, Safety, or Special Events, just there are many ways you can help CDHR fulfill its Mission. Your support, both volunteerism and financial, help to make all that we do for these horses possible!

**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.
- **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.

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. 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 horse’s 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.

Identifying Horse Parts and Markings
If you hang around a stable for any length of time, you’ll notice that horse people have a language all their own. This language — which sounds like a foreign tongue to the uninitiated — is what horse people use to describe the intricate details of the horse's body.

Checking out the parts
Nature made horses to be virtual running machines that can reach speeds of nearly 40 miles per hour. The equine body is an impeccably designed combination of muscle and bone in an elegant and graceful package.

People who spend time around horses not only begin to appreciate equine anatomy but also come to understand it. Horse people talk about their horses' bodies the way mechanics talk about cars. In the equine world, if you want to keep up with such conversations, you must know the lingo and the blueprint. Here are some parts of the horse you need to know (see Figure 1 for more.):

- **Withers**: The area on the horse's back just after the neck but above the shoulders
- **Fetlock**: The horse's ankle
- **Forelock**: The hair between the horse's ears that falls onto the forehead
- **Hocks**: The elbow-like joint of the horse's back legs
- **Muzzle**: The area of the horse's head that includes the mouth and nostrils

![Figure 1: The parts of the horse work together to build a virtual running machine.](image)

Have you heard the expression, *No hoof, no horse*? Well, it's true. Without healthy hooves, horses can't function well. Becoming familiar with the parts of the horse's hoof (see Figure 2) gives you intimate knowledge of this most important part of the equine body.
Figure 2: Knowing the parts of the hoof is essential in caring for horses.

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. Figure 3 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
Figure 4 shows 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
Figure 4: You can find a variety of white leg markings on horses.
Confirmation of Receipt and Understanding of Volunteer Manual and Safety Procedures

Volunteer Signature:_________________________________________  Date:_______________

Guardian Signature:__________________________________________  Date:_______________

I, as parent or guardian, of the above applicant represent to Connecticut Draft Horse Rescue, Inc that I hereby give my permission for my child or ward to participate in any equine related activity, and, further, in consideration of allowing my child or ward to participate in such activities, agree individually and on behalf of my child or ward, to the terms of the above Volunteer Manual.