Missouri Forget-Me-Not Horse Rescue and Sanctuary

Volunteer Orientation
MFMN is a 501C3 Nonprofit Horse Rescue that began in 2011.

We have taken in 644 horses as of November 24, 2021.

MFMN could NOT survive without our many volunteers.

There is currently only 1 paid employee at the rescue.

• Donna Ogle is the Facility and Herd Manager for the Rescue and is available 7 days a week.

EVERY person volunteering here is making a difference.
We are delighted that you have decided to become part of our MFMN family.

There are several ways to serve. Here are some:

- Daily Feeding Chores
  - 8:00 am – 10:30 am
  - 3:00 pm – 4:30 pm – Winter hours
  - 4:00 pm – 5:30 pm – Summer hours
- Picking up manure in stalls, yards, arenas, paddocks, run in shelters and pastures.
- Cleaning barns, feed rooms, equipment, meeting rooms, event hall and patio’s.
- Brushing and grooming horses.
- Fence repair and fence line clearing.
- Mowing, landscaping and weeding.
- Equipment maintenance and operation (mechanical experience required).
- Odd and end jobs as needed.
About Daily Feedings

In the morning, we feed more horses than we do at night. So, more people are needed in the mornings to complete the daily chores and clean up by 11:00 or noon.

Evening chores take about 1 ½ hours for 2 or more people.

If you feel you have limitations that might hinder you from volunteering, please don’t hesitate to discuss those possible limitations with Donna Ogle, 573-745-1448.
Our Mission

Our mission is to provide aid and sanctuary to abused, neglected, abandoned or surrendered horses that come to us in need. Work with law enforcement and other agencies in their efforts to rectify situations in which horses are in peril. Provide horses in our Sanctuary with needed medical care, proper nutrition and a health plan to restore them physically and mentally for a new life. Continue educational and fundraising efforts to both help us support our rescue efforts and to promote awareness of issues involving neglect and abuse in our area.
Our Vision

Our vision is a world in which all horse owners take responsibility for their animals; responsibility for their care; responsibility for their safety; and responsibility for their passing. Our vision is to do more than care for horses that are suffering... our vision is to break the cycle of abuse and neglect.
Our Purpose

Our purpose is to provide a safe and secure environment where horses can heal emotionally and physically. Where they can transition to the next phase of their life – as a permanent resident here or in a pre-approved forever home. To provide a forever home to elderly or handicapped horses where they can live and die with dignity. To educate the community about proper care and treatment of horses and work with them to prevent neglect and abuse.
Becoming a Volunteer

MFMN takes in some very bad cases of animal cruelty. We are also a sanctuary, meaning we keep horses that will just live out their lives in happiness, but will eventually pass away at the rescue. We must remember we have done all we can for every animal that passes through our barn. Although the passing of a horse is difficult, it is a part of being a rescue. We want our volunteers to know that this will be something they will see, and we completely support the grief process, but know that this is part of MFMN. Yes, we cry. Yes, we mourn. Yes, we gather together as volunteers and hug. It is NEVER easy, no matter how short the horses stay. But we want each volunteer to know that this is part of volunteering, and it is important to prepare for it.
Here are some things for consideration to review prior to volunteering:

1 – Once trained, our volunteers should be able to work independently. Of course, there will always be someone available for any questions you might have.

2 – We request that the minimum age for volunteers be 16, unless closely supervised by an accompanying adult.

3 – A firm knowledge of your own physical and emotional limitations is a prerequisite. Work at MFMN can involve moderate amounts of physical activity and mental focus and an alert nature. We work around large animals every day, so it is important for everyone’s safety (human and animal) that you are alert and focused.
4 – Every week a schedule is posted on Group Me, based on each volunteer’s availability. We ask that you communicate your availability with the Volunteer Coordinator each week for the following week, and then plan on being at your shift. We realize plans change and things come up, but we ask that you keep those things from happening to a minimum, or help in finding someone to work for you. No matter what is going on in our lives, the horses STILL need to be fed 365 days a year.

5 – Please complete your Volunteer Application and Visitation and Participation Agreement prior to coming to the Rescue if possible. If you do not have access to a computer, forms can be mailed to you upon request.

6 – Due to the nature of Missouri Forget-Me-Not Horse Rescue and Sanctuary and the care it provides, we reserve the right to make the final determination as to the appropriateness of volunteers and their participation.
Volunteer Opportunities

**Feeding** – We have two scheduled feeding times 365 days a year. They are in the morning from 8:00 am – 10:30 am and in the afternoon from 3:00 pm – 4:30 pm. There are several responsibilities when it comes to feeding our horses. It entails safety while loading horses into stalls in each pasture, following each horses’ dietary needs and supplement or medication requirements, carrying the buckets out to the assigned horse, making sure they eat safely, then safely letting them out of the stalls and back into their pastures.
Opportunities Cont.

**Facility/Farm** – Volunteers can help with general maintenance around the farm. This may include daily stall, yard and paddock cleaning, repairs and improvements (minor and major), construction projects, or pasture care. Some of these items are daily occurrences and other are special projects.

**Special Events** – Most of the fundraising at MFMN comes from our special events. Volunteers are needed for committee work, event coordination, care of the horses during the event, support services and many other tasks. This is an excellent way for someone to volunteer who may not be able to make a recurring commitment at the farm or for groups to participate in the fun.
Opportunities Cont.

Special Skills – Volunteers with special skills and talents are always welcome. Whether you are into photography, have great computer skills or have construction knowledge, any talent can be utilized. Feel free to contact Donna Ogle

• Call at (573) 745-1448
Volunteer Responsibilities

Schedule and Commitment: All Volunteers are required to record daily volunteer hours. There are two ways a volunteer can do this.

1. Sign the clipboard on the table in the feeding room notating your name, the date, and the hours you volunteered.

2. Sign up on www.equusfoundation.org, click on “Get Involved,” click “Join the Equine Welfare Network,” then click “Volunteer,” set up your own account and choose Missouri Forget-Me-Not Horse Rescue and Sanctuary as the nonprofit you volunteer for.

Please do **ONLY ONE** of these two options! It is very important we keep a good record of our volunteer hours because when we apply for grants, this information is VERY important.
Schedule and Commitment cont.:

As previously stated, the schedule is set up a week at a time, going out Sunday, starting on Monday for the following week. We are very flexible when it comes to a volunteer’s shift or hours. We just ask that you keep the Volunteer Coordinator informed of any times you need off, or times that you are available. We have people that change the days they volunteer week by week, and we have volunteers that work the same days every week. We ask that you try to be at your assigned shift on time. We can assure you, the horses will let you know if you are one minute late.
Responsibilities Cont.

Communication:

• Each chore time will have a designated TEAM LEADER that will assign the daily duties to the scheduled volunteers. The TEAM LEADER will be the person in charge, if Donna Ogle is not available.

• If at any time you have any questions regarding the rescue or duties, don’t hesitate to ask Donna Ogle, at 573-745-1448 or Connie Hendrix, at 57-216-3838; or any other volunteer you feel comfortable with.
Group Me Texting

Please read every message on the group texting app. All important information is texted there. For example: a specific horse has a medication change, location changes or new horses coming into the rescue. It is VERY IMPORTANT that each volunteer reads and understands the communication from Connie, Donna or another volunteer.
Volunteer Considerations

It is essential that all volunteers are aware of their physical and emotional limitations. If at any time you feel you are being asked to do something beyond your abilities or out of your comfort zone, please realize you can contribute in other areas. If you feel that there are times you are not focused or up to the day’s events, please let a staff member know and alternative duties can be found for you.
Confidentiality

MFMN places great importance on protecting the confidential information of its previous horse owners and volunteers. Please do not divulge any personal or contact information to any one other than MFMN volunteers and do not pass on other’s information.
Conduct at the Rescue

It is also expected that volunteers will conduct themselves in a cooperative and appropriate manner at all times. If at any time you feel you have witnessed behavior or conduct which is harmful to the animals or other volunteers, please report it confidentially to Donna Ogle or Connie Hendrix.
• MFMN welcomes visitors to the rescue. Please contact Donna Ogle or Connie Hendrix prior to bringing a visitor and respect all rules and safety precautions.

• All person’s entering the MFMN premises are required to read, understand and sign the VISITATION AND PARTICPATION AGREEMENT and FACILITY RULES.

• Please do not take any visitors into the pastures, stalls, paddocks or allow them to handle any horses unless you have been given permission to do so by Donna Ogle, Facility Manager or Connie Hendrix, President.
Clothing and Footwear

MFMN highly recommends that each volunteer have muck boots, work boots, or cowboy boots when working around the horses. Although they do not mean to, they may step on your feet. We also recommend that our volunteers do not wear loose or dangling clothing. It can get hung up on anything at the rescue and can be a safety hazard.

For summer, we recommend sunscreen, a hat, shorts and a t-shirt.

For winter, clearly how a volunteer dresses depends on the temperature outside, but please know the wind blows at MFMN, so don’t be fooled by your house’s weather. We recommend farm overalls, a heavy winter coat, work gloves, a stocking hat, thick socks and possibly ear warmers or a knit mask that covers everything but your eyes.
Clothing and Footwear Cont.

We are NOT recommending that every volunteer runs out and spend hundreds of dollars on clothing and footwear immediately. This is just a guideline. It gives you an idea of things to watch out for on sale or search for around your house.
Barn Rules

1. ABSOLUTELY NO SMOKING or VAPING in any buildings, barns or facility on property at any time. No cigarette butts are to be thrown down on the premises.

2. No yelling or screaming while in the facility, outer barns or around any horses.

3. Cruelty to animals will NOT be tolerated.

4. No dogs or other pets are allowed on the property other than those owned by the property owners or tenants.

5. The consumption of alcohol or illegal substances prior to and/or while volunteering or participating in an equine activity on premises is prohibited.
6. All minors must be accompanied by an adult. No children are to be left unattended without Facility Manager’s written consent.

7. MFMN is not responsible for damage to vehicles, loss or theft, and does not insure any personal belongings.

8. Return all tools and equipment back to their proper locations after use.

9. Gates and Front Entry Gate – if you open any gates, please make sure to close and latch them behind you. If you are the last person to leave the facility, please close and lock the front entry gate.

10. Do not enter any pastures, paddocks, stalls, tack rooms, areas marked “private” or “staff only” and non-office related buildings unless authorized to do so by Facility Manager’s authorization.

11. Parking in designated parking areas only. Do not park in front of any overhead or man doors or block any driveways around the facility.
12. Please make sure to turn off all lights in tack rooms, feed rooms, storage areas, stall areas and arenas (indoor and outdoor) when it is done being used.

13. Anyone finding a horse that appears to be sick or in need of medical attention should contact Donna Ogle, Facility Manager, at 573-745-1448 immediately. Do not attempt to administer treatment or assistance without permission. If Donna Ogle is unavailable, please contact Connie Hendrix, MFMN President, at 573-216-3838.

14. If you bring family or guests to the facility, a Visitation and Participation Agreement must be completed for that guest, whether they participate or not.

15. NO Stallions allowed on premises.

16. All horses entering the premises, must present a current Negative Coggins.

17. Trailers are only to be parked in designated area, except for loading/unloading.

18. Be courteous, have fun, and enjoy the Facility.
Policies and Guidelines
Volunteers are responsible for knowing and following all safety rules, emergency policies and procedures as posted; supporting all efforts to promote a safe environment; learning about and making full use of all and any safety equipment, reporting any unsafe working conditions or behaviors’ and knowing the location of first aid kits and fire extinguishers.
Accident Reports

- If any accident happens on MFMN property, this Accident Report must be completed immediately and turned into Connie Hendrix or Donna Ogle within 24 hours of the accident occurring.
Covid-19 Policy and Other Illness Related Info.

Refer to the Missouri Forget-Me-Not Horse Rescue and Sanctuary COVID-19 Action Plan
COVID-19 (Coronavirus) Action Plan

This interim guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC). The CDC will update its guidance as additional information becomes available. [https://www.cdc.gov/coronavirus/2019-ncov/about/index.html](https://www.cdc.gov/coronavirus/2019-ncov/about/index.html)

COMPANY Action Plan:

1. Jobsite Protocol:
   - Missouri Forget Me Not Horse Rescue & Sanctuary to display signage regarding Wellness Tips.
   - Volunteers:
     - Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
     - Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
     - Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?
     - Are you having trouble breathing, have a dry cough, or have flu-like symptoms?
   - Per CDC recommendations, if any answer is “yes”, the volunteer should not report to the facility and immediately contact Donna Opie, Facility Manager at 573-795-1448.
   - CDC recommends that volunteers who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival or become sick during the day, be sent home immediately.
   - No visitors are permitted unless accompanied by a MFMN board member and in a group smaller than 10 members.

2. Office Protocol:
   - Limit person-to-person contact.
   - Missouri Forget Me Not Horse Rescue and Sanctuary to display signage regarding Wellness Tips.
   - Perform routine environmental cleaning:
     - Routinely clean all frequently touched surfaces in the workplace. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
     - Use disposable wipes so that commonly used surfaces can be wiped down by volunteers before each use.

3. COVID-19 Measures:
   - Volunteers who are well but who have a sick family member or home may have been in close contact with a person with COVID-19 must stay home and notify either Carrie Hendrix, President at 573-216-8888 or Donna Opie, Facility Manager at 573-795-1448 and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

4. Travel Protocol:
   - Missouri Forget Me Not Horse Rescue and Sanctuary advises volunteers before considering travel to take certain steps:
     - Check the CDC’s Traveler’s Health Notices for the latest guidance and recommendations for each country or region to which you will travel. [https://wwwnc.cdc.gov/travel](https://wwwnc.cdc.gov/travel)
     - Check yourself for symptoms of acute respiratory illness before starting travel and stay home if you are sick. [https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html)

5. General Protocol:
   - Missouri Forget Me Not Horse Rescue and Sanctuary will actively encourage sick volunteers to stay home:
     - If volunteers are exhibiting any of the following symptoms or behavior associated with these symptoms, they will be asked to leave the Rescue and call (or go to) the doctor:
       - Fever
       - Cough
       - Shortness of breath
   - Volunteers who have symptoms of acute respiratory illness are required to stay home and not come to the Rescue until they are free of fever (100.4°F [38.0°C]) or greater using an oral thermometer, coughing, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-relieving medicines (e.g., Tylenol, cough suppressants). Volunteers should immediately notify either Carrie Hendrix, President at 573-216-8888 or Donna Opie, Facility Manager at 573-795-1448 and stay home if they are sick.
   - Per CDC recommendations, volunteers who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival or become sick during the day will be sent home immediately.
   - Missouri Forget Me Not Horse Rescue and Sanctuary will communicate the following to volunteers:
     - Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
       - Coughing or sneezing
       - Unlacing hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
     - To help stop the spread of germs:

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- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put your used tissue in a waste basket.
- If you don’t have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Remember to wash your hands after coughing or sneezing.
- Avoid unnecessary contact with others.
- Use disposable paper tissues and no-touch disposable trash receptacles.
- Clean hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Perform routine environmental cleaning:
  - Routinely clean all frequently touched surfaces in the workplace, such as countertops and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

Missouri Forget Me Not Horse Rescue and Sanctuary is committed to the safety of its volunteers and the general public. The above action plan is consistent with the CDC’s interim guidance which can be found at https://www.cdc.gov/coronavirus/2019-ncov/community/worksites-business-response.html

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. Missouri Forget Me Not Horse Rescue and Sanctuary is committed to providing the best environment possible for all staff and volunteers and we will continue to monitor the CDC website for updates. We will make changes to this policy as updated information is available.
Do it for Yourself and Your Friends

If you have or think you have COVID-19
Stay home, get rest, and hydrate

And later you can...

Help Protect Yourself and Others from COVID-19
Practice Social Distancing
Stay 6 feet (2 arm’s lengths) from other people.

And Wear a Mask
Be sure it covers your nose and mouth to help protect others. You could be infected and not have symptoms.

Stop the spread of germs that can make you and others sick!
Wash your hands often
Wear a mask
Cover your coughs and sneezes
Keep 6 feet of space between you and your friends

cdc.gov/coronavirus
Horse Related Emergencies

• LOOSE HORSE – First, get help! DO NOT CHASE THE HORSE! If needed, a small amount of grain in a bucket can be used to encourage the horse to come back to an enclosed area (stall, barn or pasture). Make sure the entrance gates to the property are closed. Horses usually stay with the herd.

• INJURIES TO A HORSE – If you have identified an injured horse, do not attempt to approach the horse. Remain calm and send someone to get Donna or the TEAM LEADER in charge to assess and care for the horse. Remain available if supplies are needed or to aid in phone calls etc.
MFMN has developed policies and procedures with safety and a comfortable environment for our volunteers and equine residents in mind. Individuals who are not able to perform their volunteer duties or fail to observe the rules and procedures of the farm will be given alternative assignments. MFMN reserves the right to terminate a volunteer’s involvement at its discretion. This would be done after discussion and in the best interest of MFMN and the volunteer.
Unethical or Abusive Behavior

• If at any time you feel that you have witnessed conduct or behavior that is detrimental to either other volunteers or the equine residents, or you yourself have been mistreated. Please report it confidentially to Donna Ogle, Facility Manager at 573-745-1448 or Connie Hendrix, President at 573-216-3838.
MFMN
Equine Care Program

Saving a life, one horse at a time.
Welcome to the Equine Care Program

Thank you for volunteering to work with our wonderful horses. Our equine care volunteers may be horse knowledgeable or not, but we ask that you be willing to learn about the safe conduct of your duties and to adhere to our general Volunteer Orientation. This helps us to maintain a safe and consistent environment for our residents as well as you, our volunteer. Working with the horses and in the barn is a great way to see your mission statement at work.
Primary Responsibilities

• Feeding horses and other barn yard animals.
• Clean the barn: stalls, yard, paddocks, water buckets, feed pans, etc.
• Pasture, barn and paddock maintenance.
• Cleaning pastures, shelters and surrounding pastures.

Reminder: Please remember to sign in and out each time you come to the barn as well as checking the GroupMe app for assignments and changes in routines. Also remember to wear weather appropriate clothing and sturdy, hard, closed toed shoes.

Scheduling: Each week’s schedule will be posted on the GroupMe app. Please let Donna or Connie know if you will not be available any given day or week so she can plan accordingly.
MFMN Premises Overview

Round Pen
Round Pen Paddock a
Round Pen Paddock b

Pasture 1 – AM feeding only
Pasture 2 – AM Feeding ALL – some PM Feeding
Pasture 3 – No Grain
Pasture 4 – AM / PM feeding
Pasture 5 – AM / PM feeding
Pasture 6 – Feeding Stalls for pasture 5
Pasture 7 – AM feeding – Some PM feeding
Pasture 8 – trailer parking overflow (during events)

Round Pen
Arena
Paddock A
Paddock B
Paddock C
Paddock D

Out Back 40 Pasture
Out Post Stables
One of the jobs of volunteers is to be the eyes and ears of the Facility Manager.

Things to notice or report:

• Coughing
• Watery or swollen eyes
• Green or thick white mucus discharge from nose
• Cuts and scrapes
• Broken Fences
• Broken stall boards
• Change in stools, i.e. diarrhea (amount or consistency)
• Any sharp edges or nails in stalls or on fences
• Listlessness and/or disinterest in eating
• Unusual mood or behavior (tail swishing, pinning of the ears, looking back at belly, laying down)
Safety Information and Precautions

Safety around horses involves knowledge of their possible reaction to any given stimulus, to try and anticipate these reactions, and the attempt to stay out of harms way while still being in control of the situation. Most accidents are caused by the handler failing to think about safety! With practice, safety procedures will become second nature, but constant attention to the situation will best prevent accidents.
(Actions Arising Out of Equine Activities). WARNING: Under Missouri law, an equine activity sponsor, an equine professional, a livestock activity sponsor, a livestock owner, a livestock facility, a livestock auction market, or any employee thereof is not liable for an injury to or the death of a participant in equine or livestock activities resulting from the inherent risks of equine or livestock activities pursuant to the Revised Statutes of Missouri.
Working around Horses

Stay in the safety zone – Close to the shoulder, barrel or hip whenever possible. Keep your feet clear of the horse’s and your head away from its face and legs.

Move around the hind quarters by either keeping a horse length away or by keeping your hand firmly on the croup. Talking to him/her at all times allows him to be aware of you.
Approaching horses

Approach the horse from the front left. It is important that he sees and hears you approach. If his hind quarters are toward you, approach him at an angle so he can see you. Speak to him and watch for his ears to flick in response. Place a hand firmly on his neck, shoulder or hip. Push him to the side if necessary. Step toward the shoulder. Slowly approach the face watching the horse’s ears.

The safest place to stand when working with a horse is close to his side, between the shoulder and the hip. Do not spend any more time than necessary directly in front of or behind the horse, and when passing behind either stay a horse length away or stay close to the hindquarters with your hand on the croup. Horses do not normally kick at people. However, it is always safer to keep in mind that they might. By staying close to the hindquarters as you walk behind them you will not receive the full kick impact.
Leading Horses Safely

• Always go into the stall or pasture to place a halter on a horse. Never reach over a gate, stall door or fence to do so.

• Walk beside the horse not ahead of it. It is best to lead from the left side and keep an arm length distance.

• Use both hands. The right hand holds the lead rope under the chin and the left hand holds the lead rope end and keeps it from dragging on the ground. You can fold the excess lead rope in your left hand.

• NEVER wrap the lead rope around your hand, wrist, shoulder or body. Always keep a secure hold in the lead rope.

• The horse is stronger than you, so don’t you try to out pull him. They will usually respond to you with a quick snap on the lead rope.
• If the horse hangs back and refuses to move forward, do not try to pull them forward. Turn them left and right until they take a step and then proceed forward.

• Always leave two horse lengths between you and the horse in front of you. Even the most placid horse could be having a ‘bad’ day and not appreciate someone too close behind.

• Do not stop if you are in a line of horses coming to or from the pasture. The volunteer behind you may not be able to stop behind you. If there is a problem which necessitates a stop, pull out of line and then stop

• It is always better to push the gate away from you to open than to pull it toward you to open whenever possible.

• No ear buds, headphones or talking on cell phones while handling or working around the horses.
Equine Senses and Behaviors
A horse’s eyes are placed on the side of his head, enabling him to see almost 360 degrees around his body. He can’t see directly in front or behind himself unless he turns his head. This range of vision was important for survival when roaming free and a target for predators. If something unexpectedly comes into the field of vision, he is likely to react instinctively and bolt or kick. Approach and work around horses where they can see you. If you have to cross the blind spot, speak to him or keep a hand on him to remind him you are there. They also do not have very accurate vision close up. Their eyes are geared to detect fine movement at a distance (to protect from predators). The best way to approach a horse is to come up to his shoulder.
Horses have acute hearing. They combine their sense of hearing with their sense of sight to become more familiar with their surroundings. Hearing and not seeing is often the cause of the fight or flight response.

Although they cannot differentiate between similar words, they can determine meaning from the tone of voice used. A soothing tone of voice will reassure him while a sharper reprimand can be effective discipline. When used with a touch on his side or rump, the clicking sound made by some horsemen, will move him sideways or forward. His ears move to catch sounds of interest, so you can often tell what he is listening to by watching his ears. If he hears you approach, his ears will turn toward you. As horses age, there are multiple illnesses and diseases that over time can decrease these senses. Therefore, you should take into account that the horse you are working with may have diminished sight and hearing and should be approached in a manner which makes your presence known to the horse. The horse can adapt very well with their other senses. Therefore, touch and smell may become the most important way for them to identify you.
Horses have a very sensitive sense of touch. They use touch to communicate with each other and people. They will often use their muzzle to sniff, feel or move objects. There are “touch sensitive” areas on all horses (i.e. flank and belly) and each horse may have his/her own area which is “sensitive” for them. It is always safest to be aware of those areas while working with a horse. Volunteers should treat horses gently but firmly.
Smell

The sense of smell is thought to be very acute in the horse. It allows them to identify other horses as well as familiar people. Do not carry treats in your pocket. The horses will go after them and your pocket too.
Taste

Taste is closely related to the sense of smell and allows the horse to identify edible and palatable objects. Horses often become familiar with objects by licking or tasting them. Therefore, the cute “nibbling” in your hand or coat could be a prelude to something more dangerous such as nipping or biting. Please be careful!
Sixth Sense

When evaluating their surroundings, horses do have a sixth sense which allows them to detect the disposition of those around them. They can detect when you are calm or nervous, excited or angry. At times “personality” conflicts may arise between horses or horses and people. It is important for a volunteer to be aware of this and report any “conflicts” they may be having with a particular horse.
Horses can sleep standing up

Certain ligaments in their legs keep their knees straight while they dose. It sometimes takes the horse an instant to become oriented upon awakening, and especially if startled awake they might react instinctively to whatever startled them. To an animal whose ancestors were preyed upon for their meat, the obvious reaction would be to put distance between him and the perceived threat (flight is a natural instinct). When confinement prevents escape, the instinctive defense is kicking. Check to see that the horse is awake before you approach so you can avoid startling him. Speak to him softly and he will turn and look at you.
Horses are herd animals

They like to stay together with one or two horses dominant. Some horses do not like to be alone and will do anything to stay with their pasture or barn “buddy.” Please follow staff recommendations when leading horses to or from the barn regarding when to take a horse or who they like to “walk with” and what the “pecking order” might be. Remember, if one horse spooks they may all spook.
Ears show attitude

Interest is shown by one or both ears turning to catch sounds. One or both ears may point backwards to hear you as you work beside or behind him. If he is annoyed, he may threaten with both ears back. This threat is usually accompanied by an aggressive turn of the head, this may also be accompanied by a kick or bite.
Words to know

• Bay: color term for deep brown to blackish colored horse with a black mane and tail
• Canter: three neat gait of the horse, faster than a trot, slower than a gallop
• Chestnut: color term for a brownish gold to red color, mane and tail of the same color.
• Conformation: Structure and general makeup of the horse
• Farrier: professional who trims and shoes the horses
• Gaits: various movements of a horse at different speeds
  • walk, trot, canter, gallop
• Gallop: fastest gait of a horse
• Gelding: a male horse who has been neutered and is incapable of breeding
Words to know cont.

- Gray: color term for white to dark gray
- Grooming: caring for a horse’s coat and hooves, includes carrying, brushing and picking feet
- Halter: leather or nylon bitless headstall used to lead and control the horse when moving to and from the pasture/stall
- Hand: a standard unit of measuring a horse, one hand equals 4 inches; a horse is measured from the ground to the highest point of the withers.
- Hoof or Hooves: a horse’s foot or feet
- Lead line: a cotton or nylon rope used to lead a horse, with a snap on one end to attach to the halter
- Mare: female horse
- Near side: the left side of the horse
• Offside: the right side of the horse
• Trot: a two-beat gait, faster than a walk
• Walk on: a command to have the horse move forward at the walk
• Withers: bony projection on the horse’s back between the shoulders
• Whoa: command to stop the horse from any gait

Words to know cont.
**BODY CONDITION SCORING CHART**

1. **Poor**
   - Animal extremely emaciated; spinous processes, ribs, tailhead, tuber coxae, and tuber ischi prominent; bone structure of withers, shoulders, and neck easily noticeable; no fatty tissue can be felt.

2. **Very Thin**
   - Animal emaciated; slight fat covering over base of spinous processes; transverse processes of lumbar vertebrae feel rounded; spinous processes, ribs, tailhead, tuber coxae, and tuber ischi prominent; withers, shoulders, and neck structure faintly discernible.

3. **Thin**
   - Fat buildup about halfway on spinous processes; transverse processes cannot be felt; slight fat cover over ribs; spinous processes and ribs easily discernible; tailhead prominent, but individual vertebrae cannot be identified visually; tuber coxae appear rounded but easily discernable; tuber ischi not distinguishable; withers, shoulders, and neck accentuated.

4. **Moderately Thin**
   - Slight ridge along back; faint outline of ribs discernable; tailhead prominence depends on conformation, fat can be felt around it; tuber coxae not discernable; withers, shoulders, and not not obviously thin.

5. **Moderate**
   - Back is flat (no crease or ridge); ribs not visually distinguishable but easily felt; fat around tailhead beginning to feel spongy; withers appear rounded over spinous processes; shoulders and neck blend smoothly into body.

6. **Moderately Fleshy**
   - May have slight crease down back; fat over ribs fleshy/spongy; fat around tailhead soft; fat beginning to be deposited along sides of withers, behind shoulders, and along sides of neck.

7. **Fleshy**
   - May have crease down back; individual ribs can be felt, but noticeable filling between ribs with fat; fat around tailhead soft; fat deposited along withers, behind shoulders, and along neck.

8. **Fat**
   - Crease down back; difficult to feel ribs; fat around tailhead very soft; area along withers filled with fat; area behind shoulder filled with fat; noticeable thickening of neck; fat deposited along inner thighs.

9. **Extremely Fat**
   - Obvious crease down back; patchy fat appearing.