

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 care of our horses. Volunteers are not permitted to access horse records, including but not limited to files which contain personal information of 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

Volunteers must be at least 18 years of age.

This application needs to be completed before you volunteer.

All volunteers must be trained by a Ryerss Farm Volunteer Trainer.

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 - straps tops, no halter tops, no clothing with offensive prints, sayings or logos.

All volunteers are considered ambassadors for Ryerss Farm. As ambassadors, volunteers are expected to be courteous and professional to guests, other volunteers, and staff.

All volunteers must provide their own transportation to and from Ryerss Farm.

Volunteers will be scheduled by the Ryerss Farm Animal Welfare Manager. When you are not scheduled to work, you are welcome to visit the farm and abide by the visitor rules.

Upon arriving at Ryerss Farm for volunteer work, sign in to the volunteer log and when departing for the day, sign out.

Volunteers are not permitted to bring children or guests with them when they are volunteering.

Volunteers are permitted to enter stalls, paddocks, and pastures with the Animal Welfare Manager's approval.

Once trained, volunteers are permitted to drive the ATV with the Animal Welfare Manager's approval. All other Ryerss Farm owned vehicles may only be driven by Ryerss Farm hired staff.

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.
- 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

Entry into stalls, paddocks or pastures is not permitted unless accompanied by the Animal Welfare Manager or with fellow volunteer and with PRIOR manager approval.

Any concerns regarding individual or animal welfare, during the scheduled day, must be communicated in person or by cell to the Manager before taking on that activity. This includes moving horses from stalls or pastures unless pre-authorized.

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3. Everyone must carry a cell phone for emergencies.
4. Gates must be closed behind you as you found them.
5. The First Aid Kit is located in the men's bathroom. The Automatic Electronic Defibrillator (AED) is located in the Animal Welfare Manager's office.
6. Always undo stall guards when entering a stall as this could be a tripping hazard.
7. There should always be at least 2 people when performing tasks in the barn or field and with the ATV, during field checks, in case an accident should occur.

Scheduling

Our priority is having adequate coverage for continuity of quality care for our horses. We like to have a definitive number of Volunteers a day. In case of inability to volunteer on a scheduled day, a phone call or text to Karen Moore at 610-573-6941 is appreciated.

Equipment

Return farm equipment, such as wheelbarrows, rakes, shovels, etc. to their proper place and in serviceable condition, inform the manager of any that are broken or damaged.
Hoses must be coiled and not left lying across pathways.

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. Never tie the lead to yourself, 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.
Always check with the Manager before grooming a specific horse.
Crossties for grooming are in the aisles, place one on each side of the horse's halter.
Always run your hand down the leg first when lifting or brushing.

Training Day

Training will include the daily barn chores, working around horses, and some horse handling. You will also be trained in the gift shop in case there is a need for coverage.

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

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

**RYERSS FARM
VOLUNTEER APPLICATION**

CONTACT INFORMATION

Name: _____
Street Address _____
City, State & Zip Code _____
Cell Phone _____
EMAIL _____

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

INTERESTS (Circle all that apply)

Barn Chores

Gift Shop

Events

Special Skills/Qualifications (Please explain prior experience and/or skills that may qualify you to be a volunteer at Ryerss Farm:

Mandatory Background Check: Next to the volunteer application button you clicked, is the Required Background Check button. Please complete this step and print out with your application to be considered as a volunteer applicant. Thank you!

Person to Notify in Case of Emergency

Name _____
Street Address _____
City, State & Zip _____
Cell/Home Phone _____

**RYERSS FARM
VOLUNTEER APPLICATION**

Our Policy

It is the policy of this organization to provide equal opportunity 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 work such as: cleaning and bedding stalls, spreading straw and hay in stalls, cleaning and filling water buckets and troughs, cleaning feed buckets, removing cobwebs, replacing salt licks, cleaning and sweeping, filling the horse's feed buckets in the stalls, grooming and bathing horses and bringing in and turning horses out. Gardening and giving tours, working in the gift shop, decorating for holiday and fundraising events, and other special projects.

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 will result in **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.

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

Name (printed) _____

Signature _____ **Date** _____

RYERSS FARM Social Media Policy

A Ryerss Volunteer may not post any Ryerss Farm related statements or videos on any social media platform without the **express permission** of the Farm Manager or Animal Welfare Manager. This includes, but is not limited to: Instagram, Youtube, TicTok, Twitter, Facebook, Reddit, Snapchat, Instagram or any other public or private social media platforms.

If any Volunteer violates this policy, they will be dismissed.

I HAVE READ AND UNDERSTAND THIS POLICY

PRINTED NAME

SIGNATURE

DATE