



The Barefoot Ranch Horse
Rescue & Sanctuary

Volunteer Handbook

Welcome To The Family



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The
Barefoot Ranch
**HORSE RESCUE
& SANCTUARY**

Volunteer Handbook

*****VOLUNTEERS ARE THE BACKBONE OF OUR RESCUE!*****



Join us on Facebook: facebook.com/thebarefootranch

The Barefoot Ranch

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Volunteer Inquiries: volunteer@thebarefootranch.com

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Volunteer @ The Barefoot Ranch



We Are Rescue!



We could not do what we do without the help of our incredible volunteers! We are an all-volunteer organization with no paid staff.

Each and every volunteer that comes our way is truly valuable to our organization, and we appreciate all the hard work and effort volunteers give us freely on a daily basis.

We are always in need of individuals who are passionate, hardworking, motivated, dedicated, and dependable to lend us a helping hand with feeding, grooming, horse care, events, projects and more.

We welcome individuals with horse experience, but we provide on-site training to volunteers with little to no horse experience. We strive to empower our volunteers by helping them develop their horsemanship skills.

The horses that we bring into the rescue depend on us to help them through this new chapter in their life, and we owe it to them to provide them with the best quality care that we possibly can. We believe that they deserve our very best, and we hope to have volunteers that will go the extra mile to ensure their health and welfare.

You will be required to attend a New Volunteer Orientation, please inquire when the next one is, at volunteer@thebarefootranch.com.

Please print out a copy of the volunteer package forms (thebarefootranch.com/forms) and bring them with you to the New Volunteer Orientation.

- Confidentiality Agreement
- Trainer Agreement (if you are training)
- Volunteer Application
- Waiver

Donations help cover costs for veterinary and farrier services as well as feed and equipment. Monetary donations are appreciated as well as in-kind gifts of feed & equipment. Sponsors may sponsor a horse to cover feed for an entire year. Visit our website for more info: thebarefootranch.com/sponsor.

Thank you for your help. We Are Rescue!

Volunteer @ The Barefoot Ranch



Welcome to The Barefoot Ranch



Thank you for your interest in volunteering at The Barefoot Ranch. Your help will enable us to rescue, rehabilitate and retrain horses that have been abandoned, abused and neglected. It takes a village of volunteers to do what we do, but if you love horses, the rewards are great.

Helping a fearful, emaciated creature fill out, learn to trust human friends and ultimately find lifelong love and safety is an experience not to be equaled anywhere. If this sounds like what you want to do, welcome to the family!

The Barefoot Ranch has established guidelines and standards to provide for the safety and comfort of both volunteers and the horses in our care. These guidelines are set forth in this handbook and must be followed precisely. This handbook will answer many of your questions. However, always feel free to ask for clarification of a policy, or procedure.

What Help Is Needed?

Volunteering at The Barefoot Ranch is a wonderful family experience. Make it a family event!!

Volunteers under the age of 12 must be accompanied by a parent who must work alongside their child and supervise them.

- **Daily Chores:** No skill is required. Volunteers are given responsibilities according to their level of experience and offered opportunities to grow. Assist with daily chores that include mucking (removing manure from shelters and other areas), cleaning water buckets and troughs, raking, feeding, leading (walking), grooming, bathing, and managing our horses.
- **Ranch Operations:** For volunteers who have skills in handy/maintenance work. Mowing, gardening/landscaping, fence, equipment and other repairs, building/construction, painting, etc.
- **Non-Horse Volunteer Opportunities:** If you have experience in public relations (community outreach), grant writing, marketing or fundraising, we need your skills. Additionally we need help spreading the word in the form of brochure creation, website design and marketing and other tools. We also need administrative assistance that includes making and returning phone calls, mailing letters, organizing and office cleaning.

Volunteer @ The Barefoot Ranch



How Do I Get Started?

We hope you will join us in helping unwanted, abandoned, abused and neglected horses start their second chance at life!



All prospective volunteers are required to participate in a Volunteer Orientation session prior to volunteering. Orientation sessions are held regularly at our ranch, please inquire when the next one is at volunteer@thebarefootranch.com. Youths under the age of 16 must be accompanied by at least one of their parents/legal guardians.

After the Orientation, attendees are encouraged to stay and work. Make sure to wear sturdy, closed toe shoes (low heeled boots and sneakers are ideal) and clothes you don't mind getting wet and/or dirty. This is a rain, snow, or shine event.

A signed liability waiver must be completed and placed on file before approaching any horse on the ranch.

For orientation, come to the ranch at 9108e Rd 98 N, Teulon, MB. Park on the driveway and walk to the garage. This is a rain, snow or shine event. The Orientation will be held in the garage if necessary.

Can You Help?

Our volunteers are very hands-on and are responsible for duties directly involved with the horses.

No experience? No problem, we can train you! We have volunteering opportunities for all experience levels.

Daily Chores include:

- ☼ Feeding
- ☼ Mucking (shelter cleaning)
- ☼ Clean/Fill water buckets
- ☼ Clean/Fill water troughs
- ☼ Turning in and out
- ☼ Ranch maintenance
- ☼ Raking
- ☼ Hay hauling

Other chores as time permits

- ☼ Grooming
- ☼ Bathing
- ☼ Socialize horses
- ☼ Scoop poop in corral, etc.
- ☼ Clean common area
- ☼ Clean open areas
- ☼ Check & repair fences
- ☼ Ranch clean up
- ☼ Office clean up
- ☼ Clean/Organize tack
- ☼ Clean/Organize groom tools

Volunteer Work Hours

The world is hugged by the faithful arms of volunteers.



Daily Chores:

We are very thankful for our volunteers, as our horses receive daily care entirely by our network of volunteers. After completing orientation, volunteers are eligible to assist with daily chores.

Volunteers may sign up to work as fits their schedules. Daily chores are divided into morning and afternoon/evening time slots. Morning chores are between 10 a.m. and 12 p.m. Afternoon chores are between 1 p.m. and 4 p.m. Evening chores are between 8 p.m. and 10 p.m.

Note to Parents: While we love having your children here to learn about horses, we must ask that you be responsible for their conduct and behavior. Watch your children at all times, and be aware of where they are. Please pick up after them, whether it's the brushes, lead ropes, halters or water bottles.

Volunteer Rules & Guidelines

Volunteers are love in motion.

- 1. Orientation:** All prospective volunteers must attend a Volunteer Orientation. At the Orientation you will receive a tour and learn how to complete the daily chores.
- 2. Waiver:** All prospective volunteers must have submitted a signed Liability waiver.
- 3. Scheduling:** All volunteers must schedule their availability in advance through our Volunteer Coordinator.
- 4. Commitment:** It is imperative that you keep your volunteer commitments as scheduled. If you are unable to volunteer for a scheduled shift, please let us know as soon as possible.
- 5. Check in with Lead:** When you arrive at the ranch, all volunteers must check in with the Lead Volunteer for instructions. If you don't know who the Lead is, ask.
- 6. Document Hours:** We track hours as resources so please note the total hours worked before you leave for the day. The sign in book is in the garage.
- 7. Return Supplies and Equipment:** All volunteers must put all wheelbarrows, manure forks and tools, buckets, tack and grooming equipment away properly after use.

Volunteer @ The Barefoot Ranch



Volunteer Chores

Help is greatly needed with feeding and chores for both AM and PM feed seven days a week. Rain or shine.

Morning/Afternoon

- Fill Waters
 - Large Pasture
 - Small Pasture
 - Corral
 - Corral Side Pen (if horses are in there)
 - Chute (if horses are in there)
 - South Pen
 - Pony Pasture
 - Goat Pasture
 - Pig Pen
- Feed Pigs
- Feed Mash
- Check Blankets
- General Wellness
- Check Hay levels
- Check feed levels
- Check Pens & add new bedding
 - Two Small Barns in Goat Pasture
 - Goat Shelter
 - Pallet Pen
 - Chicken Coop
 - Bunny Cages
 - Small Houses
 - Small Barn in Pig Pen
 - Pig Shelter
 - Shelter in Pony Pasture
 - Shelter in Corral
 - Shelter in Small Pasture
- Gather all pails and return to the garage
- Prepare mash for next feeding
- Pick up and dispose of any twine or garbage you see

Evening

- Fill Waters
 - Large Pasture
 - Small Pasture
 - Corral
 - Corral Side Pen (if horses are in there)
 - Chute (if horses are in there)
 - South Pen
 - Pony Pasture
 - Goat Pasture
 - Pig Pen
 - Feed Pigs
- Feed Mash
- Check Blankets
- General Wellness Check
- Check Hay levels
- Check feed levels
- Gather all pails and return to the garage
- Prepare mash for next feeding
- Pick up and dispose of any twine or garbage you see

Daily Horse Care

- Brush
- Groom Mane and Tail
- Clean eyes
- Clean ears
- Check for and remove any ticks
- Check for and remove any bot eggs
- Check Mouth
- Pick Hooves
- Exercise

Summertime

- Clean and condition tack
- Inventory the first-aid kit
- Inventory medical supplies
- Wash all water troughs
- Wash all feed buckets
- Repairs to equipment & structures
- Repair and grease horse trailer
- Walk the fence line and make repairs
- Harrow to spread manure
- Add gravel to driveway as needed
- Clean up fallen branches
- Pick up and dispose of any twine or garbage you see.
- Fix and clean horse blankets

Mash

Add one 500g yogurt container of each to each pail

- Grain blend (blue barrel)
- Senior Feed
- Beet Pulp (only if feeding wet)
- Soybean Meal
- Alfalfa Cubes or Pellets x 2
- ¼ cup loose minerals
- ½ tsp electrolyte powder

Measure with yogurt container and add to 2.5-gallon bucket. Fill with hot water to 1 inch from top of bucket.

WAIT!!!

- Did you put away all tack and tools, used?
- Did you shut the water off?
- Did you secure all the gates?



AS NEEDED

- Special care for sick, old or injured horses
- Show new volunteers/visitors around the ranch
- Help with events
- Help with open houses
- Help with field trips

AS TIME PERMITS

- Groom horses
- Socialize horses to prepare them for adoption
- Spend time with and care for older and special-needs horses
- Clean open areas
- Clean and organize tack, grooming tools
- Repair shelters and structures

Communication Book

- Please ensure you check the communication book in the garage for any updates, changes or messages.
- Initial each update, change or message so we can insure it has been read.
- Ensure you are looking at the correct date
- As you complete each chore, please initial to mark it as complete.

Volunteer Guidelines

"Alone we can do so little, together we can do so much." ~Helen Keller

1. **Dress Code:** Wear footwear that is comfortable. No open toed shoes! Wear closed toe such as tennis shoes, hiking boots, cowboy boots or riding boots (no sandals or flip flops.) Gloves are a good idea to bring but they are optional. Please limit jewelry – nothing hanging or dangling that can get caught on things.
2. **Children:** Parents of youths under the age of 12 must work alongside their child and supervise them.
3. **Smoking:** NO smoking is allowed in any structure, around hay bales or in the main house. Do NOT throw your cigarette butts on the ground. Please dispose of them in a trash can after extinguishing.
4. **Community Service:** Volunteer time at TBFR can be used to satisfy volunteer hours for school. You are responsible for bringing your forms to be filled in and signed.
5. **Cell Phones:** Please be careful when around animals. Always be aware of your surroundings, keep phones silent or on low volume so as not to spook the animals.
6. **Parking:** The parking area is along the driveway. It is okay to park on the lawn. Make sure there is enough room for any tractors, trucks and trailers to get down the driveway. When you come through the gate, please ensure to close and fasten it behind you.
7. **Restrooms:** There is a restroom in the house for your use as well as a wash sink. Please be sure to clean up after yourself.
8. **Injuries:** Please notify the Lead immediately in the event you receive any type of injury.
9. **Water:** Bring water to hydrate while working. Please be considerate and do not leave empty bottles lying around.
10. **Note:** Sometimes help is needed in areas other than dealing with the horses (cleaning the office, feed room, tack area, fencing, events, unloading supplies, etc.)
11. **Other:** If you leave the property at any time please notify a Lead or Regular Volunteer so that they are sure that all persons are accounted for.

Liability

If you volunteer with us, please remember you do so at your own risk. All volunteers must sign a release form before working on the ranch, as a reminder that all activities involving horses have inherent risks.

Corporate Giving

Corporate Giving/Matching
Many companies offer a corporate giving or matching program for time volunteered. Inquire with your human resources, corporate citizenship or social responsibility team to put The Barefoot Ranch on your list of supported organizations.

Basic Horse Safety Rules

Approaching a Horse

1. Have someone who already knows the horse well introduce you for the first time. The horse will be more comfortable in the presence of a familiar person, and you have the opportunity to ask questions about any mannerisms and quirks.
2. Approach the horse from the front, a little to one side, talking to them in a calm voice. It is important that they see and hear you approach. If the horse's hindquarters are toward you, approach it at an angle so it can see you. Speak to it and watch for its ears to flick in response. Place a hand firmly on the horse's neck or shoulder. As you approach its head, remember that most horses do not appreciate being patted on the face. REMEMBER: horses are creatures of reaction (fight or flight); so always let the horse know where you are. Never run up to or after a horse.
3. Never approach a horse silently from the rear.
4. Pet a horse by placing a hand on its shoulder or neck, not on the nose or face. The horse's nose is a sensitive spot, and some horses can be head-shy. Also, horses cannot see your hand if you pat them on the nose; this can make them jerk their head upwards. Also, when petting a horse, the action you make with your hand should be a rubbing or soft scratching motion and never a slap-like or pat-like motion. The most similar action to a slap or pat-like motion to a horse is a kick or bite and most horses do not find this very pleasurable.
5. Whenever you are near a horse, your attention should be on the horse. Horses are prey animals, and may spook or start at unfamiliar objects, unexpected sounds or even a scent they pick up on a breeze. A startled horse may jump or move toward you suddenly and you need to be alert to avoid being stepped on or knocked down.
6. **Watch Your Feet!** Always be aware of where your feet are when working up close beside a horse. If a horse steps on your foot, *do not* try to pull your foot out from under the horse's foot. Rather, reposition the horse so that it removes its foot from yours.
7. Horses may kick, bite, strike and/or bolt if startled. Please no running through the pens or screaming. Parents/Adults please keep children under your supervision at all times.
8. If you are having trouble catching a horse, please speak with one of the leads about the horse whispering techniques.
9. If a horse is not accepting a halter or bit easily, please see a lead about gentle techniques, we do not force the horses with aggression. Some horses do require a firm hand but there is a difference between being firm and being aggressive. Many of these horses here have been mistreated and require patience.



Leading Safely

1. Walk beside the horse's neck when leading. Most horses at the rescue have been trained to lead from both sides, but it is safest to lead from the left until you know this is the case.
2. Never hold the horse's halter with your hand when leading. Your hand could get stuck if the horse tosses his head, spooks or takes off running. Always use a lead rope when leading a horse.
3. Use a safe lead rope and both hands when leading. The excess rope should be folded (NEVER WRAPPED OR LOOPED) and held in the hand furthest from the horse.
4. Do not allow the lead to drag on the ground.
5. Use both hands: the right hand holds the lead rope (with 8-16" of rope between your hand and the catch). Fold the extra rope back and forth in your left hand. Never loop lead rope, or anything else attached to a horse, around any part of your body .
6. Your horse is stronger than you, so don't try to out-pull it. Most horses will respond to a few rhythmic tugs.
7. If the horse hangs back and refuses to move, turn left or right until he begins to move and then proceed forward
8. If a horse rears, release the hand closest to the horses head so that you won't be jerked off the ground. If the horse doesn't calm down RIGHT AWAY just let go of the lead rope. It is easier to catch a horse that takes off and it avoids someone getting injured trying to hold on. Please remember that if this happens to let go of the horse and seek assistance.

Working Around the Horse

1. Wear boots or solid, closed-toed shoes to protect your feet should you be stepped on.
2. The horse has several blind spots. Whenever you are near a horse, always make sure it knows where you are by speaking to it or keeping a hand on its body as you move around it.
3. The safest place to stand when working with a horse is close to its side near its shoulder.
4. Never stand directly in front of or behind a horse, even when you are brushing its tail or forelock, because it may not be able to see you well.
5. When a horse is on cross-ties, never walk under its neck to get to the other side. A horse has a blind spot under his neck, and will not know where you have gone when you disappear from its line of sight. When you appear suddenly on the other side of its head, it is likely to be startled.
6. To pass behind a horse, either walk far enough away that you are not in kicking range (at least 12ft.), or so close that you cannot receive a full blow should it kick. Most people opt for the latter, and if you do, be sure to keep your hand on its rump when walking behind it so that he will stay aware that you are there.
7. Unless you know the horse you're handling extremely well, do not make sudden movements or sudden loud noises around it. Some horses will become startled from sudden actions or noises and a startled horse is more likely to cause injury to you than a calm one.
8. Always let a horse know what you intend to do. For example, when picking up its feet, do not grab the foot hurriedly. Instead, run your hand down its leg, starting at its shoulder and down to its pastern, and the horse should pick up its foot for you.
9. Never leave a tied horse unattended. If the horse startles, it may injure itself trying to get loose.



Releasing a Horse

1. When releasing a horse into a structure, always lead it completely through the door and turn it around to face the door before removing the halter.
2. When turning a horse out into pasture, always lead it completely into the pasture, turn it to face the gate and secure the gate before removing its halter.
3. Never leave a halter on a horse that is turned loose. A horse may paw at its halter or accidentally get it caught on a fence or other object, which can result in severe damage and even possible death should the horse panic while he is stuck. There are too many horror

stories of horses breaking their necks due to panicking from getting their halter stuck on something, even when wearing so-called 'break-away' leather halters.

Other

1. Make sure that all gates and doors are always closed and secured. If it is open, close it. If unsure double-check or ask.
2. Keep tack and equipment off the ground and in its proper place. Do not leave things where people or horses could damage or be hurt by them.
3. ALWAYS put things back from where you got it, if unsure ask someone.
4. Don't give treats to the horses unless you have permission. Some horses have health conditions that prohibit them having sugar or other foods.
5. NEVER leave a horse tied and unattended.
6. No one is allowed to administer medications of any kind to horses without permission.
7. Please remember to clean up after any horse you may be working with.
8. Other than helping to keep the horses clean, grooming gives volunteers the chance to look over their body for any cuts/swelling/etc. If there are cuts/swelling please inform the Lead Volunteer.

Note: We have a zero tolerance for drugs, alcohol, knives, weapons (unless law enforcement, military or authorized) or any abusive behavior whether of horse, animal or person. The Barefoot Ranch reserves the right to terminate the services of any volunteer.

Volunteers are to be aware of the rules and to help to enforce them. If you are aware of someone not following the guidelines, please notify someone in charge.

About Us

The Barefoot Ranch is a Registered Charity in Manitoba. We provide equine (horses, donkeys, and mules) with a home, fresh water, food, shelter, hoof trimming, vet services, and loving care. Giving them their best lives is our passion and we are committed to this mission.

We specialize in owner surrenders and have rescued over 100 horses since incorporating in 2016. We have been extremely busy since 2021 and the demand for rescues has increased significantly.



The Barefoot Ranch was founded in 2016 by horse rescuer and activist Sherri Anderson, and since then the Registered Charity has operated solely on private donations from individuals and small grants from companies with a love for animals. The facility is entirely volunteer-run, but The Barefoot Ranch is a place that also gives back to its volunteers in ways that can only be described as soulful, healing and life-changing.

The Barefoot Ranch provides a safe haven where unwanted, abandoned, abused, and neglected horses can be cared for, rehabilitated, and then adopted out to responsible, caring families. At our location near Teulon, MB, we care for about 70 equine as well as other animals.

Through media appearances and training programs, The Barefoot Ranch strives to increase public awareness of the plight of these horses. The group also welcomes children, hosting educational, age-appropriate tours and other kid-friendly activities designed to familiarize children with horses. They include birthday parties, pony and horse rides, lessons in basic horse care, and visits to an on-site petting zoo inhabited by other small, rescued farm animals.

We also host team building events for businesses interested in volunteering and bonding with their teams outside the office.

Contact Us

General questions: info@thebarefootranch.com

Volunteer: volunteer@thebarefootranch.com

Adopt: adopt@thebarefootranch.com

Website: <http://www.thebarefootranch.com>

