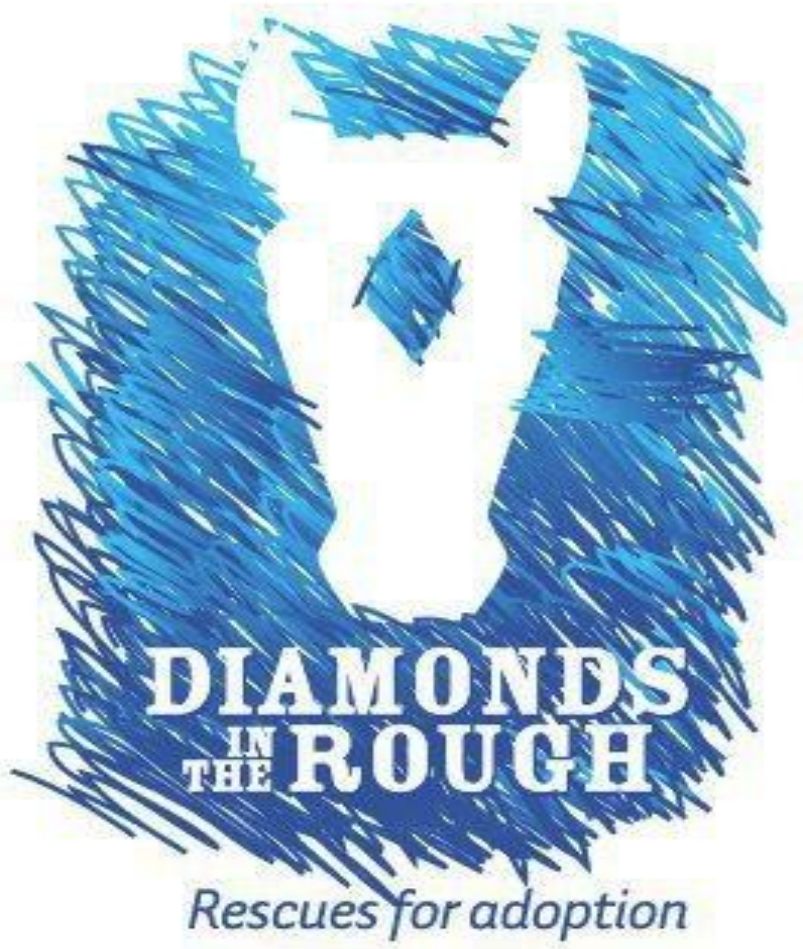


Diamonds In The Rough



Volunteer Manual

DIAMONDS IN THE ROUGH

VISION STATEMENT: Fostering nurturing relationships between abused, neglected, or surrendered horses and caring individuals.

MISSION STATEMENT: Rescue, Restore, Retrain, Re-home

Goals:

- ◆ To provide quality care and training for abused, neglected or surrendered horses.
- ◆ To identify life-long, healthy homes for rescued horses that have been restored to health and retrained.
- ◆ To educate and foster cooperation with the community and local officials.
- ◆ To provide a nurturing family-friendly environment that encourages continual equine education and builds moral character.
- ◆ To provide a positive environment for urban children to learn patience, kindness, trust, forgiveness, and responsibility as they work with DITR rescues. DITR will partner with Newsome-Bailey Academy Pilot Project to accomplish this goal.

“Rescue, Restore, Retrain, Re-home, Retire”

“What is a “Rescue?” Each horse is considered a “rescue” the first thirty days with DITR. Rescues receive an initial vet examination and farrier call. A care plan is established from the veterinarian and farrier’s advice.

“What is the “restore” phase?” Rescues needing continued veterinarian and/or farrier care or are significantly underweight (Body score of 1-3) and cannot be ridden are placed in the “restore” phase.

What is the “retrain” phase?” Rescue horses that are well enough to begin groundwork exercises and/ or assessed for riding are placed in the “retrain” phase of the program. Approved volunteers help with lunging and riding.

What is the “re-home” phase? Rescues have completed groundwork and/or under-saddle training and are ready to be adopted.

What is the “retire” phase? Some of the rescues will never leave DITR because of age or medical conditions. These rescues will live out their days at Merry Oaks Stables.

FOR MORE INFORMATION, CONTACT US AT THE FOLLOWING:

- ◆ Sonja Reuter (sonja.ditr@gmail.com)
- ◆ Jennifer Homan (jennifer.ditr@gmail.com)
- ◆ www.AdoptDITR.org
- ◆ <http://www.facebook.com/AdoptDITR>

WHY ARE VOLUNTEERS SO IMPORTANT?

Diamonds in the Rough relies on its volunteer force to care for rescued horses from Isle of Wight, surrounding counties and North Carolina. Volunteers give individual attention to rescued horses that arrive in poor health, ones that have been abused, or ones surrendered from loving owners who can no longer care for them. Consistent handling by volunteers is part of the process of retraining rescues so they can eventually be adopted into loving families. Volunteers are essential in the daily operation of DITR also. During the first six months of 2011, 36 horses were rescued and volunteers logged 1,600 man-hours, which enabled 21 rescues to be placed in loving homes. In the fall of 2011, DITR volunteers will also begin working with low economic, at-risk children from Southeast NN. Diamonds in the Rough is growing rapidly and the volunteer force is the backbone to its success!

WHAT ARE VOLUNTEERS, BARN MOMS AND DADS, AND MENTORS?

- ◆ **Volunteers**: Anyone who donates of their time and/or financial resources to benefit the DITR operation and welfare of DITR rescued horses.
- ◆ **Barn Mom or Dad**: A volunteer who has committed to caring for a selected rescued horse and financially supports a portion or all of the rescue's farrier costs, veterinarian bills, medication, etc.
- ◆ **Mentors**: A volunteer designated by Sonja Reuter who is qualified to train green and yellow volunteers.

WHAT ARE EXPECTATIONS OF A DITR VOLUNTEER?

- ◆ Fill out volunteer application and turn in to DITR office (lock mailbox) or Jennifer Homan.
- ◆ Read and sign volunteer pledge.
- ◆ Log hours and work completed each day you volunteer.
- ◆ Check in with mentor volunteer or volunteer jobs board for priority jobs to complete. (Volunteer Jobs Board is located outside DITR office.)
- ◆ Attend DITR meetings. (If unable to attend, please inform Jennifer Homan.)
- ◆ Work through skills checklist in DITR volunteer program with a designated DITR mentor unless one chooses to be a diamond volunteer.
- ◆ Turn in each completed volunteer level worksheet to Jennifer Homan.
- ◆ Help with at least one major DITR fundraiser.
 - Neigh Day (spring)
 - DITR Haunted House (each weekend in October)
 - Newsome-Bailey Pilot Project Mentor (first Saturday of the month.)

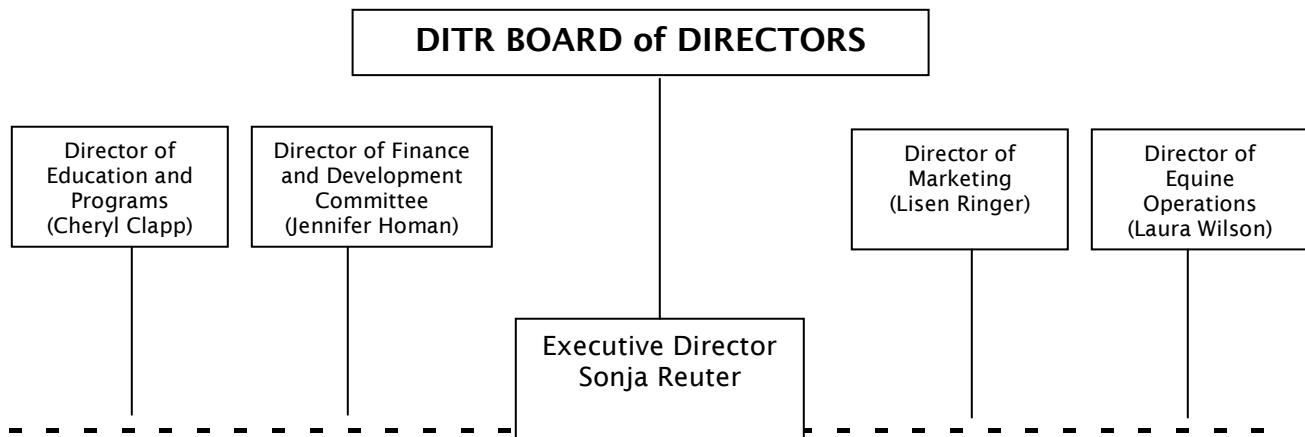
WHAT ARE THE DIFFERENT VOLUNTEER QUALIFICATIONS?

- ◆ **Diamond Volunteer:**
 - Supports DITR financially or one who contributes to the physical care of the barn and grounds or helps water and hay horses. Diamond volunteers choose not to handle the horses.
 - Attends volunteer meetings
- ◆ **Green Qualified Volunteer:**
 - Receives permission from Sonja Reuter, Jennifer Homan, Laura Wilson, Cheryl Clapp, or Doug Newell to begin handling green level horses.
 - Working toward completing green level training with DITR mentor.
 - Attends volunteer meetings.
- ◆ **Yellow Qualified Volunteer:**
 - Completes all green level training skills.
 - Working toward completing yellow level training with DITR mentor.
 - Receives permission from Sonja Reuter to handle yellow level horses.
 - May begin to ride green level horses with permission from Sonja Reuter. Inexperienced riders are strongly encouraged to take riding lessons from Kelly Creppel or another approved riding instructor.
 - Attends volunteer meetings.
 - Joins at least one DITR committee.
- ◆ **Red Qualified Volunteer:**
 - Completes yellow level training skills.
 - Under the supervision of Sonja and/or trainer, Kelly Creppel, red level volunteers may be assigned green, yellow, or red level horses to retrain and maintain until adoption occurs.
 - Attends volunteer meetings.
 - Joins at least one DITR committee.

WHAT ARE THE EXPECTATIONS OF BARN MOM OR DADS?

- ◆ Spend as much time as possible, bonding and caring for your horse.
- ◆ If your horse is under special veterinarian care, familiarize yourself with prescribed treatment and help with care.
- ◆ When your horse is scheduled for veterinarian check-up, check I-Shelter for health updates, weight gains, and changes in care of horse.
- ◆ Arrange with other volunteers to care for you horse if you are planning to be out of town for an extended amount of time.

DITR ORGANIZATION



DITR Board Responsibilities

Director of Education and Programs

- ◆ Develop educational materials and programs to encourage and promote continued learning of equine care and horsemanship for volunteers.
- ◆ Oversee DITR volunteer training.
- ◆ Oversee partnership with Newsome-Bailey Academy.
- ◆ Foster good partnerships with other community equine educational programs.

Director of Finance and Development

- ◆ Develop and maintain relations with the community, Animal Control, equine supply companies, and local, state, and regional businesses.
- ◆ Research and oversee writing of grant applications.
- ◆ Present to DITR Board of Directors each October 1, fundraiser and other events for calendar year (January-December).
- ◆ Prepare yearly budget and give regular finance reports to DITR Board of Directors.

Director of Marketing

- ◆ Develop marketing materials to educate and inform the community of DITR growth, needs, events, etc.
- ◆ Maintain website and other social media.
- ◆ Supply necessary marketing materials for DITR.

Director of Equine Operations

- ◆ Assist Dir. Of Education and Volunteers in planning programs to assure smooth operation of DITR.
- ◆ Oversee daily operations of DITR.
- ◆ Oversee record keeping of veterinary and farrier care for rescues and update of medical information into I-Shelter.

BARN RULES

- ◆ No smoking on the premises unless you smoke in your car.
- ◆ Do not let horses run free in any area if another horse(s) is in the runway, in paddock, backstretch, another arena, pasture or with another handler nearby.
- ◆ You may not ride a horse or be mounted on a horse at anytime in the barn.
- ◆ Put all equipment, tack, grooming tools, shampoos, fly sprays, etc. back in their proper place.
- ◆ Keep wash rack clean. Be sure to clean up manure, hair, etc., after each horse you groom.
- ◆ Turn off water, lights, fans and heaters each evening if you are the last volunteer in the barn.
 - Main water valves are located on wall of wash rack next to doors.
 - Check heater in the bathroom.
- ◆ Turn off lights when not in use.
- ◆ Close gates to all stalls, paddocks and pastures to avoid damage to gates and to avoid spooking a horse.
- ◆ Keep gates to feed room, tack room and office closed.
- ◆ Turn out horses to their assigned paddocks and/or pastures. Changes need to be approved by Sonja Reuter or Laura Wilson. This will help prevent spreading of parasites.
- ◆ Wear helmet and proper shoes when riding. A helmet is required for anyone under age 18 or anyone riding a horse that is not personally owned.
- ◆ Wear close-toed shoes when working.
- ◆ Do not sit on fence or climb on or over gates.
- ◆ Report necessary repairs to Sonja or fill out repair slip in the office.
- ◆ Read each horse's board before feeding treats.
- ◆ Always wash hands after handling or petting a sick horse. (Check stall boards for notes on sick horses.)
- ◆ Do not hit any horse.
- ◆ Children 12 years and younger must be supervised by a parent or guardian at all times.
- ◆ Tie horses to tie racks only.
- ◆ Do not put horses in stalls, paddocks, or pastures where there are downed wires, protruding objects, or broken boards. Be observant and check before turning a horse into an area! (Diligence in being observant can prevent a hefty veterinary bill.)
- ◆ Barn hours are 8am to 8pm.
- ◆ Do not turn off hot wire to fences unless permission is granted from Sonja.
- ◆ DITR is privileged to operate on the Reuter family's property. Volunteers must receive permission from Sonja Reuter to complete any maintenance work, enter the chicken barn or storage areas, invite other animals onto the farm, or speak on behalf of the Reuter family concerning farm management.

BARN SENSE

- ◆ Be cautious when entering a stall. Learn horses' body language.
 - A horse with its ears pinned back flat is likely to kick!
 - A horse that turns its rump towards you may be warning you!
- ◆ Cat food and dog food, even in small amounts, can kill a horse. Please be sure to keep the tack room gate closed, since this is where we keep the cat food and feed the cats.
- ◆ When trail riding or walking horses on the property, do not allow the horse to nibble on plants. There are over 300 identified plants poisonous to horses. (See www.aspca.org/Pet-care/poison-control/plant-list-horses.aspx)
- ◆ When haying horses, be careful that hay bale ropes are not accidentally thrown into the feeders.
- ◆ Safe treats for horses are cut up apples and carrots. Two-inch chunks are advisable to prevent a horse from choking. Be sure to read stall boards before feeding treats. Many horses are not allowed treats.
- ◆ Sedated horses can easily choke on hay. Before haying, check boards for any restrictions to hay (if sedated, treats are also not allowed).
- ◆ Always assume hot-wire is on.
- ◆ When leading a horse, be sure not to wrap the lead line around your hand. If a horse should spook and/or bolt, you should be able to drop the lead line immediately.
- ◆ Be situationally aware before leading a horse into the barn, especially when the farrier or veterinarian is working on a horse. It is good etiquette to ask permission to lead your horse past another handler and his horse.
- ◆ Be sure that pitch forks are placed in the yellow hay bin (prongs down) or leaning against the feed room wall with the prongs down.

GREEN VOLUNTEER SKILLS

- ◇ Learn body language of horses.
- ◇ Correctly put a halter on a horse.
- ◇ Groom green level horse
 - ◆ identify different grooming tools and their uses
 - ◆ use proper brushes on body, mane and tail
- ◇ Identify basic tack
 - ◆ halter
 - ◆ lead rope
 - ◆ bridle
 - ◆ English saddle
 - ◆ Western saddle
 - ◆ Dressage saddle
 - ◆ Saddle blanket
 - ◆ English and Western cinches
- ◇ Walk green level horse safely in and out of stall.
- ◇ Walk green level horse safely in and out of paddock or pasture.
- ◇ Demonstrate how to correctly and safely tie a horse.
- ◇ Demonstrate how to catch a green level horse in a paddock or stall.
- ◇ Properly clean 3 stalls.
- ◇ Arrange with a mentor to help clean water buckets or paddock/pasture buckets.
- ◇ Watch a riding lesson.
- ◇ Choose a green level horse to give attention and practice green level skills.

YELLOW LEVEL VOLUNTEER

- ◇ Demonstrate how to clean hooves properly.
- ◇ Safely walk a yellow level horse in and out of stall.
- ◇ Safely walk a yellow level horse in and out of paddock or pasture.
- ◇ Correctly bathe a horse (weather permitting); yellow level volunteer status will be awarded prior to achieving this skill if it is late fall through spring.
- ◇ Properly put on and remove fly sheet or blanket.
- ◇ Properly lunge a horse on a lunge line.
- ◇ Observe one vet call (usually scheduled on Tuesdays).
- ◇ Assist veterinarian on one vet call (usually scheduled on Tuesdays).
- ◇ Assist with farrier on one visit (Fridays).
- ◇ Demonstrate how to properly use a weight tape.
- ◇ Saddle a horse in western tack.
- ◇ Saddle a horse in English tack.
- ◇ Read Story's Horse Manual.

RED LEVEL VOLUNTEER

- ◇ Safely walk a red level horse in and out of stall.
- ◇ Safely walk a red level horse in and out of paddock or pasture.
- ◇ Assist volunteer (one assigned by Sonja) who regularly takes horses out brings in (Please arrange ahead of time with volunteer).
- ◇ Demonstrate how to properly free lunge a horse in the round pen.
- ◇ Take three riding lessons from the trainer at Merry Oaks or another approved trainer.

MENTOR

- ◇ Complete Green and Yellow Volunteer requirements.
- ◇ Selected by Sonja Reuter and the DITR board to help train green and yellow volunteers
- ◇ Mentors who complete Red Level Volunteer requirements may be selected by Sonja and/or Kelly Creppel to complete retraining of rescue horses that have been restored to health.

CALENDAR EVENTS

November 2011

- ◆ 11/12- Volunteer meeting (10am - noon)

December 2011

- ◆ 12/3 - Newsome-Bailey Academy students (9:30 - noon)
- ◆ 12/10 - Christmas Parade
- DITR and Merry Oaks Christmas Party

January 2012

- ◆ 1/7 - Newsome-Bailey Academy students (9:30 - noon)
- ◆ 1/14 - Volunteer meeting (10am - noon)

February 2012

- ◆ 2/4 - Newsome-Bailey Academy students (9:30 - noon)

March 2012

- ◆ 3/3 - Newsome-Bailey Academy students (9:30 - noon)
- ◆ 3/10 - Volunteer meeting (10am - noon)

April 2012

- ◆ 4/7 - Newsome-Bailey Academy students (9:30 - noon)
- ◆ 4/8 - Easter
- ◆ 4/21- Neigh Days

May 2012

- ◆ 5/12 - Volunteer meeting (10am - noon)

June 2012

July 2012

- ◆ 6/9 - Volunteer meeting (10am - noon)

August 2012

September 2012

- ◆ 9/8 - Volunteer meeting (10am - noon)
- ◆ Haunted Barn preparations each weekend

October 2012

- ◆ 10/5-6, 10/12-13, 10/19-20, 10/26-27 Haunted Barn
- ◆ 10/6 Newsome-Bailey Academy students (9:30 - noon)

November 2012

- ◆ 11/3 - Newsome-Bailey Academy students (9:30 - noon)
- ◆ 11/10 - Volunteer Meeting (10am - noon)

December 2012

- ◆ 12/1 - Newsome-Bailey Academy students (9:30 - noon)
- ◆ 12/8 - Christmas Parade (tentative date)

Keep informed of additional DITR events through the website or facebook.

DITR VOLUNTEER PLEDGE

As a volunteer for Diamonds in the Rough, I understand this is a volunteer organization committed to the care and well-being of rescued horses. I understand my responsibilities outlined in this manual and I am committed to building DITR into an organization that reflects a reputation of excellence and integrity.

I am also aware that one of DITR goals is to maintain a positive, family-friendly environment. I am committed to building a reputation of encouragement, honesty and civility among all volunteers.

Name_____

Date_____

