



Level 1 Orientation



H U N K A P I

General Guidelines

1. Please dress neatly, appropriately, and always wear closed-toes shoes. In the summer, please dress to protect yourself from the sun.
2. Please stay off your cell phone while volunteering. Working with farm animals is sometimes unpredictable and it is important to have your attention on maintaining safety.
3. Please sign in when you arrive and sign out when you leave. We use this information to seek funding and also to recognize our volunteers!
4. If you are unable to attend your scheduled volunteer session, please make sure to remove your registration in Volgistics so we know not to expect you.
5. Put things back where they belong. This helps us stay organized and makes everyone's job easier!
6. Treat everyone with respect. Please never hit or kick any of the animals. Also, please be understanding of our clients and other volunteers!
7. What happens at the farm, stays at the farm (mostly!). We know you are excited to be here and may want to share your experience with others. Please keep the identity of our clients confidential and maintain their privacy! As for our animals, they love public attention so share as you please!
8. Have fun, smile, laugh, and enjoy yourself! Your enthusiasm is contagious! If you ever need anything, please do not hesitate to ask a staff member. We are so grateful you are here!

Farm Rules

1. **No running, jumping, yelling, or climbing:** The horses may get nervous.
2. **Be calm.** Horses mirror our emotions; if you stay calm, they will too.
3. **Ask before feeding any animals.** Many of the animals are on specialized diets to meet their dietary needs. Please ask before giving them any food or treats!
4. **Close all gates and turn lights off.** Some of the horses are escape artists! Make sure to close every gate behind you and latch it. Also, help us conserve energy by turning the lights off.

Safety with the Horses

Horse Body Language

1. Our horses have emotions too! Their ears help give us an inside look into these emotions. We want to make sure to give our horse space when their ears are pinned back against their head, which indicates that they are angry. Use the diagram below to learn about the different ear positions.



Alert, interest, curiosity



Submission, concern for objects or sensations coming from behind



Irritation, anger



Extreme submission or terror



Divided attention, mixed feelings

Horse Danger Zones

1. **In Front:** Never walk under the horse's neck – always go around.
2. **Behind:** Never approach your horse directly at the rear. When walking behind your horses to pass onto the other side, walk close to your horse with your hand touching the horses to let them know where you are. You can even talk to your horses and say "Pat, pat, pat!" or "I'm going around!" to let them know what you are doing!
3. **Underneath:** Never go under a horse's belly – it scares them!

Haltering a Horse

The halter is the headgear used to catch, tie up, and lead horses. Attached to it is a rope, called a lead rope or a lead line. When you approach your horse to catch it, approach at the left shoulder and talk to them. Let them smell you and get to know who you are before proceeding to the 4-step halter method.

1. Drape the lead line over your horse's neck. This will allow you to hold on to your horse if they try to walk away.
2. Put your horse's nose through the circular hole in the halter. Make sure to pull it up to make sure you have enough room to buckle it!
3. Take your "flippy floppy" (crownpiece) part of the halter and flip it over behind the horse's ears.
4. Buckle the buckle like a belt. It needs to be snug but not too tight. You can use the most worn hole as a reference point.

Leading a Horse

When leading your horse, always stand on the left of the horse. Begin by folding the lead line in half and then hold the rope with two hands. Make sure to never coil or wrap the lead line around your hand: if your horse ever got scared and started running, your hand would be injured. When walking your horse, look where you are going, and your horse will walk with you: your horse will follow your eyes! You should be standing next to your horse's head. To stop, stop your feet first and then, pull back slightly.

Grooming a Horse

1. **Start with the Curry Comb:** This brush has a circular shape and is used in a circular motion. Make small circles along your horse to pull up dust and dirt buried in their fur. Be sure to not use this brush on their face and legs: it would hurt!
2. **Use the Hard Brush:** This brush has hard bristles and is used in a sweeping motion with the grain of the hair. This will help remove the dirt you just lifted up. Be sure to not use this brush on their face and legs: it would hurt! You can also brush their mane and tail with this brush.
3. **Use the Soft Brush:** This brush has soft bristles and is also used in a sweeping motion with the grain of the hair. This will be the finishing touches of removing the dirt. You can use this brush anywhere on the body!
4. **Use the Hoof Pick:** See instructions below!

Using the Hoof Pick

1. Start by creating a bubble around your horse's hoof. This will help remind you to keep your feet outside the bubble to protect them. Point your toes toward the back of the horse.
2. Begin by pushing on your horse's shoulder with your fingers and say, "Ding Dong!" This will indicate to your horse that you want them to shift their weight over to their other feet.
3. Press your shoulder closest to your horse into your horse's shoulder.
4. Start sliding your hand down your horse's leg, while applying shift pressure, and your horse should pick up its foot.
5. Grab your horse's hoof and place your hand at the toe.
6. With your other hand, use your hoof pick to scrape away manure and other debris away from you. You are looking for the "frog" and want to scrape out debris in a "V" shape in the hoof.
7. When you are done cleaning it out, check your feet for safety and drop the horse's hoof.

Tacking a Horse Bareback

1. To begin tacking up your horse, start with your square or English pad. The straps face the front on the horse, and it should be placed on the wither bone, which is the hump at the base of their neck.
2. Next, place a gel foam pad on top with the logo facing the front of the horse.
3. Then, place a bareback pad on top with the handles facing the front. Tuck the straps through the "pockets" on the English pad.
4. Use the girth to attach the two straps together. It should be pretty firm but please ask a staff for help to gauge how tight it should be!
5. Attach the rainbow reins onto the square metal piece on the halter. Make sure to have the pokey ends facing outwards as to not irritate your horse.

Using a Slip Release Knot to Tie a Horse

1. Begin by wrapping the lead line in a circle around a vertical fence post, with the slack end ending underneath the other end of the rope.
2. Make a loop in the shape of a bunny ear using the slack end.
3. Put the loop through the original circle loop that is around the fence.
4. Hold the loop and the part of the lead line attached to the horse. Pull in opposite directions to tighten.

Hanging a Halter on Stalls

When putting you horse away, you want to make sure that the halter is hung on either the 3rd rung up of the fence or on the handle of their stalls. Take the "flippy floppy" (crownpiece) and flip it over the fence. Buckle the buckle to secure it on the fence. Then, fold the lead line in half and place it through the halter.