

# Standard Operating Procedure Manual

## Volunteer Protocols

Volunteers will be given a handout explaining TPR and how they can help TPR. They must handle themselves in a manner that represents TPR in the best light possible. Volunteers should educate themselves about the work TPR does by reading "New Track, New Life," written by Kimberly Godwin Clark, TPR's founder, studying the TPR website and attending volunteer meetings pertaining to their areas of volunteer assistance.

All volunteers will be required to complete the Leighton Farm and Thoroughbred Placement Resources, Inc. Release Form with accompanying Medical and Liability Release. There will be no exceptions.

## Event Planning Protocols

As a general rule, any events planned to promote, fundraise (or both) for TPR must be presented and agreed upon by the Board of Directors (the "Board"). An outline describing the activity including proposed dates, number of volunteers required, budget, how it will be promoted and how funds are to be raised must be submitted to the Board.

Proposed fundraisers and/or events should be submitted to the Board four (4) months before the planned date and promotion should begin a minimum of three (3) months before the planned date. The initial cost of the event must be raised through sponsorship and donations for that event.

Proposed appearances or "booths at events", should be submitted to the Board, at least thirty (30) days before the date of the fundraiser or thirty (30) days before the due date of the application to appear at such an event so TPR can be included in any and all promotions associated with such event.

## Adoption/Placement Protocols

### Owners and Trainers

TPR will assist owners or trainers in either placing or selling their retired or retiring Thoroughbred racehorse. If the horse is to be sold, the owner or trainer of the horse will set the price.

Each person TPR assists is given a handout explaining the adoption and rehoming process and what that person is expected to do. This handout must be given each time a request for assistance is made—even to those we have assisted in the past. They must sign a confirmation stating that they have read the handout and agree to follow the TPR protocols outlined in the handout.

When a trainer or owner of a retired or retiring Thoroughbred racehorse requests assistance in rehoming the horse, there must be money available in the TPR budget to cover the cost of taking possession of the horse either at Leighton Farm or an approved Foster Farm. The owner or his representative must fill out and sign a Horse Donation Agreement.

TPR will consider placing the horse from his or her present location (remote placement) under the following conditions:

1. If we have assisted the trainer or owner in the past and they followed our protocols fully.
2. The trainer or owner of the horse may submit a written request for assistance and submit it to our Board for consideration. If approved, they will be required to sign a document agreeing to follow our protocols for remote placement. If they do not, we will not assist them in the future unless we are able to take possession of the horse.

All potential adopters must submit a reference application and be approved to adopt through TPR. All horses adopted must have an adoption contract (TOA) signed by the new owner.

No horses can be adopted or sold for racing or breeding. The Adoption Contract includes clauses covering both of these instances. There are no exceptions to this rule.

### Adopters

All adoptable horses located at Leighton Farm or TPR fosters are available to approved homes only. The potential adopter must fill out and submit a reference application. When someone expresses an interest in adopting a horse through TPR, they are emailed or snail mailed a handout containing an overview of the TPR adoption process and a reference application. Applications may also be downloaded from the goodhorse.org website. Once their references are checked, they are either issued an email stating they have not been qualified to adopt and are entered into the TPR database, or that they have been qualified to adopt, entered in the database and issued a confirmation code. At this point they are qualified to adopt through TPR. All adopters must sign the TPR adoption contract when they adopt a horse.

For remote placements, or horses not located at a TPR facility, such as horses still at the racetrack, the current owner must follow the TPR protocols of having us check and confirm the references of anyone wishing to adopt their horse. They must also have the new owner sign the TPR adoption contract (TOA).

## **TPR Organization Adoption Protocols**

Every person who requests help in rehoming a horse must be given our Informational Handout describing what we do and what we require them to do. They must sign the confirmation stating that they have read and understand the TPR adoption process and will abide by our procedures.

All horses should be posted on the TPR website within forty-eight (48) hours of receiving their required pictures and description. One picture should be of the horse's face and the other a good quality conformation shot. Any additional pictures can be included at the poster's discretion.

An email blast about the horse, including pictures, should be sent at the same time the horse is posted on the goodhorse.org website. All volunteers who post horses on remote sites are signed up to receive this email and they can then post the horse on all assigned sites. This should be done within thirty-six (36) hours of receiving the email.

Volunteers who post horses should be notified that a listed horse has been adopted within twenty-four (24) hours of TPR being notified of such adoption. They should have the horse removed from all websites, or marked as rehomed, within twenty-four (24) hours of being notified.

## **Posting Horses to Outside Websites**

Posting horses on outside websites is a very important part of the work TPR does. This facilitates the placement of horses retiring from racing by spreading the word that the horse is available for adoption or sale. If you commit to manage a site, please try to have the horse up within 7 days of receiving the email that the horse is available. It's important for anyone helping with this work to understand that it's critical we find horses a new home as soon as possible. They are in danger of being euthanized, sent to slaughter or ending up at a bottom tier track where they are disposed of at the end of their race career because there is no chance of them being suitable for a life after racing.

What is involved: You will be assigned an outside website such as DreamHorse.com, Equispot.com, Equine.com, or any of the others. The task is to add a new listing with the horse's basic info and sometimes pictures depending on the particular site. You will then remove the horses that have found a home. TPR keeps an email list of those volunteers who post horses for us and you will be notified when a horse finds a home so you can take him down.

TPR sends out an eblast when a new horse is listed on the goodhorse.org website. All accounts are already set up, so inquiries will go directly to TPR. If you haven't already, go to <http://app.expressemailing.com/Survey.aspx?SFID=84963> and sign up to be notified when a horse is added to the goodhorse.org website by checking the appropriate box. There is also a link on the goodhorse.org website to "Subscribe Now" if you prefer to use that.

You will then receive an email each time we post a new horse on the goodhorse.org website. It has the pictures, description and any links you need to post your ad. I just "steal" the pictures by right clicking them and selecting "Save Picture As...." when I need them. For some sites, such as DreamHorse, we don't usually use the picture option because you have to pay for it. When we do, I'll go in and upload and pay for it. I also copy and paste the description of the horse into a Word Document which I save in the same place as the pictures. I then make minor edits, such as video available, etc. and then proceed

to copy and paste it into the ad. Let me know if you have any problems and I'll be happy to assist! You are agreeing to continue to post horses to your assigned website until you notify us that you cannot do it any longer. We are deeply appreciative of your help, but we ask that you view your commitment to do this as an important responsibility. These horses are counting on you. We understand that life has a way of throwing curve balls, so if you find you can no longer post horses to your assigned website or need a temporary leave from posting, let us know as soon as possible.

### **Fostering Protocols**

All foster homes must submit a foster reference application and be approved to foster horses for TPR. They are required to provide appropriate shelter, adequate turn out and safe fencing to be considered for adoption. They must also sign and return to TPR a Foster Care Agreement for each individual horse and a Federal W-9 form. A Handout outlining the basic care and handling of a TPR horse will be given to the Foster Giver and they are encouraged to read "New Track, New Life," written by Kimberly Godwin Clark, TPR's founder. Included in the handout is the TPR deworming, vaccination and dentistry schedule and our feeding protocols. Foster Givers are expected to adhere to these protocols.

If the horse is to be boarded by the Foster Giver, the barn manager or owner of the farm where the horse will be boarded must sign a Foster Boarding Contract.

Generally, the Foster Giver is given \$300 per month to cover the basic costs of the care of the horse. The Foster Giver will donate any additional cost of care of the horse. In some cases, the Foster Giver will donate all of the cost of the care of the horse. Any veterinary care more than \$300 must be submitted to the Board for approval, unless it is due to an emergency vet call. In that case it can be approved by any TPR Board member or the volunteer appointed to run the Foster Care Program for TPR.

Most horses being fostered are available for adoption and Foster Givers are expected to adhere to all TPR Adoption Protocols.

All Foster Givers must agree to fill out and complete, by the appointed deadline, any and all paperwork needed by TPR for applying for grants and accreditations. Common requirements include having the practicing veterinarian fill out a form describing the farm where the TPR horses are kept. Normally, the vets are asked to include a letter stating they are the practicing veterinarian. These forms must be completed in full and by the appointed deadline. Failure to do so may result in TPR terminating the relationship with the Foster Giver.

## General Farm Protocols

### Visitors to Leighton Farm

All visitors to Leighton Farm must sign the Leighton Farm and Thoroughbred Placement Resources, Inc. Release Form. Minors must be accompanied by a parent or guardian at all times and that person must sign the Release Form on their behalf.

### Employee/Volunteer Foot Wear & Disinfecting

All volunteers and employees will be required to either have a pair of work boots that stay at the farm when they leave work, or disinfect their footwear upon arrival and departure from work. An area will be provided for the safe keeping of “off work” shoes while the employee is at work.

Minimum foot wear requirements:

Every person coming onto the farm is responsible for their own foot wear. Any person with inadequate protection provided by their foot wear will not be allowed access to any horse or be allowed in the vicinity of a horse. Disinfection will be required of any type of foot wear entering the facility.

To be allowed access to horses, footwear must be closed toed, preferably with a heel and covering the ankle. Rubber boots and tennis shoes are not recommended as footwear, as they do not provide protection from heavy machinery or horses stepping on your feet.

Other attire requirements:

All employees and volunteers who will be working on the farm, are required to wear long pants. Sleeveless shirts are permissible. Professional attire is required at all times. During formal events held at the Leighton Farm, all employees must wear clean jeans or khakis, a collared shirt and boots.

### Emergency Situations

If there is a need for emergency personnel (EMS, Fire Dept., or Police) call 911. The horse farm is located in Prince Georges county so county personnel will respond. All emergency numbers are posted on the tack room door. Kimberly Clark must be contacted after the 911 call. In the case of equine emergency, Kimberly Clark and/or Dr. Morgan Dove will be contacted first.

### Extreme Weather Situations

Due to the high winds and dangerous lightning associated with severe weather, horses are safest when allowed to take cover in natural surroundings. All students and volunteers need to take cover in a building during severe weather.

In the case of a tornado, the front room in the basement of the main house will be used as shelter because it has no windows and has thick concrete walls and roof.

After the severe storm passes, the horses will be checked for any injuries that might have occurred due to the storm. Next, fence lines will be checked to prevent any injuries or loose horses resulting from a downed fence line.

### **Loss of Power or Water Supply**

Loss of power for an extended period of time should not have any detrimental effect to the care and feeding of the horses and therefore is not an emergency. Leighton Farm is equipped with a generator that works the well in the case of a power outage and in the event the generator does not work, our farm has a stream bordering two sides of it which is a back up source of water for the animals located at Leighton Farm.

### **Staff Release**

All TPR staff will be required to complete the Leighton Farm and Thoroughbred Placement Resources, Inc. Release Form with accompanying Medical and Liability Release. There will be no exceptions.

### **Zoonotic Disease**

Zoonotic Diseases are contagious diseases spread between animals and humans. These diseases are caused by bacteria, viruses, parasites, and fungi that are carried by animals and insects.

All TPR volunteers and staff are required to be aware of the Centers for Disease Control (CDC) protocols for preventing Zoonotic Diseases. These include the following:

1. Be aware of zoonotic diseases and your potential for infection.
2. Wash hands thoroughly and frequently.
3. Avoid direct contact with certain animals and their environment.
4. Closely supervise children to ensure they wash their hands properly and avoid hand-to-mouth activities (thumb-sucking, eating, and use of pacifiers) after animal contact.
5. Use EPA-registered insect repellents that contain 20% or more DEET (N, N-diethyl-m-toluamide) on the exposed skin for protection that lasts up to several hours.
6. Use products that contain repellents (such as permethrin) on clothing. Treat clothing and gear, such as boots, pants, socks and tents.
7. Look for and remove ticks from your body. Parents should check their children for ticks.
8. Limit the number of places around your home for mosquitoes to breed by getting rid of items that hold water.

## Equine Care Protocols

### Water

Fresh water is a priority at Leighton Farm. Water should be checked as early in the morning as possible. Water buckets in the stalls should be cleaned and refilled every morning. Use a small amount of bleach, 1/2 ounce and the designated scrubbing tools located in the wash stall. Water should be checked often throughout the day. If you empty the buckets in a barn, fill them before proceeding to the next chore or other barn.

All water receptacles shall be inspected daily, kept clean and free of hazardous contaminants, and be positioned or affixed to minimize spillage. Troughs are to be emptied and scrubbed no less than once per week. If the water is not clear and fresh they should be emptied and scrubbed at that time. Some troughs need to be cleaned more than once per week. In winter warm water should be added to each trough. Pastured or stalled equines shall have access to clean, potable water at all times.

Equines who are being trained, worked, ridden or transported shall be provided water as often as necessary for their health and comfort. Activity levels and climatic conditions such as relative humidity and air movement must also be considered.

### Stalls

Horses are assigned stalls and this is noted on the board in the feed room along with turn out assignments. Stalls should have ample bedding at all times. The bedding used at Leighton Farm is Streufex. It should be 5 inches deep and 3/4 the way across the stall. No bedding should be kept on the first 1/4 of the stall. This is where hay is kept and beneath the water buckets should not have bedding. Wet bedding is a breeding ground for fungus which can kill a horse.

### Turn out

There is a turn out chart located in the feed room. Horses are to be led one at a time to their designated fields. Water troughs can be checked at this time. Remove halter and lead and hang in designated area. Horses are turned out in groups no larger than four (4). During the day, watch for signs of horses not getting along. When you bring the horses in go over them in search of injuries. If there are bite marks found on a horse, it will not be long until he is kicked. It is time to change the turn out groups. Take action before major injuries occur.

Begin to clean stalls while waiting for horses to finish eating in the morning. Once horses are done eating, turn them out in assigned fields. There is a board in the feed room which has turn out assignments and feed amounts. Check water troughs in fields every day while turning out. Water should be added if the tank is half full. Tubs should be scrubbed at minimum once per week. Use a 1/2 cup bleach and the designated scrubbing tools to clean them.

Halters should be used to lead horses in or out and while working on them. We take them off to turn out in the field and while in the stall. There can be exceptions, so check on the turn out board—it will be noted there.

## **Feeding**

Horses are to have free choice hay at all times when in stalls. They are fed twice per day at the same time. The time is determined by the season and is done earlier in the summer. There is a board in the feed room detailing the rations each horse will receive. Changes are made on the board so it must be checked every day. Lids are to be kept on containers holding feed. Notify the barn manager when feed supply is down to four (4) bags.

## **Hay**

All horses should have hay at all times in their stalls and in the fields during winter. Hay strings should be pulled and thrown away when cut. Others may not see them and they can kill a horse if they make it into the stall. You can re-tie them around the bale or throw them away when you cut them.

## **General Practices**

Each equine shall be observed for illness and/or injury at least once every twenty-four (24) hours, and a veterinary professional shall be contacted if an equine is known or suspected to have experienced injury or illness, or displays abnormal behavior attributable to injury or illness.

All equines shall maintain a body condition of no less than a score 4 on the Henneke Body Condition Scoring System (see Appendix A). Exceptions shall be made for equines having been at the facility for less than six (6) months and showing continued and documented improvements and for equines under the regular care of a veterinarian. Photographic and written records of the animal's condition over time should include body condition, weight fluctuations, feeding program and veterinary care. This documentation is strongly recommended for any equine arriving at the facility in a poor condition or for any equine failing to reach a score 4 on the Henneke Body Condition Scoring System within six (6) months of arrival at the facility.

Quantitative fecal exams shall be performed as recommended by a veterinarian and equines shall be treated for parasites as needed or as otherwise directed by a veterinarian. Control of insects and parasites also can be assisted through manure management. Dry lots, paddocks and relatively small pastures shall be picked of manure on a regular basis, and stalls shall be cleared of manure every twenty-four (24) hours. Manure shall be disposed of properly and can be spread onto empty pastures during hot, dry weather. Removal of standing water, where applicable, also can assist in controlling insects. Use of fly sprays, masks and other methods may also be used to control insects, particularly in summer months.

## **Upon Arrival**

When the horse arrives at Leighton Farm, he should be evaluated for any injuries. After reviewing vet records, any vaccinations or deworming necessary should be performed in the first week. A dental evaluation should also be scheduled.

The horse has already been quarantined at the nearby foster farm on St. Thomas Church Road. If the horse is coming from the track, the veterinarian has already evaluated him and gone over his health records.

The horse should be turned out in the round pen and observed. The horse he will be turned out with should

be in the other round pen nearby. Once the horse has settled into the new environment, he can be turned out in a field with the other horse and eventually other horses can be added to the small herd. Each horse is evaluated and handled on an individual basis.

Equines shall receive vaccinations as recommended by a veterinarian, including, but not limited to, Eastern and Western Encephalomyelitis (Sleeping Sickness), West Nile Virus and Tetanus. Other vaccinations to consider in consultation with a veterinarian include, but are not limited to, Rabies, Influenza, Rhino and Strangles.

All horses must have a negative Equine Infectious Anemia (via Coggins Test) yearly.

The facility shall maintain and have clearly posted for all staff and volunteers the name and telephone number of a veterinarian able to make emergency calls to the facility. Foster facilities or homes shall have access to veterinarians able to make emergency calls, and the names and telephone numbers of those veterinarians shall be kept on file with TPR.

### **Dental Care**

Equines shall receive regular dental check-ups and treatment as necessary to facilitate proper and adequate food digestion. It is recommended that equines up to 5 years of age and over fifteen (15) years of age receive dental check-ups twice annually, while equines five (5) to fifteen (15) years shall receive dental check-ups once a year. Equines with dental problems shall be examined by a veterinarian and receive treatment as needed.

### **Hoof Care**

Equines shall receive hoof care, maintenance and trimming every six to eight weeks, or as directed by a veterinarian or qualified farrier. Hoof care shall be performed by a qualified farrier or other experienced person knowledgeable in farrier practice. Exceptions may be made when a veterinarian determines that such care would endanger the equine and/or his caretaker(s), i.e., in the case of a newly arrived equine (see "New Arrivals" page 6), or in the case of a wild equine who is pastured in sufficiently rocky or rough terrain so as to be able to virtually self-maintain his or her hooves. Whenever such exceptions are made, regular photographic and written documentation of hoof condition is recommended.

### **New Arrivals**

Unless accompanied by veterinary records, and provided the health and safety of the equine, veterinarian and caretakers is not compromised, it is recommended that all new equines arriving at the facility undergo a physical examination by a veterinarian and be quarantined for at least two weeks. Where a full physical is not possible, a veterinarian shall at least observe and make recommendations on the equine.

If emaciated, the equine shall receive a starvation refeeding diet, along with other necessary veterinary care. One suggested refeeding program was developed by Dr. Carolyn Stull (see Appendix B).

Deworming of an equine with unknown deworming history and who is in a debilitated state shall be performed according to the direction of a veterinarian.

## **Breeding**

No breeding of equines is permissible. All studs shall be gelded, except when determined by a veterinarian to be medically dangerous for the equine. Studs unable to be gelded shall be kept separate from mares. If pastured, studs shall be physically separated from pastured mares by a buffer zone or aisle between each pasture wide enough to prevent nose-to-nose contact and/or fighting.

In the event a mare arrives at the facility pregnant, a veterinarian shall provide necessary care. Following birth, it is recommended that mother and foal shall be allowed to stay together for a minimum of four (4) months, unless otherwise directed by a veterinarian. A veterinarian shall be consulted in any event and can offer advice on safe weaning to minimize stress and digestive upset, and sound nutritional advice for pregnant or lactating mares, who require sufficiently more forage than normal.

## **Humane Euthanasia**

Humane euthanasia shall be employed:

- When an equine is not mobile and a veterinarian is of the opinion that mobility will not return;
- When the equine's quality of life is deemed, with veterinary guidance, so poor that euthanasia is the most humane option within the means of the organization;
- When an equine is experiencing continual pain for which there is no medical relief or the relief is not within the financial capability of the facility;
- When an equine is affected by a degenerative medical condition for which there is no cure; or
- When an equine is dangerous to him or herself or other animals or humans.

Euthanasia shall only be administered by a licensed veterinarian, except in emergency circumstances where the equine is injured beyond recovery and is suffering irreversibly. The carcass shall be disposed of in compliance with all relevant laws.

## **Equine Training Protocols**

Horses will be handled and trained in accordance with the principles set forth in the book, "New Track, New Life", written by Kimberly Godwin Clark. Each horse will be treated as an individual and the training program will be tailored to his or her individual needs.