

Hickory Hill Farm
Rescue Division
Foster Care Provider Manual, Policies, & Procedures

Changes to this document must be approved by Hickory Hill Farm's Rescue Director and submitted to Hickory Hill Farm's Board of Directors.

Last Updated 1/4/2020

Hickory Hill Farm General Foster Approval Process

1. Potential Foster Care Provider's references will be checked including vet, farrier, and if needed personal references.
2. A volunteer will conduct a site visit.
3. Once approved, Foster Care Provider will receive copies of Foster Care Provider Manual, Policies, & Procedures and Foster Agreement Contract.
4. After reviewing the Manual & Agreement, Foster Care Providers will be required to sign the agreement.
5. Once agreement is signed, Foster Care Provider is approved to receive HHF Fostered Animal(s).

Hickory Hill Farm Fostering Policies

- The Hickory Hill Farm Rescue Director will (with veterinarian assistance) determine an appropriate feeding protocol for the foster. The Director will work with the Foster Care Provider offering guidance on this matter.
- HHF appreciates all care our fosters are willing and able to provide. We will provide monetary assistance as and if needed when notified prior.
- If a foster will need reimbursement they must advise either the Rescue Director or Foster Operations Manager ahead of time AND then provide a receipt no later than 7 days after purchase is made in order to receive reimbursement.
- Hickory Hill Farm will, if needed and requested when cleared prior by HHF and upon receiving receipt, provide reimbursement for the following:
 - Feed (HHF will ONLY reimburse for amount and type/brand of feed the Rescue Director assigned to the foster or approved by the rescue director)
 - Hay (for Purchases approved PRIOR to by Rescue Director. Up to \$6 per square bale, up to \$50 per round bale)
 - Farrier Visits (\$40 per trim - Scheduled or approved by HHF *we do not shoe our horses unless requested specifically by our vet or farrier for corrective measures)
 - Required Veterinary Care, Vaccines, etc. (Scheduled & approved by HHF)
 - Deworming Paste (Scheduled & Approved by HHF)
 - Euthanasia (Scheduled & Approved by HHF)
 - Any other care scheduled and approved prior by HHF
- It is important to note that HHF does not reimburse for daily use items such as feed scoops, shavings for stalls (unless stalling is required), halters, leadropes or other tack, training equipment, barn or fencing materials, etc.
 - Though from time to time through donations, such supplies may be offered to fosters.
- It is strongly encouraged that fosters care providers wear closed-toed shoes when handling HHF Fosters.
- HHF requests that all foster care providers send photos bi-weekly or more frequently if possible, as well as any behavioral type updates that would assist our adoption coordinator when pairing animals with potential adopters.

- The Foster Operations Manager will be responsible for maintaining contact with HHF fosters, reporting needs to the Rescue Director, and helping to keep vetting/farrier records UTD.
- Hickory Hill Farm reserves the right to visit the horse at any time to verify its well-being.
- All vetting, medical, and training for each horse is to be under the authorization of Hickory Hill Farm and only Hickory Hill Farm. Fosters may not make any vetting, medical, or training decisions for a foster horse.
- You will find basic information in this manual. We will provide additional information depending on your foster situation (i.e. refeeding an emaciated horse, maternity fostering, etc).

Social Media Policy

- Social media is one of the greatest tools we have for reaching our community and audience. That being said, we expect and request that our volunteers and fosters to conduct themselves appropriately on all social media platforms especially when representing HHF.
- If you are not already, please like us on Facebook (@hickoryhillfarmtn) and follow us on Instagram, Twitter, and TikTok (@rescueplayheal).
- We HIGHLY encourage you to interact with our page on social media as this is how posts grow and are viewed by larger audiences.
- We HIGHLY encourage you to share photos and videos of your foster on your personal social media. Make sure you tag us, and use your fosters hashtag (#yourfostersnamehere) and others such as #opttoadopt #hickoryhillfarmtn #righthorse etc.
- If your foster is part of an active court case, we forbid ANY social media posts about the horse, of the horse, or pertaining to the horse or the case.
- **As a foster home you do waive your intellectual property ownership rights to any photos that do show your Hickory Hill Farm Animal. Any photos taken of HHF animals, remains property of HHF and can be shared, printed, and distributed accordingly as HHF sees fit.**

Adopting as a Foster

In recognition of the excellent care, time, and generosity our fosters give to HHF horses, the following applies to foster homes adopting:

Once a foster is made available for adoption, the foster home will have one week (7 days) to decide if they want to adopt. Our foster homes do have the first option of adoption.

The regular fee for any HHF horse for all fosters adopting will be discounted initially to \$250 regardless of what the fee is to the general public. The discounts below will apply to a \$250 adoption fee. (The typical adoption fee *starts* at \$300.)

If they commit to continue to foster one or more additional horses through their adoption, we will WAIVE the adoption fee on the horse they wish to adopt.

If they cannot continue to foster for HHF, but they have provided two or more of the following: feed cost, hay cost, farrier cost, assistance with vet/medical cost, then the regular adoption fee will be discounted by 75%.

If they cannot continue to foster for HHF and have not provided two or more of the following: feed cost, hay cost, farrier cost, assistance with vet/medical cost, the adoption fee will be discounted by 40%.

If the foster has provided *ALL* care for their foster including vetting, farrier, and feed/hay, the adoption fee will be waived regardless of their ability to continue fostering.

If a foster is interested in a horse they are not fostering, the same will apply to that horse.

Hickory Hill Farm reserves the right to update these policies at any time.

Hickory Hill Farm Equine Minimum Standards of Care Guidelines

The following guidelines are applicable to general equine management practices as set by the Global Federation of Animal Sanctuaries (GFAS) and are required of all persons fostering an equine from Hickory Hill Farm. While not comprehensive, they offer basic parameters for responsible equine ownership. The number of equines should never exceed the ability of the foster to feed and care for them properly. Such limits are dependent not only upon the physical health of the individual but also the financial ability to maintain proper management. In addition, any individual keeping equines must comply with all relevant state and local laws.

General Management Practices

Various types of enclosure are available to confine equines, including, but not limited to: stalls, dry lots or pastures. In addition, equines shall be provided sufficient opportunity and space to exercise daily and have freedom of movement as necessary to reduce stress and maintain good physical condition. Space and provisions for exercise shall be appropriate for the age, condition and size of the equine.

Group pasturing of compatible equines to allow social interaction is encouraged. If equines are individually stalled, they must be able to make visual contact with other equines, unless otherwise directed by a veterinarian for the safety of the equine in question or other equines at the facility.

Facility Requirements

The following are requirements in order to foster an equine; however, all will be considered on a case-by-case basis:

A - Pasture

A minimum of half-acre pasture per equine on the property. Exceptions may be made in those cases where the equine will be maintained at a facility provided the equine, if stalled, is provided daily turnout of adequate time and space.

B - Shelter

A recommended 12x12 foot stall per standard size equine in barn with turnout or pasture; or a three-sided run-in shelter with a recommended 12x12 feet per equine in pasture, however, the minimum acceptable space is 10.5x10.5 foot stall or run-in area per standard size equine. Equines shall be provided with shelter that gives protection from extreme weather including but not limited to: prevailing wind, snow, sleet, rain, sun, and temperature extremes. Stalls and shelters shall be constructed to provide sufficient space for each equine to turn around, lie down, and move freely and to allow free air flow. Shelters may be constructed to have removable sides during the summer. All enclosures, stalls and/or shelters shall be kept in good repair and free of standing water, accumulated waste, sharp objects and debris. If the barn or shelter is metal, the exposed metal on the inside of the stall and/or shelter shall be covered with ¾" -1" plywood or 2"x6" boards. There should be no exposed nails or other objects that could potentially cause injury to the equine.

C - Water

The foster shall provide troughs or individual water sources to offer adequate and clean water for all equines. All water receptacles shall be kept clean and free of hazardous contaminants and be positioned or affixed to minimize spillage. Use of defroster to prevent freezing in inclement weather is recommended. Equines that are being trained, worked, ridden or transported shall be provided water as often as necessary for their health and comfort. Frequency of watering shall take into consideration the age, condition and size of the equine, activity level and climatic conditions.

D - Feed and Storage

Equines shall receive at a minimum the equivalent of 3% of their body weight per day in high quality forage and grain. If natural forage is insufficient in quality or quantity, quality hay representative of choice grasses in the local area shall supplement the diet. Diet shall be planned with consideration for the age, condition, size, and activity level of the equine. If more than one animal is fed at the same place and time, it shall be the responsibility of the care provider to ensure that each equine receives nutrition in sufficient quantity. If necessary, equines shall be separated to ensure each has access to adequate nutrition without interference from more dominant equine. Individual feed buckets or pans should be provided for each equine. All storage and feeding receptacles shall be kept clean and free of contaminants, such as feces, mold, mildew, rodents and insects. Stored feed shall be kept in such a manner that equines cannot gain access to it.

E – Fencing

Fencing shall be of solid construction, without sharp edges and visible to equines; electric fencing is acceptable. The use of barbed wire fencing is unacceptable in any area of five or less acres or along any side of any area separating equines from one another. Use of electric wire may preclude the barbed wire provision. All t-posts shall be appropriately capped when used as cross fencing to separate pastures, along any fence line adjacent to another equine property or/and property that is less than five acres. Fencing shall be monitored on a regular basis to ensure its safety and effectiveness is maintained.

Vaccinations, Dental Care, Hoof Care, Worming and Coggins

All equines must have a negative EIA test within the last twelve months. Yearly vaccinations are required. Eastern/Western Encephalitis, Rhino, Tetanus, Rabies, West Nile and any other inoculations the veterinarian recommends for endemic diseases are mandatory. Teeth must be kept in good condition and should be checked by a licensed veterinarian annually. All equine

must be kept on a regular deworming program as approved by a licensed Veterinarian. Proper hoof care is required to be done as often as necessary to maintain sound hooves.

Maintaining Health

All equine must maintain weight and condition as described by the Henneke Scoring System (see attached description) between Moderate (5) and Fleshy (7) unless under the direction of a licensed veterinarian. Cuts, sores and illnesses which normal animal husbandry practices would require veterinarian care must be attended to immediately by a licensed veterinarian.

Gelding

All studs shall be gelded as soon as possible unless, under the advice of a licensed veterinarian, such gelding would cause harm to the equine due to age or health.

Hickory Hill Farm Foster Euthanasia Policy

Procedure for Animals in Foster:

For Life Threatening Emergency:

- The foster home will first attempt to contact the Rescue Director. The HHF Rescue Director can authorize euthanasia of the equine.
- If the foster home cannot reach the HHF Rescue Director, then they must try to contact an officer or director. If the Rescue Director is not responding, an officer or director can authorize the euthanasia in an emergency situation.
- If the foster home cannot contact the Rescue Director or an officer or director of HHF and has left a message for both, and if the veterinarian feels that the equine needs to be euthanized immediately, the foster home may authorize euthanasia. The foster home must send notification emails and/or call and leave a message within two hours for the HHF rescue director and at least one other officer of HHF to inform them of the event and euthanasia.

For Non-Life Threatening Emergency or Situation:

- The foster home will contact the Rescue Director. The Rescue Director will follow the Hickory Hill Farm Euthanasia protocol.

Important Hickory Hill Farm Contacts

NAME	POSITION	PHONE	EMAIL
Emma Jones	Rescue Director	469-815-9827	rescue@hickoryhillfarmtn.org
Jenna Gibbons	Camp Director	734-718-9741	Jenna@hickoryhillfarmtn.org
Dr. Josh Moses	Primary Veterinarian	615-406-9867	n/a
Dr. Brian Wright	Secondary Veterinarian	615-289-1500	n/a

Shane Vensel	Primary Farrier	615-708-6545	n/a
Allie Cotterman	Foster Operations Mgr	513-658-2352	fosterhhftn@gmail.com

Riding Hickory Hill Farm Equine Fosters

If the Foster Care Provider wishes to ride their equine foster, this MUST be approved PRIOR to riding IN WRITING by the Rescue Director.

Only approved volunteers and fosters may ride a HHF foster. The HHF rider is to FIRST be evaluated by an approved HHF trainer. After the foster has been evaluated, the foster may request permission to ride. HHF has the right to deny this request for any reason.

No minors (<18) are permitted to ride a HHF foster.

ALL riders are REQUIRED to wear a helmet. NO EXCEPTIONS.

Additional Information

Body Condition

- Our goal is for all horses to be at a BCS of 5-6. We often refer to a horse's body condition using the Henneke Body Scoring method. Please review below:
 - a. Henneke Body Scoring

Hickory Hill Farm recognizes and utilizes the Henneke Body Condition Scoring method. All HHF horses are to be at a BCS of at least 4 prior to being evaluated under saddle or cleared for adoption. The Henneke Scoring System is a scientific method of evaluating body condition regardless of breed, body type, sex or age. It is widely used by law enforcement agencies as an objective method of scoring a horse's body condition in cruelty cases. It may be useful to know that the chart is accepted in a court of law. To evaluate a horse's body condition, the scale refers to six parts of the horse: the neck, withers, shoulder, ribs, loin, and tailhead. To truly evaluate the horse's condition you must apply pressure, using your hands, to each of these parts of the horse's body. The chart rates the horses on a scale of 1 to 9. A score of 1 is considered poor or emaciated with no body fat. A 9 is extremely fat or obese. Veterinarians consider a body score of between 4 and 7 as acceptable, while a 5 is considered ideal.

Condition	Neck	Withers	Shoulder	Ribs	Loin	Tailhead
1 Poor	Bone structure easily noticeable	Bone structure easily noticeable	Bone structure easily noticeable	Ribs protruding prominently	Spinous processes projecting prominently	Tailhead, pinbones, and hook bones projecting prominently
2 Very Thin	Bone structure faintly discernible	Bone structure faintly discernible	Bone structure faintly discernible	Ribs prominent	Slight fat covering over base of spinous processes. Transverse processes of lumbar vertebrae feel rounded. Spinous processes are prominent	Tailhead prominent
3 Thin	Neck accentuated	Withers accentuated	Shoulder accentuated	Slight fat over ribs. Ribs easily discernible	Fat buildup halfway on spinous processes, but easily discernible. Traverse processes cannot be felt	Tailhead prominent but individual vertebrae cannot be visually identified. Hook bones appear rounded, but are still easily discernible. Pin bones not distinguishable
4 Moderately Thin	Neck not obviously thin	Withers not obviously thin	Shoulder not obviously thin	Faint outline of ribs discernible	Negative crease (peaked appearance) along back	Prominence depends on conformation. Fat can be felt. Hook bones not discernible
5 Moderate (Ideal Weight)	Neck blends smoothly into body	Withers rounded over spinous processes	Shoulder blends smoothly into body	Ribs cannot be visually distinguished, but can be easily felt	Back is level	Fat around tailhead beginning to feel soft
6 Moderately Fleshy	Fat beginning to be deposited	Fat beginning to be deposited	Fat beginning to be deposited	Fat over ribs feels spongy	May have a slight positive crease (a groove) down back	Fat around tailhead feels soft
7 Fleshy	Fat deposited along neck	Fat deposited along withers	Fat deposited behind shoulder	Individual ribs can be felt with pressure, but noticeable fat filling between ribs	May have a positive crease down the back	Fat around tailhead is soft
8 Fat	Noticeable thickening of neck	Area along withers filled with fat	Area behind shoulder filled in flush with body	Difficult to feel ribs	Positive crease down the back	Fat around tailhead very soft
9 Extremely Fat	Bulging fat	Bulging fat	Bulging fat	Patchy fat appearing over ribs	Obvious crease down the back	Bulging fat around tailhead

Good Items to Have on Hand:

- Fire Extinguisher in Barn (HHF can provide courtesy of the Wilson Co Fire Dept)
- Equine Thermometer
- Wound Spray (Vetricyn, Banixx, etc)
- Fly Spray
- Hoof Pack
- Wound Ointment (Furazone, Neosporin, etc)
- Medicated Shampoo
- Vet Wrap, Gauze Wrap, Gauze Pads
- Bute (Can be purchased through vet)
- Banamine (Can be purchased through vet)
- Flat bottom rubber feed pans
- Flash Light and Spare Batteries
- Thrush Buster

Common Equine Problems:

Please make sure you are familiar (Aware of signs/symptoms and potential treatment) with common horse issues such as:

- Colic
- Rain Rot
- Choke
- Abscess
- Lice
- Thrush
- Founder/Laminitis

If you are unsure of what these or other issues are, please let us know. We are happy to discuss and teach you!

Health Checklist:

Do you think something is amiss with your foster horse? Below is a list of routine things to check that can help us gauge the horse's health and how it is feeling at the time. Be aware of these items regularly, so if your horse IS sick, you will recognize it more quickly.

- 1. Skin and coat** - Check daily for signs of itching, hair loss or any wounds or abrasions which may need veterinary attention. Also, a dull scraggly coat can be a sign of illness or lack of proper nutrients.
- 2. Appetite** - Monitor daily. Lack of appetite can be a symptom for a large number of conditions including colic, dental disease and increased temperature.
- 3. Eyes, ears, nose** - Check daily for any discharge, discomfort or injury. Notify us if any.
- 4. Legs** - Examine daily for any injury, heat or swelling. Also monitor for any lameness.
- 5. Urinary and fecal output** - Monitor daily, decreased output can be a symptom of conditions such as colic. Increased urinary output can be a symptom of conditions such as Cushing's Disease, which causes horses to drink more than normal.
- 6. Water intake** - Monitor daily. Increases can be caused by conditions such as Cushing's Disease.

7. Behavior - Abnormal behavior can indicate that there is something wrong with your horse. For example, a horse which is much quieter than normal may have an increased temperature due to an infection or it might be in pain.

8. Heart rate, temperature and respiratory rate - These can be checked regularly. More details are given below.

Heart Rate, Temperature, Respiratory Rates:

Any changes from these normal values could indicate a problem. The normal parameters for these are listed below.

Normal heart rate

The heart rate is measured with a stethoscope or by feeling the pulse in the lower leg or jaw. If at rest the heart or pulse rate is raised this may be a sign that the horse is in pain or stressed.

Normal heart rate at rest: 28-40 beats per minute (for an adult horse).

Normal Respiratory rate

Breathing rate can be measured with a stethoscope or by watching the sideways expansion of the chest. The rate can often be raised when the horse is stressed or sick.

Normal rate at rest: 8 -14 breaths minute (for an adult horse).

Normal Temperature

The temperature is taken by inserting the thermometer into the anus of the horse and holding against the side of the rectum. Do not stand directly behind the horse when taking the temperature.

Low readings may be taken if the thermometer is inserted into a piece of faeces by accident. It is important to seek advice from your veterinary surgeon if you are inexperienced at this.

Normal temperature at rest: 99.5-101.3°F (for an adult horse).

We greatly appreciate you fostering animals for Hickory Hill Farm. Please do not hesitate to reach out to us with any questions or assistance you may need. We are here to assist you and make your fostering experience a positive one.