



CHANGING FATES EQUINE RESCUE OF  
DELAWARE, INC.  
PROCESS AND POLICY HANDBOOK

**It is clearly understood and agreed that Adopter has NO right to sell, transfer, lease or convey possession and/or ownership to any person or entity without WRITTEN permission from CFERD.**

## **Adoption Process**

**For the safety of our horses, Changing Fates has a 2 hour travel time restriction from Laurel DE so we may be ready and available to assist our horses or adopters.**

If you are interested in any of our horses:

1. Anyone interested in adopting a horse may call or email us for more information on the horse or adoption process.
2. Complete an Adoption Inquiry.
3. The interested person may visit the rescue on Saturdays between 10-1 (subject to change) or may call to make an appointment to come and meet/ride the horse they are interested in. If they are using a trainer, the trainer may accompany them to the visit.
  - a) If the interested person wants to ride the horse during the first visit, they must wear proper attire (boots, helmet)
    - 1) They must bring their own saddle. We will supply a halter and reins to ride in.
  - b) If the interested person does not want to ride at the first meeting, they must still wear proper foot protection.
  - c) They must sign the Hold Harmless agreement (see appendix "A"), whether they plan to ride or not.
4. After meeting the horse they are interested in, we encourage a second visit with the horse to groom, ride (see section a above) and bond with the horse to make sure there is a connection between horse and human.
5. If the interested party wants to move forward with the adoption they must complete the Adoption Inquiry, if they have not already done so, and pay the NON-REFUNDABLE \$75.00 site review fee. This fee covers the cost of the site inspection. See appendix "B" for site requirements.
6. Complete an Adoption Agreement and a Boarding Contract (if the horse will be boarded). These two must be delivered in person or via mail as we need original signatures.

7. The Board of Directors will review your Adoption Inquiry (see appendix "C"), Adoption Agreement (see appendix "D"), and the Offsite Boarding Agreement (see appendix "E") if needed, and contact your references.
8. A site evaluation is done at the facility where the horse will be kept.
9. Changing Fates Equine Rescue of Delaware, Inc. will notify you of their findings.
10. If the adoption is approved, the adopter will complete the Adoption Agreement and pay the adoption fee. The adopter can make arrangements to pick up the horse. If they need the horse delivered, there will be a \$2.00 per mile round trip and must be paid upon delivery.
11. The adopter will be given 30 days from the adoption date to return the horse for a full refund. After 30 days, if the adopter no longer wants the horse, the horse must be returned to CFERD and NO REFUND will be given.

**Changing Fates has a travel time restriction of 2 hours from Laurel Delaware for the safety of the horses. We continue to check and be ready to assist our adopters .**

## **ADOPTION POLICY**

This information is taken directly from our adoption agreement:

1. Upon receipt of Adopter's signed agreement and covenant to provide all necessary care for said equine, CHANGING FATES hereby transfers custody of said equine to Adopter for the remainder of the Equine's life or until such time as Adopter cannot or will not continue appropriate care for said equine. In either of the latter instances, sole custody of said equine will automatically revert to CHANGING FATES and/or its agents and/or assigns. It is clearly understood and agreed that Adopter has no right to sell, transfer, lease, or convey possession and/or assumed ownership of said equine to any other individual or entity at any time for any reason. Under NO circumstances should the equine be bred, used as a lesson horse, trail rides for hire and/or for any for-profit situation.
2. This agreement is not an Agreement of Sale, but is an agreement of possession.
3. Adopter shall provide all food, water, shelter, farrier, dental and veterinary care, including vaccines and wormer as is necessary to maintain said equine in good health and safety and shall provide a quality environment free of abuse, neglect, poor handling and/or mismanagement for remainder of said equines lifetime. Adopter must keep CHANGING FATES informed of all changes to (both equine and Adopter), name, address, phone and status of said equine necessary to insure the protection of said equine and to enforce the provisions there of.
4. CHANGING FATES retains the right to inspect any facility where said equine is kept at its discretion and without notice. If assigned agents of CHANGING FATES determine that abuse, neglect and/or unsafe conditions exist, they retain the unilateral right to repossess said equine immediately or at such time as may be required by the circumstances. Should CHANGING FATES fail to immediately repossess the subject equine upon findings of abuse, neglect and/or unsafe conditions, such failure does not constitute a waiver of its right to do subsequently.

5. Should harm and/or death of said equine result from any act of omission, neglect or otherwise preventable situation, Adopter shall be liable therefore. Adopter shall supply CHANGING FATES (upon request), no less than one time a year, with medical and farrier records/receipts showing proof of vaccinations, worming, dental work, farrier work, etc., for said equine. If reasonable medical intervention is necessary to save the life of said equine and the cost there of is prohibitive to the Adopter, it is the Adopters responsibility to notify CHANGING FATES immediately. Adopter is to notify CHANGING FATES in any instance of severe medical problems and injuries of said equine. The Adopter is, under no circumstances, allowed to authorize any medical procedures within the first 60 days of possession of said equine, without the written consent of CHANGING FATES.
6. The adopter must release the right to CHANGING FATES to contact the primary veterinarian and farrier at any given time to obtain any and all records kept on said equine.
7. The adopter shall notify CHANGING FATES within 24 hours of said equines death, and must provide CHANGING FATES with records from last veterinarian visit, full explanation of the cause of said equines death to the offices of CHANGING FATES within 7 days of death.
8. The adopter understands that said equine may have health limitations due to previous instances of abuse or neglect. To the best of their knowledge Changing Fates informs adopters of any limitations prior to adoption.
9. The adopter understands that there may be limitations as to the type of riding appropriate for said equine. The Adopter agrees to ride said equine only in accordance with those limitations identified by Changing Fates prior to adoption in order to ensure that there will be no additional injuries to said equine or injuries to the Adopter.
10. The adopter must release the right to CHANGING FATES to contact the boarding facility for any information regarding the said equine.
11. The adopted horse should not be kept alone. The horse will need to have an acceptable pasture mate.

## **SITE CHECK POLICY**

The property of the prospective adopter or selected boarding facility for the adopter must adhere to the following standards:

- 1) The property must have the minimum of a run in shed in the pasture where the horse will be housed. If no run in sheds, a barn must be on the property and usable and available to the horse.
- 2) The property must NOT have any barbed wire fencing.
- 3) The property must have water available to the horse at all times.
- 4) The Pastures must be clear of all junk or hazards to the wellbeing of the horse.
- 5) If there are other horses on the property, they must be in good physical shape.
- 6) The Site Check Form (see appendix "B") must be completed by a CFERD representative.

## **BOARDING POLICY**

As space allows, Boarding of horses will be permitting at the rescue for our Volunteers. This allows the rescue more income to support our Mission.

1. Cost for Full Field Board is \$300.00.
  - a. This includes:
    - i. Feeding of grain twice a day
    - ii. Hay
    - iii. Wormer
  - b. If the boarder want us to include farrier services, it will be an additional \$45.00
  - c. Each boarder will sign a Boarding Agreement (see exhibit "F")

We will not allow self-boarding of any horse. At the time these policies were put into place, there is a horse being boarded that does not adhere to this policy. Our agreement with them will be considered Grandfathered and will not be subject to these policies.

2. Farm Rules:
  - a. **OWNER** hereby acknowledges receipt and understanding of the *current* CFERD Rules, which are incorporated by reference in full, as if fully set forth herein. **OWNER** agrees he and his guests and invitees will be bound and abide by these rules, and accepts responsibility for the conduct of his guests and invitees according to these Rules. **OWNER** acknowledges the Rules include but are not limited to:
  - b. Notice of required Release and Waiver for guests and minors must be signed before any quests or invitees engage in any horse related activity;



- c. Required Veterinary care:
  - i. Coggins Test Annually (if horse(s) leaves CFERD Stables for any outside activities)
  - ii. Vaccinations as recommended by licensed veterinarian
  
- d. Statement of Applicable State Equine Liability Laws (posted on premises);  
this includes, but is not limited to:  
“Under Delaware Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to 10 Delaware Code Section 8140”
  
- e. **CFERD** may revise these Rules from time to time and **ADOPTER** agrees any revision shall have the same force and effect as current Rules. CFERD will supply in writing any changes to the rules to the adopter. Failure, as determined in **CFERD**s sole discretion, of **ADOPTER** or **ADOPTERs** guests and invitees to abide by Stable Rules may result in **CFERD** declaring **ADOPTER** in default hereunder and result in termination of this **AGREEMENT**. Guests of the **ADOPTER** become the responsibility of the **ADOPTER**.

## STABLE RULES:

Riding of said horse is permitted **ONLY** in designated riding areas.

### NO RIDING IN THE PASTURES

Boarder agrees they will not ride while CFERD open, during volunteer time or special events

Notice of required Release and Waiver for guests and minors must be signed before any guests or invitees engage in any horse related activity;

If a minor is riding, the parent or guardian must be present and in **FULL** view of the minor that is riding.

Boarder supply their own supplies (saddle, bridle, blankets, fly spray, etc.)

Statement of Applicable State Equine Liability Laws (posted on premises);

## **After the Adoption**

The adopter needs to be aware of and agree to random site checks. We will do our best to complete site checks every 12-18 months. Site checks can be performed by any Board member or any individual CFERD selects to be our representative for such inspections.

If during the site check the horse is found to be in a less than ideal situation, we as CFERD, have a responsibility to the horse to immediately notify the adopter of our findings. We will contact the adopter via phone or email detailing our findings and offering suggestions to rectify the situation.

- 1) If the horse is underweight the adopter will be given 30 days to improve the weight of the horse.
  - a. If after 30 days, the situation has not improved the adopter has the option:
    - i. Show proof they have followed our suggestions
    - ii. Return the horse
  - b. If the adopter can show proof they followed our suggestion the adopter will be given another 30 days to improve the weight of the horse. If after a total of 60 days the horse still has not gained weight, CFERD reserves the right to repossess custody of said horse. The only exception to this rule will be if the adopter has had or agrees to have a veterinarian evaluate why the horse has not gained weight within 30 days, at the expense of the adopter.
- 2) If the horse is found to be neglected (feet not trimmed, mane and/or tail matted, personality changes, etc.), the adopter will be given 30 days to address the neglect. If after 30 days nothing has changed, CFERD reserves the right to confiscate said horse.
- 3) If the horse is found without proper shelter, CFERD reserves the right to confiscate said horse.

## Benefits to Board Members

Board members are Volunteers and receive no monetary compensation. As a Board member, you will be allowed to adopt as long as you agree to the same terms and condition as everyone else. The adoption fee will be waived as long as you have served a minimum for ONE (1) year as an ACTIVE Board member. You must also ACTIVELY serve TWO (2) years after the adoption. If you fail to ACTIVELY serve for two (2) years, the adoption fee must be paid in full.

## Boarding

1. Cost for Full Field Board is \$300.00.
  - a. This includes:
    - i. Feeding of grain twice a day
    - ii. Hay
    - iii. Wormer
  - b. If the boarder wants us to include farrier services, it will be an additional \$45.00
  - c. Each boarder will sign a Boarding Agreement (see Appendix "F")

## **The Volunteer Program**

### **1. Overall Policy**

The achievement of goals of Changing Fates Equine Rescue of Delaware, Inc. (CFERD) is best served by the active participation of people in the community. To this end, CFERD encourages the involvement of volunteers at all levels and within all appropriate programs and activities. All CFERD leadership is encouraged to create meaningful and productive roles for volunteers and to assist in the recruitment of volunteers from the community.

### **2. Purpose of Volunteer Policies**

The purpose of these policies is to provide guidance and direction to CFERD leadership and volunteers engaged in activities of the rescue. These policies are intended for internal guidance only and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. CFERD reserves the right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Board of Directors and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be at the sole discretion of by the Board of Directors.

### **3. Scope of Volunteer Policies**

Unless specifically stated, these policies apply to all volunteers in all programs and projects undertaken on behalf of CFERD and at all sites of operation.

### **4. Role of Volunteer Coordinator**

The productive utilization of volunteers requires a planned and organized effort. The Volunteer Coordinator shall have the primary role in leading an organized effort to accomplish the goals of CFERD, during weekly volunteer hours.

### **5. Definition of Volunteer**

A volunteer is a person who gives freely of their time to assist CFERD in the accomplishment of its goals. A volunteer gives of his/her time without the expectation of compensation. Volunteers are not employees. Volunteers under the age of 18 must have permission of parent or guardian to volunteer and must be accompanied by a parent or guardian for the entire volunteer shift. Children under the age of 12 are not eligible to volunteer.

### **6. Special Case Volunteers**

CFERD also accepts as volunteers those participating in student community service activities, student intern projects, alternative sentencing or diversion programs and other volunteer referral programs. In each case, a special agreement must be in place with the organization, school or program.

### **7. Service at the Discretion of CFERD**

CFERD accepts the service of all volunteers with the understanding that all such service is at the sole discretion of CFERD. Volunteers agree that CFERD may at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency.

The volunteer may at any time, for whatever reason decide to sever the volunteer's relationship with the organization. Notice of such decision should be communicated as soon as possible to the Volunteer Coordinator.

#### **8. Volunteer Rights and Responsibilities**

Our volunteers are one of the most valuable resources CFERD has. Without them we would not be where we are today. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers and the right to effective supervision.

In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of CFERD.

#### **9. Confidentiality and Conflicts of Interest**

Volunteers are responsible for maintaining confidential information should they be exposed to it. For example, we consider the names, addresses, telephone numbers, and email addresses of our adopters to be confidential information.

Volunteers shall not accept payment or gifts of any kind for services rendered as part of his/her volunteer service.

#### **10. Dress Code**

Volunteers are expected to wear clothing and shoes appropriate to working with large animals in a pasture environment. At times water proof shoes are required. Long pants, short/long sleeved shirts are preferred, sturdy closed toe shoes are required. Volunteers are expected to bring water for their own use, particularly in the summer months. The volunteer must also supply their own bug and tick repellent, as well as sun screen. Hats are recommended in the hotter months.

If volunteering at CFERD events or activities away from the rescue, clothing appropriate to the activity is required.

#### **11. Position Descriptions**

Volunteers require clear and current position descriptions with the duties and responsibilities of the position clearly outlined. Every volunteer shall be provided with a position description.

#### **12. Training**

Volunteers will receive on-site training provide them with the information and skills necessary to perform their volunteer assignment. This will be conducted by the Volunteer Coordinator, a person in charge or an experienced volunteer.

#### **13. Reimbursement of Expenses**

We do not expect volunteers to make any purchases on behalf of CFERD and only pre-approved expenses will be reimbursed.

#### **14. Insurance**

Liability and accident insurance is not provided for volunteers engaged in the activities of CFERD. Volunteers are encouraged to consult with their own insurance agents regarding the extension of their personal policies to include community volunteer work.

## 15. Conduct

1. Volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers of CFERD. The following are only some examples of inappropriate conduct which could lead to dismissal:
  - a. Theft or inappropriate removal or possession of CFERD's property or that of any CFERD volunteer, agent, or visitor, or failing to cooperate in any CFERD investigation.
  - b. Altering CFERD reports or records.
  - c. Volunteering under the influence of alcohol or drugs and/or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs on CFERD premises.
  - d. Creating a disturbance on rescue premises, at sponsored activities or in areas which could jeopardize the safety of oneself others.
  - e. Improper use of CFERD's property or property owned by any other individual or organization.
  - f. Lack of cooperation, or other disrespectful conduct.
  - g. Unauthorized disclosure of CFERD proprietary or confidential information.
  - h. Unsatisfactory performance or conduct.
2. Smoking is prohibited in all areas of the property.

## 16. Drug-free, Healthy and Safe Environment

CFERD provides a drug-free, healthy, and safe environment. While on CFERD property and while conducting CFERD-related activities off premises, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. Occasionally, CFERD may sponsor events where alcohol is served. In such situations, volunteers who consume alcohol are expected to act in a responsible manner.

The legal use of prescribed drugs is permitted during volunteer service only if it does not impair a volunteer's ability to perform the essential functions of the volunteer position effectively and in a safe manner and does not endanger other individuals in the workplace. Volunteers must advise the Volunteer Coordinator if they are taking any prescription or over-the-counter drug which could adversely affect safety or performance.

CFERD aims to provide a safe and healthy environment for all volunteers. All volunteers are required to sign a Hold Harmless and Indemnification Agreement. If a volunteer is injured on the course of the volunteer's service, it is important that the volunteer notify the Volunteer Coordinator or other individuals in charge immediately. If the injury warrants medical care the volunteer is expected to see their own doctor and file any claims through their own insurance. CFERD does not provide liability or accident insurance.

We strive to ensure the safety of volunteers. In that vein, we will close in the event of inclement weather.

CFERD desires to provide a safe environment and in that vein, we ask all volunteers to take responsibility for some common-sense actions:

- a. Be aware of unknown or strange persons on the premises. You may ask them who they have an appointment with and what is the purpose of their visit. You should then alert the Volunteer Coordinator or another person in charge of their presence.
- b. CFERD is not responsible for items left in cars. Please keep valuables on your person or locked in your vehicle. We are not responsible for lost or stolen personal property and will not reimburse a volunteer for these. Likewise, do not leave personal property on CFERD property or in our buildings.

#### **17. Use of CFERD Property**

Volunteers are not to use any equipment or vehicles belonging to CFERD without express permission from the Volunteer Coordinator or a person in charge. Using equipment or vehicles without permission will result in the immediate dismissal of the volunteer.

CFERD equipment, including grooming kits, saddles, bridles and so on are not to be taken from the premises. To do so may result in dismissal.

#### **18. Discrimination and Harassment**

CFERD is committed to providing an environment free from discrimination and harassment.

Actions, words, jokes or comments based on an individual's sex, sexual orientation, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

Volunteers are encouraged to bring such unlawful behavior to the attention of the Volunteer Coordinator or any person in charge.

## Feeding Program

### Absolutely no treats are to be fed to the horses!

#### Scheduling

1. Whatever day(morning and/or night) feeder are scheduled to feed, it must be done consistently
2. If feeder need a day off, feeder must try to find someone to cover your shift
3. Feeder must notify the feeding coordinator of any schedule changes
4. Feeder must be willing to feed in all kinds of weather. All the animals must be fed.

#### Feeding Schedule

All the Animals must be fed on schedule:

1. Morning feeding schooled is from 8:00 am-10:00 am
2. Evening feeding is from 4:00 pm-6:00 pm
3. At the beginning of each month, feeders need to write your schedule on the calendar provided in the feed shed
4. Feeder must initial the calendar after each of your schedule feedings

#### Feeding Responsibilities

1. Feeders are responsible for the feeding of all the animals at the rescue. This includes but is not limited to: Horses, Cats, Goat, Pigs and Steer
2. All water troughs must be filled
3. Automatic waterers must be checked at each feeding
4. Feeder must make sure all gates are closed and properly secured before leaving the premises



## Emergency Situations

1. If feeder notices any problems with any of the animals on the farm, feeder must notify someone immediately. Emergency numbers will be provided to feeder. DO NOT WALK AWAY and ignore the situation

## Equipment

1. Feeder will be provided with a set of buckets which feeder will keep in your possession
2. It is feeders responsivity to replace any broken or lost buckets
3. If feeder quit the feed team, the buckets are to be returned to us for the next person

## Training

Feeder will be trained for approximately one month with the feeding coordinator

## **Adoption Program**

Naturally, we cannot take every horse we are asked to. Many requests come from owners trying to re-home their horses for many reasons. We wish we could take them all, but that is not our mission. Our mission is to take neglected, abused or slaughter bond horses. We have other programs and policies we can utilize to assist owners in finding homes for their horses.

It is our policy, our priority, to rescue abused and neglected equine. They may come to us in several different ways, including but not limited to: SPCA seizures, receipt of Off-Track-Thoroughbreds with the assistance of organizations like After the Finish Line. We accept equine in danger of going to slaughter. We also accept those in danger of neglect.

We do consider requests from owners to rehome their horses. We can only take animals that are ready for a new home right away without need of extensive training or rehabilitation. We cannot take equines that have a history of poor behavior, aggression or animals with serious medical issues. We can consider minor behavioral issues or medical problems on a case-by-case basis. We ask for a rehoming donation, if possible.

In all cases, we must consider our available space and ability to care properly for any new intakes.