Misfit Toys Rescue Division

Standard Operating Procedure Manual

2019-2020

Mission and Purpose Statement: To rescue, rehabilitate, renew trust, retrain, and rehome equines who have fallen through the cracks of any system, with special consideration to county and state seizure horses suffering from neglect, starvation, and injury. Our mission is to first solve any physical or medical issues, regain sanity and solace within the horse, and then begin to train the horse for a job specific to its mental and physical abilities. Specific policies and procedures are contained within and follow.

1. Equine Attainment Policy
	1. We are willing to accept owner surrenders, unwanted horses, stray horses, seized horses from local and state authorities, auctions, craigslist, and direct meat shippers
		1. Direct meat shippers MUST hold current USDA shipping designation number and provide it prior to Misfit Toys Rescue Division using donor funds to purchase horse. Social Media “feedlots” with no shipping number will not be supported with our donor dollars, except in cases so severe that the animal must be pulled to be euthanized due to severe injury or starvation. These will need to be voted on by the board and receive a majority vote. Our euthanasia and medical program will then apply to that equine.
2. Foster Policy
	1. We do not use any homes aside from current or former board members for equines in our program. Since we only take horses with severe mental or physical debilitation, it is our intention to have the horses under correct and quality care that we believe a foster home cannot provide due to the severe nature of neglect and mental trauma that our horses have gone through. We take this stance due to safety reasons for both a potential foster home and equine alike.
3. Preventative Medical Program
	1. All horses will be properly quarantined for a period of no shorter than 30 days prior to entering the facility
	2. All horses will have an initial vet check to determine age, vision, dental, and physical wellness. First draft improvement and feed program will be determined at this time
	3. All horses will have current negative coggins and vet check prior to arrival at the facility and full 5 way vaccines, Botulism, Strangles, and Rabies vaccine within 3 months of arrival (special consideration may be made to be done later for immunosuppressed individuals, where vaccination may harm, hinder, or misguide their recovery)
	4. Horses will be dewormed as recommended by veterinarian, with fecal counts done from each pasture once each quarter to determine parasite load. Horses will be dewormed in accordance to results, so as not to contribute to parasite resistance
4. Dangerous Horse Program
	1. Horses who rear/buck/have riding or training issues will stay at the rescue until their problem can be resolved, and will generally stay in our sanctuary program due to dangerous attitudes being related to previous trauma and trust issues.
	2. Horses who strike or attack humans but are kind to other horses will be worked with to overcome such issues and will be placed in the sanctuary program until their problems are properly addressed. These horses generally will bond with the trainer onsite alone and will not be safe to adopt to another party.
	3. Horses who are aggressive toward other horses without cause and cannot live communally will be separated. If separation does not work, horse will be stalled. Upon stalling, if horse continues to be aggressive toward horses and humans alike, and veterinarian has ruled out pain or medical issue, the horse will be euthanized.
5. Euthanasia Policy
	1. Mandatory euthanasia policy applies to any horse who cannot stand, or cannot eat and is losing weight or condition even though all avenues to help horse gain weight have been exhausted.
	2. Horses who need help to stand after laying down will be euthanized, after 2 times helping horse to stand and medical intervention does not help. We will not sling horses or force a horse who cannot stand on its own to continue on. We will consider this a selfish act and cruelty to the equine, as it could lay down and struggle to its death if not found. We do not approve of this type of treatment of horses.
	3. Horses who have cancer or advanced diarrhea, colitis, illness such as EPM will be euthanized.
	4. Consistently lame horses will be euthanized
	5. Horses who are dangerous to other horses, people, and themselves will be euthanized.
	6. Horses who are candidates for compassionate euthanasia will be evaluated and voted on. In general, if a horse is still standing and eating, and has a bright and happy demeanor, we will keep trying along with him until any of those requirements change.
6. Equine Disposal Policy
	1. Deceased equines will be removed from property within 24 hours of death by Bluegrass Recycling Services. This service does not run on Saturdays or Sundays. In those instances, horses will be placed at pickup point and under a large tarp to prevent public or visitor view until pickup can occur on Monday morning. We may, in certain cases where Bluegrass is running on a reduced schedule, hire Elm Tree Animal Services at a cost of $150 per pickup.
7. Sanctuary Policy
	1. Any horse age 25+, any injured horse, any difficult or dangerous horse, or any horse who remains unadopted after 2 years at the rescue will be transferred to our sanctuary program.
8. Succession Plan
	1. Should anything happen to Director and owner of property, Danielle Dubay Navarro, assignment of rescue will be awarded to her husband, Manuel Navarro Aldama, and he will assign horses as follows:
		1. Sanctuary horses will be either euthanized or donated to This Old Horse, Inc
		2. Rescue horses will be placed with assistance from board members, the American Saddlebred Welfare Committee, and Saddlebred Rescue, Inc.
9. Conflict of Interest Policy
	1. Horses being boarded at facility are separate entities from rescue, sanctuary donation-benefit horses. Donations are used only for feed for horses in non profit program and will not go to build structures or fencing to benefit client or privately owned horses. Donations for such things as mud remediation, parking lots, or things to benefit and facilitate rescue deliveries such as round bales to back sanctuary field, etc will be permitted on a case by case basis upon a majority vote.
10. Volunteer qualifications and responsibilities
	1. We are willing to train and welcome all volunteers, ages 16 and up. Ages 16-18 require parental permission and release.
	2. All volunteers sign release protecting organization from damage to property or injury to their person
	3. Volunteers will perform the duties assigned to them according to their own schedule, set at their leisure. They will be expected to perform duties as assigned, and if struggling, will receive assistance from director. Assignments received based solely on abilities with goals met to improve and expand upon those abilities.
11. Volunteer Benefits
	1. Volunteers who wish to adopt equines will receive first option on those animals, dependent upon their ability to keep and maintain the horse according to our standards of care. Breaking a horse’s bond with a special volunteer by adopting it to a stranger could be traumatic to the horse, so we do support in house adoptions if at all possible.
	2. Volunteers may board their adopted horse with us at a reduced rate of $150 a month for outdoor care and will receive free lessons with their horse.
	3. Volunteers will get the chance to be trained in all areas of horse training, rescue, management, and upkeep that they desire. We will even teach volunteers how to break and train horses if they desire, at no cost to them.
12. Visitor Guidelines
	1. All visitors will be expected to sign a liability waiver and release prior to arrival or upon arrival
	2. Visitors will be expected to treat all horses and humans with respect.
	3. Visitors cannot enter equine enclosures without proper supervision
13. Grievance Procedure
	1. We have an open door policy for grievances, which should be brought to any board member and will be brought to an immediate meeting to address the noted concern. The board will then speak with the affected parties, reach an agreement, and close the dispute with a signed copy of agreement by all parties and a witness.
14. Board Meeting Dates
	1. Board will meet in person at least once per year and will hold quarterly phone or webcam meetings. Treasurer will keep detailed minutes.