THE LONGEARS SAFEHOUSE
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RANCH RULES

At The Longears Safehouse (TLS), volunteers and paid ranch hands/contractors play a vital role in the care of our animals and the smooth operation of the ranch. We are proud of our dedicated team and are selective about who joins us—because the safety and wellbeing of the animals depend on it.

All individuals working or volunteering at the ranch are required to read and sign the following rules. These rules help us work together as a cohesive team while maintaining safety, efficiency, respect for one another and, most importantly, the wellbeing of every animal in our care.

These ranch rules are supplemented by orientation tours and day-to-day instructions by our supervisors.

Definitions:
Ranch manager: The ranch is supervised by a dedicated ranch manager. The current ranch manager is Dorothea Lotter, who serves in this function as a volunteer.

Supervisor: Any person appointed to supervise both general and specific tasks, including when the ranch manager is unavailable.

ANIMALS

Treat all animals on the property with respect and follow supervisor instructions on how to interact with them.

Very important:
Please always ask permission from the ranch manager for any work with the animals. Many of them have some anxiety or trust issues and need special skills and understanding to be trained and handled properly.

Feed animals only if you're asked to do so and get permission if you want to feed treats.

GATES

1. Leave every gate open or closed as you found it.
2. Make sure to properly latch the chains on closed gates.

These practices prevent animals from getting out or being confined improperly.

WATERING

1. **If you see a water trough running over**
   Water is sparse around here, and we all need to work together to protect our supply. All volunteers and paid ranch hands are requested to turn off running water if they notice an overflow. **Make sure the hose is pulled out when the trough is full,** because otherwise the water will siphon back into the hydrant and the animals will have no water.

2. **Filling a water trough**
   a. If possible, stay at the trough until it is filled to avoid spilling water.
   b. **ALWAYS remove the hose from the trough after watering.**
   c. Some of the frost-frees have pins on their handles to prevent the donkeys from "turning on" the water while rubbing on the handles. **Always close the pins after watering**.

TIDYING UP

1. Put all items you have used away in their proper places.
2. Where do things go?
   a. Muck rakes & pitchforks: Tools & Equipment Room
   b. Wheelbarrows: Outside the Tools & Equipment Room or near the manure piles
   c. Hay carts & utility carts: Outside the hay barn or, temporarily, near the Tack/Feed Room
   d. Tack & grooming tools: Tack & Feed Room
   e. Medication, supplements, bagged feed, treats (Tack & Feed Room)
   f. Hand tools (hammers, measuring tapes, etc.): Workshop.

TLS PROPERTY

1. Treat all TLS property, tools, equipment, and private areas with respect.

2. Get permission from the ranch manager to handle, remove, or discard TLS property.
3. Promptly report any damage or loss to the ranch manager.
4. Do not enter areas marked **PRIVATE** without explicit permission.

5. **Get permission before beginning any special "tidying" or organizing projects.**
   Uncoordinated projects can disrupt operations or affect animal safety. Examples include:
   - **i.** Gathering and piling up loose bricks, rocks, or other materials
   - **ii.** Rolling up long hoses and leaving the coil near water troughs
   - **iii.** Digging trenches for water to flow off (any digging project needs to be closely supervised because of the water lines and electric lines underground)

SMOKING, ALCOHOL, AND DRUGS

1. Smoking of any kind (cigarettes, cigars, pipes, vaping, or other substances) is prohibited anywhere on ranch property.
2. The use or possession of illegal or non-prescribed drugs is strictly forbidden.
3. Alcohol consumption may be permitted **only with prior approval from the ranch manager**, typically for authorized social or special events.

PARKING

1. Please park only in areas marked **STAFF PARKING**.
2. If those areas are full, park near the **HORSE TRAILERS**, ensuring you do not block access routes or interfere with ranch operations.
3. Confirm your parking spot with the ranch manager if you're unsure!

PRIVACY AND LIABILITY

1. Schedule all visits and volunteer hours in advance.
2. Do not arrive unannounced (unless with special permission by the ranch manager) or bring unapproved guests.
3. Do not enter pens or **PRIVATE** areas without permission. That also includes the dog pens.
4. If you are bringing a visitor, make sure they have:
   - Signed a waiver form, **and**-
   - Either booked a ranch tour or submitted a volunteer application, and/or
   - Otherwise have been approved by the ranch manager.

The only exception may be in an **emergency** (e.g., injury, fire, or other critical event) when immediate access is necessary, and the ranch manager is unavailable.

FOLLOW INSTRUCTIONS AND ALWAYS COMMUNICATE

1. Stay within the role given to you by your supervisor or by the ranch manager.
2. If you wish to take on new tasks, discuss that with the ranch manager. There may be an option to be trained for new tasks.
3. Let us know if the job you've been given is too demanding or if it does not fit your skills.
4. Let us know if anything else is wrong or if you notice anything that needs repair, improvement or mending.

PROPER ATTIRE

1. Proper ranch attire in the summer months is hat, sunscreen on exposed areas of skin, and sturdy, closed shoes or work boots. You can wear shorts if you want. Consider gloves to protect your hands.
2. Proper ranch attire in the winter months depends on weather, but coat, cap, and gloves may be needed, as well as warm boots and possibly a scarf. Sunscreen or even sun glasses may be advisable on sunny snow days.]
3. Proper ranch attire during spring and fall months depends on the weather. We often have very windy days here.

I HAVE READ AND UNDERSTOOD THESE RANCH RULES OF THE LONGEARS SAFEHOUSE AND AGREE TO FOLLOW THEM.

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Printed Name

Signature ……. Date .....