



## Saddle Up! Equine Donation/Free Lease Information

In order to provide safe and effective services, Saddle Up! relies heavily on equine donations and free leases. Due to the population we serve, we are looking for equines who will be able to happily and safely serve our participants for many years. Saddle Up! is dedicated to providing quality care to their equines through nutrition, training, conditioning, veterinarian and farrier care, as well as individualized retirement plans.

### CRITERIA

To be considered for our program equines must be...

- Between the ages of five and nineteen.
- No less than 11 hands tall (44 inches) and no more than 17 hands high (68 inches).
- Sound with no physical limitations.
- Able to walk, trot, and canter with smooth transitions between each, if above thirteen hands.
- Forgiving of inexperienced and/or unbalanced riders.
- Obedient to both voice and leg signals.
- Quiet and well-mannered on the ground.
- Accepting of assistive devices and equipment.
- Comfortable with a variety of handlers and experiences.
- Experienced with mounted riders for a minimum of 2 years.

To be considered for our program equine owners must...

- Give Saddle Up! access to a complete medical record history and permission to consult with current veterinarian.
- Be able to take the equine back during the 90-day trial in the event that it does not meet program standards.

Saddle Up! can NOT consider or accept stallions or pregnant mares.

### APPLICATION

In order for Saddle Up! to consider your equine for donation/free lease, please complete the application form (last 2 pages of this document). We ask that you complete the information to the best of your ability. If any information is unknown, please be sure to let us know on the appropriate section of the application. Saddle Up! will only communicate with the equine's owner regarding the application and status of the equine, unless information is given in the application for an Alternate Contact. The Alternate Contact may act in place of the owner for questions and scheduling purposes if selected as the Primary Contact.

Once you have completed the application, please email it to [mthomson@saddleupnashville.org](mailto:mthomson@saddleupnashville.org) or fax it to (615) 794-7973. Please allow 7-10 business days for staff to receive and review the application. If you haven't been contacted by a staff person after 7-10 business days, please feel free to contact the main office at (615) 794-1150 and ask to speak with Melissa Thomson or Lindsey Wood.

### INITIAL VISIT

After reviewing the application, if Saddle Up! determines the equine is a potential candidate for the program the owner or alternate contact will be contacted to schedule a visit with the equine. Saddle Up! sends 2 or more staff people to visit prospective equines.

During this visit, it is expected that the equine is ridden by the owner/alternate contact or someone scheduled by the owner/alternate contact. After observing the equine being ridden, the staff may request to ride the equine as well. If the equine is too small for the staff to ride, they will still be able to continue with the visit. Staff will bring small toys and objects to interact with the equine to see how they respond, handle the equine on the ground to evaluate ground manners, and walk beside the equine while it's being ridden to see if they will have trouble accepting sidewalkers.

Staff may have additional questions based on what they see. The owner/alternate contact is also welcome to ask questions to the staff, as needed. Typically, by the end of the visit the staff are able to let the owner/alternate contact know if they are interested in bringing the equine to Saddle Up! for the 90-day trial. Occasionally, staff need to discuss the equine with other staff (not present at the visit) prior to making this decision.

### **90-DAY TRIAL**

If the equine is approved for the 90-day trial, the Saddle Up! staff will contact the owner/alternate contact to arrange a day and time for the equine to arrive at Saddle Up!.

**Transportation:** Saddle Up! prefers for the owner/alternate contact to transport the equine when possible in order to visit our farm and meet additional staff. If the owner/alternate contact cannot transport the equine, then Saddle Up! can provide transportation within a reasonable distance. If the equine is transported over state lines, it is the responsibility of the owner/alternative contact to have all the proper documentation for the transportation (i.e. Coggins, health certificate, etc.).

**Donation Agreement:** Prior to or as soon as the equine is on site at Saddle Up!, the owner and a Saddle Up! staff person must review, complete, and sign the Donation Agreement for this equine. In the donation agreement, the owner has the option for first right of refusal if the equine is accepted into the program and later retired. The owner also has the option to sponsor their equine annual to help support the program, if willing and able. Owners who opt in to sponsoring their equine are put in contact with the Development Director for more information. The Donation Agreement also serves as the Bill of Donation once the 90-day trial is complete and/or the equine is accepted into the Saddle Up! program.

**Free Lease Agreement:** For Saddle Up! supporters that would like to retain ownership of their horse, Saddle Up! offers Free Lease agreements in lieu of Donation agreements. Free Lease allows the ownership to remain with the horse owner and Saddle Up! borrows the horse for an agreed upon duration of time (minimum of 6 months, following the 90 day trial). Free leased horses go through the same trial and process as donated horses. Owners who free lease their horse to Saddle Up! will be consulted prior to major medical procedures and have the option of asking for their horse back with a minimum of a 90 day notice.

**Vet Check:** Saddle Up! staff will schedule a routine vet check with TN Equine Hospital within 30 days of starting the trial period. Equines that do not pass the vet check will be returned to their owners.

**Owner Visits/Check In:** Saddle Up! staff will communicate with the owner/alternate contact regarding how the equine is doing on a regular basis during the 90-day trial. If the owner/alternate contact would like to come and visit the equine, they MUST make an appointment with a Saddle Up! staff member. For everyone's safety, visits are prohibited when there are no staff on property.

**Trial Extension:** Occasionally, Saddle Up! staff need additional time to determine if the equine is suitable for the program. Some reasons for trial extensions include; the equine needing additional training/conditioning, the equine experiencing an injury, staff/program changes, etc. Saddle Up! staff will contact owners if a trial extension is needed.

Owners reserve the right to decline a trial extension and their equine will be returned to them as soon as possible. Owners that approve the trial extension will be emailed with the updated date for the Bill of Donation.

**Staff Evaluations:** During the 90-day trial Saddle Up! Instructors and Therapists are given the opportunity to evaluate the equine. Evaluations help determine the equine's soundness, strengths, weaknesses, suitability for our different programs, and other skills. Equines must pass 80% of their staff evaluations to be accepted into the program.

**Return of Equine:** If it is determined within the 90-day trial period that the equine is not suitable for the program, the owner/alternate contact will be notified and Saddle Up! staff will schedule a day and time when the equine will be returned.

#### **PROGRAM ACCEPTANCE**

**Tax Information:** After passing the trial period, Saddle Up! intends to use said equine in its program for at least 36 months. If at any time before the end of the 36-month period, Saddle Up! determines the equine is no longer useful in the program, they will be obligated to file any necessary forms with the IRS with regard to the tax donation regulations governing said equine donations. Saddle Up! will inform the donor of this process before filing to give the donor the option of taking the equine back. For more information on how to receive a tax donation after donating an equine please check with a tax professional.

**Owner Visits:** Saddle Up! welcomes previous owners to visit equines, however, all visits must be scheduled with a Saddle Up! staff person. For everyone's safety, visits are prohibited when there are no staff on property. For horses that are free leased to Saddle Up!, the owner may request to assist with the conditioning/training of their horse. Saddle Up! staff will meet with the owner and to determine if they meet the skill and commitment requirements.

#### **RETIREMENT**

Saddle Up! staff have individualized retirement plans for their equines to ensure quality of life once they leave our farm. Owners are allowed to opt in for first right of refusal when the equine is retired. We are always excited to return our wonderful equines to their original owners whenever possible. If the owner opts out of first right of refusal, they will still be notified when the equine is retiring. Due to confidentiality, Saddle Up! is not able to disclose contact information of the equine's retirement home. Saddle Up! is committed to finding good retirement homes for their equines. Owners who choose to free lease their horse to Saddle Up! retain ownership and MUST provide a suitable home upon the horse's retirement.

# Saddle Up! New Equine Application

## OWNER CONTACT INFORMATION

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**ALTERNATE CONTACT INFORMATION** – *If there is another person who can be contacted regarding this application, please include his or her information below. If you leave this section blank then we will only communicate with the owner regarding the status of the equine.*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Primary Contact: Yes No

## EQUINE INFORMATION

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ Sex: Mare Gelding

Registered? Yes No Breed: \_\_\_\_\_ Is this equine gaited? Yes No

Color: \_\_\_\_\_ Markings/Scars/Brand: \_\_\_\_\_

Equine Address (if different from mailing address): \_\_\_\_\_

How long have you owned this equine? \_\_\_\_\_

What type of work have you done with this equine? \_\_\_\_\_

What type of work has this equine done in the past? \_\_\_\_\_

On a scale from 1-10, 1 being very calm and 10 being very high-spirited, how would you rate this equine? \_\_\_\_

Please explain. \_\_\_\_\_

Does this equine have any vices (cribbing, weaving, etc.)? Yes No

If yes, please explain. \_\_\_\_\_

Does this equine...

Cross Tie: Yes No Lunge: Yes No Ground Drive/Long Line: Yes No

Load onto a trailer: Yes No Pull a carriage: Yes No

What do you currently feed this equine (please include specific amounts for hay and/or grain)? \_\_\_\_\_

How long/often is this equine currently out on pasture? \_\_\_\_\_

## EQUINE HEALTH HISTORY INFORMATION

Is this equine currently sound at the walk, trot, and canter while being ridden? Yes No

If no, please explain. \_\_\_\_\_

**EQUINE HEALTH HISTORY INFORMATION CONTINUED**

Has this equine had any type of lameness concerns in the past? Yes No

If yes, please explain. \_\_\_\_\_

Has this equine ever been diagnosed with founder, navicular, and/or laminitis? Yes No

If yes, please explain. \_\_\_\_\_

Does this equine have any allergies or chronic conditions? Yes No

If yes, please explain. \_\_\_\_\_

Has this equine ever had any other illnesses/diagnoses in the past? Yes No

If yes, please explain. \_\_\_\_\_

Is this equine currently on any medication? Yes No

If yes, please explain. \_\_\_\_\_

Current Veterinarian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**HOOF CARE INFORMATION**

Current Need: Barefoot (no shoes) Shoes on front hooves only Shoes on all four hooves

Does your equine require special shoeing? Yes No

If yes, please explain. \_\_\_\_\_

Current Farrier Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**MEDICAL RECORD INFORMATION – Please complete the information below with the latest dates or attach current veterinary records with the following information when submitting this application. ALL HORSES must have a negative Coggins prior to coming on site at Saddle Up!.**

Rhino/flu: \_\_\_\_\_ EWT/Encephalitis: \_\_\_\_\_ Rabies: \_\_\_\_\_ West Nile: \_\_\_\_\_

Other: \_\_\_\_\_ De-worming: \_\_\_\_\_ Product used: \_\_\_\_\_ Coggins: \_\_\_\_\_

Why do you want Saddle Up! to have this equine? \_\_\_\_\_  
\_\_\_\_\_

Is there any other information (not already included in this application) you would like to include about this equine?  
\_\_\_\_\_  
\_\_\_\_\_

**Completed applications can be emailed to [mthomson@saddleupnashville.org](mailto:mthomson@saddleupnashville.org) or faxed to (615) 794-7973.**

**SADDLE UP! STAFF USE ONLY:**

Date profile received: \_\_\_\_\_ Application Type:  Donation  Free Lease  Other: \_\_\_\_\_

Approved for on-site visit: Yes No If yes, date of visit: \_\_\_\_\_

If no, why? \_\_\_\_\_