

Eastern Region Andalusian Horse Club Educational Clinic Guidelines

Eastern Region Andalusian Horse Club (ERAHC) will provide educational opportunities to the club memberships at the discretion of the ERAHC board. ERAHC will sponsor Clinics that are directly related to the Andalusian horse. This can include showing, riding, grooming, tack and attire, etc.

ERAHC CLINIC means:

- *The Clinic is directly related to the Andalusian breed*
- *The Clinic has been approved by the ERAHC Board as an ERAHC Event*
- *The Clinic will have an ERAHC Board appointed or approved manager*
- *The ERAHC Clinic contract will be used to contract with the Clinician. The ERAHC Board must approve any modifications to the Contract.*
- *As an ERAHC Clinic, the event will be covered under ERAHC insurance (the insurance carrier must be notified four weeks prior to the event to ensure coverage)*
- *Checks for the clinic will be made payable to ERAHC*
- *ERAHC will pay for, or provide an honorarium to, the Clinician, and will pay for the facility (stabling fees will be the responsibility of the individual attendee and paid directly to the stabling facility)*
- *The ERAHC clinic manager will work with the Education Chair and the Board for advertising and other Clinic arrangements (lunch, registration of participants, getting bids for the location, etc.) Advertising for an ERAHC CLINIC in the ERAHC newsletter will be at no cost to the Club.*
- *Discounts will be offered to ERAHC members over the non-member clinic fee, if the Clinic is open to non-members*

Non-ERAHC Clinics and Events: ERAHC will list on its calendar Equine events and clinics that it does not sponsor as an ERAHC event. ERAHC members are encouraged to submit information about events and clinics that may be of interest to ERAHC members. Event sponsors and clinicians may advertise their events and clinics in the ERAHC newsletter at the normal advertising rates.

Procedures for ERAHC Clinics and Events:

Members may suggest ideas for clinics to the Education Chair for consideration by the Board. This includes members desiring to host and put on Clinics as the Clinician.

ERAHC will solicit a manager for the clinic who will have responsibilities to answer to the Educational Director and the ERAHC Board for organizing the event.

The clinic manager with the aid of the Educational Director will solicit a qualified Clinician to provide educational information to the ERAHC membership. ERAHC will pay for, or provide an honorarium to, the Clinician.

An ERAHC Educational Clinic Contract will be filled out by the manager and returned to the Education Director to seek approval/modifications by the ERAHC Board. Once a clinic is approved, the ERAHC Educational Clinic Contract will be signed by the Education Chair or the President on the behalf of the Educational Chair. With funds approved by the ERAHC Board, the Clinician will be paid by ERAHC, or a honorarium/gift will be given.

Clinic Facility

The Clinic Manager will contact appropriate facilities and obtain bids for holding the clinic. In general, three bids should be obtained, unless a facility is offered at no cost. The Clinic Manager should ensure the facility is safe and suitable for holding the clinic. The Clinic Manager will make a recommendation to the Education Chair regarding the Clinic location. With funds approved by the ERAHC Board, the facility will be paid by ERAHC if needed.

Stabling at the facility for participant's horses is the responsibility of the participant and will be paid by the participant to the facility.

Clinic Dates

The clinic manager will determine specific dates for the Clinic working with the Clinician and the facility. Clinic dates will be considered with information from the ERAHC calendar.

Clinic Insurance

ERAHC clinics will be covered by ERAHC insurance. ERAHC insurance carrier must be notified four weeks prior to the event to ensure coverage. Clinician and facility may provide additional insurance.

Clinic Advertising

The Clinic Manager will work with the Education Chair to develop advertising/marketing for the event. All ERAHC publications will be used to promote events in a timely manner. Advertising for an ERAHC clinic in the ERAHC newsletter will be at no cost to the Club. Clinic dates will be added to the ERAHC calendar. Clinic registration forms and insurance releases will be available on the ERAHC website. Additional marketing will be considered and paid for with funds approved by the ERAHC Board.

Clinic Registration and Fees

Fees will be determined to cover the cost of Educational Clinics (e.g., clinician fee and facility fee). Checks will be made payable to ERAHC. Discounts will be offered to current paid ERAHC members, if the clinic is open to non-members. The ERAHC treasurer, the Clinic manager or Clinic Registrar will collect fees. If fees are collected by

the Clinic Manager and/or Registrar, checks should be sent weekly or no more than every 2 weeks, to the ERAHC Treasurer for deposit into the ERAHC account.

ERAHC will provide a formatted registration form with insurance waivers to be used for reproduction and distribution by clinic manager and ERAHC.

Clinic Report

The Clinic Manager will provide a short report to the ERAHC Board documenting the event. Documentation should include:

- Clinic/event title
- Clinician Name
- Dates
- Location
- Description of the Clinic
- Number of participants (people and horses); number of ERAHC member and non-member participants; those participating in the clinic and those auditing.
- Evaluation of the success of the clinic; evaluation of the clinician; evaluation of the facility
- Clinic Financials: Income and expenses

Thank You

Thank you notes will be sent by the ERAHC secretary following the event to all those involved in providing the clinic.