

Adult Amateur Clinic Standing Rules

The goal of the CDS Amateur Clinics is to provide an opportunity for amateurs to receive instruction from eminent clinicians who might not otherwise be available to them. Every effort is made to select clinicians who can effectively teach lower level as well as upper level riders. To ensure fairness, selection of amateur clinic participants is made by random draw among interested riders from the Chapters in each of the three CDS Regions. The Clinic consists of an evening lecture followed by two full days of riding clinic.

Administration

1. **Selection of the Clinician.** The Amateur Clinic Committee will submit names of either 2 or 3 potential clinicians for the upcoming years' clinic to the Board not later than the spring Board meeting. Once the final list of prospective clinicians has been approved by the Board, the Chair will proceed with securing the prospective person(s). Key issues on availability of dates and costs of the daily fees will be negotiated and if/when a workable agreement is negotiated the Chair will proceed with contracting arrangements.
2. **Contract arrangements, payments:** The Committee Chair will ensure that the independent contractor agreement with the selected clinician will be in place not later than the end of the 3rd quarter the year prior to the clinic schedule. The contract will include the dates for each of the three clinics in the north, central and south, and the clinician's daily fee along with the fee for the Friday lecture. The daily fee will also include cost for transportation, lodging, and meals or these items can be expensed once the clinic has completed. The contract will specify that the contractor's fee will be paid upon the conclusion of each regional clinic. The clinician and CDS President will be the signatories on the contract with a copy provided to the CDS Treasurer and Central Office.
3. **Budgeting:** The budget is due in late October and will include estimates completed by each of the three regional organizers. Upon review and approval by the Amateur Clinic Committee Chair these budgets will be submitted to the CDS Budget & Review Committee Chair to be incorporated into the overall CDS Annual Budget.
4. **Host Stable Facilities:** The Amateur Clinic Committee will select suitable locations for the events in the north, central, and south regions of CDS by the end of the 3rd Quarter. CDS requires facilities that are donated. The hosting stable must have a dressage court with letters, good footing, a covered arena, and facilities for overnight stabling. The facility must have seating for auditors, and be able to provide a meeting place for the evening lecture. Each Clinic Organizer must consider costs for extra chairs, tables, port-a-potties, etc. and these must be included in the budget and whenever possible donations will be sought to defray expenses. These considerations must be discussed with the Stable Owner so that any extra fees or requirements are identified in advance.

Organizer Responsibilities

1. Clinic Organizer will:

- a. communicate and coordinate clinic information and details with all the various parties that include: the riders, facility owners, clinician, regional chapter chairs, CDS Treasurer and Central Office. This includes clinic information such as clinician's name, date of clinic, host stable location and other details including recommendations for hotels. If it pertains to one of the regions or if it is helpful for the riders, a host hotel can be identified and a block of rooms reserved.
- b. keep close contact with the regional Chapters regarding payments for clinic spots and relevant information (applications) on the name and bio of the rider/horse plus the alternates that have been chosen to represent each of the regions Chapters (approximately 12 Chapters in each region).
- c. receive Chapter checks and prioritize the riders and alternates by order of check receipt. Chapter checks will be forwarded to CDS Treasurer within 14 days of receipt. The Organizer may wish to keep a copy of the check for their records. Should a refund be needed, one can be coordinated with the CDS Treasurer.
- d. will ensure that all volunteer waivers are signed for those helping with the clinic, that the participants sign the proper release and hold harmless agreements as required by both CDS and the stable owner.
- e. will ensure that details specific to the individual event are addressed such as auditors fees for members and non-members of CDS, arrangement for boarders of the stable, and other consideration as they arise.
- f. will work closely with the CDS Central Office for liability insurance verification that may be required by the stable owner and to ensure the accuracy/timeliness of all materials distributed regarding the clinic.

2. **Logistics for equipment and facilities:** The Organizer coordinates logistics of the clinic with the host facility i.e., port-a-potties, chairs for auditors, hospitality etc. Organizers need to be aware that keeping down costs is a key consideration, so whenever possible they are encouraged to find sponsors, seek donations and/or financial aid from participating chapters, local businesses etc. In order to promote a positive learning experience for the participants the Organizer may provide hospitality, but these costs must be included in the budget.

3. **Lodging for the Clinician:** The Organizer will contact the clinician regarding the specific needs for lodging. If the clinician agrees to stay in a private home, this arrangement must be noted in the contract and is only acceptable IF it is cleared in advance.

4. **Clinic Structure and Format:** The Organizer will schedule the rides after discussing with the Clinician the clinic format. It is suggested that rides may be scheduled by combining 2 riders that are of a similar level for Training through Second Level for a 60 minute time slot. Riders at Third Level or higher may be given an individual time slot of 45 minutes IF time permits. Two fifteen minute breaks, morning and afternoon, and one lunch hour will be scheduled daily.

5. **Clinician fees/payments:** About two weeks prior to the clinic, the Organizer will request a check from the CDS Treasurer for payment to the clinician for their services.

6. **Friday evening lecture and dinner:** The Organizer or a designated coordinator will ensure that appropriate facilities, supplies and equipment are prepared for the lecture with the clinician. Dinner can be a pot-luck or pizza for example, provided by donations from clinic sponsors. Donations may also provide hospitality for the 2 days of the clinic.
7. **“No Host” Saturday Evening event:** The Organizer or a designated coordinator may elect to coordinate some social gathering on Saturday evening. This event is optional and will not be funded as a part of the program.
8. **Clinician Hospitality:** The Organizer or a designated person will ensure that the Clinician is given the best possible consideration during the clinic to promote her/his well being. Every effort should be made to ensure that the clinician is provided a place to sit in the arena area to take breaks (as desired).

CHAPTER PARTICIPATION

1. **Procedures for Chapters to Reserve Clinic Space** - to reserve a Chapter's space in the clinic the Chapter Chair or Chapter Treasurer is required to send a check for \$150.00 to the clinic Organizer as follows:
 - a. For Central Clinics in March - from November through December 31,(perfect time for drawing at Christmas party)
 - b. For South Clinics in April – from January 1st through March 1st.
 - c. For North Clinics in June – from January 1st through April 1st.
 - d. Checks must be received by these deadlines or the chapter will forfeit the spot. If a Chapter is sending a rider but not supporting the fee, the rider is responsible for the clinic fee and the check must be received by the organizer by the deadline.
 - e. Any vacant spots will be filled on a first -come, first-served basis from the waiting list by the Clinic Organizer. Any conflicts or problems will be handled in coordination with the Committee Chair.
 - f. Any Chapter or individual can place a name or request to be on the waiting list.
2. **Rider Eligibility and Selection** - Riders must be members in good standing of CDS and be Adult Amateurs 22 years or older. The same rider can't be selected for two consecutive yearly clinics. The riders must be able to walk/trot/canter with proper diagonals and leads (Training Level minimally). The rider, to be eligible, must have a sound, fit and in good condition, familiar equine partner, presenting as a "horse/rider team". They must be actively riding demonstrated by current dressage lessons with their horse for the past 6 months. A borrowed or loaned horse just for the occasion is strongly discouraged. An application must be submitted.
3. **Chapter/Additional Eligibility Requirements** - chapters may adopt additional requirements for eligibility which will be in the Chapter's Standing Rules. These rules must be publicized in advance. Interested members will provide a written application stating interest in participating in the selection drawing and provide a one paragraph biography of horse (age, breed, level shown/ridden, accomplishments) and rider (three or four sentences about what the person wants to learn/goals, must include some background information on who they clinic/ train with, or the level they ride).
4. **Chapter's Selection Procedures** - Chapter selection is done by draw. Chapters should select their representative plus 1 to 2 alternates. Winners and alternates must be notified immediately after the drawing is completed. The Chapters must notify the Regional Organizers of the name(s) and

contact information including telephone numbers, email address and CDS membership number of the chapter members selected in order. Failure to provide this information in a timely manner could result in a loss of space in the clinic. The Chapter representative must be selected and organizer notified not less than 60 days prior to the clinic date.

Clinic Rider Orientation

- The clinic is organized over a three day period Friday evening through Sunday.
- Riders should plan to arrive on Friday and allow enough time to get their horse settled in and comfortable with the surroundings.
- The clinic officially begins with a mandatory meeting for the riders on Friday night.
- A potluck/pizza dinner is planned for Friday evening and is open to the riders and their grooms.
- Riders are encouraged to bring a groom. Trainers are encouraged to attend and support their riders.
- Riders will be introduced to the Clinician and the Clinician will explain what to expect from the clinic and answer rider questions.
- The schedule is handed out and all release forms are signed and collected. On the two riding days of the clinic, the riders are required to attend all portions of the clinic which may include attending discussion sessions during the day.
- If a horse is felt to be lame and there is a question of the horses' welfare, OR if there are safety concerns for the horse and/or rider team they may be excused from participation.
- The final decision regarding lameness or safety will rest with a joint decision of the Clinician, Clinic Organizer, and/or any Committee/Board member present. By participation in the Clinic, riders and horse owners agree to abide by the decisions of this group. If it is determined to be in the best interest of the horse or rider, that horse/rider combination shall be excused from further participation in the riding portion of the Clinic.

Presentation of Rider and Horse

- The rider will be dressed neatly in traditional riding attire including an ASMI approved helmet with chin strap and riding boots. Whips and spurs are acceptable.
- The horse will be presented nicely groomed with well fitting, clean tack.
- If the horse requires boots or wraps they should be well fitted and clean as well.