



# ORGANIZERS' GUIDE

## FOR USEA APPROVED EDUCATIONAL ACTIVITIES

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Providing educational and practical experience is one of the most important functions of the USEA Educational Program. We want everyone to become proficient eventers, but to do so remembering:

- **The spirit of the sport**
- **Our responsibilities under the “Principles of Eventing” to our equine partner**
- **A determination that safety cannot be compromised.**

USEA provides its support and enables approved activities to receive low cost insurance in order to further this essential USEA educational function. Without the Organizer, the educational activity does not happen! Therefore, USEA values, and will support to its utmost, those generous persons who devote their time and energy to being an Organizer for a USEA approved educational activity. However, Organizers must make a commitment to meet certain requirements.

*How do you organize and obtain approval for a USEA Educational Activity?*

Actually, the process is simple. The following questions and answers may help you.

• **What is a USEA educational activity?** The USEA has the goal of providing the means for our members to secure information and practical experiences which will best meet their individual needs. To do this, USEA approves and supports activities actually conducted by individual members. In return for payment of a minimal fee by each organizer and a commitment to follow specific minimum requirements set by the USEA, the USEA provides assistance with publicity and organization, allows use of its logo, and includes the activity within its insurance protection.

• **What qualifies as educational activities?** The USEA defines “educational activities” broadly. An “educational activity” may be almost any structured activity which furthers the mission of the USEA to inform people about the sport and in doing so carries out the USEA Statement of Principles advocating the safe, healthful, humane and effective use and care of horses in the sport. USEA educational activities may be mounted (such as riding clinics and schooling days, or even schooling shows), providing actual riding experience in various environments, or unmounted sessions using lecture, video, demonstration or any combination to provide information. An educational activity

may be structured as a mock “event,” “test” or “trial” in order to provide realistic experience to those seeking to learn the how-to’s of competing; or an actual schooling show, giving inexperienced horses and riders a chance to compete in an informal, low pressure format. All activities must be carefully supervised.

• **There are many possible venues for USEA approved educational activities.** The possibilities range from formal mounted instructional clinics or schoolings conducted by one or more instructors, through seminars which are largely conducted “on-the-ground” through classroom-type lectures or the use of mounted examples in a structured format, to the informal schooling practices to mixed media, multiple day ambiance of a fully-participatory resident camp. Educational activities are supported by the USEA in the broadest possible forms to encourage and educate its members and other persons about the sport of eventing, sportsmanship, and the welfare and well-being of horses. Any activity—whether mounted or not—which has as its subject matter eventing; equine health, welfare or improvement; or rider health or improvement, and which is presented in an educational format under the formal sponsorship of an individual organizer who is a current member of USEA in good standing and who agrees to abide by the requirements published by USEA, may be eligible for approval as an educational activity.

### DEFINITIONS

A “**clinic**” may be mounted—or not. Clinics are generally to be conducted by one or more persons (“clinicians”), other than the organizer of the activity. A clinic will focus upon one or more themes related to the improvement of equestrian or eventing skills, horsemanship, or equine maintenance and well being.

“**Schooling day(s)**” are mounted activities in which each rider works upon an aspect or aspects of actual riding one or more of the elements which make up eventing, including learning to ride at the specific rates required for various competition levels. Normally, each rider will be supervised, while mounted, by one or more persons who have ridden at or above the level at which the rider is schooling and is provided appropriate guidance, oral and/or written, to enable him or her to improve performance. Schooling activities may occur over one or more days. A schooling day is usually very practical and emphasizes experience building work.

A “**schooling show**” is basically a competition not “recognized” by the USEA or licensed by the USEF. These competitions give inexperienced horses and riders a chance to compete in an informal, low pressure format, and hopefully prepare them to move up the ranks to recognized/ licensed competitions.

“**Eventing tests**” are levels of competitions not defined under the *USEF Rules for Eventing*, such as, but not limited to: combined tests, DX Eventing, Young Event Horse, Future Event Horse, and New Event Horse, etc. Unless the above-mentioned competitions are run in-conjunction with a USEA recognized horse trials, then you are required to contact your Area Chair and notify them of the addition of these events to the calendar. To obtain USEA recognition for eventing tests not held in conjunction with recognized USEA horse trials and three-day events, Organizers must complete and return the Organizers Application for eventing tests to the USEA office. Eventing test organizers must agree to abide by the policies and directives of the USEA Board of Governors as printed in the *USEF Rules for Eventing* distributed by the USEA and any subsequent addendum.

A “**seminar**” is an unmounted educational activity, although a mounted rider or riders or unmounted horse or horses may be used to demonstrate or illustrate educational points to be made during the activity. For example, a seminar may be focused upon discussion of rules or the demonstrations of specific riding tests or upon certain physiological or physical or psychological aspects of equine or human behavior or physiology, and it may be presented in a traditional classroom mode or by other discussion methods.

A “**camp**” is an activity, which may involve unmounted as well as mounted activities. It is anticipated that a camp last more than one day and be conducted in a setting in which riders and horses are housed and stabled at or close to the site where the mounted activities occur. Camps should provide more intense training in aspects of equine and rider performance and coordination, and riders are expected to be learning and demonstrating a wide range of equine-related skills. Camps may be divided as to age of participants or skill level when riding. USEA anticipates that sufficient and qualified personnel will always be on site for a camp to provide appropriate security and oversight for all activities and for all participants for the duration of the camp, whether formal activities are scheduled or not. The USEA insurance program does not cover any overnight camping exposure. If you will have participants staying overnight, you should investigate options with the companies that insure the premises.

An “**event college**” differs from all other USEA-sponsored educational activities in that one may occur only with the actual participation and involvement of the USEA educational committee and under its aegis. Colleges meet specific guidelines and have curricula and themes approved in advance by the USEA. The Event College is a complex presentation and those interested in organizing or participating in a college should contact USEA headquarters for the appropriate additional organizational information.

*When seeking USEA approval of your educational activity, please bear these definitions in mind.*

### ***How do I organize a USEA educational activity?***

The first thing to do in organizing an activity is to decide what kind of an activity is to be conducted and to ask yourself some pertinent questions:

- **What’s it all going to cost?** This question cannot be answered unless you have already decided what it is you intend to do—hold a clinic with one or more clinicians, have a schooling session over existing facilities, hold a seminar, etc. The least of the costs will be the minimal fee due to USEA: **For educational activities other than schooling shows, it is \$100 for a one-day activity and \$150 for a two- to four-day activity. For an activity more than four days in length, \$150 plus \$45 for each day over four must be paid. For schooling shows, it is \$100 per day of competition.** If you register any activity less than two weeks prior to the day it begins, an additional \$25 fee must be paid. To evaluate the other costs, you need to decide if you will need to rent or lease facilities and/or jumps. Will you need people to help on site and will they be volunteers or will you have to pay? What about refreshments? Do you need them – or can these be an additional revenue source? What about restrooms! Will you need to rent or are there sufficient facilities already on site? Do you need additional insurance? The USEA program provides \$1 million in general liability coverage for each activity. You need to evaluate your risk to see if this is adequate. Who will do clean up after the activity? Are you importing one or more instructor/ clinicians? What are the fees, the travel and housing expenses for this person or persons? How about on-site services such as emergency medical and veterinarian help? USEA requires for its approval that these services be “on call” but not necessarily on site. And, finally, how many riders can you reasonably - operative word is “reasonably” - expect? Then, simply add all the first figures and divide by the last number. If you are using the activity as a fund-raiser, add the percentage you hope to make before you divide. If the result seems a fee that the interested people in your locale could or would pay for the experience you can offer, your activity is probably viable.

- **Can I get publicity and mailing lists from the USEA?** Yes,

but only if you plan ahead! If you want publicity from the USEA either through *Eventing USA* or the e-newsletter, we will need to hear from you in time to meet our publication deadlines, which are six weeks to two months ahead of the dateline on the magazine. Free mailing lists are provided by the USEA to help Organizers with mailing advertisement of educational USEA-approved activities; but, again, the Organizer must request the lists in advance. You need to allow the USEA at least six weeks processing time, and this time should be in advance of the date you need to send the mailing out.

- **What do I do now?** Having thought it all out, visit the USEA website at [www.useventing.com](http://www.useventing.com). Click on **Education** then go to **Related Documents**. Print out “**Organizers’ Application for USEA Educational Activity.**” Complete the application and either mail or fax it to the USEA with payment (check, Visa, MasterCard, or American Express). You will need to be sure that your applications are sent to the USEA in time for accounting to process them, even if you do not need publicity or labels. Waiting to the last minute will result in an extra fee, and may mean that there is not time to get the approval process completed—and we will not backdate approvals. Timeliness is vital.

- **Read the requirements on the back of the application form.** We process forms and payment immediately. You will receive a packet of information, including a letter acknowledgment of your approval and a copy of the approved application for your records. If you don’t hear from us, call and verify that your application was received and is being processed. Also make sure to print out the **Release Form** (located in the same spot on the web), and make copies for all your participants to sign; and also print out the **Recap Form** (also in the same spot) which will need to be completed and sent in after the activity.

*Just a hint or two before you start!*

- **Liability and local laws.** Because so many states have enacted a version of legislation providing for Equine Activities Liability protection, the USEA urges each person to become familiar with his or her state’s particular law as well as any local laws or zoning requirements which might affect the proposed activity. You may need to post signs or include some additional disclaimer language on your paperwork. The USEA Release form, which **must** be used and cannot be altered by the Organizer of a USEA sponsored educational activity, does provide space on the back of the Release which can be used for any other language you may need to incorporate. You may need to be sure all land being used by the activity has been properly “posted” with signs complying with local laws or make some other public gesture to protect yourself and the landowner.

Remember to check local laws that may affect your activity. “Blue laws” may dictate activities that can occur on Sundays. Local restrictions or zoning may affect parking or sound systems. Health codes govern food or beverage service and rest room requirements—all these, and other local rules, could affect an activity, and will need to be thought over before you schedule. And, for those of you who may do activities over a number of years, keep checking! Laws and regulations have a way of changing, and, while it’s hard to stay abreast, it is necessary.

- **Clinician or instructor needs or requirements.** Will the clinician or instructor allow videotaping of sessions? Who will be responsible for the taping and the equipment (if allowed, they must sign a Release!) Does the clinician or instructor want a microphone or amplification equipment? (Oh, oh! Did you check about electricity on site? Is it properly grounded in case of bad weather? What does it cost? Ditto for water availability and costs!)

- **Cancellation or postponement.** As stated earlier, the USEA has no problem postponing your activity if you need to reschedule provided we have notice on or before the date. Have you set an alternative date? Did you clear it with the clinician? Did you set a clear, written policy on cancellation or refunds for the attendees—and communicate it to them?

- **Participants.** Are you offering an activity restricted by age? If not, or if you are restricting the activity to juniors, what plans have you made for the special needs of minors? Does your release reflect that a qualified adult – either a parent or legal guardian, not the trainer, coach or instructor – must sign the release in order for a release of liability to affect a minor. Have you made that clear in your advertising? Are you prepared to enforce that requirement in the face of temper and/or tears? Also, if you are having a camp with “stay over” arrangements and minors are allowed, what have you planned in the way of supervision and chaperonage? A watchful eye and adult judgment should be available.

*Okay, now you’re ready to go! What happens after?* After the activity is held, you will return the **Recap Form** together with all signed **Release Forms**. The Recap provides essential information to our Education Committee and the Board of Governors concerning the USEA education program, and enables them to make decisions about needed changes or improvements. Therefore, any suggestions or comments you may have are very important. A place is reserved on the Recap for your input. We want that input. It is forwarded to our Education Committee and is used in improving our education program. USEA files and maintains the Release Forms and Recap for each activity as a part of its business records. We are always ready to help if needed because the organizers of educational activities are providing the backbone for the growth of our sport—and we are grateful!

## ORGANIZERS' HELPFUL HINTS CHECKLIST

**APPLICATION** sent with appropriate fee to USEA. Is there a rain date? Have you set a written policy on rescheduling and refunds? **COSTS: For all activities except schooling shows: \$100.00 for one-day activity; \$150.00 for two- to four days. Or for an activity more than four days in length, \$150.00 plus \$45.00 for each day over must be paid.**

**Duplicate enough Release Forms for all riders and instructors.** (Hint: If you fill in the name and date of the activity yourself on the blank supplied by USEA, then duplicate the copies, the information will be correct.) If you need additional language or wish to use the form as the advance application for your activity or for a map, do not change the Release Form itself! Put your information on the back, it is left blank for that purpose.

### **PERSONNEL AND EQUIPMENT for the Activity:**

- First-aid kit for riders and horses available on site.
- Telephone or radio contact arranged on site.
- Vet on call (Map and/or instructions provided to dispatcher in advance).
- Emergency/ medical response on call.
- Water available, if needed.
- Electricity available if needed—and grounded. Will you need a microphone?
- Fence repair material available, if needed.
- All facilities have been personally inspected by Organizer.
- Are supplemental helmets and/or vests going to be available?
- Have you got enough help? There must supervision to ensure all riders wear helmets, that Release forms are correctly filled in and signed, and that safety is preserved. (Are there children participating? You will need to double check Releases to be sure a parent or guardian signed, not the trainer or a friend.)
- Have you checked local laws and posting requirements to be sure you comply? Do you to put up signs under the State Equine Liability Law, if any? How's the parking? What about rest rooms? Clean up?

**INSURANCE QUESTIONS?** Call Equisure, Inc. (800) 752-2472.

### **AFTER THE ACTIVITY:**

Within 10 days and preferably as soon as possible, send to USEA –

- The Activity Recap Form
- The original signed Educational Activity Release forms for all riders and instructors or clinicians

**HAVING ANOTHER ACTIVITY?** Write or call the USEA, we'll be happy to send another packet or visit us on the web at [www.useventing.com](http://www.useventing.com).