

# BHA Procedure: Organizing a Clinic

Date Approved: MARCH 28 2022

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## Applicability

This procedure outlines how to apply for, organize and run a clinic.

## Procedure

1. Application proposal:
  - a. The host of the clinic must prepare a proposal for the clinic and submit to the Director of Lessons and Clinics, for review by the BHA Board of Directors. Application form is available on the BHA web site.
  - b. The proposal should include:
    - i. The date and time of the clinic.
    - ii. Which ring(s) is/are required.
    - iii. Can the ring be shared or is it for the exclusive use of the clinic.
    - iv. Any special requirements requested of the BHA, such as restricting parking, use of jumps or equipment, overnight storage of equipment and overnight parking of trailers.
    - v. Credentials of the instructor including the clinician application. This must include proof of insurance (\$5 million required).
    - vi. Plan for providing First Aid for the clinic.
  - c. The proposal is to be submitted prior to at least one Board meeting before the proposed clinic date. Incomplete paperwork will delay consideration of the application.
2. Board approval:
  - a. The BHA Board of Directors will receive the clinic proposal at least one Board meeting prior to the proposed clinic date.
  - b. The Board will discuss and determine the suitability of the clinic proposal at the next scheduled Board meeting.
  - c. The host may be asked to attend the Board meeting to discuss the proposal, make a presentation or answer questions.
  - d. The Board will determine reasonable fees for the clinic.
  - e. Once satisfied with the clinic proposal, the Board will approve the clinic through a motion and vote of the Directors.
  - f. The Director of Lessons and Clinics will advise Club members of the clinic and any ring closures via e-mail through the BHA Gmail account.
  - g. The Director of Lessons and Clinics will advise instructors of any ring or arena closures and whether this will interfere with their teaching times.
3. Clinic Fees and Costs:
  - a. Fees will typically be based on \$300 + HST for 8 hours per day in the indoor arena or \$200 + HST for 8 hours per day for the outdoor ring.
  - b. Payment of fees is to be made to the BHA within 30 days of completion of the clinic.
4. Clinic Requirements:
  - a. Instructor to have completed criminal record check.
  - b. Instructor to have minimum \$5 million liability insurance.
  - c. Qualified First Aider to be present on-site at all times during the clinic.

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## Supporting Documents

- 1) Related BHA Policy
  - a) Payment Policy

## Review Schedule

<b>Procedure Adopted:</b>	MARCH 28 2022
<b>Procedure Owner:</b>	Director of Lessons and Clinics
<b>Next Review Scheduled:</b>	APRIL 2023

## Version History

Date	Version Number	Details
MARCH 28 2022	1.0	Initial Draft