



Box 547, Terrace BC V8G 4B5

Clinic Guidelines

1. Clinics **must** be approved at a Totem Saddle Club Meeting **(held the last Wednesday of the month at 07:15 PM at Cafenera)**. Please advise the Secretary so that you can be added to the Agenda. Details to include:
 - Cost of Clinician
 - Dates
 - Cost of transportation, includes the use of air miles
(If anyone chooses to donate their air miles, they will be given one spot in the Clinic at no charge)
 - How many spots are available
 - Cost per rider
 - How much of a deposit the Clinician requires (cancellation policies)
 2. The Clinic must be advertised to the TSC members via the website for 2 weeks before non-members can apply. Non-members can be put on a waiting list during the 2 weeks. Clinics are then filled on a first come, first serve basis. The organizer should start a waiting list for cancellations if the Clinic is booked.
 3. TSC membership is encouraged. Priority is given to TSC members.
 4. Deposit may be required, and it is up to the organizer if they will require it. Deposits will not be refunded if they are required.
 5. If the rider cancels and there is not a waiting list, the rider is responsible to fill their spot and/or surrender their deposit if paid.
 6. Clinics are preferably held on the grounds. In the event that two Clinics are held on the same weekend, priority is given to the first to have booked. The organizers are encouraged to work together to accommodate the Clinics.
 7. Riders are expected to be ready to ride at their posted times.
 8. All riders are expected to clean up after their horses and themselves.
- 9. The organizer is responsible for:**
- Collecting all riders' payments, including indoor arena fees
 - Booking flights, arranging accommodations, meals for the Clinician, transportation, etc.
 - Issuing receipts (a receipt book will be provided by the Treasurer)
 - Arranging for payment of Clinician's invoice prior to the Clinic date
 - Harrowing the arena (or arranging to have it done)
 - Garbage removal after the Clinic
 - Scooping poop during the Clinic if the riders have not
 - Keeping the bathrooms stocked
 - Making sure the grounds are left clean after the Clinic is done
 - Filling out an expense sheet with receipts, and promptly handing the money in to the Treasurer