



Dancing Horse Farm

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"Dare to Dream"

A premium care equine facility dedicated to providing an environment of safety, health, happiness and education for human and horse.

DHF Instructor Clinic Information Sheet

DHF Instructors are available to conduct clinics at your farm. This document has been compiled to help organizers as they prepare for a clinic.

1. **Clinic Organizer:** There must be a designated person who is in charge of working out the details of the clinic.
2. **Schedule:** A normal clinic schedule consists of eight back-to-back 45-minute lessons with a 30 minute lunch break around noon and a 15 minute break during both the morning and afternoon sessions.
 - a. Jen highly recommends and loves teaching unmounted workshops immediately following the lunch break. If a workshop is desired, then the number of lessons taught that day must be limited to 8. One hour, in addition to the 30 minute lunch break, should be allotted in the schedule for the unmounted workshop time.
 - b. A minimum single full day clinic is required if DHF instructor has to travel more than one hour from DHF to the clinic site.
 - c. Required minimum *guaranteed* number of lessons taught per day: 4 (four) to qualify for the half-day rate that is only valid as an add-on to a scheduled full day clinic.
 - d. Nine (9) is the maximum number of lessons taught per day without a workshop for the standard day fee. Extra lessons can be added for an additional \$125 per lesson.
 - e. Each clinic day stands alone when calculating the day fee, so no carryovers from day to day. For example, if day 1 consists of 10 lessons and no workshop and day 2 has only 6 lessons, the fees owed will be the normal day fee for day 1 + \$125 and a normal day fee for day 2.
3. **Daily Compensation:** Clinic costs can be found on the Prices by Trainer page of the DHF web site and are paid in addition to travel expenses (i.e. checked baggage fees, airport parking fees, meals while traveling, etc.). Airline tickets to be purchased by clinic organizer once travel arrangements are approved by clinician. If clinician is driving, then mileage is billed at the current government rate.
4. **Cancellation Policy:** Should a clinic be cancelled for any reason, two months or more (the length of time required to find a replacement clinic site) prior to the scheduled date, clinician shall receive no compensation. If a clinic is cancelled less than two months but more than one month prior to the scheduled date, clinician shall receive 25% of the clinic fees. If clinic is cancelled less than one month but more than one week prior to the scheduled date, clinician shall receive 50% of the expected clinic fees. If a clinic is cancelled in less than one week of the date of the scheduled clinic, clinician shall receive 75% of the expected clinic fees.
 - a. In the event that within the final week before the scheduled clinic it is determined that extreme weather will present dangerous conditions for hauling or riding, such as indoor arena temperatures below 10 degrees, blizzard, tornados, etc., possible clinic cancellation at no cost to organizer will be at the discretion of clinician.
5. **Facilities:** A suitable indoor arena measuring a minimum 60' in width with safe, groomed footing and access to a mirror at least four feet tall for rider line-up evaluations. For clinics that will include jumping, safe jumps are required to be provided by the facility. The facility needs to have easy access and possible parking for trucks and trailers and optional overnight stabling accommodations for clinic participant horses. All facility rental fees and stabling or haul-in fees to be handled by clinic organizer.

6. Overnight Accommodations: DHF clinicians are happy to stay in people's homes as long as a private bedroom and bath are provided. Of course hotels work as well, but drive up organizer costs. Transportation must be provided to clinic site (except in the event of clinician driving themselves to the clinic location in lieu of flying) and the overnight accommodations need to be within a 20 minute commute from the clinic site so that clinician isn't stuck in a car for hours before and after long, exhausting teaching days.
7. Airport Options: Dayton (DAY) is first preference since it is closest and cheapest. Cincinnati (CVG) is next best. My TSA Precheck "Known Traveler Number" (TSA KTN—so I can "hopefully" get through security screening faster) is **TT114HBKR**. My Delta Sky Miles number is **2339429710**. Both of these numbers need to be used when booking flights. My birthdate is 12/4/74.
8. Liability Release: Clinic participants are required to sign a DHF Liability Release. Organizer should download the release form from the Riding School tab of the DHF web site and have all clinic participants sign it before the clinic starts. The signed forms should be given to clinician before the start of the clinic.
9. Headgear: All clinic participants **are required** to wear ASTM approved safety headgear with harness secured at all times while mounted. DHF instructors will refuse to teach any mounted rider without a helmet.
10. Appropriate Clinic Attire: Boots with heels and appropriate riding clothing—no tank tops, cut off tops, shorts, or jeans. A fitted shirt, light colored breeches (so the instructor can easily see leg position) and English riding boots (either paddock boots with half chaps or tall boots are acceptable). Baggy clothing makes it very hard to see the rider's body for biomechanical corrections.
11. Meals: DHF Clinicians do require suitable sustenance in order to be able to conduct high quality clinics, so, please make sure to provide healthy food choices, snacks and plenty of liquids throughout the day. We also enjoy getting to know the riders and their families, so dinner out with the group after a clinic is a good option for multi-day clinics.
 - a. Jen-specific food requests: Jen puts tons of energy into each lesson, and can only do so with plenty of protein. Please ensure that provided lunch options include sufficient protein and are not heavy in carbs (like many popular clinic soup and bread meals). Also, Jen will not eat anything that looks like what it looked like in life (i.e. seafood with scales and eyeballs is not at the top of the list of foods she enjoys eating).
12. Insurance: For farms with insurance requirements, DHF's professional liability insurance covers its traveling instructors and a certificate of liability will be provided upon request.

To set up a clinic at your farm, please contact Jen at: 937.532.3108 or Jen@myDHF.com