

## ***HINTS FOR THE ORGANIZER OF A CENTERED RIDING® INC. OPEN CLINIC***



### **General:**

- An Open Centered Riding Clinic is a clinic for riders of various abilities and interests. Your clinic may be open to the general public, or may be restricted to riders from a particular club or stable.
- Centered Riding is about how the rider's use of his mind and body affect the horse. It can be applied to any kind of horsemanship, and to riders of any age, level and riding interest. Your clinic may specialize in one kind of horsemanship, or may be open to riders of various disciplines. A brochure explaining Centered Riding is available from the Centered Riding Office.
- Only qualified Centered Riding Clinicians (Level III or IV Centered Riding Instructors) may teach Centered Riding Clinics. Instructors who are not qualified as CR Clinicians may not teach Centered Riding Clinics or advertise them as such. Centered Riding®, Inc. and the CR logo are registered trademarks and may be used only with permission of Centered Riding, Inc.
- Centered Riding Clinics are organized by individual clinic organizers, working with a Centered Riding Clinician. Centered Riding Inc. does not set up clinics or assign clinic dates or clinicians.
- Please visit the CR website at [www.centeredriding.org](http://www.centeredriding.org) for a list of Centered Riding Clinicians.

### **Booking a Clinic:**

- Please contact a Centered Riding Clinician to discuss dates, fees, and other arrangements. The Centered Riding Office does not book clinics.
- Book your clinic well in advance--6 months to a year in advance is recommended.
- We recommend that all arrangements with your clinician be in writing, and that you both keep a copy.

### **Clinic Schedule:**

- Clinics may be one, two, or multiple days. Many clinics include an introductory lecture the evening before the clinic; some also include evening programs.
- A typical daily clinic schedule runs from approximately 9 AM to 5 PM, with a short lunch break. The actual schedule depends on your clinic arrangements and should be discussed with your clinician.
- Usually the clinic organizer sets up the clinic schedule and assigns students to appropriate classes. Each clinician determines how many students they will work with, how many hours may be scheduled, and other details.

### **Facility, Horse, and Equipment Suggestions (requirements vary; please ask your clinician):**

- Covered ring, or outdoor ring with covered ring available in case of rain or cold.
- Speaker system with a wireless microphone. Sometimes the clinician can provide one.
- Heated room for dismounted awareness work, preferably carpeted, with space for all participants to lie down. In warm weather a lawn area is acceptable.
- Seating (or bring own chairs); bathroom facilities; lunch area; table for books/teaching resources.
- Stabling for horses brought by participants; school horses for those who cannot bring their own.
- Inexpensive nearby lodging and available restaurants.

### **Your Centered Riding clinician will:**

- Discuss fees, dates, travel arrangements, how the clinic is to be organized, etc.
- Provide clinic information, bio & background for publicity, and a master copy of any clinic handouts.
- List your clinic dates in his/her clinic schedule and the Centered Riding Clinic Schedule.
- Communicate with you regarding travel arrangements, arrival times, etc.
- Answer your questions and work with you to make your clinic the best ever!

### **The clinic organizer should:**

- Have an agreement (in writing) with the clinician regarding dates, fees & expenses, and clinic arrangements
- Set fees for the clinic (please see suggestions on fees and finances.)
- Publicize the clinic, create clinic flyers, and send out clinic notices and registration forms.
- Receive and process clinic registrations. Send confirmation of acceptance plus clinic schedule and essential information to clinic participants. Collect clinic deposits and fees.
- Encourage registration & payment in advance, as last-minute signups & changes make it difficult to organize the clinic. You may want to set a deadline for clinic registrations. Some organizers state that registrations received after the deadline will be accepted only if clinic spaces are still open or placed on a waiting list.
- Place registrants in appropriate groups and assign riding times (with input from clinician). When the clinic is full, keep a waiting list in order to replace any participants who cancel or drop out.
- Provide clinician with a brief description of participants, their abilities and background, and the horse they will be riding (from clinic rider questionnaire).
- See that necessities are ready for the clinic, e.g., chairs (or have people bring their own), name tags, refreshments, etc.
- Copy and distribute any handouts for participants. These are optional--ask your clinician.
- Pay agreed-upon clinician fees and expenses promptly. Most clinicians require a deposit in advance and expect payment in full at the clinic.

### **Auditors/spectators and videotaping:**

- Auditors or spectators are usually welcome; you may charge any spectator fee you wish. Paid spectators may be identified by color-coded badges. You may want to set up a special seating area for spectators.
- Videotaping of participants' rides is usually permitted for personal, not commercial use. Ask your clinician.

### **Fees and Finances:**

**Clinic fees are determined by the clinic organizer.** Clinic fees for participating riders and auditors or spectators vary considerably, depending on the clinician's fees, the organizer's costs, what is offered in the clinic, and the range of clinic fees customary in the area. Fees may not or may not include lunch for participants and spectators, depending on your arrangements.

### **In determining clinic fees, allow for:**

Clinician's fees, travel expenses, room & meals  
Cost of ring and room for ground work  
Cost of duplicating flyers and handouts  
Facility rental

Advertising & publicity expenses  
Telephone & mailing costs  
Insurance for clinic  
Other expenses, such as portable toilet rental

It is prudent to set up the fee structure so you will cover expenses with less than a full clinic. If the clinic fills, it should then show a profit. It is prudent to require a substantial deposit or payment in full in order to reserve a place in the clinic.

**Cancellation policy:** Some clinics state that if a participant cancels, a refund (less a small administrative fee) will be made only if his/her place in the clinic can be filled. Stabling, charges for lesson horses, and spectator fees are generally paid at the clinic. Clinic participants must be informed of your cancellation policy.

**Publicity and Advertising:**

Centered Riding Clinics should be publicized well in advance--six months prior to the clinic is recommended.

Your Centered Riding Clinic may be listed (at no charge) on the Centered Riding Website at [www.CenteredRiding.org](http://www.CenteredRiding.org). The clinician will arrange this listing for you.

You may want to create a clinic flyer to be mailed out or placed in local tack shops, feed stores, stable, bulletin boards, etc. Level III and Level IV CR Clinicians are authorized to allow you to use the Centered Riding logo in advertising your Open Centered Riding Clinic; however, this is a registered trademark & may not be used for any other purpose without written permission from Centered Riding, Inc.

**Please do not hesitate to contact your clinician with any questions you might have.**

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