

Hosting a Midsouth Regional Clinic

What the Regional Clinic coordinators will do:

1. Negotiate and obtain the clinician – with your clubs’ input and help if you already have someone in mind. The clinician should be a well recognized and sought after professional. USEA ICP certification is a plus. USPC references are also a plus especially if the clinician doesn’t have any official teaching certifications.
2. Coordinate lodging and travel for clinician(s) and pay for those expenses up front.
3. Coordinate with our Midsouth Treasurer to pay for clinic expenses.
4. Create flyers and entry forms for the clinic and publish/distribute to the region.
5. Provide a clinic secretary to process entry forms and create and publish clinic schedule.
6. Support clinic budget with regional funds. Amount of subsidy is based on regional funds available and amount will be coordinated/approved by the RS.

Hosting pony club support (not necessarily the closest club to venue!):

1. Negotiate and obtain an appropriate location for the clinic. The rental fee for the venue should not exceed the max of \$250/day. It is very important that facilities have all weather footing. Availability of a covered arena in the event of inclement weather is a plus.
2. Provide list of possible available dates for use of the venue for the clinic (so that negotiations can begin with clinician and travel expenses determined).
3. Coordinate/provide equipment needed to support the clinic. Dressage arena, stadium jumps, etc. depending on type of clinic. Hopefully this can be provided for free or is included in the \$250/day rental fee.
4. Coordinate or help with providing refreshments, lunch and/or dinner as appropriate for clinicians and clinic participants. Does not have to be fancy. Can be pot luck, cook out, or any type of “group” food so that participants do not have to leave the clinic. The club could provide concessions for the clinic as a fund raiser.
5. Secure sufficient stabling at venue or at nearby barns for clinic participants that must travel in or overnight when clinic is scheduled for more than one day. Negotiate a reasonable stabling fee - \$15/night optimal but should never be more than \$35/night.
6. Provide supporting information for the clinic such as directions, hotel recommendations, stabling type, bedding options, or any special instructions the clinic participants might require to make their participation go smoothly.