

# NARHA INTERNATIONAL WORKSHOP

## PROCEDURE OVERVIEW

- 1 The NARHA office will be contacted prior to making arrangements for a NARHA event held at an international venue.
- 2 NARHA faculty/evaluators to be chosen from the NARHA international evaluator list.
  - a Training
    - i basic language and communication skills
    - ii cultural practices
    - iii social expectations, flexibility
  - b List of criteria for International Faculty
    - i Lead Master, lead advanced level NARHA instructor
    - ii Years teaching experience
    - iii CPR & First Aid equivalency certificate
  - c Compliance or performance evaluation method for advancement or termination.
- 3 Planning and organizing will proceed with selected NARHA international faculty and a NARHA staff person.
- 4 Decisions will be made according to NARHA policies and procedures concerning the NARHA international event.
  - a NARHA International member center
  - b International intent to host application
  - c International host packet # 1 “How to” information
  - d International host packet #2 Participant forms
  - e International host packet #3 Final forms

## OVERVIEW

### **1 Ethnical Customs**

- a Research social customs
- b Establish expectations of faculty
  - i Dining
  - ii Residence- hotel, local family
  - iii Gifts appropriate to give and/or receive
  - iv Clothing/appearance
- c Publicity/ Interviews
  - i Statements prepared and appropriate
  - ii Set boundaries on time and place if possible

## **2 Language**

- a Are translators needed
  - i For candidates
  - ii For faculty
  - iii For riders
  - iv How many
  - v Do they have TR experience
  - vi Establish who
- b Materials Translation
  - i Exams (CAT & Self Study), Standards Manual., written exams, Instructor education guide, power point presentations, all written material.
  - ii Who is translating material and verifying translation accuracy.

## **3 Budget**

- a Materials
- b Translations
- c Event Fees
- d Facility Costs
- e Shipping
- f Interpreters
- g Travel
- h Room and board
- i Transportation
- j Faculty stipend
- k NARHA staff
- l Gifts

## **4 International Contact Person(s)**

- a Administrative
  - i Materials
  - ii Core Administrative Standards
  - iii Insurance in place
  - iv Tuition
  - v Faculty accommodations
  - vi Translators
  - vii Student roster
  - viii Food/Drinks provided

- b Barn/Program Management
  - i Core Program Standards
  - ii Core Facilities Standards
  - iii Horses needed
  - iv Tack needed
  - v Arena props needed
  - vi Volunteers needed
  - vii Training of volunteer

## **5 Create a Time Table**

### Pre-Event

- a Date of Event
- b Event name
- c Event Location
- d Event Fee
- e Establish Faculty
  - i Lead
  - ii Associate
  - iii NARHA staff member/contact
- f Establish International Contacts
  - i Administrative
    - 1 Review outline of standards and responsibilities
    - 2 Educate on standards and responsibilities
  - ii Barn Management
    - 1 Review outline of standards and responsibilities
    - 2 Educate on standards and responsibilities
  - iii Program Management
    - 1 Review outline of standards and responsibilities
    - 2 Educate on standards and responsibilities
- g Number of Candidates
- h NARHA materials needed
- i Translation & verification time line
- j Printing time line
- k Shipping time line
- l Number of Riders
- m Establish event time line
- n Review all standards and responsibilities with Management completed

### During Event

- a Arrival at center
- b Introductions to candidates, riders, volunteers
- c Review event time line
- d Review safety procedures
- e Assessment of facilities, arena, tack, etc.
- f Presentations
- g Repetition
- h Questions
- i Handout evaluations
- j Wrap-up

### Post Event

- a Review
- b Answer Questions
- c Collect evaluations