



PATH INTERNATIONAL

Professional Association of Therapeutic
Horsemanship International

*Ensuring excellence and changing lives
through equine-assisted activities and therapies*

Interactive Vaulting Workshop and/or Certification Program

Intent to Host Packet



Interactive Vaulting Workshop/Certification Program Intent to Host Packet

Dear PATH Intl. Center,

Thank you for your interest in the Professional Association of Therapeutic Horsemanship International (PATH Intl.) Interactive Vaulting Workshop and/or Certification. The following is the initial information packet concerning the process and requirements. Please review the information, and feel free to call if you have any questions regarding the process of hosting a Workshop and/or Certification.

If you decide that you meet the requirements and would like to host a PATH Intl. Interactive Vaulting Workshop and/or Certification, please complete the *Intent to Host Form* included with this packet. This Form should be returned to the PATH Intl. office. Please keep this packet for use throughout your Workshop and/or Certification, as this information will be valuable to you before, during and after!

Upon receipt of your *Intent to Host Form*, you will receive communication from PATH Intl.

All Intent to Host requests are accepted. PATH Intl. does not regulate the number of events held within proximity of one another. Bear in mind that if you choose to book your event close to another nearby event, this may result in poor registration numbers for both events. Host sites are responsible for checking the PATH Intl. online event calendar and being aware of already scheduled events.

Sincerely,
PATH Intl. Certification Department

Please Note:

PATH Intl. acknowledges that both spellings 'lungeing/longeing' are correct and used in the literature when discussing use of the horse on a circle. To simplify and save resources PATH Intl. decided to use the spelling 'lungeing' in all documents. Thank you for your understanding and support as we strive to utilize our resources wisely.

**GOOD LUCK & THANK YOU FOR HELPING MAKE
PATH INTL. STRONG!!!**



Interactive Vaulting Workshop/Certification Program

The following materials are provided to host sites by the PATH Intl. office

The “Intent to Host Packet”, includes the following items (enclosed herein):

- Host Site Process
- Host Site Requirements
- Suggested Adapted Equipment Needs
- Budget Information
- Intent to Host Form
- Faculty/Evaluator List

If the center decides to host a Workshop and/or Certification the contact person must complete and return the Intent to Host Form to PATH Intl. Upon receipt of the Intent to Host Form, PATH Intl. sends a “Host Site Organizational and Candidate Forms Packet”, upon approval, to the Host Site, including the following items:

- Materials Order Form (to be submitted to PATH Intl. by designated deadline prior to event)
- Recommended Policies for use by the Host Site
- Proposed Workshop & Certification Schedule
- Certification Candidate Checklist
- Phase Two Packet: Candidate Forms, which includes the following:
 - “Welcome Candidate” letter from PATH Intl. to Certification Candidates*
 - Phase Two Candidate Workshop and/or Certification Forms*
 - Candidate Workshop and Certification applications
 - Instructor Resume, Personal Reference, and Professional Reference
 - Documentation of Teaching Hours Form*
 - Emergency Medical Treatment, Photo Release and Liability Forms*

By the established deadline date on the Materials Order Form, the Host Site completes the Materials Order Form and submits it to PATH Intl. with the appropriate fees or a late fee and possible express shipping costs will be assessed. Upon receipt of the Materials Order Form PATH Intl. then sends the “Host Site Final Forms Packet” and Workshop manuals which includes:

- Certificates for Workshop participants (based on number from Materials Order Form)
- Workshop Evaluation Form*
- Workshop Site Evaluation Form* w Check Acknowledgement Letter w Host Site Vaulting Profile Form*
- Vaulting Horse Profile Form*
- Certification Lesson Evaluation Form*
- Certification Comment Sheet*
- Interactive Vaulting Instructor Summary Sheet*
- Candidate Report Form
- Apprentice/Associate Evaluator Eval & Recommendation Forms (Evaluators must complete)
- Final Accounting Statement (must be sent into the PATH Intl. office within five working days following conclusion of workshop.)

At the conclusion of the Workshop and/or Certification, the Host Site returns unused manuals and completes the Final Accounting Statement.

**to be copied by Host Site as needed*



Interactive Vaulting Workshop/Certification Program Host Site Process

Pre-Workshop/Certification

The Host Site:

1. Determines if all requirements are met to host a PATH Intl. Interactive Vaulting Workshop and/or Certification. Review Host Site Requirements.
2. Contracts with two PATH Intl. vaulting On-Site Faculty/Evaluators to conduct the Workshop and/or Certification. At least one of the Faculty (for Workshop portion)/Evaluators (for Certification portion) must have Lead status (can have two Lead or one Lead and one Associate)—see enclosed list. Contract will include fees (i.e. transportation, meals, accommodations, and parking) to be paid directly to Faculty/Evaluators at conclusion of workshop. Evaluators have the contract forms to be completed.
3. Decides to proceed and completes Intent to Host Form and returns it to the PATH Intl. Office. Upon receipt of Intent to Host Form, PATH Intl. sends to the center the “Host Site Organizational and Candidate Forms Packet.”
4. Assesses budgetary requirements and determines Workshop/Certification fees. Review Budget Recommendations. Options include cost of lodging and meals within fees or can be covered separately by participants.
5. Is responsible for advertising and marketing the PATH Intl. Vaulting Event. Any administrative or schedule details from the Host Site should also be included. It is not appropriate to use the word “therapy” in your advertising.
6. Works with contracted Faculty/Evaluators to make sure all necessary requirements are in place to ensure a smooth running Workshop/Certification process. Review Host Site Requirements. Agrees to send via fax, mail, or email all certification applications and paperwork to the evaluators 2 weeks prior to the certification
7. Registers Workshop Participants (maximum 12) and Certification Candidates (maximum 8 per day.) Ensure that all participants registering for Workshop/Certification are current PATH Intl. members. Host Sites may register Participants for both the Workshop and/or Certification components OR for only one of the components, for example only the Workshop component of the On-Site. This is especially the case when Participants have to go through the resubmission process by attending an On-Site Certification again.
8. Ensures that all paperwork is completely filled out for all Workshop and/or Certification attendees and that all requirements are met for Certification Candidates. All requests for accommodations to any portion of the certification or application requirements are to be referred to the PATH Intl. office (additional accommodation information will be included in the “Host Site Organizational and Candidate Packet”)
9. Completes the Materials Order Form for the Workshop Manuals by deadline date provided by PATH Intl. Include a check with the Materials Order Form for materials and Faculty/Evaluator’s fees. These fees are due to PATH Intl. before materials can be sent. Host Sites have to notify the PATH Intl. office of late registrants not included on the Materials Order Form prior to the Workshop and/or Certification to determine if the registrants qualify for participation.



Interactive Vaulting Workshop/Certification Program Host Site Process (cont.)

Advertising:

Please make sure to include information on the Certification process particularly the emphasis on completing all prerequisites prior to registering for the Certification.

The following wording can also be used to advertise your course:

This workshop is for any PATH Intl. member who is considering becoming a PATH Intl. Interactive Vaulting Instructor. The purpose of this three day workshop is to provide participants with knowledge of the basic components utilized by successful, entry-level PATH Intl. Interactive Vaulting Instructors. The workshop will cover such topics as:

- Lunging
- Equipment
- Horse Selection and Training
- Compulsories and Exercises
- Mounted and Unmounted Games
- Lesson Plans
- PATH Intl. Vaulting Standards

During the Workshop/Certification

The Host Site:

1. Makes sure all requirements are in place. This may include organizing backup options.
2. Ensures that disruptions do not interfere with the Workshop, especially the Certification Day.
3. Upholds the privacy and confidentiality of all Workshop Participants and Certification Candidates.
4. Ensures that proper safety equipment is used throughout the process (including ASTM-SEI helmets.)
5. Upholds the PATH Intl. Standards for Centers.
6. Provides enough volunteers to assist the Candidates. The Host Site should work with the Lead Evaluator to decide on a good number of volunteers to have each day, based on activities and/or number of candidates.



Interactive Vaulting Workshop/Certification Program Host Site Process (cont.)

Post Workshop/Certification

The Host Site:

1. Works with the Faculty/Evaluators to make sure all Workshop and/or Certification materials are collected, including all Evaluation Forms and Check Acknowledgment Letter. It is the responsibility of the faculty/evaluators to mail all evaluation materials to the PATH Intl. office.
2. Completes a Final Accounting Statement Form to return to PATH Intl. along with any unused manuals. Must be sent to the office within five working days following the conclusion of the workshop. A review of fees due to PATH Intl. are as follows:

Due to PATH Intl. before OSWC: (Materials Order Form)

- Workshop Participant fee \$60.00 (Includes workshop manual)
- Lead Faculty/Evaluator's fees \$300.00 (per Faculty/Evaluator per day)
- Second Faculty/Evaluator's fees \$300.00 (per Faculty/Evaluator per day)

Due to PATH Intl. after OSWC: (Final Accounting Statement)

- Certification fee \$85.00 (per Certification Candidate)
- Materials Order Form Late Fee \$40.00 + Express Shipping Cost (if applicable)
- Workshop Manual Restocking Fee \$5.00 per Manual (for any returned manuals)

Cancellation Policy

Host Sites shall determine their own cancellation and refund policies for their Workshop/Certification. The faculty must be notified immediately and reimbursed for any accrued contractual expenses. All Workshop/Certification materials must be returned to the PATH Intl. office. Any shortage in materials must be paid for by the Host Site.

Insurance Note

For those centers hosting a Interactive Vaulting Workshop and/or Certification that carry the Markel Insurance policy offered through PATH Intl., the Workshop and/or Certification can be included on your policy as ONE Public Event Day. Markel has agreed to count this entire Workshop and/or Certification as one Event Day, rather than three (or four, if offering a second Certification day.) Be sure to submit your Public Event Form to Markel 32 days prior to the Workshop/Certification—there will be no payment due with the Forms if this is your free event day under the policy coverage. If you have already used your one public event day, please contact Markel as fees vary.



Interactive Vaulting Workshop/Certification Program Host Site Requirements

Host Site Facility:

- PATH Intl. Premier Accredited Center (or approval by PATH Intl.)
 - **All participants must fill out required host site liability forms from the center upon arrival.**
- Covered arena (indoor and/or outdoor)
 - **If host only has outdoor arena, please enclose a copy of an accommodation action plan if there is bad weather or unexpected problems with hosting the event without access to indoor arena.**
- Handicapped accessible classroom/meeting room large enough for approximately 20 people in addition to faculty, room must have tables and chairs and fit everyone comfortably in classroom format.
- Handicapped accessible restrooms
- Easily accessible to airport, hotel, public transportation and restaurants within reasonable driving distance

Equine & Interactive Vaulting Equipment Needs:

Depending on number of Candidates (Max 9)

- Minimum of 2 – 4 Equines who are safe and sound with the following experience:
 - 4 – to lunge in side reins at the walk, trot and canter
 - 2 – to vault at the walk, trot and canter (to include compulsories as well as unmounted games)
- 1 or more vaulting barrel
- Selection of English broken bits, bridles, and nosebands
- Equine wraps and boots (if needed by host site's horses)
- Longeing (lungeing) Cavesson (if needed by host site's horses)
- * Can provide all vaulting equipment detailed below:
 - 1 or 2 Vaulting Surcingle as stated in PATH Intl. Interactive Vaulting Specialty Standards
 - 2 or more sets of side reins
 - 2 or more longe (lunge) lines
 - 2 or more longe (lunge) whips (to include at least 2 telescoping whips)
- Appropriate padding (as used on host center's horses)
- Game props (hula hoops, balls, poles, etc.)

Misc. Materials, Equipment and Personnel Needs:

Depending on number of Candidates (Max 9)

- 1 flip chart, colored markers and tape (white board/chalk board can substitute flip chart)
- Name tags for participants, host site staff and volunteers
- Access to copy machine and paper
- ASTM-SEI Helmets – per PATH Intl. Core Mandatory Standards
- TV, VCR and/or DVD player, Overhead projector and/or LCD Projector
- Vaulting participants who meet the following criteria: (minimum of 4 available at given)
 - Ambulatory, able to follow directions, manageable in a group setting and no previous vaulting experience necessary.
- w Host site volunteers daily for all 3 days to assist with the following items listed below:

These volunteers may audit the workshop at any time and need to make themselves available, as needed, during the day according to the schedule set by the host site and faculty/faculty/evaluators. If hosting a certification more volunteers will be needed.

Food & Beverage:

- HEALTHY snacks, lunch, beverages and water for participants, staff and volunteers for all days of workshop and/or certification.



Interactive Vaulting Workshop/Certification Program Budget Information

The following information is provided to help Host Sites determine expenses and fees:

1. Faculty/Evaluators.
 - The fee for Faculty/Evaluators is \$300.00 per day for the acting Lead, and Associate to be paid with the Materials Order Form. This fee must go through the PATH Intl. office because PATH Intl. pays for Professional Liability Insurance for the Faculty.
 - The Host Site is responsible for all transportation, lodging, and food expenses for Faculty/Evaluators (in addition to per day fee.)
2. Fees to PATH Intl.
 - Host Site pays PATH Intl. \$60.00 per Workshop Participant (includes manual) to be paid with “Materials Order Form.”
 - Host Site pays PATH Intl. \$85.00 per Certification Applicant payment of fees to be included with “Final Accounting Statement.”
 - As this new program gets “piloted” please contact PATH Intl. for any assistance with fees as we are willing to work with you.
 - Total Evaluator fees (NOT expenses)
 - Late and/or damage fees.
3. Participant Expenses
 - Host Site must determine if the fee to Participants will cover lodging and food or if Participants must cover those expenses independently. This decision will depend on Host Site’s resources (for example: a residential facility may choose to include those services.)
4. Miscellaneous Expenses (may or may not apply)
 - Advertising
 - Postage
 - Copies
 - Telephone
 - Additional Insurance (Host Site must check with their insurance coverage to determine if extra insurance is needed.)
 - Materials Order Form Late Fee
 - Workshop Manual Restocking Fee & Damage Fee

An example budget based on 12 workshop Participants (max workshop participants is based on evaluator discretion) and 4 Certification Candidates, maximum is 8. (This is only a sample; each Host Site’s circumstances are different.) Some Host Sites may choose to have the entire event underwritten through donations.

| | | | |
|-----------------------------|--|---------------|-------------------|
| Income: | Workshop Participant fees | \$500.00 each | \$6,000.00 |
| | Certification Participant fees | \$400.00 each | \$1,600.00 |
| Expenses: | Workshop Part Fee to PATH Intl. | | \$720.00 |
| | Certification Participant Fees to PATH Intl. | | 340.00 |
| | Faculty/Evaluator Fees to PATH Intl. | | \$2,400.00 |
| | Air fare | | \$800.00 |
| | Insurance for Facility* | | \$90.00 |
| | Hotel | | \$400.00 |
| | Car Rental | | \$250.00 |
| | Food | | \$400.00 |
| | Advertising | | \$150.00 |
| | Total Expenses | | <u>\$5,550.00</u> |
| Profit to Host Site: | | | \$2,050.00 |



Interactive Vaulting Workshop/Certification Program Sample Schedule

The schedule can be adjusted based on number of candidates.

3-Day Workshop

DAY 1

| | |
|---------------|--|
| 8:00am | Registration |
| 8:30-9:00am | Introductions, schedule, tour |
| 9:00-10:15am | Vaulting session, demonstration w/workshop participants |
| 10:15-10:30am | Break |
| 10:30am-12:00 | What is interactive vaulting, benefits, population, phases of a vaulting session |
| 12:00-1:00pm | Lunch |
| 1:00-1:30pm | Intro to Lungeing |
| 1:30-2:30pm | Vaulting/Lungeing Equipment |
| 2:30-3:30pm | Lungeing exercises without horses; intro to lunge line and whip |
| 3:30-3:45pm | Break |
| 3:45-5:15pm | Lungeing with horses |

DAY 2

| | |
|-----------------|--|
| 8:30-10:00am | Stretching Exercises – Warm Up Games (Barrel & Ground) |
| 10:00-10:15am | Break |
| 10:15-11:30am | Barrel: Compulsories |
| 11:30am-12:30pm | Lunch |
| 12:30-2:30pm | Lungeing |
| 2:30-2:45pm | Break |
| 2:45-4:15pm | Vaulting Session w/Kids & Reflection |
| 4:15-5:00pm | Guided Lesson Planning – Give Scenarios |

DAY 3

| | |
|----------------|--|
| 9:00-10:00am | Choosing & Training Vaulting Horse |
| 10:00-10:15am | Break |
| 10:15-11:45am | Lungeing |
| 11:45am-1:15pm | Divide into groups – Lesson Planning & Lunch |
| 1:15-2:15pm | Role Play (Participants Teaching) |
| 2:15-2:30pm | Break |
| 2:30-3:15pm | Reflection |
| 3:30-4:30pm | Vaulting Session w/kids |
| 4:30-5:00pm | Reflection |
| 5:00-5:30pm | Standards Review/Certification |



Interactive Vaulting Workshop/Certification Program Sample Schedule

2 – Day Certification

This schedule can vary depending on the number of candidates per certification.

This schedule is based on a full 2-day certification with 7 candidates.

DAY 1

| | |
|----------------|--|
| 8:00-9:00am | Registration, introductions, schedule, tour |
| 9:00-9:15am | Certification briefing - Draw from hat for order of go for lungeing & compulsories |
| 9:15-9:30am | Break |
| 9:30-12:30 | Lungeing Evaluation (5 min. warm up, 10 min lunge, 5 min oral exam) If a candidate does not pass lungeing evaluation a candidate will NOT be able to complete the next day 2 teaching component of certification |
| 12:30pm-1:30pm | Lunch |
| 1:30-4:30pm | Compulsory Evaluation (15 min teach compulsories to volunteer, 5 minutes demonstrate compulsories) |
| 4:30-5:00pm | Break – Evaluators prepare briefing for each candidate based on lungeing |
| 5:00-6:45pm | Briefing for Candidates – during briefing candidate will draw slot for teaching time next day if pass lungeing evaluation. |
| 6:45-7:00pm | Host Site Contact available for questions/answers relating to horses/vaulters |

DAY 2

| | |
|---------------|---|
| 7:30-8:00am | Sign in – available for questions/answers relating to horses/vaulters/host site |
| 8:00-11:30am | Teaching Evaluation – Interactive Vaulting Lesson (20 min lesson - teach to group of 3 vaulters-10 min. break in between candidates) |
| 11:30am-12:00 | Clean up, wrap up, briefing to come back at designated time for results interview |
| 12:00-1:00pm | Lunch for Candidates |
| 12:00-2:00pm | Lunch for Evaluators & Evaluator Write-up time |
| 2:00-4:00pm | Final Result interview with each candidate (15 min each candidate, slot corresponds with time taught lesson in AM) |
| 4:00-5:00pm | Evaluators end certification, final wrap up with host site, final forms completion |



Interactive Vaulting Workshop/Certification Program Intent to Host Form

Name of Host Site: _____ PATH Intl. Center #: _____

Name of Contact Person/Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Physical Address (if different than above): _____

Phone number: _____ Fax number: _____ E-mail: _____

Faculty/Evaluators: _____ & _____

Center intends to host a PATH Intl. Interactive Vaulting On-Site Workshop and/or Certification as indicated below:

Workshop only (3 days) Both - Workshop & Certification (4 days) Certification only (1 day)

Year: _____ Workshop Dates: _____ Certification Dates: _____

Candidate Registration Deadline: (this date is approx. 32 days before start date) _____

Workshop Fee \$ _____ Certification Fee \$ _____ Both \$ _____

The maximum number of Workshop/Certification participants the host site can accommodate: _____

Does the center have a candidate height/weight limit? _____ If so, what is it? _____

The Host Site: (please enclose a copy of page 7 indicating you can provide all requirements listed when submitting this form)

- Is a PATH Intl. Premier Accredited Center (or has approval per non-accredited process)
- I have read and understand the most current PATH Intl. Interactive Vaulting Specialty Standards
- Has required **facility** requirements, as outlined in host site requirements of this packet
- Has required **equine** requirements, as outlined in host site requirements of this packet & in details listed below.
- Has required **vaulting equipment** requirements, as outlined in host site requirements of this packet
- Has required **materials and misc. equipment** needs, as outlined in host site requirements of this packet
- Has required **personnel and vaulter** requirements, as outlined in host site requirements of this
 - packet
- Can provide **food and beverage** requirements, as outlined in host site requirements of this packet
- If necessary, can provide ground transportation for the faculty/evaluators while they are at the workshop/certification and/or to and from the airport if they do not have their own transportation
- What is the size of your arena? Indoor: _____ Outdoor: _____
- Please list breed, size, age and experience of equines to be used during interactive vaulting workshop/certification:
 1. _____ 2. _____
 3. _____ 4. _____

I have read the requirements for hosting a PATH Intl. Interactive Vaulting Workshop and understand and agree that the host site will meet those requirements and follow the processes as outlined. I understand that failure to do so could result in loss of the privilege to host a PATH Intl. Interactive Vaulting Workshop and/ or Certification. I understand that depending on the number of participants, schedule, and the budget of the specific PATH Intl. Interactive Vaulting Workshop and/ or Certification vary; therefore the host site payment may vary for the certification. Negotiated terms between the host site, if different than outlined in this packet, will be discussed and submitted in writing to all parties involved before the first day of the event.

Signed _____ Date _____

Please return this form to: PATH Intl. Certification Coordinator PO Box 33150 Denver, CO 80233



**Interactive Vaulting Workshop/Certification Program
Faculty & Evaluator List**

Two faculty / evaluators are required to conduct a vaulting On-Site Workshop and/ or Certification.

Associate Evaluators:

| Name | City/St | Contact Number | Email |
|---------------|----------------|-----------------------|------------------------|
| Amy Causey | Wylie, TX | (720) 560-6103 | horsedustltd@yahoo.com |
| Lorrie Renker | Williamson, NY | (585) 737-1272 | lrenker@gmail.com |

Lead Evaluators:

| | | | |
|------------------------|-----------------|----------------|-----------------------------|
| Liz Adams | Eastham, MA | (910) 280-3217 | eaharrisadams@gmail.com |
| Gisela Heimsath-Rhodes | Newcastle, ME | 774-364-0917 | g.heimsath.rhodes@gmail.com |
| Terri Knauer | Spring Hill, TN | (615) 948-2618 | greatandsmall02@aol.com |
| Sandy Webster | Mission Viejo | (949) 701-5271 | grmeadow@pathcom.com |