

PATH Intl. Interactive Vaulting Instructor Workshop and Certification

First Host Packet: Intent to Host



Welcome!

Dear PATH Intl. Center,

Thank you for supporting the Professional Association of Therapeutic Horsemanship International (PATH Intl.) Interactive Vaulting Certification program by hosting a workshop and/or Certification Event. This packet includes information about the logistics and expectations for the host site as well as the paperwork to be collected from registrants. Please thoroughly review the information enclosed and keep this packet handy as this information will be valuable to you before, during and after the workshop.

Upon receipt of the Event Participant Roster form, PATH Intl. will send the final packet of paperwork and information for your event.

THANK YOU FOR YOUR SUPPORT OF THE PATH INTL. INTERACTIVE VAULTING CERTIFICATION PROGRAM!

Host Site Basics

There are essentially phases to hosting a PATH Intl. Interactive Vaulting Certification Workshop and Certification Event:

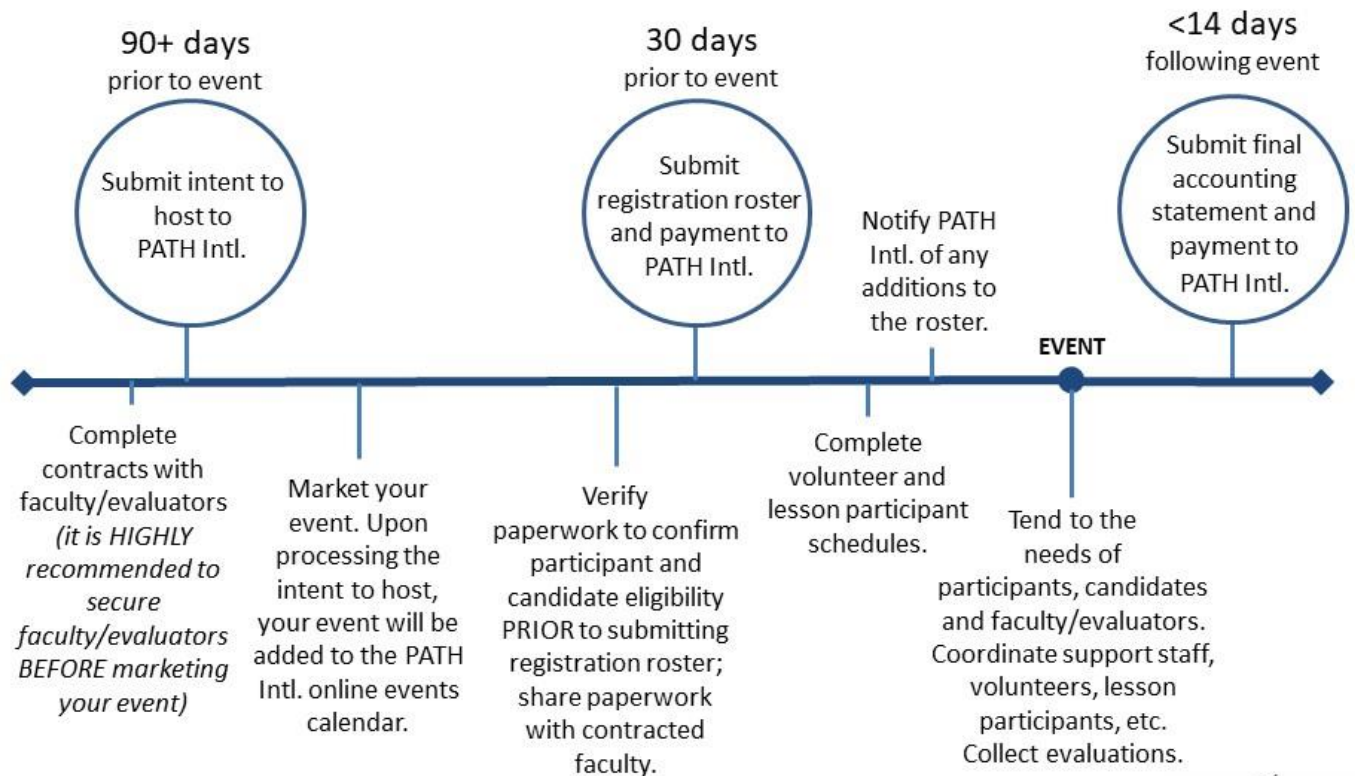
1. **Intent phase**
 - Confirm your center meets the host site requirements
 - View the “Hosting a PATH Intl. Workshop and Certification Event” webinar
 - Notify PATH Intl. of your intent to host an event and contract faculty/evaluators.
2. **Event prep phase**
 - Confirm the participant roster
 - Submit payment for participant and faculty/evaluator fees
3. **Event phase**
 - Hold the event and submit the final fees due along with all participant paperwork and event evaluations

You are now in the Intent to Host phase. This Intent to Host packet will guide you through the first phase and includes important information such as:

- Reminders of host site requirements/expectations, processes and recommended policies
- Interactive Vaulting workshop schedule
- Certification Testing schedule
- Intent to Host Form
- Sample Contract for Faculty/Evaluators
- Candidate Workshop and Certification applications
- Contact information for PATH Intl. Faculty/Evaluators

Timeline Overview

Due to PATH Intl.



Critical Tasks in Planning

Hosting a PATH Intl. Workshop and Certification Event – *Timeline Updated 2022*



Host Site Requirements

During the intent phase and PRIOR to submitting an intent-to-host form, you should determine that your center can successfully meet the following host site requirements.

To host the **three-day workshop**, the host site should have:

- PATH Intl. Premier Accredited Center status* (or have received approval to host by PATH Intl.)
- Covered arena (indoor and/or outdoor)
- Handicapped accessible classroom/meeting room large enough for approximately 25 people, room must have tables and chairs to fit everyone comfortably in classroom format for note taking during workshop
- Two flip charts, colored markers and tape
- Name tags for participants, staff and volunteers
- Access to copy machine and paper
- Projector with capability to display animated PowerPoints
- Microphone (if pertinent given size of classroom and/or arena)
- Depending on number of Candidates: 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 vaulting positions 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)
- Lungeing Cavesson
- 1 or 2 Vaulting Surcingle as stated in PATH Intl. Interactive Vaulting Specialty Standards
- 2 or more sets of side reins
- 2 or more lunge lines
- 2 or more 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:

- ASTM-SEI Helmets – per PATH Intl. Core Mandatory Standards
- Vaulting participants who meet the following criteria: (minimum of 4 available at a given time)
 - Can walk on uneven surfaces, ambulatory, ability to move sideways and backwards, good head and neck control, shoulder stability and arm strength to tolerate weight bearing exercises, must be able to hear from some distance to follow instructions, must be capable of dismounting immediately from equine or barrel, no experience necessary.
- Host site volunteers daily for all 3 days to assist with the following items listed below:
 - Host site representative to introduce faculty to the facility and equines the day prior to start of workshop
 - Two host site volunteers for all three days to assist DAILY with the following items listed below.
These
 - Food preparation

- Daily sign in, last minute copying
- Assisting with preparedness of equines for workshop equine hands-on components
- Finding needed equipment
- Healthy breakfast, lunch, beverages and water for faculty/evaluators, participants, staff and volunteers for each day of the event.

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.

- Easily accessible to airport, hotel, public transportation and restaurants within reasonable driving distance
- Hotel or appropriate lodging for the faculty close to the host site** (if applicable, see host site benefits)

** If your center is not a PATH Intl. Premier Accredited Center, please contact PATH Intl.*

*** Appropriate lodging should be within reasonable driving distance (max. 25 miles) and have the ability to be private as needed by the faculty for workshop preparation and review.*

If your center cannot provide any item in the above list, please contact the evaluators to consider and prepare alternative

Before the Event

1. Designate an event point of contact

- This individual will be in charge of coordinating with PATH Intl. regarding all event requirements, paperwork and payments.
- In order to effectively support participants and faculty during the event and due to a conflict of interest, the event contact person/host site rep CANNOT also participate in the workshop or certification test.
- It is recommended that this individual is also the point of contact for participants.

2. Determine your center's ability to host an event

- Designated individual (preferably the event point of contact) to view the "Hosting a PATH Intl. Workshop and Certification Event" webinar to gain an understanding of host site commitments.
- Review the requirements within this packet to determine if all host site requirements can be met.
- Decide if your center is able and willing to host.

3. Create a budget and fee schedule

- Assess budgetary requirements for the host site and determine workshop and skills test registration fees. You can review a sample budget and budgetary recommendations below. Costs for meals and lodging may be included with registration fees, or those may be covered separately by participants, depending on the host site's preferences and capabilities.
- Please note that special insurance charges or different coverage may be required to host a workshop and/or certification event at your center.

The following information is provided to help host sites determine expenses and fees:

- ❖ Faculty/evaluators:
 - The fee for EACH faculty/evaluator is \$300.00 per day (total of five days if hosting a workshop and certification), to be paid with the event participant roster form. This fee must go through PATH Intl. because PATH Intl. pays for professional liability insurance for the faculty/evaluators.
 - The host site is responsible for all transportation, lodging and food expenses for faculty/evaluators (in addition to per day fee.) Appropriate lodging should be within reasonable driving distance and have the ability to be private as needed by the faculty/evaluators for workshop prep and review.
- ❖ Fees to PATH Intl.:
 - \$60.00 per workshop participant to be paid with event participant roster form.
 - \$85.00 per certification candidate to be paid with the final accounting statement.
 - Any applicable late fees to be included with final accounting statement.
 - Total evaluator fees (NOT expenses)
- ❖ 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 the host site's resources (for example: a residential facility may choose to include those services).
 - The host site determines how much to charge participants for the workshop and certification, a recommendation is provided in the sample budgets below.
- ❖ Miscellaneous Expenses (may or may not apply):
 - Advertising and postage
 - Copies
 - Additional insurance (The host site must check with its insurance coverage to determine if extra insurance is needed.)

Fees associated with the PATH Intl. Interactive Vaulting workshop and certification test events:

Due to PATH Intl. with the event participant roster form BEFORE the event:

| | |
|--------------------------|---------------------------------------|
| Workshop participant fee | \$60 (per participant) |
| Faculty/Evaluator fees | \$300 (per faculty/evaluator PER day) |

Due to PATH Intl. with the final accounting statement AFTER the event:

| | |
|----------------------------------------|---------------------------------------------------------|
| Certification testing fee | \$85 (per candidate) |
| Event participant roster form late fee | \$40 (per week, additional shipping fees may apply) |
| Additional workshop participants | \$60 (per participant, express shipping fees may apply) |

Sample Budget

Based on 12 workshop participants and 8 certification test candidates:

| | | |
|-----------------------------|----------------------------------------------|----------|
| Income: | Workshop participant fees | \$500 |
| Income: | Certification test candidate fee | \$400 |
| | Total: | \$9200 |
| Expenses: | Workshop participant fees due to PATH Intl. | \$720 |
| | Certification testing fees due to PATH Intl. | \$680 |
| | Faculty fees to PATH Intl. | \$2400 |
| | Air fare | \$600 |
| | Insurance for facility* | \$90 |
| | Hotel | \$400 |
| | Car rental | \$250 |
| | Food | \$400 |
| | Advertising | \$100 |
| | Total expenses | \$ 5,240 |
| Profit to host site: | | \$3960 |

**If required by your insurance company*

4. Complete and submit the intent to host and webinar acknowledgement forms

If your center decides to proceed with hosting an Interactive Vaulting workshop and/or certification test, submit the completed intent to host AND the webinar acknowledgement forms to PATH Intl.

Upon approval of your intent to host request, your event will be added to the PATH Intl. events calendar free of charge.

NOTE: 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.

Upon receipt and approval of the intent to host form, PATH Intl. will send the event point of contact the Event Prep packet which includes event prep instructions and the following items:

- Reminders of host site requirements/expectations, policies and procedures
- Interactive Vaulting Workshop Schedule
- Certification Testing Schedule
- Packet for participants, which include the following:
 - ✓ Sample Letter for Participants
 - ✓ Event Application
 - ✓ Participant Profile Form
 - ✓ Photo and Liability Releases

PATH Intl. recommends communicating your refund policy—particularly related to last minute cancellations due to COVID-19 exposure concerns—from the initial point of contact with potential participants.

5. Contract approved PATH Intl. faculty/evaluators

Contract two of the approved PATH Intl. Interactive Vaulting workshop faculty/evaluators to conduct the workshop.

Contract should include fees to be paid to PATH Intl. prior to the workshop and separate expenses (e.g., transportation, meals, accommodations and parking) to be reimbursed directly to faculty/evaluators by the host site at the conclusion of workshop.

6. Create policies

The faculty/evaluators may provide input on policies for your event, but it is up to the host site to create these policies and make them known to participants. Below are some issues you might want to consider when writing your event policies.

Cancellation and refund policies: Faculty/evaluators must be notified immediately of any cancellations and be reimbursed for any accrued contractual expenses. **Please make sure your refund policy is clearly stated on all advertising materials—particularly in the instance of last-minute cancellations due to COVID-19 exposure concerns.**

Workshop auditors: Participants may attend as an auditor, particularly for a refresher for CEUs. Auditors are expected to observe only and do not participate in the hands-on workshop activities. Please make sure

registrants understand that auditing the workshop does NOT count towards portfolio/certification requirements. Center staff or the center volunteers sitting in on the workshop are not considered auditors or workshop participants and their attendance cannot count toward the certification process. It is up to each host site/center to determine the cost of the workshop and may choose to offer a discounted rate to auditors.

Late registrants, extra fees incurred: The host site should also decide if it will pass on any extra fees that may be incurred for late registrants.

Confidentiality and information release forms: PATH Intl. recommends that host sites create and distribute confidentiality agreements for all participants and volunteers to sign. In addition to confidentiality agreements, it is recommended that host sites have participants and volunteers sign photo release forms if any part of the workshop is being photographed; however, please note that photographs or video may not be taken during testing.

Food and lodging: The host site should decide if it will provide meals, snacks and/or lodging to participants, and if these costs will be included with registration fees. If the host site chooses not to provide any of these things, PATH Intl. recommends making this clear to participants and giving them resources to find nearby lodging.

Accommodation requests: An accommodation is an adjustment or adaption to a component or components of the certification process in order to meet the special needs of a particular candidate. All requests for accommodations must be submitted in writing to PATH Intl. at least 60 days prior to the workshop and/or certification test. Although it is the responsibility of the candidate to ask PATH Intl. for accommodation requests, it is strongly suggested that the host site contact PATH Intl. as well if a participant has told the host site he or she will need an accommodation.

Requests for accommodations will be reviewed on an individual basis by PATH Intl. The candidate will be notified of the final decision in writing and will be provided with a letter to be shared with the host site defining the parameters of the accommodation. If an accommodation is granted, the host site must communicate this to the faculty/evaluators.

Faculty/evaluators are not authorized to grant accommodations on-site. If certification test candidate is unable to complete each component of test and does not have proof of an accommodation granted by PATH Intl., the candidate may choose to withdraw and test at another event once an accommodation is granted or no longer needed.

7. Advertise the event

- Advertise and market your event. **Note: It is not appropriate to use the word “therapy” in your advertising.**
- **Please make sure your refund policy is clearly stated on all advertising materials.**
- Your event will be included on the PATH Intl. events calendar free of charge, but it is the host sites responsibility to market their event on other platforms.
- You may use the following sample text to advertise your workshop and/or certification event:

8. Register participants

- There is a maximum of 12 participants allowed for the workshop. The number of auditors allowed is unlimited. Be mindful of how the amount of physical space may limit the number potential attendees (including volunteers and support staff) in order to accommodate social distancing.
- There is a maximum of 12 candidates for the certification test.

The participants must bring copies (printed or electronic) of the PATH Intl. Interactive Vaulting Certification Manual, the PATH Intl. Interactive Vaulting Criteria Booklet and the PATH Intl. Interactive Vaulting Candidate Handbook with them to the workshop.

- Participants are required purchase PATH Intl. Professional membership, Interactive Vaulting application & student manual ahead of the event. Please do not accept any membership applications or payments but instead refer the individual to contact PATH Intl. directly for assistance.
- In order to effectively support participants and faculty during the event and due to a conflict of interest, the event contact person/host site rep CANNOT also participate in the workshop or certification test.

9. Collect and review participant paperwork

- Ensure all paperwork is completely filled out for all workshop and skills test participants. If a participant inquiries about accommodations beyond basic handicap accessibility, please refer them to PATH Intl. directly.
- **The host site is responsible for confirming that all registrant paperwork is complete to ensure eligibility for the workshop and/or certification testing PRIOR to submitting a event participant roster form to PATH Intl. In as many cases as possible, verification of candidate eligibility should take place 30 days prior to the horsemanship skills test.**
- Share the roster with the evaluators so that they may determine if they have a conflict of interest with any candidates.

10. Complete and submit event participant roster form (in this packet) no less than 30 days prior to event

- The event participant roster form and payment are due to PATH Intl. 30 days prior to the event.
A late fee of \$40 per week and possible express shipping costs will be assessed if the event participant roster form and fees are late.
- If the host site would like to sign up late registrants who were not included on the initial event participant roster form, the host site must notify PATH Intl. immediately to determine if the late registrants are in fact eligible for participation.
- Once the event participant roster form and payment are received by PATH Intl., delivery of the following will be scheduled:
 - ✓ Certificates for workshop and certification test participants– sent by PATH Intl. via USPS

Upon receipt of the event participant roster form, PATH Intl. will send follow-up instructions and the final forms packet. An appropriate number of copies of the following forms should be made for participants, evaluators, etc.

- **Workshop Evaluation form*** -- to be completed by each Candidate in the Workshop
- **Site evaluation form*** -- to be completed by your two Evaluators
- **Host Site Vaulting Profile form*** -- please complete these with your Lead Evaluator's assistance
- **Horse Profile form*** -- please complete these with your Lead Evaluator's assistance
- **Candidate Summary sheet** -- for the evaluators
- **Candidate Comment Sheet*** -- to be completed by your two Evaluators for each Certification Candidate
- **Evaluation forms for each component of the certification*** -- to be completed by your two Evaluators for each Certification Candidate
- **Final Accounting Statement** -- please complete this form with your Lead Evaluator's assistance
- **Apprentice/Associate Evaluator Evaluation & Recommendation forms*** -- to be completed by the Lead Evaluator and returned with final paperwork
- **Candidate Report form** -- 1, to be completed by the Evaluators
- **Faculty Evaluator Feedback Form** -- To be completed by the host site

**Single form provided. The host site must make the appropriate number of copies for participants, evaluators, etc.*

11. Double check requirements and available resources, plan event schedule

- Work with your selected faculty/evaluators to make sure your center is prepared to meet all necessary host site requirements. It is particularly important to revisit host site requirements and resources if there is a likelihood of inclement weather. Be sure you have backup options available for changes in weather, issues with horses, equipment failure, etc.
- Begin planning a schedule for the workshop and/or certification testing

12. Recruit volunteers

- The host site should provide volunteers to help during the workshop and assist with preparation of equines for certification.
- Note that there may not be time for breaks during these events, particularly during the testing, so you will need enough volunteers to trade out throughout the day if necessary.

During the Event

13. Ensure that all host site requirements are continually met throughout the event

- Provide breakfast or snack and lunch for participants and faculty for the entire event. Dinner will also need to be provided for the faculty the day before the event and, if evening testing will be conducted. Note that single serving format is recommended for food and beverages to mitigate transmission of illness.
- Manage disruptions to prevent them from interfering with the workshop/practical testing.
- Uphold the privacy and confidentiality of all workshop/testing participants.
- Ensure that proper safety equipment is used throughout the event.
- Uphold the PATH Intl. Standards.

14. Orient evaluators, attendees, volunteers, support staff

- Manage volunteers to ensure they are present and performing the required duties.

15. Monitor needs of evaluators and attendees

- Ensure that amenities and facilities are functioning as expected.

16. Distribute paperwork to attendees

17. Collect paperwork and review for completeness

- Includes workshop and certification registration paperwork, event evaluations, etc.
- Ensure that the center rep and faculty/evaluators are NOT in the room while participants complete their event evaluations so that the participants feel uninfluenced and unhindered to respond honestly. A host site volunteer should collect completed evaluations, NOT the center rep or faculty/evaluators.

After the Event

18. Double check completeness of paperwork

- Work with the faculty/evaluators to make sure all workshop and skills test paperwork are collected, including all evaluation forms (with reports written by evaluators)

19. Organize and mail all event paperwork to PATH Intl.

20. Complete and submit the final accounting form (in the final forms packet)

- The host site must complete and return the final accounting statement, including any

outstanding payments, to PATH Intl. **within 14 days of the conclusion of the event.**

- The final accounting statement should be accompanied by all workshop and test participant paperwork.
- If there are reimbursements due to the host site from PATH Intl., payment will be sent after PATH Intl. processes the final accounting statement.

21. Assess your center's ability to meet the host site requirements and successfully host the event

- Informed by the host site evaluations filled out by the attendees, conduct an honest assessment about how successfully the event was delivered.
- Consider what changes/improvements may need to be made in order to more smoothly run your next event.

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: Vaulting Positions |
| 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 |

Certification Sample Schedule:

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, please note:
fewer candidates will require less time

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 | Vaulting Positions Evaluation (15 min teach vaulting positions to volunteer, 5 minutes demonstrate compulsories) |
| 4:30-5:00pm | Break – Evaluators prepare briefing for each candidate based on lungeing |
| 5:00-6:00pm | Candidate Interviews for lungeing component |
| 6:00-7:00pm | Briefing for Candidates – during briefing candidate will draw slot for teaching time next day if pass lungeing evaluation. |
| 7:00pm-7:15pm | 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 |



PATH Intl. Interactive Vaulting 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. 30 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 _____

SAMPLE CONTRACT

THIS CONTRACT, made and entered into for the PATH Intl. Interactive Vaulting Workshop and Certification Test to be held at **Host Site Location** on **Date** by and between **Host Site Name** and **Faculty Name**, hereinafter called FACULTY.

Now, therefore, it is agreed between the two parties as follows:
The compensation of the FACULTY is \$300.00/ day for the _____ day workshop on the dates of _____ and for the _____ day certification testing on _____.

This fee will be paid by the Host Site to PATH Intl. prior to the workshop and delivered to the FACULTY via mail directly from PATH Intl. The total fee paid will be \$ _____.

Expected arrival date for FACULTY is: _____

Expected departure date for FACULTY is: _____

The parties agree to make the following purchases related to this event:

Flights (circle one): Host Site FACULTY Not Applicable

Rental Car (circle one): Host Site FACULTY Not Applicable

Lodging (circle one): Host Site FACULTY Not Applicable

Other _____ (circle one): Host Site FACULTY

The Host Site will provide the following reimbursement(s) to the FACULTY:

Actual expenses OR Expenses up to \$ _____ for travel by _____;
(circle one) (date)

Actual expenses OR Expenses up to \$ _____ for lodging by _____;
(circle one) (date)

Actual expenses OR Expenses up to \$ _____ for meals by _____;
(circle one) (date)

Federal mileage reimbursement rate OR Expenses up to \$ _____ for mileage; will be
reimbursed for (circle one)

the following time period: _____ by _____.
(date)

Receipts for the expenses identified for reimbursement above must be submitted by FACULTY to the Host Site by: _____
(date)

Reimbursement of expenses will be completed in full by the Host Site directly to the FACULTY no later than: _____
(date)

FACULTY Signature: _____

Host Site Signature: _____



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 |