



HOSTING A COURSE Rev 12.23

Important notes to host and facility owners:

Hosts must be the owners of a farm or facility OR owner must give written permission to use the facility and acknowledge the “Host Requirements”. A separate form is available for this purpose. Please contact us to have the owner complete it. This is necessary for our insurance.

We do not “rent” facilities to run the classes. Hosts get free spots and can utilize these however they like. Give them away, keep them for staff, friends, family, etc. or use for rental fee or keep the revenue.

Sorry! We do not allow auditors in our classes due to the nature of how the material is presented, insurance and copyright restrictions.

Minimum Participants – HOSTS WHO MEET MINIMUMS WILL CERTIFY FOR FREE. We will communicate with you the minimum amount of students needed. If a smaller amount register, we reserve the right to have the classroom portion done by Zoom and the hands-on done at your hosting spot at a mutually agreeable date or totally by Zoom if necessary. We will reach out to you should this happen to offer a resolution. We do help by marketing, sharing and paying for advertising to get classes filled however we ask that our hosts do their best to gain participants within their social networks and efforts. **Hosts are given free spots and promotional items based on the amount of participants THEY get to register.** Participants are asked to share where they learned about the class on the registration form. Any participants generated based on our advertising do not count towards free spots. **Regular updates are given.** At any time the host may ask for a list of participants and or participants that have registered in the host name. ***Tip: consider paid advertising, group shares, direct contact and other marketing strategies to make the most of your event and to hit your revenue goals.**

We do not issue refunds unless WE cancel. If the class or clinic cannot be rescheduled, we strive to find a replacement date for the participant and or a “Zoom option with hands-on” at a later date either at your place or another host location. **You may transfer unused and paid for spots to another participant or EquiFirst Aid East Coast host location.** ***Please note that EquiFirst Aid East Coast is an independent company from other Equine and Canine First Aid Educators, therefore transfers to classes outside of our company cannot be facilitated.**

Registration Fee Collection: You collect/We collect

You collect: If you choose to collect registration monies, a **non-refundable deposit of 5 - 10 registrations is required to hold the date.** We will provide you with a link to our registration form to gauge interest. Once the required amount have registered you will be invoiced for the agreed upon amount for deposit and later an invoiced to care for the remainder of the registrants. **You may also use your own registration form and forward a CSV or Excel file with participants’ information (Name, Address and Phone Number) to hold their spot.** They will need to fill out an actual registration form with our company when the date is decided. **Once we invoice and collect for the registrations, hosts are responsible for making sure they understand and will abide by the “Host Requirements”, SPECIFICALLY MINIMUM ATTENDEE RULE, NO REFUND POLICY ETC.**

We collect: We will provide you with a registration link, to forward to the participant. We do NOT collect monies until the needed amount of participants is reached (usually 5 to 10). **Once we invoice and collect for the registrations, hosts are responsible for making sure they understand and will abide by the “Host Requirements”, SPECIFICALLY MINIMUM ATTENDEE RULE, NO REFUND POLICY ETC.**

Please direct any questions, not covered by this document to us at equifirstaideastcoast@gmail.com

What we require:

Indoor location - arena, barn, shelter - we can teach in just about any size area but do need a place to get out of the elements if necessary.

Bathroom facility – this may be a toilet or a portable unit or outhouse, but we do require a bathroom for the students.

Area for the PowerPoint portion of the course - coffee room, classroom, viewing area or corner of the barn - we require an area, preferably with wifi (not required) for our PowerPoint projector and screen, or Smart TV and laptop or monitor. We also need area for students to be able to sit down - chairs or hay bales will do! **If this is not available, we will do a “hybrid” course.**

***Consider doing a hybrid course!** Why? Hybrid courses cover the classroom portion of the class via Zoom from the comfort of your own home or barn. They are more economically feasible for instructors to facilitate requiring less lodging and accommodation and can make it easier for you to make minimum participation requirements because of the reduced cost of overhead to the instructor.

Equines! - We request 1 safe horse for every 4 to 6 students (20 students per class on average but can work with a group of up to 40 if there is adequate space and horses). We do ask that you choose horses that will prove safe to work with for the students, recognizing that horses are living, breathing, reacting animals. **If safe animals are not an option we do have plastic legs that can be used for demonstration.**

For those that do not have their own space or horses, Online courses in theory only with no hands-on are available.

Please email us. equifirstaideastcoast@gmail.com

What we provide:

1. An Equi-Health Canada / Equi-First Aid USA LLC / EquiFirst Aid East Coast certified instructor. All instructors are trained in our curriculum which was created with Vets and other Equine Professionals and has a Board of Advisors of the same.
2. All learning materials - demo legs, wound gel, bandages, vet wrap, weight tape, thermometers, sprayers, stethoscopes, etc.
3. Certificates of completion for all attendees. First aid manuals for all attendees. Normal vs. Abnormal charts for all attendees.
4. Course listing on EquiFirst Aid East Coast and USA website (where appropriate for public courses)