

## HOSTING A COURSE

### What we require:

1. 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.

2. Area for the PowerPoint portion of the course - coffee room, classroom, viewing area or corner of the barn - we require an area to plug in our PowerPoint projector, and for students to be able to sit down - chairs or hay bales will do! **If this is not available, we can provide the slides in handout format or we can do a “hybrid” course.**

**Hybrid Course:** The classroom instruction will take place in a Zoom room HH Riders provides and a follow up “hands-on” course will take place at your barn at a later date. \*Note – Hybrid course participants receive their certificate after completing the hands-on course date.

**Online Course:** You have the option to host this course with the instructor presenting from their barn online via Zoom. This option will be offered when 1) The host prefers 2) The class has not met minimum registration requirements and does not wish to schedule a future date. Please discuss this with us if needed.

3. **Equines!** We will work with your horses - any age, any breed, any size. We require 1 horse for every 4 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.

4. **A non-refundable deposit of \$ or paid registration is required to hold the date.** This will be deducted from the final balance and an updated invoice to pay will be provided with confirmed attendee count. The invoice will be due 30 days prior to the course date, as well as a list of attendees (for certificates and course materials). We accept PayPal, credit, and debit cards. Registrations may be transferred from one person to another.

**\*In the event of the host needing to reschedule, we will do all we can to accommodate a new date and contact the enrolled registrations to switch the date.** Your deposit will be retained and applied toward your new date. In the event of you not rescheduling, within a year, your deposit will be retained. **In the event of not meeting minimum registration requirements,** please discuss this with us to see if the class needs to be presented online via Zoom or rescheduled.

**\*Note – We do not give refunds, rather replacement dates will be given once confirmed.**

**What we provide:** 1. An EquiFirst Aid East Coast / Equi-First Aid USA LLC certified instructor. All instructors have extensive equine backgrounds and are highly experienced in equine emergency first aid.

2. All learning materials - demo legs, wound gel, bandages, vet wrap, weight tape, thermometers, sprayers, stethoscopes, etc.

3. Certificates of completion for all attendees.

4. First aid manuals for all attendees.

5. Normal vs. Abnormal charts for all attendees.

6. Course listing on HH Riders website (where appropriate for public courses)