

# GUIDELINES FOR CNYD&CTA ACTIVITY ORGANIZERS:

Any required forms can be obtained from the Treasurer, Cindy Torelli, (315) 469-3787

- I. All activities run under the auspices of CNYD&CTA should be approved 12 weeks in advance by the Board of Directors. First, a proposal and sample advertisement are submitted to the Board for review (a copy of the proposal worksheet form and sample advertisement can be obtained from the Treasurer). Any possible expenses, including out of pocket expenses for items such as postage, food, lodging, etc. should be included to the best of the organizer's ability in the activity proposal (CNYD&CTA reserves the right to refuse reimbursement of out of pocket expenses if not pre-approved in an activity proposal). Signatures are required from the activity organizer and either the President or another Officer. If not approved, the Board will inform the organizer of their reasons in writing if requested.
- II. Contracts must be completed with any professionals hired and facility owners. Contracts must be reviewed by and signed by an Officer of CNYD&CTA. Please see the Treasurer for information regarding contracts and the required forms.
- III. Insurance must be obtained for the dates and site to be used for the activity. Please speak with the board Treasurer at least 6 weeks in advance to obtain insurance.
- IV. The fee schedule for riders and auditors should be carefully planned so that all costs are covered. Depending on the activity, costs typically may include:
  - X professionals' fee (usually ranges from \$150-\$850 per day)
  - X professionals' transportation (.36 cents per mile for driving, airline fee at lowest cost)
  - X meals and lodging for professionals (they may be willing to stay with a club member to reduce cost - usual meal allowance is \$35 per day, including breakfast, lunch, dinner)
  - X insurance fees (\$44 per day, \$25 per site)
  - X facility fees (preferably facility is donated, but fees are generally \$50 to \$300 per day)
  - X Advertising (for example, 1 page in *Lengthening Strides* costs CNYD&CTA approximately \$20, 1 Omnibus pg. \$50)While you are generating your proposal it may be helpful to speak with a Board member to get an idea of appropriate fees to charge riders & auditors.
- V. For clinics, plan rides according to the guidelines provided by each clinician. Generally clinicians will instruct for 8 hours a day, with ½ hour for lunch and 15 minute breaks every 2 to 3 rides. Check with the clinician in advance to determine which experience levels (of horses and riders) they are willing to teach, if they are willing to teach semi-private and group lessons, and how many riders they will teach in a group (usually 3 to 4 maximum).
- VI. Be sure that your advertisement/application is in *Lengthening Strides* (or if possible, *Omnibus*) and that the activity is well publicized at least 6 to 8 weeks in advance. A great deal of far-in-advance advertising is usually required for a successful turnout.
- VII. A financial report needs to be submitted the week following completion of the activity. Please obtain reporting forms from the Treasurer. **Receipts must be submitted with reporting forms, or out of pocket expenses may not be reimbursed.**
- VIII. All application forms should be kept with supporting documentation (for example, copies of Coggins and vaccination record) and turned in to the Treasurer with the completed financial summary report.

Checklist:

_____ Proposal complete & approved	_____ Facility contract
_____ Advertising/application done	_____ Insurance coverage complete
_____ Professionals contracts	
_____ Daily schedule of rides planned	
_____ Financial statement to Treasurer along with supporting documents once activity completed	