



# PATH INTERNATIONAL

Professional Association of Therapeutic  
Horsemanship International

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

## **PATH Intl. Driving Demo Only Workshop**

### **Intent to Host Packet**

## **PATH Intl. Driving Demo Only Workshop Intent to Host Packet**

Dear PATH Intl. Center,

Thank you for your interest in the PATH Intl. Driving Demo Only Workshop Program. This packet contains the initial information concerning the process and requirements for hosting a Demo Only Driving Workshop. Please review the information, and feel free to call if you have any questions regarding the process. If you meet the requirements and would like to host a PATH Intl. Driving Demo Only Workshop, please follow the directions and complete the Intent to Host Form included with this packet.

This Intent to Host Form should be returned to PATH Intl. for approval to host.

Please keep this packet for your use throughout the workshop, as this information will be valuable to you before, during and after the event! Upon receipt of your Intent to Host Form, you will be sent the second packet of materials information if host site is approved to host the event. Please note, centers that have not hosted a driving event in the past must host the Demo Only workshop first. Upon approval from faculty after teaching your PATH Intl. Driving Demo Only Workshop you may be able host future certifications or hands on workshops and certifications together.

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

## PATH Intl. Driving Demo Only Workshop Materials

The following materials are provided to host sites by the PATH Intl. office in the Intent to Host Packet, which includes the following items:

- Host Site Processes
- Host Site Requirements
- Proposed Workshop Schedule
- Budget Information
- Intent to Host Form
- Sample Faculty Contract
- List of Current Faculty

If the center decides to host a Demo Only Workshop the contact person must complete and return the Intent to Host Form to PATH Intl. Upon receipt of the Intent to Host Form and approval is received, PATH Intl. sends a Host Site Organizational and Forms Packet. This packet includes the following items:

- Materials Order Form
- Liability Waiver Form\*
- Photo Release Form\*

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 possibly express shipping costs will be assessed. Upon receipt of the Materials Order Form PATH Intl. then sends the Host Site Final Forms Packet which includes:

- Workshop Manuals (based on the number from the Materials Order Form)
- Certificates for Workshop Participants (based on the number from the Materials Order Form)
- Workshop Evaluation Form\*
- Host Site Evaluation Form\*
- Final Accounting Statement (must be sent into the PATH Intl. office within 14 business days following conclusion of workshop.)

*\*to be copied by Host Site for each participant*

At the conclusion of the Demo Only Workshop, the Host Site completes the Final Accounting Statement and submits it with the amount due.

## Host Site Processes and Responsibilities

### **Before the Workshop:**

1. The Host Site determines if all requirements are met to host a PATH Intl. Driving Demo Only Workshop.
2. The Host Site contracts with one PATH Intl. Driving Lead Faculty to conduct the Demo Only Workshop. And, one of them can be an Associate or Apprentice. Please contact the PATH Intl. office for a current list of faculty. The contract will include fees to be paid to PATH Intl. prior to workshop and expenses (i.e. transportation, meals, accommodations, and parking) to be paid directly to faculty at conclusion of workshop.
3. The Host Site decides to proceed and completes the 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 Forms Packet.
4. The Host Site assesses budgetary requirements and determines Demo Only Workshop fees. When reviewing the budget options, workshop fees can include cost of lodging and meals or can be covered separately by participants.
5. The Host Site is responsible for advertising and marketing the PATH Intl. Driving Demo Only Workshop. All administrative or schedule details from the Host Site should also be included in marketing. It is not appropriate to use the word “therapy” in your advertising. The following wording can also be used to advertise your Demo Only Workshop:  
*This Demo Only Workshop is for anyone interested in learning about driving and any PATH Intl. member who is considering becoming a PATH Intl. Driving Instructor, or who would like to improve their therapeutic driving instruction skills. The purpose of this Demo Only Workshop is to provide participants with knowledge of basic components that are utilized by successful, entry-level driving instructors. The two-day Demo Only Workshop will cover such topics as disabilities, teaching techniques, task analysis, class structure, lesson plans, horse analysis, equipment, mounting and dismounting and volunteers.*
6. The Host Site Works with contracted faculty to make sure all necessary requirements are in place to ensure a smooth running Demo Only Workshop. Please review Host Site Requirements.
7. The Host Site ensures that all paperwork is completely filled out for all Demo Only Workshop attendees prior to the start of the workshop.
8. The Host Site completes the Materials Order Form for the Workshop Manuals by the deadline date provided by PATH Intl. and includes a check with the order Form for Materials and faculty 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 Materials Order Form prior to the Demo Only Workshop.

*An overview of the fees due to PATH Intl. before event with the Materials Order Form:*

- Demo Only Workshop Participant fees \$60.00 per person (includes workshop manual)
- Lead faculty fee \$250.00 (per day)
- Associate faculty fee is \$200.00 (per day)

(Apprentice do not receive payment for teaching at the workshop, their expenses are to be paid)

### **During the Demo Only Workshop:**

1. The Host Site makes sure all requirements are in place. This may include organizing backup options.
2. The Host Site ensures that disruptions do not interfere with the Demo Only Workshop.
3. The Host Site upholds the privacy and confidentiality of all Demo Only Workshop Participants.

4. The Host Site ensures that proper safety equipment is used throughout the process (including ASTM-SEI helmets.)
5. The Host Site upholds the PATH Intl. Standards.
6. The Host Site should work with the faculty to decide on a good number of volunteers to have each day, based on activities.

### **Post Demo Only Workshop:**

1. The Host Site works with the faculty to make sure all Demo Only Workshop materials are collected.
2. The Host Site completes a Final Accounting Statement Form and return the form to PATH Intl. along with any unused workshop manuals. These items must be sent to the office within 14 business days following the conclusion of the Demo Only Workshop.

*An overview of the fees due to PATH Intl. **after event** with the Final Accounting Statement:*

- Materials Order Form Late Fee \$40.00 + Express Shipping Cost (if applicable)
- Workshop Manual Restocking Fee \$25.00 per Manual (for any returned manuals)

## **Recommended Policies**

### **Cancellation Policy**

Host Sites shall determine their own cancellation and refund policies for candidates who cancel. This policy should be included in the materials sent out to potential registrants by the Host Site.

If the Demo Only Workshop itself must be cancelled, for whatever reason, the faculty must be notified immediately and reimbursed for any accrued contractual expenses. All Workshop materials must be returned to the PATH Intl. office.

In the case of cancellation by a candidate OR cancellation of the Demo Only Workshop, extra materials must be paid for by the Host Site or returned to the PATH Intl. office for credit.

### **Confidentiality Agreement**

Host Sites should also include a Confidentiality Agreement for the participants to sign if this is in keeping with the Host Site's policies regarding confidentiality.

### **Photo Release**

Host Sites should also include a photo release form if photographs are going to be taken of workshop participants for use by the host site.

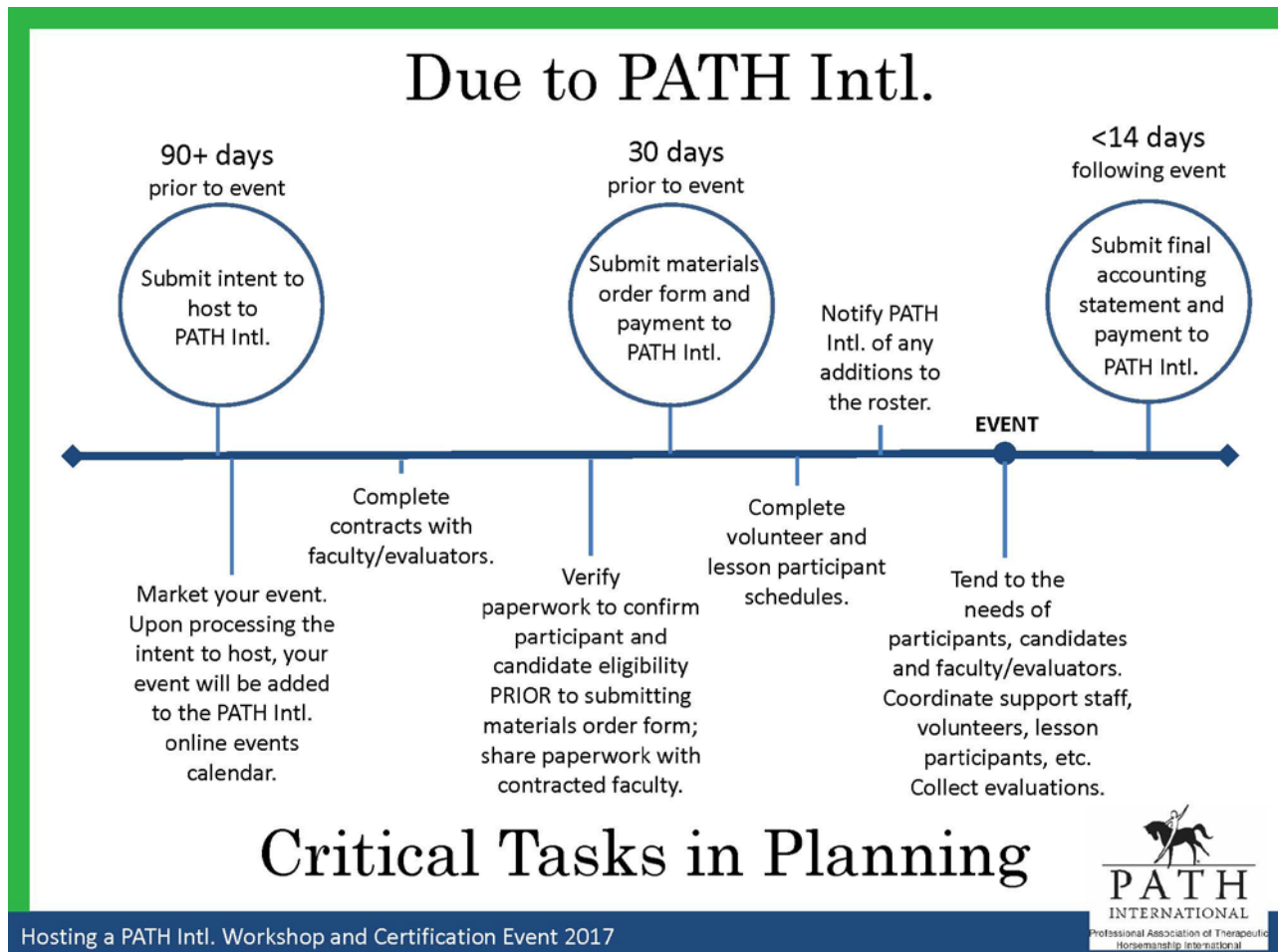
### *Insurance Note:*

For those centers hosting a Driving Demo Only Workshop that carry the Markel Insurance policy offered through PATH Intl., the Demo Only Workshop can be included on your policy as ONE Public Event Day. Markel has agreed to count this entire Workshop as one Event Day, rather than two. 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 fee varies.

## Host Site Requirements

- Enclosed arena inside or outside
- Dressage letters
- Cones
- Conference room/classroom setting for didactic lectures using teaching aides (must be able to sit and take notes)
- Power Point and Blackboard, dry erase board or flip chart.
- 1 safe, sound and fit horse, harness, and vehicle for demonstrations
  - Horse must be suitable to be driven by individuals with disabilities
  - Must be able to carry 2 people in vehicle at all times.
  - Must be able to stand for 20 – 30 minutes while participant harness.
  - Must be able to stand (with header) for 10-15 minutes to put to.
  - Must be able to have two sets of reins on (one set to the bit and one set to halter)
  - Must be conditioned to a whip
- A rein board with 2 sets of reins
- 2- 2-inch rings
- 2- double-ended snaps
- Volunteers to assist as needed

## Timeline for Planning to Host the Workshop



## PATH INTL .DRIVING DEMO ONLY WORKSHOP SCHEDULE

(Host Site requirements in red)

### Day 1: Morning 8:00am – 12:00pm

#### Class Room:

8:00 Introductions & Share Driving experiences  
Code of Ethics  
Goals of the Workshop  
Criteria for evaluation of the participants  
Four Golden Rules of Driving  
Level I & Level II  
Review of PATH INTL Driving Standards

#### **BREAK ( 10 minutes)**

Disabilities  
\* Discussion of disabilities most appropriate for driving  
Questions

### Lunch 11:45-12:30

### Day 1: Afternoon 12:30 – 6:00pm

#### Classroom:

12:30 Qualities of an instructor  
Posture and Alignment  
Learning styles  
Skill Progression  
What/How/Why  
Task analysis & Role Playing

#### **BREAK ( 15 minutes)**

Class Format/ Structure  
Goals and Objective's  
Lesson Plans

- Block Plans

4:45 **Barn Area (horse/ harness/ 2 sets reins/ cart/ ABW/ header)**

Demonstration of harnessing, Ground Driving & Putting to

- Groom and harness horses (Basic Harness Parts)
- Demonstration ground driving your horse
- Demonstration of putting horse to vehicle

Demonstration of Dressage and Cones to be driven (your ABW will Drive Dressage/ Cones)

Demonstration of Unhitching a horse

Emergency Plan to unhitching

Remove harness, care of horse and harness

Demo different ways of holding reins using a rein board ( rein board/ whip)

- Practice using rein board
- Styles of holding reins
- Types and use of whips
- Discussion of driving aids
- Practice using two sets of reins and a whip
- Ground Driving (with each other) Demo

6:00 Questions

## **DAY 2: Morning 8:00 – 12:00 pm**

8:00 Discussion of volunteer training

- Positions for driving for individuals with disabilities

How to set up a volunteer training manual

- What type of training does your volunteers need & how to get it?

Evaluation/testing of horses/ponies being considered for disabled driving

- Horses/ponies suitable for Individuals with Disabilities

Overheated horse, stressed horse, T.P.R

### **BREAK ( 10 minutes)**

Styles of harness and their use

- Carriage harness with collar and breast collar
- Light harness for the breed show ring
- Draft harness
- Harness maintenance, wear points, hanging and storage

Bits—kinds of driving bits, parts of the bit, action of the bit

Vehicle types and adaptation suitable for individuals with disabilities

- Photos of different adapted vehicles
- Compare types of vehicles from pictures
- Selection of appropriate vehicle for your horse/pony
- Two wheeled carts
- Four wheel carriages
- Easy entry
- Wheel chair accessible

Vehicle care and maintenance

- Balance, height and weight of vehicles
- Points on buying a used vehicles

Tips on driving the Dressage test and cones course

### **12:00 LUNCH (30 minutes)**

## **Day 2: Afternoon 12:30 – 2:30**

12:30 (PowerPoint or Demo) with adapted vehicles not put to a horse/pony

- Develop team approach to entering ramped vehicle with wheel chair
- Role playing to use volunteers to help enter and exit vehicles
- Problem solving with different types of disabilities

1:00 Mock Lesson Plan (**please have internet/wifi connection to access PATH Intl. web site**)

- Watch “Lesson Demo”: teaching a student with a disability

2:00 Q & A session – wrap up



## **Budget Information:**

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

(A host site can determine the registration fees for each participant, below is a recommended cost.)

1. Faculty: The fee for the Lead Faculty is \$250.00 per day, Associate is \$200 per day, and Apprentices are not paid a fee, however their expenses are covered by the Host Site. Fees need to be paid with "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 expenses to include transportation, lodging, and food for faculty in addition to their fee. Apprentices are not paid a fee for teaching the workshop, but do have their expenses paid by the Host Site.
2. Fees to paid to PATH Intl.
  - Host Site pays PATH Intl. \$60.00 per Demo Only Workshop Participant (includes manual) to be paid with "Materials Order Form."
  - Total faculty fees (NOT expenses)
  - Late and/or damage fees, or PATH Intl. membership dues.
3. 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

## **A sample budget based on 13 workshop Participants**

*(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:**

Demo Only Workshop Participant fees 13 @ \$250.00 = \$3250.00

### **Expenses:**

Workshop material fees to PATH Intl. \$60.00 each = \$600.00

Faculty Fees to PATH Intl. \$250 @ 2 days = \$500

(Associate \$200 @ 2 days = \$400)

Air fare 2 @ \$350 = \$700

Hotel room 2 nights for faculty \$120x2 = \$240

Insurance for Facility (if necessary) = \$90.00

Food = \$225.00

Advertising = \$200.00

### **Profit = \$695**

(with Associate also = \$295.00)



## PATH Intl. Driving Demo Only Workshop Intent to Host Form

Name of Host Site: \_\_\_\_\_ PATH Intl. Center #: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

(Required as primary communication is via email)

**Center intends to host a PATH Intl. Driving Instructor On-Site Workshop/Certification Program in:**

Workshop Dates: \_\_\_\_\_ Certification Date(s): \_\_\_\_\_ (if applicable)

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

Workshop Fee \$ \_\_\_\_\_ Certification Fee \$ \_\_\_\_\_ Both \$ \_\_\_\_\_

**Please check that each of the following will be provided:**

- Enclosed arena
- Dressage letters and cones
- Sufficient area to clean horses/ponies, tack them, harness them and “put to”
- A conference room/classroom facility
- A dry erase board or flip chart AND projector for Power Point
- 2 safe, sound and fit horse, harness and vehicle
  - Suitable to be driven by individuals with disabilities/you must know the horses prior to the workshop
  - Must be able to carry 2 people in vehicle at all times.
  - Must be able to stand for 20 – 30 minutes while participants harness.
  - Must be able to stand (with header) for 10-15 minutes to put to.
  - Must be able to have two set of reins on (one set to the bit and one set to halter)
  - Must be condition to a whip
- At least one extra set of reins per harness
- Volunteers
- Close proximity to affordable hotels or host facilities

**Please answer the following questions:**

What is the size of your arena? Indoor? \_\_\_\_\_ Outdoor? \_\_\_\_\_

What is your footing and how deep is it? Indoor? \_\_\_\_\_ Outdoor? \_\_\_\_\_

What is the useable space in your arena? Indoor? \_\_\_\_\_ Outdoor? \_\_\_\_\_

What is your outdoor driving arena and ring? \_\_\_\_\_

Please list name, breed, size & age of driving horse(s):

1 \_\_\_\_\_

2 \_\_\_\_\_

What type of driving experience do the above horses have? Please list any accidents.

Horse 1: \_\_\_\_\_

Horse 2 : \_\_\_\_\_

We agree to follow all PATH Intl. Mandatory Standards during this event.

We DO OR  We DO NOT want this posted on the PATH Intl. events calendar.

*I have carefully read the requirements and process for hosting a PATH Intl. Driving Instructor Demo Only Workshop and/or Certification event and guarantee that a designated individual has viewed the “Hosting a PATH Intl. Workshop and Certification Event” webinar and has submitted the webinar acknowledgement form to PATH Intl. I understand and agree that the host site will meet those requirements and follow the processes as outlined. This includes verification of certification candidate eligibility no less than 30 days prior to the event. I understand that failure to do so could result in loss of the privilege to host the PATH Intl. Driving Instructor Workshop and/or Certification.*

Point of Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

**SAMPLE CONTRACT BETWEEN HOST SITE AND DEMO ONLY FACULTY**

THIS CONTRACT made and entered into for the PATH Intl. Driving Demo Only Workshop to be held at

\_\_\_\_\_ on \_\_\_\_\_ by and between \_\_\_\_\_ and  
*(Host site location)* *(Date)* *(Host site name)*  
\_\_\_\_\_, hereinafter called FACULTY.  
*(Faculty name)*

Now, therefore, it is agreed between the two parties as follows:

The compensation of the FACULTY is \$ \_\_\_\_\_ / day for the \_\_\_\_\_ day workshop on the dates of \_\_\_\_\_ . 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 Host Site will provide the following reimbursement(s) to the FACULTY:

Actual expenses OR Expenses up to \$ \_\_\_\_\_ for travel;  
*(circle one)*

Actual expenses OR Expenses up to \$ \_\_\_\_\_ for lodging;  
*(circle one)*

Actual expenses OR Expenses up to \$ \_\_\_\_\_ for meals;  
*(circle one)*

Federal mileage reimbursement rate OR Expenses up to \$ \_\_\_\_\_ for mileage;  
*(circle one)*

will be reimbursed for the following time period:

\_\_\_\_\_

Receipts for the above expenses must be submitted by FACULTY to the Host Site by: \_\_\_\_\_  
*(date)*

Reimbursement of the above expenses will be delivered by the Host Site directly to the FACULTY by: \_\_\_\_\_  
*(date)*

FACULTY Signature: \_\_\_\_\_

Host Site Signature: \_\_\_\_\_

FACULTY Contact Information:

Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell: \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

## Faculty & Evaluator List

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

### Apprentice Evaluators:

Name	City/St	Contact Number	Email

### Associate Evaluators:

Jennifer Donahue	Richmond, TX	(504) 812-2172	jdonahuetrio@yahoo.com
Melissa Yarbrough	Palm Harbor, FL	(727) 348-7104	mkyarbro@gmail.com

### Lead Evaluators:

Tina Bennett	Freeland, MI	(989) 274-5466	bennettmapleview@aol.com
Corie Brooks	Forestville, CA	707 480-2647	coriebrooks@msn.com
Lauren Fitzgerald	Lyme, CT	(201) 264-8217	Jester31x79@hotmail.com
Gail Pace	Dallas, TX	(214) 364-7339	jonapace@sbcglobal.net