NARHA INTERNATIONAL WORKSHOP

PROCEDURE OVERVIEW

1 The NARHA office will be contacted prior to making arrangements for a NARHA event held at an international venue.

2 NARHA faculty/evaluators to be chosen from the NARHA international evaluator list.
   a Training
      i basic language and communication skills
      ii cultural practices
      iii social expectations, flexibility
   b List of criteria for International Faculty
      i Lead Master, lead advanced level NARHA instructor
      ii Years teaching experience
      iii CPR & First Aid equivalency certificate
   c Compliance or performance evaluation method for advancement or termination.

3 Planning and organizing will proceed with selected NARHA international faculty and a NARHA staff person.

4 Decisions will be made according to NARHA policies and procedures concerning the NARHA international event.
   a NARHA International member center
   b International intent to host application
   c International host packet # 1 “How to” information
   d International host packet #2 Participant forms
   e International host packet #3 Final forms

OVERVIEW

1 Ethnical Customs
   a Research social customs
   b Establish expectations of faculty
      i Dining
      ii Residence- hotel, local family
      iii Gifts appropriate to give and/or receive
      iv Clothing/appearance
   c Publicity/ Interviews
      i Statements prepared and appropriate
      ii Set boundaries on time and place if possible
2 Language
   a Are translators needed
      i For candidates
      ii For faculty
      iii For riders
      iv How many
      v Do they have TR experience
      vi Establish who
   b Materials Translation
      i Exams (CAT & Self Study), Standards Manual., written exams,
         Instructor education guide, power point presentations, all written material.
      ii Who is translating material and verifying translation accuracy.

3 Budget
   a Materials
   b Translations
   c Event Fees
   d Facility Costs
   e Shipping
   f Interpreters
   g Travel
   h Room and board
   i Transportation
   j Faculty stipend
   k NARHA staff
   l Gifts

4 International Contact Person(s)
   a Administrative
      i Materials
      ii Core Administrative Standards
      iii Insurance in place
      iv Tuition
      v Faculty accommodations
      vi Translators
      vii Student roster
      viii Food/Drinks provided
b Barn/Program Management
  i Core Program Standards
  ii Core Facilities Standards
  iii Horses needed
  iv Tack needed
  v Arena props needed
  vi Volunteers needed
  vii Training of volunteer

5 Create a Time Table

Pre-Event
a Date of Event
b Event name
c Event Location
d Event Fee
e Establish Faculty
  i Lead
  ii Associate
  iii NARHA staff member/contact
f Establish International Contacts
  i Administrative
    1 Review outline of standards and responsibilities
    2 Educate on standards and responsibilities
  ii Barn Management
    1 Review outline of standards and responsibilities
    2 Educate on standards and responsibilities
  iii Program Management
    1 Review outline of standards and responsibilities
    2 Educate on standards and responsibilities
g Number of Candidates
h NARHA materials needed
i Translation & verification time line
j Printing time line
k Shipping time line
l Number of Riders
m Establish event time line
n Review all standards and responsibilities with Management completed
During Event
   a  Arrival at center
   b  Introductions to candidates, riders, volunteers
   c  Review event time line
   d  Review safety procedures
   e  Assessment of facilities, arena, tack, etc.
   f  Presentations
   g  Repetition
   h  Questions
   i  Handout evaluations
   j  Wrap-up

Post Event
   a  Review
   b  Answer Questions
   c  Collect evaluations