

# Prior\*Proper\*Preparation\*Prevention

## Emergency Preparedness Training for Horses and Horse Owners

with Kelly Sigler, Horsemanship for Your Journey and Justin and Tori McLeod, North Carolina Specialized Mobile Animal Rescue Team

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### Clinic Coordinator/Host Information Guideline

Thank you for your interest in coordinating/hosting a PPPP clinic in your area. This guideline is lengthy but detailed and should hopefully answer any questions you may have regarding what is needed logistically, any associated costs and fees, registration requirements, instructor requests, coordinator/host/sponsor incentives, advertisement, etc. If you find you have any additional questions or concerns, please don't hesitate to contact Tori McLeod for answers or guidance. We assure you that the education and training opportunity and experience provided by the PPPP clinic will be well worth the time spent making this clinic a huge success!

Thank you in advance...

Kelly Sigler Justin and Tori McLeod

**If there are any questions or concerns relating to the information in this guideline contact:**  
Tori McLeod, NCSMART Clinic Co-Instructor 910-494-8210 NC4HoovesFarm@gmail.com  
(Do not contact Kelly Sigler directly for questions or concerns relating to the content of this clinic)

### Clinic Information

- ANY COORDINATORS/HOST WHO WANTS TO HOST OR ORGANIZE A PPPP CLINIC MUST FOLLOW THE BELOW CONDITIONS AND REQUIREMENTS:**
1. A tentative clinic date will be offered so that the coordinator/host can advertise and evaluate the commitment level and interest in the clinic to determine if the minimum number of participants and auditors will register prior to the clinic date being confirmed and added to the schedule.
  2. When a coordinator/host wants to secure a date, a non-refundable \$500 deposit must be submitted to Tori McLeod prior to the date being confirmed on the clinic schedule. This deposit amount can go towards the coordinator/host's clinic registration fee or be reimbursed by other participant deposits on the first day of the clinic or once the minimum number of registrations and fees have been received. By putting this deposit down, this means that you, the coordinator/host, have communicated with possible participants and auditors and possibly have taken early deposits to secure their commitment to attending the clinic. Coordinators/Hosts should have no less than 6-8 people committed as participants with horse and 10-15 people as auditors prior to booking and confirming the clinic date.
  3. The \$500.00 deposit is only refundable if you cancel 90 days prior. We highly discourage cancelling clinics; however, we realize that situations sometimes happen that are beyond control. If a clinic must be cancelled, the cancellation must occur no later than 90 days prior to the clinic date. If a clinic is requested and organized within the 90 days limitation, then the deposit will be non-refundable unless prior arrangements have been made with the clinic instructors.
  4. An estimate for fees due to NC SMART will be emailed to the clinic coordinator/host from 4HFES and NCSMART, LLC (NC4HoovesFarm@gmail.com). The emailed estimate will only include fees payable to NC SMART, any negotiations for fees payable to Kelly Sigler should be discussed with her. The instructor's fees will be paid in two checks made payable to Kelly Sigler and to 4HFES and NCSMART, LLC in specific amounts which are agreed upon prior to the clinic date.
  5. Coordinators/Hosts will be responsible for collecting registration forms and registration fees prior to the clinic date and then paying the instructors for their services prior to their arrival unless previous arrangements are discussed with and approved by the clinic instructors. Payment for 50% of the clinics fees is due 90 days from the clinic date with balance due 30 days from the clinic date.
  6. The clinic should be scheduled to allow for a short introductory audio/visual presentation on the first night (approximately 2 hours) with the remainder of the clinic's audio/visual presentations and horsemanship training evolutions to follow over the next two full clinic dates (from 8 AM – 12 Noon or 9 AM – 1 PM and then from 1 PM – 5 PM or 2 PM – 6 PM with an hour for lunch). We try to allow for time for those in attendance to

share their experiences and address any questions or concerns they may have however if class or clinic time is limited the instructors may remain after the clinic is completed for the day to socialize.

- On occasion the clinic may extend past 5 PM or 6 PM on any given day based on the time needed to address any horsemanship safety issues during the hands-on practical evolutions (i.e. Barn Fire Evacuation, Trailer Loading / Emergency Evacuation, applications and introduction to rescue equipment and techniques, etc.). This clinic is not a “train the horse” clinic as there is not enough time allotted to “train” the horse or “resolve all issues” during the clinic. This should be considered an “exposure and evaluation” and “obtain insight on how to improve horses behavior under stress” clinic for those participating with their equine partners as they will be introduced to a variety of actual and simulated rescue equipment, training techniques, and reality based scenarios so that the owner/handler can better evaluate the areas needing improvement and can understand the concepts and training methods needed to improve upon their equines behavior in high stress situations.

## Facility Information

- ☑ The total expense for use of the facility during the clinic needs to be discussed with the Tori McLeod (contact information included at the end of this document) prior to scheduling the clinic at that location so that alternate arrangements can be made if needed and the facility fee for the students can be calculated and included in the registration fees for both participants and auditors.
- ☑ Must have a fenced/enclosed area capable of safely handling at least 6 owners with equine on a 12-foot lead. Covered or indoor arena is preferred but not required as the clinic will proceed during rainy conditions and will only be cancelled due to storms or severe weather. Contact Tori McLeod (contact information included at the end of this document) to discuss other available options if a covered or indoor arena is not available.
- ☑ The hands-on training area should be so that all of the auditors have enough space to sit/stand and observe the practical exercises that are taking place. Available seating is not required as participants and auditors should be advised by the clinic coordinator/host to bring their own seating, if applicable.
- ☑ **Must have a classroom type area onsite for the PowerPoint presentation sessions. This area must be either indoor or covered and can be a lounge area, barn alleyway, a classroom or meeting room, covered arena or indoor riding area (separate from where the horsemanship hands-on training sessions will be taking place), workshop, etc.** It is best if the classroom location can be darkened (artificial lighting dimmed) in the area surrounding the projection screen for better viewing. The area should be a location that has limited human and horse traffic as there will be expensive equipment setup and unattended throughout the day. The area must have access to a household electrical outlet and must be able to comfortably seat all of the participants and auditors. *\*\*NC SMART has all of the projection equipment, computers, sound system, demonstration models, etc. needed for the presentation\*\**
- ☑ **Must have a barn onsite for the "barn fire evacuation" session. The barn must have electricity with at least two outlets available to plug in the artificial smoke machines (same as the ones used in concerts, haunted houses, etc. that use a non-toxic water vapor solution to create the simulated smoke). The barns must have stalls with openings to the inside (no corral panel box stalls- i.e. round pen panels made into a stall) with at least one large ingress/egress point to the outside and should be able to be completely enclosed (all windows and doors should close - if needed, tarps, etc. can be applied to some openings) to contain the simulated smoke for a more realistic training session.** It should be capable of holding a minimum of 3 equine in separate stalls at one time. If the barn is naturally well ventilated the simulated smoke may not be contained well enough in the specified area to create a realistic appearance but the training session will still be completed. We have the equipment capable of smoking large facilities or indoor arenas with stalls depending on the construction of the building. *\*\*NC SMART has all the equipment needed for the barn fire evacuation session\*\**
- ☑ **Must have an area for trailer parking within reasonable walking distance from the covered arena area and preferably where the trailers can park relatively close to one another for ease of access during the emergency evacuation and trailer loading/unloading training session.**
- ☑ **Clinic coordinator/host, not the clinic instructors, is responsible for collecting all facility / stabling / overnight / parking fees from the participants and auditors and then paying the appropriate persons.**

## Instructor Information

### *Kelly Sigler*

- ☑ Depending on location of the clinic and current schedule, Kelly may or may not travel with her camper or horse trailer and therefore might need lodging accommodations to be arranged on her behalf. Please contact Kelly at Kelly1@kellysigler.com well in advance of the clinic for confirmation on her lodging needs.
  - ➔ If Kelly is travelling with and staying in her camper or trailer overnight at the clinic location the following will be needed:
    - 30 Amp Electrical Outlet
    - Water source for hose attachment
    - Accessible relatively flat parking area near (within 50-100 feet) the outlet and water attachment point large enough to accommodate a full-size truck and 30 feet long by 8 feet wide by 11 feet tall camper trailer / horse trailer.
  - ➔ If off-site lodging accommodations are needed, then lodging may need to be arranged by the clinic coordinator. Accommodations can be a local hotel, participant's residence, bed & breakfast, etc. Kelly is responsible for the lodging expense and may alter or re-negotiate any arrangements made by the coordinator if needed.

### *Justin and Tori McLeod (NC SMART)*

- ☑ Depending on the location of the clinic, the NC SMART instructors may or may not travel with their horse trailer or RV and therefore might need lodging accommodations to be arranged on their behalf. Please contact Tori McLeod (contact information included at the end of this document) well in advance of the clinic for confirmation on lodging needs.
  - ➔ If NC SMART instructors are travelling with and staying in their horse trailer overnight at the clinic location the following will be needed:
    - 30 Amp Electrical Outlet with no ground fault (GFI) receptacle or a 110 Amp Outlet (normal household outlet) with no ground fault (GFI) receptacle
    - Accessible relatively flat parking area near (within 50-150 feet) the outlet large enough to accommodate a full-size truck and 40 feet long by 8 feet wide by 10 feet tall horse trailer
    - Near (within 100 feet) of a water source with hose attachment is preferred but not required
    - If there is not an electric hook-up available, it will be necessary to obtain permission from the facility owner for a generator (provided by NC SMART) to be used throughout the day and night (when needed) to obtain power for their trailer.
  - ➔ If off-site lodging accommodations are needed, then lodging may need to be arranged by the clinic coordinator. Accommodations can be a local hotel, participant's residence, bed & breakfast, etc. Justin and Tori prefer to stay at a local residence to better secure the equipment and supplies they will be hauling in the bed of their truck. If they are staying with a local resident, they require either a queen size or king size bed and due to allergies preferably a cat free environment (one or two cats in a clean environment may be acceptable). Justin and Tori are responsible for the lodging expense and may alter or re-negotiate any arrangements made by the coordinator if needed.

## Clinic Instructor Fees

- ☑ **An estimate will be emailed to the Coordinator/Host from 4HFES and NCSMART, LLC (NC4HoovesFarm@gmail.com) for any fees payable to NC SMART.**
- ☑ **Any fees payable to Kelly Sigler should be negotiated with Kelly and are not included in the estimate emailed by 4HFES and NCSMART, LLC.**
- ☑ **When a coordinator/host wants to secure a date, a non-refundable \$500 deposit must be submitted to Tori McLeod prior to the date being confirmed on the clinic schedule. The \$500.00 deposit is only refundable if you cancel 90 days prior.**

## Student / Registration Information

### *Registrations*

- ☑ **All attendees will have the opportunity to be an active part of the clinic. Participants with Horses will be referred to as Participants. Participants without Horses will be referred to as Horseless Participants or Auditors. Participants and Auditors as a group will be referred to as Attendees.**
- ☑ **No less than the minimum amount in registration fees from Participants with Horses and Horseless Participants must be collected or paid by other means in order for the clinic occur - Minimum total payment may vary depending on clinic logistics. Contact Tori McLeod, contact information included at the end of this document, for specifics.**

- ☑ The clinic registration is open to all interested parties regardless of Emergency Response or Horsemanship affiliation, horse experience or ownership.
- ☑ Participant with Horse and Horseless Participant registrations must be completed and submitted well in advance of the clinic. If there are openings remaining up until the clinic date, interested persons should contact Tori for late registration information.
- ☑ It is highly recommended that the clinic coordinator
  - require a non-refundable deposit from those who register
  - collect a minimum of half of the total registration fee from Participants with Horses and Horseless Participants no later than 60-90 days prior to the clinic date to confirm that the clinic will be held or if it must be cancelled due lack of registrations.
  - require that the total balance of the registration fees from Participants with Horses and Horseless Participants MUST be paid no later than 30 days prior to the clinic date.
  - advise those who are interested in registering for the clinic that the registration fee payments are NON-REFUNDABLE unless the clinic is unavoidably cancelled by the instructors or if the participant with horse or horseless participant can be replaced entirely prior to the clinic date and the minimum clinic instructor fee can be paid in full in the absence of their fee payment.
- ☑ If the minimum amount due (instructors fee) to the clinic instructors is not collected within 60-90 days prior to the clinic date, the instructors reserve the right to cancel the clinic in advance and offer an option to reschedule at their discretion with deposits being refunded if applicable.
- ☑ **Contact Tori McLeod for registration information (i.e. how or where the forms are to be submitted, payment instructions, etc.)**
- ☑ Some clinics may be coordinated as such to warrant payment to instructors being paid in full by a single entity (i.e. facility, state park, organization, etc.) with the registration forms and registration fees going directly to the coordinator/host. In this arrangement the coordinator/host will be responsible for the collection of all forms and fees and the addresses listed on the forms will be edited to reflect the change in information. The coordinator/host must remain in contact with Tori McLeod, contact information included at the end of this document, with an update on the number of Participants with Horses and Horseless Participants so that the correct number of manuals and certificates can be printed for the clinic.

*Participants*

- ☑ **The minimum (usually 7) or the maximum (usually 10) number of Participants with Horses required or permitted is at Kelly's discretion and may vary depending on the available space at the clinic facility. Contact Tori McLeod, contact information included at the end of this document, if there are any questions.**
- ☑ **Participants DO NOT have to be students of Natural Horsemanship to participate, however familiarity with the basics and terminology is recommended.**
- ☑ **Unlike Kelly Sigler's other clinics, participants for this clinic will NOT be permitted to bring a horseless participant (auditor) free of charge. All persons attending the clinic must pay the required registration fee and facility fee (if applicable) unless otherwise previously approved by the instructor(s).**
- ☑ Kelly Sigler reserves the right to dismiss an equines participation in the clinic at her discretion should the equine exhibit unsafe behavior.
- ☑ **Participants with Horses will be responsible for payment of any additional and applicable facility and stabling fees associated with this clinic.**

*Horseless Participants (Auditors)*

- ☑ **The Auditor fee is NOT the normal "Auditor Fee" that Kelly Sigler's other clinics are advertised as; this clinic includes a wealth of information, some auditor participation, and a resource manual. Auditor Fee may vary based on clinic logistics and location.**
- ☑ **The minimum (usually 15) or the maximum (usually 50) number of Horseless Participants required or permitted is at Tori's discretion and may vary depending on the available space at the clinic facility. Contact Tori McLeod, contact information included at the end of this document, if there are any questions.**
- ☑ **Auditors will be responsible for payment of any additional and applicable facility fees associated with this clinic.**

**Advertisement and Forms (Registration / Liability / Clinic Information)**

- ☑ **Please contact the Tori McLeod, contact information included at the end of this document, regarding the forms to be used for advertisement of this clinic. There are forms already approved and created for advertisement and informational purposes that just require specific clinic information to be added, such as dates, venue, location, etc. Coordinators should be provided a clinic flyer; trifold informational brochure, registration and liability waiver forms,**

and an Emergency Responder Basic Large Animal Technical Rescue Training Flyer (see information at the end of this document).

- ☑ **The liability waiver covers both Kelly Sigler and 4HFES and NC SMART, LLC. If the facility requires that a separate waiver be signed, then please include that with the registration packet or have forms available at the classroom site for attendees to complete and sign.**

### Clinic Manuals

- ☑ The manual is approximately 40-50 pages of text and pictures taken directly from the audio/visual and practical evolutions of the training. There is a great deal of information presented during this clinic at a fairly steady pace, so the manual is a vital part to the learning and retention process.
- ☑ **The instructors will provide informational resource manuals to Participants and Auditors registered for the clinic and paying the full clinic or one-day clinic (if applicable) registration fee. The cost of the manual will be included in the registration fee.**
- ☑ **Participants or Auditors paying a discounted fee or attending free of charge or in trade for services rendered (when applicable and previously approved by the instructors) will not receive a manual unless purchased directly.**
- ☑ Any Participants or Auditors wanting additional manuals will need to pay for them upon receipt.
- ☑ The average cost of the manuals should be approximately \$10, however that price should be considered an estimate.

### Logistics

- ☑ Lunch - If the clinic is within a short drive (within 5 miles) to a restaurant(s), attendants can leave and get their own lunches. This option will need to be discussed with the Tori McLeod, contact information included at the end of this document, prior to the clinic as it is best if folks don't leave, but sit and visit with the instructors. If this option is preferred, someone will still need to be available to make a lunch run for those that cannot leave the facility including the instructors or at a minimum lunch should be provided for the instructors. Attendants can of course bring their own lunch, or you may arrange to sell lunches at the clinic. For most clinics, it is suggested that you pick up a takeout menu from a local restaurant (like Subway) to have at the check in table so participants, auditors and instructors can order and pay when they check in before their class. Then a volunteer can place the order and pick it up or have it delivered prior to the ending of the morning session. This is usually the easiest way to handle lunch as there are usually not that many folks needing lunch.
- ☑ Snacks / Drinks - There are many options to handle snacks / drinks. It is a good idea to have drinks and light snacks available for participants and auditors to purchase or for free (i.e. coffee, soda, water, etc). It is recommended that there at least be water available for the participants and auditors. It is possible that the participants and auditors will bring their own beverages, however that is not always the case and it is important to stay hydrated during the clinic. If you need to cover costs associated with providing snacks, beverages, and water then it is advisable to charge a nominal fee at the coordinators discretion.
- ☑ **Must have restroom facilities for the instructors, participants, and auditors (porta-potty, bathroom, etc.). Please have more than one restroom facility available as it tends to create an issue with attendees returning to the clinic in a timely manner when on break due to the lengthy lines at the restroom facility.**
- ☑ **Kelly may need to plug in her PA system. If an outlet is not available at the hands-on training area, she will need an extension cord to the nearest outlet.**
- ☑ **Obtain permission from the facility owner to utilize an area that is a safe distance from any animals or structures and preferably on a gravel/pavement/concrete/dirt surface, for the "fire extinguisher training" session.**
  - ➔ A bale of hay/straw will be broken open then set on fire in a controlled environment (one of the instructors is career firefighter). The participants and auditors will then have an opportunity to use actual ABC and water fire extinguishers to extinguish the fire.
  - ➔ The fire will be completely extinguished, and the hay/straw will be removed if needed from the area when the session is completed.
  - ➔ This training session will only be completed weather permitting and if permitted to do so by the property/facility owner.
  - ➔ The facility or coordinator/host is responsible for providing a bale of hay. It can be an older square bale of hay or straw...nothing fancy.
- ☑ Do a walkthrough of the facility a few days before the clinic and make notes on anything you may need (i.e. toilet paper, paper towels, garbage cans, stalls/paddocks cleaned, bedded, etc.) if not already provided or supplied by the facility owners/operators.
- ☑ Make sure there are chairs available for the instructors and any volunteers if needed.

- ☑ Put out the stall cards (if applicable) the day before the clinic, this will save you time the day of the clinic.
- ☑ Out of town participants with equines may choose to bring their equines the day before the clinic. Arrangements will need to be made for someone to meet them, check appropriate paperwork (Coggins, Health Certificate, etc.) and show them where to park and where to stable their equine.
- ☑ **The instructors will be arriving separately the day of or day before the clinic (possibly earlier with prior notification). Someone will need to meet them at the facility and direct them where to park and hook-up if needed, where the participant horses will be stabled, where the barn fire evolution will be performed, where the presentation and hands-on horsemanship will be done, and provide a general tour of the facility.**
- ☑ It would be a great idea to invite a local equine veterinarian to the clinic to provide Microchip services to interested students (the importance and benefit of Microchips as identification will be discussed in the presentation). The students can be contacted at the time of registration to see if they would be interested. *(See Veterinarian Incentive information below for additional information)*
- ☑ **There shall be no video filmed during the clinic unless previously approved by the instructors. Participants and Auditors are welcome to take pictures with their cameras and share them with others, on websites, on social media sites, etc.**

### Equipment Needed for Clinic (Participants with Horses Only)

- ☑ **Halter / Lead Rope (recommended a rope halter and long lead rope - preferably rope halter and 12-Ft Line), Training Stick and String, 2 Long Ropes (preferably 20-Ft or longer Lines).**

### Coordinator / Host Duties

- ☑ The coordinator/host should be confident that the clinic they are organizing can be filled with the minimum number of participants with horses and horseless participants (auditors) prior to the clinic being confirmed. Meaning, prior advertisement and discussion on their part is encouraged to evaluate the level of local interest in the clinic topics and to obtain an estimate of how many people would be willing to attend as a Participant or Auditor. The coordinator must be able to ensure that at least the minimum number of participants will be met prior to the clinic being scheduled and confirmed. This information will be beneficial as Kelly and NCSMART do not like to cancel clinics once they are scheduled, especially due to lack of participation, as it can cause scheduling conflicts depending on when the clinic is cancelled as there might not be enough time to prepare for another clinic at the same or different venue, as well as it interferes with their full-time career schedules.
- ☑ **It is the responsibility of the coordinator/host to propose the clinic, confirm the use of the venue/facility, and organize the clinic logistics with the management/staff of the clinic venue/facility and to inform the management/staff as to the necessities documented herein for the instructors, students, and clinic content.**
- ☑ **If there is a deposit requested to reserve the facility/venue, the Clinic Coordinator pays the deposit fee to hold the facility and then when the clinic is held or enough registrations with fees paid are received in advance of the clinic, the Clinic Coordinator will be reimbursed the deposit fee at the time that the facility fees are collected from the participants and the facility fee will be paid in full to the facility owner.**
- ☑ **Advertisement - It is the responsibility of the coordinator/host to advertise for this clinic in their area and abroad and recruit Participants with Horses and Horseless Participants.** The instructors will advertise the clinic using the resources that are available to them, but the coordinator/host needs to strive to fill the clinic positions. If it is questionable as to the clinic filling with the minimum number of participants and auditors required, the instructors reserve the right to cancel the clinic with the option to reschedule later at their discretion.
- ☑ **Check-In Responsibilities -**
  - ➔ **Set up the check- in/equipment table a couple of hours prior to the lecture session held the first night of the clinic. The closer to the classroom/presentation area the check-in table is the better!** A standard sized folding conference table will work well for this (or two card tables).
  - ➔ Attendees will begin arriving usually about 30 minutes to 1 hour before the start of the clinics first session. Upon approaching the check-in table, the coordinator/host or volunteer should be checking the Participant with Horse and Horseless Participants list for the person's name and collecting all registration fees, facility fees, stabling fees, meal fee, etc. that are due as well as any paperwork that had not been previously submitted. Check off their name as they arrive and issue them a name tag or identification bracelet labeled with Participant or Auditor. The instructors should be in the general area to assist with any questions or issues but there should be someone, a volunteer, to handle the check-in paperwork and instruction.
- ☑ **Direct the clinic participants to their designated stabling accommodations and parking area if applicable.**

- ☑ If there are any specific rules or instructions for the facility (i.e. No Smoking, Do Not Pet or Handle Other Horses, No Parking on Grass, Please Recycle in Appropriate Containers, Turn Lights Off if Not in Use, Location to Dispose of Manure, etc.)...it would be encouraged to purchase a piece of poster board or something similar and write those rules or instructions for display purposes near the check-in table. This will allow for everyone to become familiar with facility policies and requests as well as keep coordinators/hosts and volunteers from repeating themselves through the clinic.

## Volunteers

- ☑ Volunteers are an important in the success of your clinic. You will need to recruit at least 2. It would be helpful for the coordinator/host and volunteers to meet with the instructors shortly after they arrive (if it's not too late) for a short introduction and to go over everyone's duties for the weekend. The volunteer(s) should be responsible, focused, helpful and mature, so please choose accordingly. If people are unable to volunteer for the following positions then we can still manage without them, however the clinic will run more smoothly with their assistance. Make sure your volunteers are well informed. Volunteers also help to answer participant and auditor questions like the location of the restrooms, water faucet, etc. Have your volunteers arrive approximately 1 hour before the clinic starts and meet with them to inform them of their duties and where everything is. Give them a tour if necessary. Please provide the volunteers with nametags showing that they are "Volunteers" so that accountability between participants, auditors, and volunteers can be easily differentiated.
- ☑ The primary volunteers, maximum of 4, are the ones who are assigned the below positions and will be able to audit the clinic free of charge (in addition to the minimum number of Auditors required) when not assisting the instructors or in performance of their duties. No additional volunteers should be needed for the clinic. Volunteer positions are as follows:
  - 1) *Position 1* - Kelly will need a dedicated volunteer to assist her. Nothing too strenuous, but it is very helpful to her and helps to make the clinic run more smoothly. He/She will help her by running errands, helping her haul needed equipment and supplies around the clinic location, getting her a drink, working the volume on the sound system, etc. Kelly's volunteer should have their own transportation and be familiar with the local area. He/She will need to arrive approximately 30 minutes before the clinic starts on each day and stay to help her clean up afterward (if applicable). Please make sure that they introduce themselves to Kelly as "HER" volunteer.
  - 2) *Position 2* - NC SMART will need a dedicated volunteer to assist them. May require some moderate to heavy lifting of equipment and transferring equipment to and from the truck or trailer to the classroom / presentation and hands-on training areas. NCSMARTs volunteer will need to arrive approximately 30 minutes prior to the clinic start time on each day and stay to help clean up afterward (if applicable). One volunteer should be enough to assist NCSMART. Please make sure that he/she introduces themselves to the NCSMART instructors as "THEIR" volunteer.
  - 3) *Position 3*- A volunteer should be near the check in table to help with participant and auditor check-in. This volunteer should be able to direct the participants and auditors where to park, check required paperwork (Coggins, Health Certificates and any other requirements the facility has), and direct them to where the stabling and classroom/presentation areas are located. The coordinator/host should be the primary person at the check in table as they will be the most informed about the clinic logistics but the volunteer can assist by answering questions and assisting participants and auditors with getting settled in and ready for the clinic to begin.

## Coordinator / Host Incentive

- ☑ *Full Clinic Incentive* – 7 Participants with Horses and 15 Horseless Participants (paying full price and attending the entire clinic)
  - ➔ If the clinic fills with at least 7 paid participants with equines at full price and at least 15 Horseless Participants at full price for the entire clinic, the coordinator/host will receive *one* of the following:
    - 1) A *free* participant with equine position in the clinic. The coordinator/host may choose to donate, raffle or sell (at or below face value) the participant with equine position if desired (i.e. for fundraising) or benefit from it for themselves.
    - 2) Two *free* auditor positions (one for the coordinator/host and one for a guest). The coordinator/host may choose to donate, raffle or sell (at or below face value for fundraising, etc.) one of the free auditor positions. The second position must be used by the coordinator/host themselves.
    - 3) If this is of no interest to the coordinator/host then other options will need to be discussed which might include a private lesson with Kelly Sigler.

## Sponsor / Donor Incentives

- ☑ The instructors are willing to negotiate possible incentives for facility owners who donate or discount the use of the facility for the clinic and any fees for overnight hook-up service for the instructors, if applicable. Depending on the fee amounts discounted or donated the facility may be entitled to a free participant with horse position in the clinic or a free horseless

participant (auditor) position providing that the clinic is full (at least 7 participants with horses and at least 15 auditors paying full registration fees). The coordinator/host should notify the facility owner that this incentive is available if certain terms are met to negotiate the cost associated with the facility. Do not assume that this incentive will be granted to every facility...please contact Tori McLeod, contact information included at the end of this document, prior to advising the facility owners that they qualify for the incentive to confirm that the terms have been met.

- ☑ The instructors are willing to negotiate possible incentives for veterinarians who are willing to donate their time and services on the second or third afternoon of the clinic providing that the clinic is full (at least 7 participants with horses and at least 15 auditors paying full registration fees). A session of the training covers emergency medical triage and treatment (vital signs, bandaging, wound care, etc.) relating to incidents and rescue operations. If an equine veterinarian is available to assist with this session of the clinic, both during classroom discussion and hands-on practical training, they will be entitled to two free horseless participant (auditor) positions for the entire clinic – one for them and one for another veterinarian or veterinary technician/assistant. Their presence at this clinic will not only make them an even more valuable resource to the equine community but will allow them the opportunity to advertise their business and provide microchip services to interested students.
- ☑ Additional services provided by other sponsors will be considered and will need to be negotiated with the instructors prior to those potential sponsors/donors being notified.
- ☑ Discounted lodging accommodations or meal for participants or auditors either by the facility or local establishments will not qualify for the sponsor/donor incentive.

### **Emergency Responder Information** (Training opportunity for local emergency responders instructed by NCSMART)

- ☑ Cross training and creating relationships between the equine community and the local emergency responders is an integral part of a well thought out rescue plan.
- ☑ **NC SMART is offering the option for a three (3) hour "Emergency Responder Basic Large Animal Technical Rescue Training Presentation" either the night before the actual PPPP Clinic starts (i.e. if the PPPP Clinic Friday thru Sunday then the Emergency Responders Presentation can be scheduled for Thursday night, or maybe even Wednesday night but Thursday is preferred - Usually from 6 PM-9 PM or 7 PM-10 PM) or on Saturday night after the clinic is finished for the day (Usually from 6 PM-9 PM or 7 PM-10 PM). We have been teaching our local departments in NC as well as several departments along the east coast for quite some time now and figured why not take that course presentation and make it available for local departments in the area where we are training the horse owners so that they have a mutual understanding and coordinate some future cross training efforts and create a professional relationship in case an emergency incident occurs. The large animal technical rescue training presentation covers "large animals" in general which includes horses and other livestock...the equipment, techniques, and modalities are the same or closely similar with all large animal livestock species.**
  - **Emergency Responder Training presentations MUST be coordinated and scheduled by Tori McLeod due to the logistics involved being different than those required for the PPPP clinic. Please advise any interested department representatives to contact Tori directly for further information.**
  - The emergency responder presentation is an additional \$300 presentation fee plus \$1.50 per mile roundtrip from the PPPP clinic venue to the site where the emergency responder presentation will be held. The fee is not charged to the facility or the PPPP course coordinator/host but is the sole responsibility of the host emergency services department. The fee can be paid for by one department, one-person, multiple departments, or sponsors. This would be a great way for the local equine community to get together and raise funds to sponsor this presentation for local emergency services personnel who may otherwise not be able to afford to pay for the presentation within their department's budget.
  - The presentation is not just for a single department to attend, any emergency responder department and member in the area can attend at the host department's discretion.
  - Those who attend the nighttime emergency services training MUST be certified as an emergency responder (Fire / Rescue, Emergency Management, or Law Enforcement). Exceptions may be made for large animal veterinarians and animal control but MUST be negotiated with the NCSMART instructors prior to the clinic.
  - The training presentation for the emergency responders is different from that for the horse owners...please do not use the PPPP Tri-Fold Brochure as advertisement for this presentation to eliminate any confusion regarding the content of the training being offered.
  - If there are emergency responders who are interested in attending and auditing the PPPP clinic, they must attend the Emergency Responder Presentation or register as an auditor for the PPPP clinic and pay the applicable registration

fee. Only those who attend the Emergency Responder Presentation will be offered a "voucher" with their name on it at the Emergency Responder Presentation permitting them free admission as an auditor to the PPPP clinic. The reasoning behind the "no charge for voucher holders" is that those emergency responders will be instructed using a similar PowerPoint presentation only the content will be more specific to technical rescue concepts for emergency responders...therefore if they choose to attend the PPPP Clinic it will not be to actually receive additional training but to merely observe equine behavior and handling techniques and become aware of how equines actually react to different scenarios.

↳ **Upon request, a flyer will be emailed to the coordinator/host specifically to advertise the availability of the Emergency Responder presentation. The coordinator/host has the option of distributing the flyer to local emergency services departments and advising them that they can contact NC SMART (Justin and Tori McLeod) for presentation information, scheduling, and logistics. The coordinator/host will not be responsible for coordinating this training presentation, only advertising its availability. All coordination will be handled by NC SMART.**

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**[www.4HoovesSMART.com](http://www.4HoovesSMART.com)      [www.kellysigler.com](http://www.kellysigler.com)**