

BHA Procedure: Organizing a Clinic

Date Approved: NOVEMBER 20 2025

Applicability

This procedure outlines how to apply for, organize and facilitate a clinic.

Procedure

1. Application proposal:
 - a. The host of the clinic must prepare a proposal for the clinic and submit via email to the Director of Lessons and Clinics, for review by the BHA Board of Directors.
 - b. The proposal should include:
 - i. The date and time of the clinic.
 - ii. Which arena(s) is/are required.
 - iii. Can the arena be shared or is it for the exclusive use of the clinic.
 - iv. Any special requirements requested of the BHA, such as restricting parking, use of jumps or equipment, overnight storage of equipment and overnight parking of trailers.
 - v. Credentials of the instructor including the clinician application. This must include proof of insurance (\$5 million required).
 - vi. Plan for providing First Aid for the clinic.
 - c. The proposal is to be submitted prior to at least one Board meeting before the proposed clinic date.
2. Board approval:
 - a. The BHA Board of Directors will receive the clinic proposal at least one Board meeting prior to the proposed clinic date.
 - b. The Board will discuss and determine the suitability of the clinic proposal at the next scheduled Board meeting.
 - c. The host may be asked to attend the Board meeting to discuss the proposal, make a presentation or answer questions.
 - d. The Board will determine reasonable fees for the clinic.
 - e. Once satisfied with the clinic proposal, the Board will approve the clinic through a motion and vote of the Directors.
 - f. The Director of Lessons and Clinics will advise Club members of the clinic and any ring closures via e-mail through the BHA Gmail account.
 - g. The Director of Lessons and Clinics will advise instructors of any ring or arena closures and whether this will interfere with their teaching times.
3. Clinic Fees and Costs:
 - a. Fees will typically be based on \$420 (including tax) for 8 hours per day in the indoor arena or \$315 (including tax) for 8 hours per day for the outdoor ring.
 - b. Payment of fees is to be made to the BHA within 15 days of the clinic date.
4. Clinic Requirements:
 - a. Instructor to have completed criminal record check.
 - b. Instructor to have minimum \$5 million liability insurance.
 - c. Qualified First Aider to be present on-site at all times during the clinic.

BHA Procedure: Organizing a Clinic

Date Approved: NOVEMBER 20 2025

Supporting Documents

- 1) Related BHA Policy
 - a) Payment Policy

Review Schedule

Procedure Adopted:	NOV 20, 2025
Procedure Owner:	Director of Lessons and Clinics
Next Review Scheduled:	NOV 2026

Version History

Date	Version Number	Details
MARCH 28 2022	1.0	Initial Draft
NOV 12 2024	2.0	Removed application form, updated terms
NOV 20 2025	3.0	changed clinic fees to include taxes