

ACDA Policy and Guidelines for Clinic Organizers June 2022 updated

Goal

To provide an educational opportunity for ACDA members to develop and improve their driving skills. Clinicians can be brought in to deliver clinics that might be out of reach for individual chapters to sponsor but a variety of different chapter members can form an organizing committee under the guidance of the ACDA. It is not the intention of ACDA to sponsor privately organized driving clinics seeking insurance coverage for the activity.

Clinic Components

A detailed plan and budget is to be submitted to the ACDA Board for review and approval. Once approved, the organizing committee can proceed with the tasks involved in organizing and delivering the clinic including (but not limited to) booking the clinician, securing a venue, advertising the clinic to all ACDA members and accepting registrations.

A formal report and financials are to be submitted to the ACDA Board once the event is completed.

This policy is for ACDA sponsored clinics and would be covered under ACDA insurance. ACDA Chapters can use this policy as a model for their own clinics or establish their own policies. Clinics sponsored by Chapters must be acknowledged on the ACDA calendar.

Suggested guidelines for organizing a clinic are attached to the policy. These may be modified if the clinic is Chapter sponsored rather than ACDA sponsored.

Suggested Guidelines for ACDA Clinic

1. Determine the goal of the clinic and what level of participants it is aimed at.
2. Investigate and approach clinician to determine if they are interested and available.
3. After concept approval from the ACDA Board has been given, the organizing committee can proceed with the next step.
4. Prepare budget to include:
 - a. Clinician fees
 - b. Clinician travel
 - i. Determine if there are charges for clinician travel days above and beyond the actual travel fees (mileage, airfare)
 - c. Clinician accommodation

- i. hotel or hosted privately - consider there might be additional nights at airport hotel to be included. Note: US clinicians may be quoting in US dollars.
 - d. Facility fee – if on private property, there may be a fee to cover expenses for site preparation and set-up if required. If facilities must be rented, those fees to be included in the budget.
 - e. Include potential backup location and cost if weather is bad
 - f. Cost of porta-potties if required
 - g. Cost of rental vehicles if required
 - h. Cost of Tent if required
 - i. Cost of food
 - j. Cost of stabling
 - k. Cost of camping if applicable
 - l. Cost of meal preparation if applicable e.g. caterer, volunteers
 - m. Income from lesson fees
 - n. Potential income from auditor fees
 - o. Income from meal packages if included
 - p. Potential fee for use of a sound system
5. ACDA Board to approve budget prior to engaging clinician(s) and facility.
 6. Advertise clinic on ACDA Facebook page, ACDA website
 7. Confirm and book the clinician for appropriate dates.
 8. Confirm and book venue along with any additional required facilities (porta-potties, stabling, tent etc.) NOTE: If the venue requires that they be named as “additional insured” on our liability insurance, contact the Treasurer to arrange to add them to our policy.
 9. Confirm whether meals will be included and, if so, is there is an additional fee for them and who is going to provide the meals e.g. volunteers, caterer.
 10. At least 3 months prior, book flights if required.
 11. Book hotel for clinician if required – also remember possible airport hotel may be required for night prior to early morning departure.
 12. Book rental vehicle if required or arrange for all transportation of clinician
 13. Clinic fees payable:
 - a. Ensure registration form is completed and submitted with a 100% non-refundable deposit 30 days prior to start of clinic.
 - b. Cancellation refunds after 60 days prior to clinic only with vet certificate minus an administration fee.
 - c. Fees to be forwarded to ACDA Treasurer by cheque, e-transfer or cash.

14. If volunteers will be required, canvas for participants and get commitment from them.
 - a. Have a job description for volunteer positions.
 - b. Ensure there is a volunteer dedicated to looking after the clinician e.g. transportation, food.
15. Prepare a schedule for the clinic, distribute to participants and clinician at least one week prior to the clinic (earlier if possible).
16. Prepare an Emergency Action Plan (forms available on the ACDA website) and make available to participants.
17. When participants arrive the waivers and photo release forms should be signed prior to any activity on the site.
18. Have a designated organizer onsite to deal with any unexpected developments.
19. Immediately prior to the clinic, ensure the venue is completely prepared for the clinic e.g. confirm all rings and courses are ready.
20. After the conclusion of the clinic, prepare a clinic report with all the revenue and expenses and submit to the ACDA Board as soon as possible.