



## ◀ CLINIC ORGANIZER HANDBOOK ▶

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**Geneviève Benoit**  
**Licensed Parelli 3-Star Instructor**  
**Certified Competition Coach Equestrian Canada/OEF**  
**Official Coach ISRB**

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**Thank you** for your interest in becoming a clinic/workshop host for Geneviève Benoit, Licensed Parelli Professional. Below is an overview of the responsibilities and benefits of hosting a clinic. If you are interested in hosting a clinic, please complete and return the *Clinic Site Information Form* which can be found at [www.vifargent.com](http://www.vifargent.com) under *Resources/Documentation*.

We are really excited that you are considering organizing a clinic/workshop, and we will do everything we can to assist you and help you make it a success. Since this is our first project together, let's start with a few pointers and FAQs to help you get going.

### What kind of clinics/workshops are offered?

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Course type and formats are very flexible. Here is a partial list (let us know if you have any special requests):

- Level 1 Get Started (Safety and Communication)
- Level 1/2 On Line (Horse Behaviour and Patterns)
- Level 2 Freestyle (Confidence in Riding)
- Level 2 Advanced (Fun with Patterns)
- Level 3 Road to Excellence
- Liberty and Horse Behaviour
- Horsenality in Depth
- Riding with Fluidity
- Trailer Loading Savvy
- Trail Riding with Confidence
- Learning to Jump
- Everything You Ever Wanted to Know about the Circling Game
- Saddle Savvy and Makeovers
- Rider Biomechanics

For more information on clinic formats, levels, and prerequisites for each, please contact the instructor or check out the basic information available on Geneviève's web site [www.vifargent.com](http://www.vifargent.com) under *Courses/Clinic Description*. Some clinics are all ground work and most involve both ground work and riding. Get Started clinics are strictly on the ground.

## Who can participate?

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Anyone really who is willing and able, but of course we have to set some guidelines for everyone's enjoyment and safety, and to set up the best learning environment for all participants. Clinics are usually organized by level, so participants will be expected to come prepared for the level they wish to attend. If you have any doubts on a participant's level, please speak with the instructor and we will assess. Participants don't need to have officially graduated Level 1 to attend Level 2, but they need to be sufficiently advanced in Level 1 to be successful in a more advanced clinic. In cases of clinics that combine two levels, the participants must meet the prerequisites stated in the clinic announcement. English and Western riders are welcome, discipline does not matter.

Kids under 14 are not admitted in clinics, unless it's a clinic specifically for youth. *Participants under 18 must be accompanied and supported by a parent during the clinic.* If the parent is not on site during the whole clinic, he or she must be near and easily reachable in case of emergency.

Unless it's a Beginners clinic, participants are expected to be Parelli Members. Contact us if you need help on becoming a Parelli member.

**We highly recommend that student start the study of the educational material identified on the Web site before the clinic to take full advantage of their learning experience and to enable them to advance much faster!**

**Note:** Participants can sign up for the 2 days of the chosen clinic and they can continue if we are having more days as long as they follow the pathway. If they wish to participate only in the more advanced level, they need to be able to demonstrate that they meet the prerequisites and have a rideable horse. In doubt, let us know and we will gladly talk to them and make the call.

## What should I look for when locating a facility?

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There must be a fenced-in area large enough to accommodate at least 6 participants working their horses on a 12-ft rope (or 22' foot depending on the course). We recommend a minimum of 100 x 100 feet. If the arena is smaller, we may have to divide the group for the practical exercises. If you are unsure if your arena will work, please contact Geneviève. **Covered or indoor arena is preferred, but not mandatory.** Also, if available, it is helpful for the instructor and some students to have some panels or a round pen set up in one corner of the arena in case some students aren't comfortable riding in the larger arena.

There needs to be a place where spectators can be seated with a good view and acoustics, and for safety reasons, segregated with a physical barrier from the space where horses will be used. It is not necessary to provide all the seating as auditors/riders can be informed to bring their own chairs if necessary. The participants and auditors will need access to restroom facilities; a portable toilet may need to be rented.

The facility should have sufficient safe parking for spectator cars and participant trucks and trailers on the property. For every horse attending there will most likely be one truck and trailer. Some trailers may be quite large, so please advise accordingly. If RV hook-ups are available, some students and/or the instructor may opt to camp on the property. Please find out the maximum size of trailer that can be safely parked and manoeuvred on the property, even in wet conditions.

The facility grounds, stables, gates and buildings should be clean, free from debris and in good working condition. The arena/riding area should be clean and safe for horses and participants. Please walk the area ahead of time and make sure there are no debris on the ground (glass, metal, rocks, etc), that the fencing and gates are in good shape (any hot wire should be turned off

during class). For the comfort of all, the facility manure pile should not be placed in or near the arena/riding area.

***Make note of any special requirements/rules specific to the facility has and convey them to the instructor.***

Horses may need to be stabled overnight or during the day. You will need to arrange for box stalls or outside pens for the guest horses. Turn out options are nice to have for the horses when we're not in class.

The facility should be able to accommodate a minimum of 10 extra horses (stalls, paddocks or pens). If most participants live nearby, that many may not be necessary. However, due to distance or trailering issues, some students may need to stable overnight. Since the first hour of course is without horses (i.e. simulations and discussions), or during lunch breaks, some students may need to temporarily stable their horse for that time if they are unable to tie their horse to the trailer or leave them in the trailer. In some cases, you may need to provide stabling for the instructor's horse(s) as well.

Any fees associated with the rental of a facility (including arena rental and portable toilet) will be split among the riders. You will be responsible for collecting facility and stabling fees from the riders and paying the facility or service, unless other arrangements are made.

Please complete the *Clinic Facility Info Form* and return to the instructor.

### **My arena is not covered...what happens if it rains, snows, or ice?**

Access to a covered or indoor arena is best... even if it is just as a back-up. However, we understand that is not always possible. If the only available facility is not covered, discuss the option of scheduling an alternative rain date in case of inclement weather. If it's just a little rain, the clinic will go on as planned. Clinics will only be re-scheduled in case of severe storms. For clinics that Geneviève will need to fly to, this option may not be available if the airplane ticket has already been purchased. The same applies if the clinic is more than one day's drive away. Contact Geneviève if you have concerns. **When deciding on a date for your clinic, please be aware of your area's weather patterns. Please choose a date that is least likely to have bad weather. In most parts of Canada, the 'safe' outdoor clinic season usually extends from mid-May to October.**

### **Which horse should participants bring to the clinic?**

They should bring their easiest horse! This is first and foremost about their own learning experience. If the horse they bring is too challenging or too green, they will find it difficult to focus on their skills and may lose confidence. It can also be unsafe for other participants. Participants should first learn the skills they need and once they have mastered them, they will be able to use them to help their difficult horse or to develop a youngster. Really challenging horses are best handled in a private lesson situation.

**We will not accept stallions** in the clinic, no exceptions. No mares with foal at their side either, please. People who wish to bring horses less than 4 years old, or unstarted under saddle at any age, will need to speak with the instructor and get permission. Geneviève will assess whether they can come depending on the situation and type of clinic/workshop.

Take a look at the *Clinic Description* page of Geneviève's web site for more details on Rules of Conduct.

## What do participants need as far as equipment?

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Participants can purchase their Parelli kits ahead of time (with a credit card) from the Parelli Web Shop on [www.parelli.com](http://www.parelli.com). We don't have equipment to loan and we cannot guarantee there will be equipment for sale at the clinics.

The list of equipment required for each level of clinic can be found on Geneviève's web site under *Clinic Description*.

People should bring anything else they need to look after their horse – grooming kit, feed, blankets, etc. If the clinic is in summer, don't forget sunscreen and/or a hat, and fly spray. A notepad and a water bottle are also recommended.

## How does the organizer benefit from doing a clinic or workshop?

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First of all, being an organizer is a great experience; it gives you the chance to meet other like-minded students and to share stories and savvy. You get to watch the clinic which is great education and always a learning opportunity at any level. This is particularly valuable if you have any plans to become a Parelli Professional in the future. **You also get free horsemanship time with the instructor, as long as the minimum participant numbers have been met!**

If the clinic fills (10 paid riders for a 2-day clinic), you will receive a *free* rider position in the clinic as rider no. 11. You may donate, raffle or sell (at or below face value) your rider position if desired (i.e. for fundraising). If this is of no interest to you then other options will need to be discussed which might include a private lesson. If the clinic does not fill, you will receive either a 50% discount on the rider position or 1-hour private lesson. In the case that there is more than one organizer...each organizer will be entitled to half of the host benefit.

Under some circumstances, we may set up a private or group lesson, depending on how many people worked on the hosting and individual circumstances. Please discuss any specifics with Geneviève.

**Volunteers helping out with the clinic get to audit free of charge.**

## Where does the instructor stay during the clinic? Are there travel expenses? Does she bring her horses?

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If the clinic is close enough for her to drive, Geneviève may bring and stay in her living quarters trailer if there is room on the property and an electric hook-up is available (30 amps). This is a very big rig (55 feet nose to tail with the truck) ... please let Geneviève know if you feel she might have problems negotiating the property. It only drives well on wider, paved or well graded gravel roads -- it does not do steep inclines, tight narrow turns or soft ground, or it may get stuck. If using the LQ is not possible, the organizer will need to provide suitable accommodations.

Depending on the clinic format, distance, etc., Geneviève may bring one to three horses. They can stay together in a paddock. You will need to make arrangements for Geneviève's horse(s) if she brings them. **Boarding for Geneviève's horses is at no charge to Geneviève.** If space is limited and this is a problem, let us know.

It is up to Geneviève to decide whether she will drive or fly. If she flies, she will need someone to pick her up from the airport and will need a place to stay. Please discuss this with Geneviève to make sure all the details are worked out. Depending on the cost, we may need to add travel expenses to the clinic fee. Travel fees will be outlined in the booking agreement before you commit to the event.

## What about spectators at the clinic?

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Spectators (auditors) are students that attend a clinic to watch and learn. They do not bring a horse to the clinic. Auditors are encouraged to participate by asking questions and taking notes. Occasionally, the instructor will request volunteers from the spectators to assist with simulations or to hold a rider's horse while he/she participates in a simulation. For these reasons, all spectators must sign in that they have read the waiver of liability. The organizer will be responsible for collecting the spectator fees and contact info and giving them to Geneviève at the end of the workshop. We can provide you with auditor sign in sheets and a copy of the waiver to place on the check-in table. Spectators do not need to pre-register or pre-pay, but it may be advisable to ask them to register in advance for planning purposes.

***A portion of the spectator fees goes to the instructor – please inquire about the current applicable rate.*** Every participant with a horse is usually entitled to one free auditor ticket. Kids 12 and under can audit for free (must be supervised by an adult). You have the option to charge more than the instructor fee for spectators and keep the difference to cover your costs and incidentals. Most hosts charge one rate for spectators who buy their ticket in advance or sign up for more than one day, and a higher rate for people who show up at the door. That's up to you.

There are no spectators allowed during private lessons, unless requested by the rider in the lesson, and they must pay the daily spectator fee.

***Please remind everyone that we do not allow videotaping of the clinics or workshops.***

## What does a typical clinic or workshop day look like?

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Days will be about 6 hours in class, typically 3 in the morning, break for lunch and 3 in the afternoon. There will be Q&A periods for riders and spectators. This is an intense learning experience! Most people will be happy to end the day around 4 or 5 pm to relax, chat, ask questions and look after their horses.

You and your volunteers will need to arrive at the facility approximately two hours before the clinic starts to help Geneviève set up the sound system, bring items to the arena, set up coffee/snack table, begin registering students/spectators and to meet with your volunteers to assign them their duties (if this was not done the day before). Students will begin arriving usually about 30 min to 1 hour before the start of the clinic. You'll be checking the rider & spectator list for their name and collecting monies (facility fee, stabling, etc) or paperwork they had not already turned in. Check off their name as they arrive, issue them a name tag and give all participants the envelope with the clinic evaluation/survey (we will provide this). Remind all the participants that the first hour of class is without their horses. All spectators must sign in and complete the liability waiver form available at the check-in table. Once the clinic starts, there won't be much traffic at the check-in table...maybe a few late arriving spectators. You and the volunteers will be free to audit or ride in the clinic. Please be flexible...sometimes things happen that are out of anyone's control. It's best to be able to roll with the punches!

## How will breakfast and lunch be handled?

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There are many options to handle food/snacks. It is a good idea to have drinks and light snacks available for spectators and riders to purchase or for free (i.e. coffee, soda, water, etc). Participants/spectators can of course bring their own lunch or you may arrange with a local club, church or concession to sell lunches at the clinic. Meals may also be made, served and sold by you, volunteers or a caterer. For smaller clinics, this may not be necessary as lunch time is in between sessions. For most clinics, it is suggested that you pick up a takeout menu from a local restaurant to have at the check-in table so people (participants, spectators and volunteers) 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.

***We don't recommend going out to eat since there is a good chance the participants may not be able to return in time for the start of the afternoon session.***

Please provide the lunch arrangement details on the General Information sheet that is given to the riders and spectators so they can plan accordingly.

## **How are student registrations, deposits, and fees handled?**

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The instructor needs to receive a deposit which will be outlined in the *Booking agreement*. This deposit should be collected by you from all who register and paid to the instructor in one payment by **the booking deposit deadline in the contract**. The signed contract must be sent with the booking deposit. Receipt of the deposit and signed contract guarantees the dates of the clinic. Until then, it is still considered tentative. The booking deposit is *non-refundable*, unless the instructor needs to cancel the clinic. You should put a deadline on your papers to potential participants for collecting the deposits, and a deadline for full payment, to make sure no one cancels out at the last minute and leaves you hanging. That gives you time to find a replacement if anyone decides not to come. The maximum is **10 paying participants with horses** in the clinic. If for some reason we can't get 10, we need a minimum number, usually 6, to consider holding it anyway. Group lessons require 3-5 students and are also offered at a different fee.

Before you set your price, you need to calculate the total cost of the clinic, so add any arena charges, charges for advertising, renting a port-a-potty or chairs if need be, stall rental, etc.

Clinic fees for participants, spectators and travel will be outlined in the booking contract. Usually the instructor stays with the hosts or on the property in her LQ trailer if an adequate hook-up is available (30 amps); if that's not possible, hotel accommodations are extra.

***Instructor fees are due in full two weeks before the start of the clinic.***

The instructor will expect to be paid for the spectator fees at the end of the clinic. For the teaching fee, we would really prefer a bank draft or certified check since these amounts are quite sizeable. You should keep accurate records of any money you have collected from participants and spectators, and any expenses, so you can balance out your costs.

Since most courses have walk-in or last minute spectators, you or a volunteer will be needed to 'check in' all the riders/spectators and collect any paperwork or money that has not yet been received. This money and paperwork will be given to Geneviève at the end of the day. **All spectators, riders, volunteers and hosts must sign a waiver of liability.**

## **What about the forms which need to be filled and signed?**

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Yes, we have to have some paperwork. We try to keep it to a minimum, but it is unfortunately inevitable, so bear with us.

**Booking Agreement** – please read and sign and return with your deposit by the deadline date indicated. This is necessary to guarantee your dates and confirm the clinic. Remember, *the booking deposit is non-refundable*.

**Clinic Site Information Form** – we need this information to assess whether the facility is adequate for the type of clinic or workshop you are planning, and to make any adjustments if necessary. Please fill out and return to the instructor as soon as you have confirmed the site of the workshop or clinic.



**Rider Registration Package** – it must be filled in, initialled, signed and witnessed in the highlighted areas by all participants before the clinic. *Please check that the form is filled in correctly and signed where it needs to be.* It must also be witnessed. I will expect to have them sent to me with the booking deposits, or at latest *two weeks* before the start of the clinic. **Anyone who has not completed and signed this form will not be allowed in the arena, NO EXCEPTIONS.** Any participant under 18 will need a legal guardian's signature. I have a French and English version for your convenience.

**Liability Waiver Forms for spectators** - it must be filled in, initialled, signed and witnessed in the highlighted areas by all spectators and volunteers before the clinic. This can be done in advance or when they check-in at the start of the clinic.

**Clinic Registration and Deposit form** – this one is provided for your own use if you need them. It helps you track who signed up, who paid deposits and balance and outlines logistics of the clinic. You can modify it to suit your needs. I don't need to have them back.

### **How will people know about my clinic or workshop?**

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Your clinic will be advertised on Geneviève's web and social media sites, the Parelli web site, Parelli Connect, the Savvy Quebec blog, as well as mass e-mailing.

You will be responsible for any local advertising. Geneviève can provide you with flyers to put up in local tack & feed stores as well as any local barns & saddle clubs. Equine publications are also a great way to advertise. Word of mouth is still the best way to share... spread the word! Private clinics and workshops will not be advertised (unless requested) other than a listing on Geneviève's web calendar.

### **Who do the riders and spectators contact?**

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Riders and spectators may contact you or Geneviève for any questions. You would be in the best position to handle questions related to the clinic location, facility, stabling, logistics, and registrations. **Any horsemanship related question, such as course content, whether a participant should attend the clinic or the horse is appropriate, must be directed to the instructor.**

All riders and prepaid spectators will need to register and make payments through you (rider and spectator positions are confirmed when payment is received). You will need to provide riders & spectators with a general information sheet that lists the classes being held, directions, local restaurants, local hotels and other logistical information.

### **What do I need to do to set up for the clinic/workshop?**

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If the facility doesn't already have "arena toys", ask around. You can usually borrow some from fellow Parelli students (barrels, cones, jumps, tarp, etc). Let us know what you have access to. You'll need to make sure these are in the riding area ready to go the day before the clinic.

We will need a place to set up Parelli marketing materials and brochures – a small table in a covered area (lunch room, club house) is fine. We will also need to set up Geneviève's sound system near the arena – it needs to be sheltered and set on a stand or table (not on the ground), and have access to an electrical outlet for the main amplifier (an extension cord may be required). Geneviève can bring a portable gazebo tent we can set up if necessary.

If the facility does not have restrooms available, you will need to rent a portable toilet. 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/paddock cleaned, bedded, etc).

Set up the **check-in** table the day before the clinic. The closer to the arena the check-in table is -- the better! A standard sized folding conference table will work well for this (or two card tables). Make sure there are chairs available for you, Geneviève and your volunteers. You may need to make directional signs to the facility. You will need to put them out on key corners the evening before the clinic to make it easier for your guests (riders & spectators) to find the facility.

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 riders may choose to bring their horses the day before the clinic. You'll need to make arrangements for you or someone to meet them, check appropriate paperwork (Coggins, etc) and show them where to park and where to stable their horse.

The instructor will be arriving the day before the clinic/lesson day as well. Someone will need to meet her at the facility and direct her where to park or set up her trailer, where her horses will be stabled (if applicable), where the classes will be taught and a general tour of the facility.

### **What about volunteers?**

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Volunteers are an important in the success of your clinic. You will need to recruit at least 2...3 or 4 would be better. It would be helpful for you and your volunteers to meet with Geneviève shortly after she arrives (as long as it's not too late) for a short introduction and to go over everyone's duties for the weekend. If we have Junior Parelli Instructors assisting, they can help out as well. **Junior Instructors DO NOT CHARGE A FEE AND PAY THEIR OWN EXPENSES** to assist at the clinic; their role is to assist the instructor in any capacity deemed necessary by the instructor as part of their education requirements.

**1. The instructor 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. They will help her by running errands, helping her haul equipment from her trailer to the arena, getting her a drink, holding her horse (if applicable), working the sound system, etc. *The instructor's volunteer(s) should be responsible, helpful and mature, please choose accordingly.* This volunteer will need to arrive at least 2 hours before clinic starts and stay to help her clean up afterward. You can use more than one volunteer for this position (i.e. one for the morning and one for the afternoon). This is a great job for an assisting Junior Instructor.

**2. The second volunteer** should be near the entrance to direct the riders and spectators to the parking area (and check horse paperwork...Coggins and any other requirements for the facility before horses are unloaded).

**3. Another volunteer (if available)** should be near the check-in table to help you with check in (you should be the primary person at the check-in table) and direct the rider to their stall if applicable. You will know best where other volunteers will be most helpful. If you need advice, don't hesitate to ask Geneviève. **Make sure your volunteers are well informed.** Volunteers also help to answer guest questions like the location of the restrooms, water faucet, etc. Have your volunteers arrive approx. one 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. It would be helpful to plan on providing all volunteers and participants with name tags.

**All Volunteers will be able to watch the clinic or workshop free of charge.**



## Info needed from you

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1. The *Clinic Facility Form* and *Booking Agreement* should be returned completed upon booking with the applicable booking deposits. At least 2 weeks before the clinic, all participant registration forms completed and signed and the remainder instructor fees (including travel fees).
2. Directions to the facility from the major highways from as many directions as possible (i.e. north, south, etc). Please inform Geneviève if your facility will “GPS” easily **or** if the facility **does not** show up on GPS (i.e. will send students to the wrong location or on roads not suitable for trailers).
3. Names and phone numbers of a couple of clean well-maintained hotels nearby for those coming from out of town. Please make sure these hotels are ones you would stay at. A variety of pricing options for hotel rooms is preferable.
4. Your plans for lunch as well as names of nearby restaurants/fast food.
5. Facility fee amount. Even if you own your own facility, there may be some expenses involved. If you are unsure what to charge, please contact us.
6. Stabling fees (overnight stabling as well as day use) and description of what stabling is available and what is included in the stabling fee (i.e. shavings) as well as what is not included (i.e. if students need to bring their own buckets, etc). Please be as specific as possible. When deciding on the fees...remember, the students will most likely be taking a multi-day class so they'll need the stall several days or night. Some may even arrive a day ahead of time. We will need to know if you plan to charge **per day** or **per night**. It is best if the students contact you for stabling if at all possible as you know what you have available and can describe it much better to the students.
7. Horse Health requirements. We will need to know what requirements your state has for horses traveling **within** the province or state as well as coming from **outside** your province or state. Also, any requirements specific to the facility (i.e. vaccines, etc). **Negative Coggins certificates should be mandatory for all horses unless the owner of the facility is prepared to sign a waiver to effect that they will accept horses without proof of Coggins and the potential consequences.**
8. Are visiting dogs permitted on your property?
9. If you have a web site for your facility, we will be happy to include that in the advertising and info if you would provide.
11. Names of your volunteers – including the one dedicated to the instructor

## Quick checklist of things to remember

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- Review and sign the booking contract, collect the booking deposits and registration forms and return to the instructor by the required deadline.
- Collect all forms and fees for the facility and final payment to the instructor by the required deadline.
- Stabling arrangements for horses. Where applicable, you may need to ensure there is lodging available for Geneviève's horses if she is bringing them. Remember to check if shavings and/or hay are included in the price of the stalls and to let the participants know in advance.
- Lodging for instructor (RV hook-up, hotel, guest room). Transportation if the instructor does not have a vehicle.
- You should advertise your clinic early so you can fill it. We can send you a poster ad with a picture and logo if you want to put it up in tack shops, etc. Just let us know what you would like to see on it.
- Don't forget to find a place to park trucks and trailers!
- Restrooms – will there be enough for everyone or do you need to rent some portable potties to meet the demand? Remember to stock up on toilet paper!
- Arrangements for meals, beverages and snacks.
- Send out a General Information sheet to all confirmed participants.
- Think about enlisting a few volunteers to help with greeting participants and direct them to their assigned stall, to sell auditor tickets, run errands, set up and clean up.
- Facility set-up, direction signs, and check-in table.
- Name tags for the volunteers and participants.
- Extra registration forms and liability waivers for walk-ins or incomplete rider information.
- Final payments at the end of the clinic (facility fee, stabling fees, spectator fees)
- Finally, the host is to provide Geneviève with complete contact info, including email address, on **all participants and spectators** that come to the clinic, so please keep a list, preferably on Excel, and email it. Electronic format is better and easier to handle and we can provide a formatted sheet to make things easier.

Not everything above will be applicable to every event. Circumstances and situations vary from location to location. If you have any questions or concerns about any of the above info or if you would like to make any changes, we are open to any adjustments that will help your clinic and your guests have the best experience possible.

**Again THANKS! Clinics and workshops would not happen if it were not for dedicated and motivated people like you who are willing to spend some time spreading the Parelli message. Let us know if you have ANY questions or concerns, we are here to help you.**