

# CADENCE CLINIC POLICIES & PROCEDURES

## For Organizers of Jen Verharen Riding Clinics

### **THANK YOU FOR ORGANIZING A JEN VERHAREN RIDING CLINIC!**

I look forward to working with you and your group. I will do my best to make your clinic experience a great one.

#### **RESERVING DATES**

Let me know when you would like to set up a clinic. I book out at least a season in advance so need to know several months ahead. Once a date is reserved, you may cancel up to 2 weeks prior to the clinic with no cancellation fee. If you must cancel later than that, a cancellation fee of \$200/day will be charged.

#### **SCHEDULING**

Please schedule private lessons every 45 minutes and semi-private and group lessons every hour unless otherwise specified. Put a 15-minute break in between every three lessons to keep things running on time. I can do a minimum of six and a maximum of twelve lessons per day.

#### **24 HOUR CANCELLATION POLICY**

Riders will not be charged for cancellations made more than 24 hours before scheduled lesson times. If cancellations are made less than 24 hours prior to a scheduled lesson time, riders will be responsible for payment unless the spot can be filled by the organizer.

#### **WARM-UP & READINESS**

Please have clinic riders arrive early enough to tack up and warm up before the start of their lessons. It is always OK for students to enter the arena and begin warm-up as the previous lesson is finishing up. I make every effort to stay on time but the unpredictable nature of working with horses means that I will occasionally get a bit behind schedule. Please be flexible.

#### **FACILITIES**

Arenas and riding facilities are very time consuming and expensive to maintain. Please clean up after your horse and leave the facility and grounds in the same or better condition than when you arrived. We often share arenas with other riders and instructors. Please follow conventional arena etiquette and be respectful of other horses and riders.