



UNITED STATES *Dressage* FEDERATION

USDF Instructor/Trainer Program

USDF Workshop Leader Contract

Directions: Organizer should send two signed copies to the Workshop Leader. The Workshop Leader should sign both copies and mail one copy back to organizer. **Please note; if the Workshop Leader is staying on to conduct a private clinic or judge a competition, a separate contract is needed.**

With reference to the conversation of: _____, 20____ this contract confirms that:

_____ is a member of the USDF Instructor/Trainer Program
Name of Workshop Leader

Faculty or is an Examiner, and will conduct the following USDF Instructor/Trainer Program Workshop(s):

<p>___ Instructor Workshop: Riding/Training</p> <p>Date: _____ Location: _____ Level: _____</p> <p>___ Instructor Workshop: Teaching</p> <p>Date: _____ Location: _____ Level: _____</p> <p>___ Instructor Workshop: Lungeing</p> <p>Date: _____ Location: _____ Level: _____</p> <p>___ Other: _____</p> <p>Date: _____ Location: _____</p>

Host: _____

Contact person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone(s): home (_____) _____ barn (_____) _____

Fax: (_____) _____ E-mail: _____

Workshop Leader: Address: _____

City: _____ State: _____ Zip Code: _____

Phone(s): home (_____) _____ barn (_____) _____

Fax: (_____) _____ E-mail: _____

Fee: Instructor will be paid \$_____ per day for _____ days for a total amount of \$_____.
(Maximum fee is \$750.00 per Examiner or Faculty Member)

Expenses: Organizer will pay round trip **airfare** from the _____ airport to the _____ airport (or if driving, \$_____ per mile), plus airport parking not to exceed \$_____/day. The (check one) _____ Workshop Leader _____ committee will book the airline tickets.

The committee will provide Workshop Leader with the following **lodging** arrangements: (check one):

____ Private residence with a quiet, private room & private bath **(Must have agreement by Workshop Leader)**.

____ Hotel **(reservations made by organizer)**

Hotel name: _____ Phone: (____) _____

Hotel address: _____

Meals will be organized by the committee, or expenses paid to the instructor at a per diem rate not to exceed \$_____ per day. The organizer must approve all other Workshop Leader expenses.

Cancellation: Should this event be canceled for any reason after both parties have signed this contract, the parties agree to the following:

- If the **organizer** cancels this contract **three months or more** prior to the event, the instructor shall receive no compensation but reimbursed for any airline expenses incurred. If organizer cancels this contract **less than three months** prior to the event, the instructor shall receive \$_____ plus reimbursement for any airline expenses incurred.
- If the **Workshop Leader** must cancel at any time, he/she shall forfeit all compensation for the event, and shall reimburse the organizer for any airline expenses incurred, and shall assist in finding a suitable substitute acceptable to the committee.

Workshop Leader, please check the equipment needed:

- Lecture room large enough to accommodate participants and auditors
- Podium or table
- VCR & TV monitor
- Overhead projector
- Indoor or all-weather arena
- Photocopies of handouts
- Microphone/speaker system for arena
- Other items needed: _____

The Workshop Leader agrees to review the organizer's **proposed schedule** at least 3 weeks prior to the event.

I agree to the terms of this contract:

Organizer's signature

Date

Workshop Leader's signature

Date