



UNITED STATES *Dressage* FEDERATION

USDF Instructor/Trainer Program

USDF Pre-Certification Examiner/Senior Faculty Contract

Directions: Organizer should send two signed copies to the Examiner/Senior Faculty. Examiner/Senior Faculty should sign both copies and mail one copy back to organizer. **Please note; if the Examiner/Senior Faculty 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 USDF Instructor/Trainer Program
Name of Examiner/Senior Faculty

Examiner/Senior Faculty and will conduct a USDF Instructor/Trainer Program Pre-Certification:

Date: _____ Location: _____

Host: _____

Contact person: _____

Address: _____

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

Fax: (_____) _____ E-mail: _____

Examiner/: Address: _____
Senior Faculty

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

Fax: (_____) _____ E-mail: _____

Fee: Examiner/Senior Faculty will be paid **\$750.00** per day for _____ days for a total amount of \$_____.

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) _____ Examiner/Senior Faculty _____ committee will

book the airline tickets.

The committee will provide the Examiner/Senior Faculty with the following lodging arrangements: (check one)

____ Private residence with a quiet, private room & private bath (**Must have agreement by Examiner/Senior Faculty**).

____ Motel (reservations made by organizer)

Motel name: _____ Phone: (____) _____

Motel address: _____

Meals will be organized by the committee, or expenses paid to the Examiner/Senior Faculty at a per diem rate not to exceed \$_____ per day. The organizer must approve all other Examiner/Senior Faculty 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 Examiner/Senior Faculty shall receive no compensation but will be reimbursed for any airline expenses incurred. If organizer cancels this contract **less than three months** prior to the event, the Examiner/Senior Faculty shall receive \$_____ plus reimbursement for any airline expenses incurred.

If the **Examiner/Senior Faculty** 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.

Examiner/Senior Faculty, 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 Examiner/Senior Faculty 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

Examiner/Senior Faculty signature

Date