

American & Canadian Associations of Professional Farriers

Educational Events

Standard Operational Procedures & Guidelines

1. Purpose

To coordinate educational events for farriers, veterinarians, horse owners and other equestrians which promote the professionalism and presentation of good farriery.

2. Scope

- a. Schedule educational events throughout the United States and Canada. Ideally events shall be existing events hosted by farrier suppliers, schools, or others in the farriery industry.
- b. These existing events shall be enhanced by the support and participation of the AAPF/CAPF.
- c. Events shall be scheduled at least twice per year.
- d. All events shall offer AAPF/CAPF Continuing Education Credits.

3. Educational Event Definitions

a. Educational Event:

- i. Program designed to deliver Continued Education. All AAPF Educational Events shall be coordinated in cooperation by the AAPF Educational Events Committee and the host(s) of the event.

b. Educational Event Committee:

- i. The committee shall consist of a Chairman to be named by the Board of Directors. Committee members will be appointed by the committee chairman.
- ii. The local host shall be named as full voting member of the committee.
- iii. The AAPF/CAPF Executive Director shall serve as an ex-officio member of the committee.

c. Educational Event Host Facility:

- i. Priority shall be given to hold events at facilities owned or operated by AAPF members, including farrier suppliers, schools, distributors, service providers, veterinarians, etc.

d. Educational Event Clinicians:

- i. Priority shall be given to have members of the AAPF/CAPF Board of Directors and/or Committee Chairpersons to serve as the clinicians for these events.

4. Event Checklist

a. Objectives of Event:

- i. The primary objective of every AAPF Educational Event shall be the dissemination of educational information from members to members.

b. Name of Event:

- i. Each event shall be named by the Event Committee in cooperation with the host.

c. Location of Event:

- i. Criteria used in the selection of a location include:
 1. Geographically spread throughout the United States & Canada (East, West, MidWest, South, North, etc.).

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2. Number of current members within a 100 & 250 mile radius
3. Number of potential members within a 100 & 250 mile radius
- d. **Format of Event:** The Event Committee shall set the format for each Educational Event.
- e. **AAPF Continuing Education Credits:**
 - i. The Event Committee shall make application with the AAPF Continuing Education Committee so that CE Credits may be offered to attendees for these AAPF Educational Events.
 - ii. Consideration may also be given to the filming of said events so that the events may be made available for Online Continuing Education.

5. Host Facility Expectations

- a. **Seating:** Ideally the host facility shall have room to seat 50 – 100 attendees
 - i. Seating should be arranged to accommodate lectures or PowerPoint presentations.
- b. **Forge & Anvil:**
 - i. If needed, the facility shall accommodate a forge and anvil for demonstration purposes.
- c. **Audio & Visual Equipment:**
 - i. Host facility shall make available microphones, computer projector, and screens necessary for PowerPoint presentations.
- d. **Live Horse:**
 - i. If needed, the facility shall make available a horse for demonstration purposes.
- e. **Hospitality:**
 - i. Additionally, the host facility shall provide:
 1. Registration Table including nametags
 2. Coffee (during registration and morning hours)
 3. Breaks (may offer coffee and/or water)
 4. Lunch
- f. **Promotion:**
 - i. Request that the host facility offer their assistance to the AAPF/CAPF in the promotion of the event. Said promotion may include:
 1. Posting of fliers in facility, stuffing of fliers in outbound packages, websites and other social media opportunities.
 2. Fliers to be designed by the AAPF. Reproduction of fliers is permissible by host or AAPF.
 3. News releases will be created by AAPF and distributed to publications. Request that Host Facility offer assistance in having releases printed in area or regional farrier chapter newsletter(s).
- g. **Parking:**
 - i. Adequate parking, especially for large shoeing rigs, shall be made available for attendees.
- h. **Schedule:**
 - i. A model schedule for each event shall include:
 - 8 – 8:30 am Registration
 - 8:30 am – Noon Clinic

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- Noon – 1 pm Lunch
 - 1 pm – 5 pm Clinic
- ii. Variations of the schedule will be allowed based upon various factors including availability of the Host Facility, other events going on in the area, schedule of the clinicians, etc.

6. Additional Considerations

a. Registration Fee:

- i. Based upon the Host Facility and costs associated with the production of the event, a registration fee may be imposed.
- ii. The Educational Events Committee should also be mindful that events should be produced for AAPF/CAPF members as a benefit of membership and thus offered at no or highly reduced costs.
- iii. Fees for non-members may be imposed but any fee imposed should be deducted from the cost of membership should the non-member join the association at the event or within 30 days following the event.

b. Pre-Registration:

- i. Members and non-members should be able to pre-register for the event, either through the Host Facility or the AAPF website.

c. Expenses:

- i. The Event Committee shall work with the Host Facility to keep expenses to a minimum.
- ii. Ideally, materials needed for the event shall be donated or loaned to the host facility and/or AAPF. These materials may include:
 1. Audio/visual equipment
 2. Bar stock
 3. Forge(s)
 4. Propane
 5. Coke/coal
 6. Tools
 7. Etc.
- iii. Members (as clinicians) shall participate in these Educational Events at no charge. If budgeted and available, all expenses of the clinicians (travel, lodging, etc.) shall be borne by the AAPF/CAPF.

d. Sponsors:

- i. Once expenses are determined, the Educational Events Committee shall work with the Host Facility in the identification of sponsors to cover the expenses.

e. Board of Directors Meeting:

- i. The Host Facility should offer their assistance to the Executive Director in the identification of a local hotel which can accommodate sleeping rooms for the Board of Directors, as well as a conference room where the Board may hold a meeting (Board is comprised of ten (10) members plus the Executive Director).