

International Association of Professional Farriers Inc.

Mini Clinic

Guidelines and Standard Operating Procedures



Adopted by IAPF Board of Directors on December 20, 2023

1. Definition

IAPF Mini Clinics are designed to be hands-on learning opportunities. Clinic size will be determined by the venue size and the topic selected. They are designed to be organized and run by the Host or Local Organizer, with support and coaching on clinic management by the IAPF. These highly effective learning opportunities have been very well received in the past.

To be called an “IAPF Mini Clinic”, the event must be approved by the Board of Directors of the IAPF. The clinic will be approved for CEs once the online forms have been filled out by the Host or Local Organizer. These Mini Clinics are open to everyone, not just IAPF members, but are generally marketed to members first due to limited class size.

2. Guidelines

- Bathrooms should be available. Bathrooms can be Private, Public, or Porta John.
- IAPF sign in sheets need to be available and turned in via email after the event.
- Lunch, if appropriate, should be planned for. Lunch can be provided, or least adequate time must be given for attendees to go eat lunch on their own.
- If corporate sponsors are sought out, only 1 sponsor per clinic should be set up. Details and responsibilities are to be determined and worked out between the Host or Local Organizer and the Sponsor.
- The Host or Local Organizer is responsible for determining if any fees need to be charged to the participants to cover expenses such as Porta John rental, lunch, materials provided/used, or for clinician fees.
- The IAPF will assist with advertising such as social media posts, possible broadcast email messages to IAPF members, or other local advertising (to be determined by the IAPF Board of Directors).
- The IAPF will help where it can with support, coaching, organizing, etc.
- The IAPF will not be responsible for providing any insurance (unless Board approved) nor will be liable for any injuries. Any waiver forms are the responsibility of the Host or Local organizer.
- Remember these are learning opportunities!!! They are designed to be educational and fun, as well as an opportunity for education, networking, and fellowship.