



Organizer's Application for an American Driving Society, Inc Educational Activity

For: Camps, Clinics and Schooling Events

This registration application MUST be received by the ADS office at least 15 business days prior to the start of the activity in order for the activity to be considered for recognition, and therefore eligible for insurance coverage. Applications must be accompanied by \$75 payment. Any application received less than 15 business days before the start of the activity, if recognized, a late fee of \$50 will be charged. Approval of any application is at the discretion of the ADS. It is the organizer's responsibility to confirm that their application has been received by the ADS office and that the activity has been recognized. The activity will absolutely not be recognized or insured if the paperwork is received in the ADS office AFTER the activity has begun.

NAME OF ACTIVITY: _____ **DATE:** _____

Name of the Facility: _____

Name of Facility Manager: _____

Address: _____ City: _____ State: _____ Zip: _____

Website: _____

Organizer's Name: _____ **ADS #** _____

(All organizers MUST be members)

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

E-mail Address: _____

TYPE OF ACTIVITY:

Clinic Camp Schooling Event

Fee Charged to Competitor: _____ Number of Expected Participants: _____

Clinician/Judge Name: _____ ADS # _____

If not an ADS member, member explain qualifications: _____

FACILITY INFORMATION:

Landowner/Business Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

If additional site(s) are to be used check here and attach information for each site. All landowners must be declared on this application and/or the insurance company must be notified by request to have them named as Additional Insureds, prior to the activity taking place. If this is NOT done, these parties will have no insurance coverage.

ACCEPTANCE OF TERMS:

I have read the Requirements for the ADS Educational Activity written on the second page of this Application, and the ADS Release Form . I understand those Requirements and terms and the responsibility I accept as an ADS educational activity organizer. I agree as a condition of the ADS registration of this activity to adhere to those conditions and pay the appropriate fees.

Organizer's Signature: _____ **Date:** _____

FEES: \$75 for 1-2 days. \$50 for additional days. \$50 LATE fee for activities submitted in less than 15 days prior to the start of the activity. Enclosed a check or give your credit card information below. Visa and Mastercard ONLY.

Name on Card: _____
Billing address if different from above: _____ City: _____ State: _____ Zip: _____
Credit Card #: _____ Exp Date: _____ Amount Enclosed: _____

MAIL THIS SIGNED APPLICATION TO : ADS PO Box 278, Cross Plains, WI 53528.
Copy of the recognized form will be e-mailed to the organizer. Incomplete applications will not be processed.

Requirements for ADS Educational Activities

ADS Educational Activities further the mission of ADS to make the sport of carriage driving safe, fun, and fair for all. Educational activities may not be competitions, and prizes, placings, or other indicia of a competition may not be offered or presented. Educational activities are to inform drivers, trainers, organizers, media and/or volunteers in the sport or to provide training, experience or practice suited to individual skills.

To qualify for ADS registration and for coverage under the ADS Insurance Program, the Organizer of a proposed educational activity must agree to and comply with ADS Requirements. Failure to comply may invalidate insurance coverage and result in denial of future registration.

1. ADS Membership and Activity Recap Form. The Organizer of a ADS educational activity must be an adult, and a current ADS member. The organizer must be named on the application in order to be covered by insurance. Organizers receiving ADS membership applications and payment must forward the forms and funds to the ADS office no later than 10 days after the activity, along with the signed liability releases and the Activity Recap form filled in and signed by the Organizer.

2. ADS Disclaimer and Hold Harmless Agreement. All participants in the educational activity, including the organizer, each driver and instructor, must apply for permission to attend the activity by signing the ADS Disclaimer and Hold Harmless Agreement. ADS provides Organizers with a copy of this form. This form must be signed before any person may participate in a ADS educational activity. The Organizer is responsible for correctly completing appropriate information on the Disclaimer Form heading (name, date and location of the activity); furnishing sufficient copies to ensure all participants provide the required information and signature; and, for returning to ADS all signed, original Disclaimer Forms within 30 days after the activity. The wording or format of the ADS Disclaimer may not be altered in any way.

3. Safety Guidelines. At a minimum, the following guidelines are to be followed and enforced at ADS educational activities, although Organizers may at their discretion require any additional requirements deemed in the interest of the activity or the safety of participants:

- A. A basic first aid kit must be available on the grounds.
- B. A telephone must be available on the grounds, or within radio communication, and emergency numbers must be posted by the telephone for Ambulance Service, Fire Station, and Veterinarian.
- C. Qualified medical personnel and/or ambulance or rescue service must be present or on call. A veterinarian must be present or on call for any activities where horses will be on site. [ADS suggests that it is prudent for an Organizer to notify local rescue personnel and any veterinarians on call of the activity and provide directions to the site to reduce response time.]
- D. All schooling areas must be accessible by motor vehicle and telephone or radio communication with the areas must be established when the areas are in use.
- E. The insurance policy does not provide coverage for claims resulting from incidents involving unlicensed/underaged drivers of motorized vehicles, including but not limited to golf carts, ATVs, dirt bikes, and motorized scooters. It is the organizer's responsibility to make sure that youngsters (including volunteers, spectators, and competitors) who do not have a license to legally drive an automobile in their state do not operate any of these types of motorized vehicles during your activity. ADS notice must be posted. (See organizer forms on the Web site)
- F. When driving and/or riding on a carriage all persons must wear protective headgear passing or surpassing ASTM/SEI standards with harness attached that meets standards currently imposed by the ADS must be worn.
- H. The Organizer must inspect and approve all obstacles to be used for the educational activity, and all obstacles must be deemed safe and in good condition.

4. Rules. The Organizer agrees to be guided in principle by the current ADS Rules for carriage driving, especially with regard to the suitability of obstacles, conduct and safety.

The ADS reminds all Organizers that the use of alcohol or any controlled substance is subject to local laws, restrictions and liability provisions that might affect conduct of a specific activity. Organizers are responsible for determining and adhering to local laws and requirements, and are advised that ADS insurance does not cover liability imposed for incidents related to controlled substances or the sale of alcohol. Questions regarding insurance issues, liability and/or on site use, consumption, sale or service of alcohol in connection with a proposed ADS sponsored education activity should be addressed to the Insurance Administrator, Equisure, Inc., at (800) 752-2472.

5. Organizer's Rights. The Organizer has the right to cancel any activity, alter advertised times or locations, and to refuse any entry. The Organizer has the right to prohibit, stop or regulate any action during the course of the educational activity or occurring on the site of the educational activity which the Organizer deems improper, unsafe, inhumane or contrary to the best interests of carriage driving.

6. Publicity. Each educational activity for which recognition of ADS is sought will include in its name a reference to ADS. For example, the "XYZ Farm ADS Schooling Day" or "ADS Educational Activity" or "The John Smith ADS New Driver Clinic." The entry form and/or promotional flyer for the educational activity must clearly identify the activity as recognized by the ADS, and the entry forms/flyers should display the ADS logo, a copy of which is available upon request. A copy of the entry form/flyer must be sent to the ADS office, either accompanying the application or with the activity report and disclaimer forms at the conclusion of the activity.

7. Application Fee/Approval. For recognition as a ADS educational activity, a completed Organizer's Application for an American Driving Society, Inc Educational Activity must be received by the ADS office at least fifteen business days prior to the start of the activity, along with a \$75.00 fee for a 1-2 day activity, an additional \$50.00 per day is required for events longer than 2 days. Applications submitted less than 15 days prior to the start date will be required to pay a \$50.00 LATE FEE. Once the activity has been recognized, a refund will NOT be issued if notification is NOT received in the ADS office five business days prior to the start of the activity. Cancellations received after the start date of the activity will not receive a refund.

The ADS, at its sole discretion, may reject any application. If the application is not received by the ADS office at least 5 business days prior to the first day of the activity, the activity will not be recognized and no coverage will be in place. It is the organizer's duty to confirm that this registration form has been received by the ADS and that the activity has been recognized. The activity will ABSOLUTELY NOT be recognized or insured if paperwork is received in the ADS office after the activity has begun.

8. Insurance. The ADS educational activities secure insurance under ADS auspices; however, organizers and landowners must raise all questions concerning coverage or requests for certificates of insurance directly through the insurance agent: Equisure, Inc. 13790 E Rice Rd., Ste. 100, Aurora, CO 80015, (800) 752-2472 Phone, (303) 614-6967 fax.

9. Policy. All organizers and landowners are advised to obtain a certificate of Professional Liability Insurance for each Clinician hired to conduct an educational activity.

10. Turnout. All equipment, including equine, for a participant in the ADS educational activity must be supplied by participant. Organizers may not supply carriages, horses or other equipment to participant.

All LANDOWNERS must be declared on this application and/or the insurance company must be notified by request to have them named as Additional Insureds, prior to the activity taking place. If this is not done, these parties will have no insurance coverage.