

Trail Master Class Host Contract

On behalf of Trail Design Specialists, we want to thank you for providing the opportunity for us to conduct the Trail Master class on behalf of AERC. The course will cover the latest advances in trail design, construction and maintenance with a focus on long-term sustainability. The success of this course is dependent on some preparation on your part. In order to help facilitate a well-organized trail class, we have outlined the following requirements. Please let us know if you have any questions or if we can assist you in any way.

Classroom Requirements: Please have your organization's on-site host or person responsible for hosting the course initial your agreement to the following:

- * _____ A climate-controlled room suitable for use as a classroom will be needed for the morning half of each day through the duration of the course. The classroom should be located in close proximity to the trail site selected for the class.
- * _____ A minimum of 7 and a maximum of 16 participants may attend the trail class. This allows us to provide individualized attention to each student.
- * _____ Lunch is to be provided on-site by the host or host will make arrangements with participants in advance of the course to bring their own lunch. Please note that the lunch break is only 30 minutes long and is not suitable time for students to leave for lunch. Please note your lunch arrangements:
 - Host will provide lunch
 - Students will provide their own lunch
- * _____ A class agenda and a waiver is attached and should be distributed to each student prior to class. Printed and signed waivers should be given to class instructor on the first day of class.
- * _____ A roster of students is to be provided to us two weeks prior to class. The roster should include contact information such as phone number and/or e-mail address.

On-site Trail Instruction:

- * _____ This course requires that we build approximately 250' of new trail. Additionally we will require 600' of existing trail to perform maintenance on.
- * _____ Client will secure written permission from the land manager with the trail requirements listed above (private landowners are exempt from this) and forward a copy of this to us one month in advance of the first scheduled day of the course. **Because this is a critical element to the success of the trail class, failure to meet this requirement in the time frame noted will result in forfeiture of the deposit and class will need to be rescheduled.**
- * _____ This course requires we be able to construct and maintain sections of trail using professional hand tools. One trail tool should be provided for each participant. This will include an equal number of Pulaskis and McClouds (ex. 10 students = 5 Pulaskis and 5 McClouds). At least 2 pairs of loppers and 2 handsaws will be made available to handle any clearing required for the trail construction or maintenance. Additionally the host is responsible for ensuring the tools will be sharpened and in good working order (no loose heads, cracked handles, etc). TDS can provide tools for purchase or for rent during the class. The rental fee is \$30 per tool plus shipping from TDS. Return shipping is the responsibility of the host. Rental tools not received by TDS within two weeks of class completion will be assessed a fee of \$80 per tool. Please note, you must notify us within three weeks prior to start of class if you wish to rent tools, otherwise an additional \$50 rush fee will apply along with appropriate shipping fees.
 - * Please provide address and phone number for class location:

* Please provide name and phone number for host's on-site class contact:

I have read and agreed to the program details as outlined by Trail Design Specialists:

Host Signature

Host Printed Name

Date



American Endurance Ride Conference

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