

Course Hosting Policy

COURSE CATEGORIES

Continuing education courses provided to Members of the Alberta Athletic Therapists Association (AATA) and held in Alberta will fall into one of three categories:

- **Sponsored Course:** the AATA brings in an instructor/institution to teach a course and the AATA is responsible for organizing all components of the course. The AATA will be responsible for payment to the course instructor. Both parties will agree to and sign an AATA Course Hosting Agreement before any formal preparations for the course begin.
- **Shared Course:** the AATA and instructor/institution will work closely to outline the specific requirements each will have in the organization of the course. The AATA Education Committee and the instructor/institution will remain in close conversation regarding the preparations throughout the organization of the course to ensure a successful course.
- **Independent Course:** an instructor/institution is providing a course and solicits the help of the AATA for marketing reasons only. The AATA will hold no obligations to the hosting of such a course.

COURSE HOSTING STRUCTURE

The following terms and conditions for AATA Sponsored and Shared Courses are outlined below and must be determined prior to the course:

1. **Course Hosting Contract:** The AATA Course Hosting Contract must be agreed upon and signed between both the AATA and the Course Instructor/Institution (see *Course Hosting Contract #7-4*).
2. **Course Submission Deadline:** must be set at least two (2) months prior to course date.
3. **Course Topics:** Course topics will include:
 - Certification Candidate exam preparation courses
 - Educational material relating to field topics
 - Educational material relating to clinical topics
 - Educational material relating to business and marketing topics
 - Topics of interest sought by the Membership
4. **Course Advertisement:** The AATA will send one e-blast to the membership 2-3 months prior to the course date, along with a posting the information on www.aata.ca.
5. **Continuing Education Units (CEUs):** Application for CEUs for courses not already on the CATA pre-approved listing must be sent to the Continuing Education Committee of the

Canadian Athletic Therapists Association. Applications can be obtained from the CATA Education Committee Chair.

- 6. Course Location:** The AATA will help provide a course location based on the preference of the instructor. If the instructor has no preference as to what city the course will be hosted in, the AATA will choose a location based on course popularity, request, and demand. A fee for room rental will be charged to the course instructor.
- 7. Instructor Payment:** The instructor will be paid at the completion of the course.
- 8. Course Cancellation:** If a course is cancelled due to unforeseen circumstances, or if minimum number of participants is not met two (2) weeks prior to the course, 100% of the registration fee will be refunded.
- 9. Participant Cancellation:** Cancellations more than two (2) weeks prior to the course will be refunded their money less a twenty percent (20%) administration fee. No refunds will be issued for cancellations two (2) weeks prior to the course date.

Alberta Athletic Therapists Association Course Hosting Contract

This Course Hosting Agreement is between the

“Course Instructor/Institution”

- and –

the **Alberta Athletic Therapists Association**,
a registered not for profit society having its registered office in the City of Calgary, in the
Province of Alberta (“AATA”).

Whereas:

- A.
- B.
- C.
- D.
- E.

Now therefore the “Course Instructor/Institution” and AATA (individually the “Party” and collective “Parties”) agree:

1. TERM

- 1. This Agreement will commence on “*start date*” and end “*end date*” (the “Term”).

2. TERMINATION

- 1. Either Party may terminate this Agreement, for any reason, upon providing thirty (30) days written notice to the other party.

3. AATA FUNDING AND SUPPORT

- 1. AATA agrees to provide support *to be determined by both Parties*.

4. RECOGNITION AS A SPONSOR

1. The Course Instructor/Institution will recognize the AATA as a sponsor of the course throughout the Term.
 - a) Include a verbal acknowledgement of AATA as a Sponsor at the beginning and end of the course.
 - b) Ensure that the AATA is acknowledged on online communications and/or social media.

5. INDEPENDENT CONTRACTOR

1. The Parties agree that they are independent contractors. Nothing in this Agreement is intended to create an employee/employer relationship, partnership, joint venture, or agency between the Parties.

6. LIABILITY

1. The Course Instructor/Institution shall be solely responsible for course instruction, including ensuring the safety and security of all Conference participants.
2. The Course Instructor/Institution shall be responsible for all damages that are a direct result of course instruction; and agrees to pay for repairs where damages are caused.
3. The Course Instructor/Institution forever releases and will indemnify and save the AATA, its board members and officers from and against any and all demands, actions, suits, damages, costs, expenses, liabilities, or fees whatsoever, including, without limitation, legal fees and disbursements on a solicitor and own client basis, that AATA, or any of them, or anyone else may incur, suffer, or allege that arises from any act of omission of the Course Instructor/Institution in hosting the course.

7. GENERAL

1. Sections 6.1, 6.2, 6.3, and 7.1 will survive expiry or termination of this Agreement.
2. This Agreement will enure to the benefit of the Parties and their respective heirs, executors, successors, administrators, and permitted assignees and will constitute a legal, valid, and binding obligation of them, enforceable against them in accordance with its terms.
3. This Agreement encompasses the entire agreement of the Parties with respect to its subject matter and supersedes all previous understandings and agreements between the Parties, whether oral or written.

4. No changes to this Agreement will be binding except those agreed to by the Parties in writing.

Signature

Signature

Printed Name

Printed Name

Date

Date