



GUIDELINES FOR ASSOCIATIONS OFFERING TO HOLD AN EFFA EDUCATIONAL EVENT

The best period in the year is the autumn, with spring being an alternative if the autumn is not possible. In early summer there are large numbers of shows and shoeing competitions, and in July and August most colleges are on holiday.

How to bid to hold the Educational Event.

- The EFFA Educational Event is held every two years (2009, 2011, 2013 etc)
- Any EFFA member nation can offer to host it. Ideally the offer should be made at the Annual General Meeting following the previous Educational Event, but at the latest must be at the AGM in the November before the proposed date
- If more than one nation wants to hold an Educational Event, the President can invite one nation to hold the next Event and another to hold the following Event
- All delegates at the AGM will be asked to endorse the choice of location

Minimum contents of the Educational Event

- The minimum duration is two days.
- The programme must include lectures at a level suitable for students (the availability of interpreters is not essential but is very helpful)
- There should be practical workshops to encourage the right way of doing things, and to show the different ways of working in the various nations.

- There should be practical shoemaking and, if possible, shoeing competitions at a level suitable for students/apprentices
- Competitions should be for teams, but with individual scores counting for individual prizes as well
- Teams should consist of 4 people from each member nation competing, with the best 3 scores counting. Teams of less than 4 will be allowed to enter but will be given penalty scores of the lowest score by any competitor from all nations competing for any unfilled places
- There should be at least one, and preferably more, social events at which those present can meet, learn from and speak with students/apprentices from other nations
- The price of food and accommodation should be affordable by students/apprentices (subsidy by a college or sponsor is highly desirable)
- There should be a room available for the EFFA Executive Board to hold a meeting

Deadline for publication of the location and date

- The ideal is to arrange the date and location at the AGM following the previous Educational Event and confirm the year before, and to publicise this straight afterwards.
- The latest date for publicising an Educational Event is 6 months before. Any later and teams will not be able to get organised and funded.



Finance

- The host nation is responsible for financial management, and for underwriting the costs of the Event.
- It is the host nation's responsibility to identify and obtain sponsorship if required
- The host nation is responsible for setting charges for those attending, and for collecting entry and accommodation charges

Assistance from EFFA

- EFFA has a member of the Executive Board who will offer advice and guidance to the host nation.
- Subject to finances, EFFA may be able to offer a small grant to help with costs, but this should not be relied on.

Deadline for entries

- The deadline for entries should be set as 6 weeks before the Educational Event starts

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