

<b>Risk Control Tasks to be Completed: Courses/Clinics/Trade Shows</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Risk Control:</b>			
Ensure that the course/clinic/trade show is conducted by individuals professionally qualified to deliver the instruction or information contained in the presentation;			
Work with your club to ensure that an effective risk transfer agreement is in place, holding the club harmless from any potential liability emanating from the course/clinic. Consult qualified legal counsel to ensure that such an agreement is in place.			
<b>Finance Controls</b>			
Contact insurers <u>at least four weeks prior to the event</u> to ensure that the event is registered in your club's files;			
Additional liability insurance riders may be purchased locally if deemed necessary;			