

United States Hunter Jumper Association Trainer Certification Program Clinic



Host Facility Application Packet

Contact Information

United States Hunter Jumper Association, Inc.
3870 Cigar Lane, Lexington, KY 40511
Phone: (859) 225-6700
Fax: (859) 258-9033
ushjaTCP@ushja.org
www.ushja.org



Dear TCP Clinic Host Facility Applicant:

On behalf of the USHJA Officers and Trainer Certification Program Committee, thank you for your support of the USHJA Trainer Certification Program. The TCP Clinics would not be possible without the dedication and commitment of members like you.

The TCP Committee has identified a need for additional avenues to enable USHJA members to complete the educational requirement of the Trainer Certification process. The number of TCP Clinics sanctioned throughout the country will be limited and USHJA members can apply to the USHJA to host one of these TCP Clinics providing the potential host agrees to meet certain requirements which are outlined in the application packet.

Enclosed you will find the application packet including the guidelines for hosting a TCP Clinic. Please complete the application and submit it to the USHJA office and any other materials you wish the TCP Committee to consider. The TCP Committee reviews all applications and notifies applicants, in writing, of the status of the application within 45 days of its receipt in the USHJA office.

The USHJA and TCP Committee are dedicated to providing accessible education for USHJA members. Thank you again for your support of the USHJA and the Trainer Certification Program. If you have any additional questions, please do not hesitate to contact USHJA.

Sincerely,

USHJA Education Department
3870 Cigar Lane, Lexington KY 40511
Phone: (859) 225-6700
Fax: (859) 258-9033
ushjaTCP@ushja.org

TRAINER CERTIFICATION PROGRAM CLINIC OUTLINE

TCP Clinic Framework

- Clinician must be an approved USHJA TCP Clinician (visit www.ushja.org for a complete list of approved clinicians).
- Clinic must be held over a minimum of two days. Host may hold the clinic over more than two days.
- Each day must include a minimum of two separate riding sessions with different levels of riders in each session.
- Clinic must include a minimum of two round table discussions conducted by the Clinician.
- Host may include additional educational components related to subjects within the text of the TCP Manual such as veterinarians, nutritionists, course designing, etc. These discussions are not associated with the TCP Clinic and/or USHJA.

Host Responsibilities

- On-site coordinator or manager (Host) must be a current member of USHJA in good standing.
- Host must apply to USHJA for approval to host a TCP Clinic a minimum of 60 days in advance of the proposed clinic date. USHJA strongly recommends applications be received 90 days in advance if the clinic host wants to take full advantage of the national public relations that USHJA provides for TCP Clinics.
- Applications must be submitted on the official USHJA TCP Clinic Host Facility Application and any additional materials the applicant wishes the TCP Committee to consider. Applications must be complete, with all questions answered, in order to be considered.
- The TCP Committee reviews all applications and notifies applicants, in writing, of the status of the application within 45 days of its receipt in the USHJA office.
- At the conclusion of the event, Host must remit to USHJA \$25 per attendee seeking educational credit toward the Trainer Certification Program. Host may add the \$25 USHJA fee on top of the clinic auditing fee and must charge all attending the same base auditing fee. If special amenities will be provided for TCP applicants, please outline these in the TCP Host Facility Application as well as the TCP Clinic flyer and/or registration form.
- Host must provide riders with a minimum of three different levels of ability.
- Host must have a food and beverage service available for breakfast and lunch each day of the clinic.
- Host is responsible for all expenses associated with the clinic, including but not limited to facility rental, clinician fees, catering, ring crew, jumps, etc.
- Host must provide, at its own expense, full use of the following: grounds and facilities, including all necessary personnel, sanitary facilities, equipment, jumps, seating, communication equipment and all necessary insurance. Necessary personnel, equipment and facilities for this event are:

- Equipment**
 - Two hand held microphones.
 - One headset microphone (tiara microphone).
 - Seating adjacent to demonstration arena for a minimum of 100 spectators.
 - Full set of jumps, including standards, rails, cups and appropriate fill (i.e. walls, gates, etc.)
 - Necessary equipment to drag the ring each day of the event.
 - Facility**
 - Indoor or outdoor ring of a minimum of 80' x 200' in size with appropriate footing for flatwork and jumping including tight turns.
 - Personnel**
 - Personnel with necessary equipment to drag the ring each day of the event.
 - Personnel to assist in building the course the day before the event begins and to act as jump crew for the duration of the event.
 - Farrier and veterinarian on call for the duration of the event. Farrier and veterinarian contact information must be posted in the stabling area for riders. Host must arrange and pay for any on call fee requirements.
 - Insurance**
 - Host Facility must include USHJA as an Additional Insured on the location's insurance policy with at least One Million Dollars (\$1,000,000) single liability for each day of event, including set-up and take down days. Coverage shall be on an occurrence rather than a claim made basis. Proof of insurance must be submitted to USHJA a minimum of 30 days before event begins.
- EMT or First Responder services on-site for the duration of the event are recommended but not required. Host will be responsible for any EMT or First Responder fees.
 - Host must submit the following to USHJA *immediately upon applying*:
 - Website URL to Host's clinic registration form or a digital copy (Microsoft Word or PDF) of registration form to be posted on the TCP Clinics page of the USHJA website.
 - Host must submit the following information to USHJA *upon approval*:
 - Auditing and riding fee structure. This may be submitted in the form of a publicly available clinic flyer or registration form. Host may add the \$25 USHJA fee on top of the clinic auditing fee and must charge all attending the same base auditing fee. If special amenities will be provided for TCP applicants, please outline these in the TCP Host Facility Application as well as the TCP Clinic flyer and/or registration form.
 - Facility's and/or event's proof of liability insurance is due to USHJA a minimum of 30 days in advance of the TCP Clinic. See above for insurance requirements.
 - Host must submit the following to USHJA *no later than 10 days following the conclusion of the TCP Clinic*:
 - TCP Credit Form completed by all attendees seeking credit toward the Trainer Certification Program.
 - Sign in and out sheets
 - Complete list of all individuals who attended for TCP credit.
 - \$25 per attendee seeking TCP credit toward the Trainer Certification Program.

- USHJA encourages Host to make a copy of each document for their records and/or use a method of delivery that provides delivery confirmation.
- Host may choose to advertise for the TCP Clinic in addition to the advertisements provided by USHJA.

Attendee Responsibilities

- Attendees must register with Host and pay attendance fees to the Host.
- Attendees seeking TCP credit must indicate this on the Host's TCP Clinic registration form.
- Attendees seeking TCP credit must complete the TCP Credit Form provided to the Host by USHJA.
- Attendees seeking TCP Credit must attend all sessions in their entirety and must sign in and out each day of the TCP Clinic.

USHJA Responsibilities

- USHJA shall provide Host with advertisement of the TCP Clinic in its various media outlets such as E-News, Website and print media.
- USHJA shall provide Host with designation as an Official USHJA TCP Clinic for Trainer Certification.
- USHJA shall provide educational and promotional materials to Host for distribution at the TCP Clinic.
- USHJA will provide Host camera ready advertisements to be placed in any related prize lists. Please contact the USHJA office for additional details.
- USHJA, at their sole discretion, shall approve a limited number of TCP Clinics.
- USHJA reserves all rights to determine the requirements and application procedures for facilities interested in hosting a TCP Clinic.

Application Submission

Please email the completed application to ushjaTCP@ushja.org. A confirmation email will be sent to the email address provided when the application is received in the USHJA office.



TCP Clinic Host Facility Application

Please provide detailed responses to the questions below regarding the proposed Host Facility. The information will be considered in the selection of Host Facilities for the USHJA Trainer Certification Program Clinics. If your facility cannot meet all the criteria set forth in this packet, your facility cannot be considered to host this event.

Please submit your completed application to TCP Coordinator:

Email:

ushjatcp@ushja.org

The TCP Clinic Application must be received in the USHJA office a minimum of 60 days in advance of the proposed event. USHJA strongly recommends that applications be received 90 days in advance if the Clinic host wants to take full advantage of the national PR that USHJA would normally provide for TCP Clinics.

General Information

Date of Clinic: _____ Clinician Name: _____

Name of Facility: _____

Facility Address: _____

Facility Website: _____

On-Site Coordinator: _____ USHJA # _____

Phone: _____ Fax: _____

Email: _____

By signing below, I agree that all of the information on this TCP Clinic Application is accurate. I agree to abide by USHJA policies and submit the required TCP Clinic documents to the USHJA office by their respective deadlines. I understand and agree that USHJA members applying to participate in or audit the clinic may not be refused admittance provided that all attendance requirements are met and admission limits are not exceeded. Exceptions to this policy must be reviewed by USHJA prior to denying participation.

Please be advised: The typing of your name below shall be considered to be an electronic signature and shall be considered to have the same legal effect and validity as your handwritten signature. Therefore, in so typing your name in the fields below, you are confirming this verification statement and the truth of the contents of the application.

On-Site Coordinator Signature: _____

Additional Information

Please include any additional information that you would like to have published on the USHJA website regarding your clinic (i.e. height sections that will be offered, fees assessed, auditor details, etc). You are not required to fill out this information.

Facility

1. What events are hosted at this facility?

2. Please provide the size of the indoor and/or outdoor arenas and the type of footing in these rings. The ring must be a minimum of 80' x 200' in size with appropriate footing for flatwork and jumping including tight turns.

3. Is there a warm-up/lungeing arena near the main ring that will be used for the TCP Clinic? Please indicate the size and type of footing.

4. Can you provide perimeter seating around each of your arenas for up to 100 people?

Yes No

5. What type of seating will you provide?

Bleachers Chairs Benches Other: _____

6. Can you provide jump materials (i.e. full set of jumps, including standards, rails, cups and appropriate fill) for the hunter, equitation and jumper sections?

- Yes No

Stabling

1. Please check the type of stabling available:

- Permanent Temporary

2. What are the stall fees for the riders participating in the TCP Clinic? \$ _____

All stall, bedding and feed fees are payable directly to the host. USHJA must be notified of the fees a minimum of sixty (60) days in advance of the TCP Clinic.

3. Will the riders be required to bring their own feed and bedding or can they purchase feed and bedding at the facility? _____

Catering/Food Service

1. Is there a covered area near the arena that can be used to serve breakfast and lunch each day?

- Yes No

2. Can this area seat up to one hundred (100) people?

- Yes No

3. Will there be a food concession stand open all day for attendees to purchase food and drink at will?

- Yes No

Equipment

The following equipment must be available during the event:

- Two (2) hand held microphones.
- One (1) headset microphone (tiara microphone).
- Seating adjacent to demonstration arena for a minimum of one hundred (100) spectators.
- Necessary equipment to drag the ring each day of the event.
- Full set of jumps, including standards, rails, cups and appropriate fill (i.e. walls, gates, etc.).

Personnel

The following personnel must be available during the event:

- EMT or First Responder services on-site for the duration of the event are recommended but not required. Host will be responsible for any EMT or First Responder fees.
- Veterinarian on call for the duration of the event (host must arrange and pay for services).
- Farrier on call for the duration of the event (host must arrange and pay for services).

- Personnel to assist in building and setting the course the day before the event begins and to act as jump crew for the duration of the event.
- Personnel to drag the ring each day of the event.

Insurance

Host Facility must include USHJA as an Additional Insured on the location's insurance policy with at least One Million Dollars (\$1,000,000) single liability for each day of event, including set-up and take down days. Coverage shall be on an occurrence rather than a claim made basis. Proof of insurance must be submitted to USHJA a minimum of thirty (30) days before event begins.

Can you provide proof of insurance with the above requirements a minimum of thirty (30) days before your proposed TCP Clinic begins? Yes No

Additional Facilities

Please describe the following additional facilities available to attendees:

Parking

Proximity to event: _____

Registration Area

Proximity to event: _____

Please check one: Covered Offer electrical hook-up

Bathrooms

Proximity to event: _____

Please check one: Permanent Temporary

Local Community

1. Access to major airport (please detail):

2. Availability of hotels. Please list rates and distance to facility.

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3. Availability of restaurants. Please provide a sample and distance to facility.

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