



## 2019 WCHR REGIONAL COORDINATOR- JOB DESCRIPTION

*World Championship Hunter Rider celebrates and rewards the hunter rider.*

The main role of the World Championship Hunter Rider Regional Awards Coordinators is to support the WCHR mission of recognizing and celebrating the hunter rider by working on behalf of their WCHR constituency to coordinate and implement regional awards. This will be a volunteer position.

Other encouraged responsibilities include:

- Reporting quality control issues to USHJA (not to be handled directly at competition)
  - Are WCHR banners hung in a prominent location?
  - Are WCHR PA announcements audible?
  - Is open numerical scoring being utilized in WCHR hunter sections?
  - Is the show office staff knowledgeable about and promoting, the WCHR Program
- Encourage membership

The following are guidelines for the WCHR Regional Awards Program:

1. The WCHR Program standard awards package will be sent by the USHJA to each WCHR Regional Coordinator. The standard awards package includes the following:
  - a. Ribbons
    - Champion, Reserve and 3<sup>rd</sup>-6<sup>th</sup> Rider for all 10 categories
    - Champion and Reserve Owner for Pro and Developing Pro categories
    - Champion and Reserve Trainer for Amateur Owner 3'3" and 3'6", Adult Amateur, Junior 3'3" and 3'6", Children's and Pony categories
2. Regional Coordinators are encouraged to solicit cash and/or product donations. Any monies raised are to be paid to the USHJA and will be placed in a discretionary fund for the appropriate region. These monies may be used to purchase additional awards for that Region, fund an awards ceremony, et cetera. Any monies not used in one year will be rolled over to the following competition year. Donors will receive a tax acknowledgement letter for the value of their donation and the appropriate recognition as a WCHR Awards Donor. The USHJA staff representative is available to assist in purchasing additional awards.
3. WCHR Donation Forms are to be used to record all monetary and product donations. The completed form, along with payment to the USHJA, if applicable, must be sent to the USHJA. Cash donors only receive tax acknowledgement if the payment comes through the USHJA and product donors receive tax acknowledgement if proof of their donation comes to the USHJA. These forms can be found on the "Support WCHR" tab of the USHJA WCHR website.

4. The following companies are Official Sponsors of USHJA and conflicting product sponsors may not be solicited:

**Charles Owen** is the official helmet of the USHJA. Only Charles Owen helmets may be awarded as part of any USHJA program. Regional Coordinators may not solicit any helmet product.

**Rood & Riddle** is the Official Equine Hospital and Veterinary Pharmacy. Regional Coordinators may not solicit any Equine Hospital or Veterinary Pharmacy sponsorship.

**Professional's Choice** is the Official Horse Boot. Regional Coordinators may not solicit any Horse Boot sponsorship.

**CWD** is the Official Saddle. Regional Coordinators may not solicit any saddle product.

**Parlanti** is the Official Riding Boot. Regional Coordinators may not solicit any riding boots.

Regional Coordinators are welcome and encouraged to solicit additional product donations as awards for their Region. Examples include halters, hunt coats, tack trunks, et cetera. Because scrim/coolers are not part of the base awards package, RCs may solicit this type of donation.

5. Regional Coordinators track their individual sponsors and donors and provide this information to:
  - a. USHJA for inclusion in any potential national advertising as well as acknowledgement of the gift.
6. Regional Coordinators accept shipment of the Regional ribbons prior to the event, store them and take them to the final competition.
7. Regional Coordinators may work with the USHJA liaison to organize the WCHR Regional Awards ceremony with the competition manager, if necessary. Regional Coordinators are responsible for distributing all regional awards not distributed at the final competition. Shipping charges may come from the monies raised for the awards.

If you agree to the terms of the WCHR Regional Coordinator job description please sign and date below, then return a copy of this form to Danae Fryman, 3870 Cigar Lane, Lexington, KY 40511, fax to (859) 258-9033 or email to [dfryman@ushja.org](mailto:dfryman@ushja.org). Welcome to the team, you are a very important part of making the WCHR and the Regional Awards Program a success and we are happy to have you join us!

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Shipping Address (for awards): \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**USHJA Contact Information:**

WCHR Program Questions:

Danae Fryman, Sport Program Coordinator

[Dfryman@ushja.org](mailto:Dfryman@ushja.org) or (859) 225-6734

Marketing, Advertising and Product Donations:  
Whitney Allen, Director of Marketing  
[wallen@ushja.org](mailto:wallen@ushja.org) or (859) 225-6707

Awards:  
Marla Holt, Awards Manager  
[mholt@ushja.org](mailto:mholt@ushja.org) or (859) 225-6710

Thank you for your time and efforts!

Sincerely,

Danae Fryman  
USHJA Sport Program Coordinator & WCHR Task Force Liaison