

USHJA POLICY STATEMENT

Subject: Required Trainings, Screenings, Documentation

Policy Number: 2018-5-03

Date of Board Adoption: May 7, 2018

Board Approved Effective Date: December 1, 2018

Purpose:

The United States Hunter Jumper Association (USHJA) is committed to the safety and protection of its members, volunteers, as well as the reputation and integrity of the Association.

Policy:

The purpose of this policy is to define required trainings, screenings and documentation, and the specific groups under USHJA which must fulfill these requirements.

Application:

This policy applies to the following:

- USHJA Board and Committee Members
- USHJA Certified Trainers
- Chefs d'Equipe
- Recognized Riding Academy operators and instructors
- Clinicians under contract of service with USHJA
- Other professionals/individuals under contract of service with USHJA
- Competition Managers

Trainings, Screenings, Documentation:

- Background Checks
- Safe Sport Training
- Concussion Training
- Confidentiality
- Code of Conduct
- USHJA Waivers and Releases
- Certificates of Insurance
- Contract or Service Agreement

Specific Program Requirement:

USHJA Board and Committee Members:

- Safe Sport Training
- Confidentiality
- Code of Conduct

Trainer Certification Program: The USHJA Board recognizes that the issuance of certifications creates potential liability for the Association. Therefore, Applicants and

Renewal Applicants seeking certification or re-certification through the Trainer Certification Program must complete the following:

- Background checks through a USHJA approved service, in accordance with the *USHJA Background Check and Screening Policy*.
- USEF Safe Sport Training available through links on the USHJA and USEF websites.
- Concussion training available through links on the USHJA and USEF websites.
- Certificates of Insurance providing proof of current liability insurance

Chef d'Equipe: As Chef d'Equipe's through the Zone selection and appointment process are officially engaged to provide support for the Zone competition teams, it is essential that the following checks and documentation are acquired before an appointment is made:

- USEF Safe Sport Training available through links on the USHJA and USEF websites.
- Concussion training available through links on the USHJA and USEF websites.
- Background Checks
- USHJA Waiver and Release
- Service Agreement

Recognized Riding Academy operators and instructors:

- USEF Safe Sport Training available through links on the USHJA and USEF websites.
- Concussion training available through links on the USHJA and USEF websites.
- Code of Conduct
- USHJA Waiver and Release
- Service Agreement
- Certificate of Insurance providing proof of minimum level of liability insurance required under program specifications.

Clinicians under contract of service with USHJA:

- USEF Safe Sport Training available through links on the USHJA and USEF websites.
- Concussion training available through links on the USHJA and USEF websites.
- Background Checks
- USHJA Waiver and Release
- Service Agreement
- Certificate of Insurance

Other professionals/individuals under contract of service with USHJA:

- USHJA Waiver and Release
- Service Agreement
- Confidentiality depending on the nature of work
- Code of Conduct
- Certificate of Insurance as appropriate

Competition Managers under contract with USHJA to operate USHJA Properties

- USHJA Waiver and Release
- Service Agreement

- Code of Conduct
- Certificate of Insurance providing proof of minimum required level of liability insurance naming USHJA as an additional insured.

Delegation of Authority:

The USHJA Executive Director shall have oversight of this policy, and will be responsible for the implementation of all necessary and related procedures.