

USHJA POLICY STATEMENT

Subject: Program Planning, Development, and Implementation

Policy Number: GA106

Initial Date of Board Adoption: May 8, 2023

Board Approved Effective Date: May 8, 2023

This Program planning and development guide is a required process for the creation or modification of USHJA programs.

All proposed programs, new or modified, must meet the following criteria:

1. Must be financially viable and at a minimum budget neutral (sustainable revenue is defined as below in 1.d.) within three (3) years of operation (with the exception of educational programs as approved by the Board), and
2. Does not compete with an existing program/over service a specific segment of the membership, and
3. Must align within the mission and vision of USHJA, and fit within goals of the current USHJA Strategic Plan, or
4. Meet an extraordinary need due to current member or industry conditions not originally recognized at the time of the current USHJA Strategic Plan approval.

All new or modified program proposals, if approved, will be approved on a pilot basis, and will have three (3) years in which to meet the stated programmatic and financial objectives and goals. At the end of the three (3) year pilot period the program will be evaluated for continuation, modification, or dissolution by the Planning Committee, whose recommendation will be sent to the Board of Directors.

Timeline for development:

1. Program summary must be completed by September of the previous year.
2. Program proposal development must start no later than February to allow sufficient time for:
 - a. Completion of Step 1 – “Program Summary” review and comment
 - b. Development of the full program proposal
 - c. Step 2 review and approval by all required parties, and
 - d. USHJA Board review and approval/disapproval at the July Board of Directors meeting.

Steps in the development and approval process:

1. Program Summary - A Program Summary will be prepared for review and approval by the Planning Committee. The Summary will be reviewed against the three criteria listed above, and must provide the following detail:
 - a. The general program concept and need
 - b. Member or potential member segment(s) to be served
 - c. The Strategic Plan goal being addressed, or the extraordinary reason for the program
 - d. A general concept of expense and sustainable revenue is to at a minimum generate revenue so that the program is either budget neutral or revenue positive. Sponsorships and/or fundraising funding are not to be considered sustainable revenue sources.

2. Full Program Proposal - If the Program Summary is approved by the USHJA Planning Committee, a new or modified program proposal will be prepared. The full program proposal must provide the detail as outlined below, and will be reviewed and approved in following order:
 - a. Executive Director, and USHJA Management Team
 - b. Hunter or Jumper Working Group (if a competition proposal)
 - c. USHJA Planning Committee
 - d. USHJA Board of Directors

Program proposal detail and check list:

Task	Completed	Not Completed
What is the vision, purpose and scope of the program?		
Must align within the mission and vision of USHJA, and fit within goals of the current USHJA Strategic Plan, <u>or</u> meet an extraordinary need?		
How might the program be coordinated and aligned with other existing programs and services? How will the program evolve over time?		
Who will benefit from the program (define the member or target member audience to be served)?		
What percentage of the USHJA membership will be served by this program or modification?		
What are the goals for the 3 year pilot time period?		
Have measurable objectives for the 3 year pilot been defined?		
Has data been used and provided in the proposal to support the establishment of this program?		
Are all details for any products or services that are a component of the proposed program been outlined?		

Has a realistic implementation timeline and plan to pilot and evaluate the program been established?		
Are volunteer responsibilities for implementation and administration outlined?		
Are staff responsibilities for implementation and administration outlined?		
Has a budget and revenue strategy been identified? Will the program generate revenue or at a minimum be budget neutral?		
Have IT services and costs required for program implementation been outlined and included in the budget?		
Have Marketing/Communications, Sponsorship, Awards, Graphics and other Departments reviewed the proposal to provide input on staffing and financial cost for the implementation and administration of the program?		
Has the Finance Department reviewed and approved the budget?		
Have you established benchmarks and a timeline in which the program will be evaluated for success?		
Have you established a timeline for reporting benchmarks and evaluation findings to your oversight committee?		
Have potential risks associated with the program been identified and addressed?		
Has the program proposal been reviewed by 1) the Department Director, 2) Executive Director?		
Has the program proposal been approved by 1) the Working Group, 2) Board of Directors?		