

## USHJA POLICY STATEMENT

**Subject: Required Trainings, Screenings, Documentation**

**Policy Number: GA103**

**Date of Board Adoption: November 19, 2024**

**Board Approved Effective Date: November 19, 2024**

**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
- USHJA Credentialed Instructors
- 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:** Individuals must have completed 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.

**Instructor Credential Program:** Individuals seeking the status of USHJA Credentialed Instructor 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 USEF website.
- Concussion training available through the USHJA Credential Library.

**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 Key Staff Representative:

- USEF Safe Sport Training available through links on the USHJA and USEF websites.
- Concussion training available through links on the USHJA and USEF websites.
- 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 as appropriate

**Other professionals/individuals under contract of service with USHJA:**

- USHJA Waiver and Release
- USEF Safe Sport Training available through links on the USHJA and USEF websites when the scope of work includes interactions with minors.

- Service Agreement
- Confidentiality depending on the nature of work
- Certificate of Insurance as appropriate

**Competition Managers under contract with USHJA to operate USHJA Properties**

- USHJA Waiver and Release
- Service Agreement
- 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.