



Organizer's Application for ICP Workshop Instructors' Certification Program

Presented in Part by



Name of Workshop: _____
(Please use this name, as approved, on all documents including release forms and in publicity)

Date(s): _____ USEA Area: _____

Location: _____

(Please list farm name and location. This is the reference which will be used on all USEA publicity)

Organizer's Name: _____

(Organizer must be an individual, adult, current USEA member who assumes responsibility in the name of the USEA Education Committee and ICP Committee for the execution for all requirements and forms. **The organizer must be declared on this application in order to be covered by insurance.**)

Signature(s): _____

Organizer's Information to be used for this workshop: (Do not use a P.O. Box. Please provide a street address in case course materials have to be shipped).

Street: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____ E-mail: _____

Workshop Instructors: _____

Landowner(s) Names & addresses: _____

All landowners must be declared on this application and/or the insurance company must be notified by request to have them named as Additional Insureds, prior to the activity taking place. If this is not done, these parties will have no insurance coverage.

Business Name: _____

Tel: _____ Fax: _____ E-mail: _____

If additional site(s) are to be used, check here and attach information for each site.

- FACILITIES TO BE USED SPECIFICALLY FOR:**
- Teaching of Dressage
 - Teaching of Jumping
 - Teaching of Horse and Stable Management

ACCEPTANCE OF TERMS: I have read the Requirements for USEA Educational Activity written on the reverse of this Application, and the USEA Release Form. I understand those requirements and terms and the responsibility I accept as a USEA educational activity organizer. I agree as a condition of USEA registration of this activity to adhere to those conditions and to pay the appropriate fees.

Organizer's Signature: _____

FEE: \$150 per activity in excess of two or more days. Workshops must be consecutive to be treated as one activity.

Enclosed is my check, drawn payable to USEA or please charge my: Visa MC AMEX

Credit Card # _____ Expiration Date: _____

Signature: _____ Total Paid: \$ _____

PUBLICITY, MAILING LABELS and LOGOS: ICP workshops will be listed in *Eventing USA* and the *USEA Omnibus*. Workshops will be listed by name, date, and location with the organizer's name and contacts. The USEA will provide mailing labels and logos upon request provided this request is received by the USEA six (6) weeks in advance of the workshop.

- Email USEA logo (JPEG)
- Send complimentary mailing labels for the following:
 - Areas: _____ or States _____
 - Sort by Zip _____ or Alpha by last name _____

MAIL THIS SIGNED APPLICATION FORM AND FEE TO: USEA, 525 Old Waterford Road N.W., Leesburg, VA 20176.
A copy of the approved form will be returned to you. Incomplete applications will not be processed.

USEA approved by: _____ Date: _____

REQUIREMENTS for ICP WORKSHOPS

USEA Instructors' Certification Program Workshops are organized and operated by local host/organizers to prepare ICP candidate instructors for assessment and certification.

To qualify for USEA registration and for coverage under the USEA Insurance Program, the Organizer of a proposed ICP workshop must agree to and comply with USEA Requirements. Failure to comply may invalidate insurance coverage and result in denial of future registration.

1. USEA Membership, Non-Member Activity Fees, Credit Vouchers, Evaluations. The Organizer of a USEA ICP Workshop must be an individual, an adult, and a current USEA member. **The organizer must be declared on this application in order to be covered by insurance.** Non-member or non-renewed members participating in the workshop, including both riders and instructors, must pay a non-member fee of \$10 per day of the workshop to participate. Persons who join or renew when applying for permission to attend need not pay the extra fee. The USEA offers credit vouchers to non-members attending registered workshops to encourage them to become USEA members. Organizers fill in the vouchers and give the original to participating non-members. Organizers receiving membership or renewal payment forward the forms and payment immediately to USEA; all non-member fees collected by the organizer will be forwarded to the USEA no later than fourteen days after the workshop together with releases, credit voucher copies and workshop / candidate instructor evaluations.

2. USEA Release Form. All participants in the workshop, including the organizer, each rider and instructor, must sign the USEA Release Form. USEA provides the Organizer with a copy of the Release Form. This Release Form must be signed before any person may participate in a USEA registered workshop. The Organizer is responsible for correctly completing appropriate information on the Release Form heading (name, date and location of the workshop); furnishing sufficient copies to ensure all participants provide the required information and signature; and for returning to USEA all signed, original Release Forms within fourteen days after the workshop. Organizers may not change any wording on or the format of the actual Release Form but may require additional releases to be signed and may use the back of the USEA Release for such additional language if needed.

3. Landowners. All landowners **must** be declared on this application and/or the insurance company must be notified by request to have them named as Additional Insureds, prior to the activity taking place. If this is not done, these parties will have no insurance coverage.

4. Safety Guidelines. At a minimum, the following guidelines are to be followed and enforced at USEA ICP workshops, although Organizers may at their discretion require any additional requirements deemed in the interest of the workshop or the safety of participants:

A. A basic first aid kit must be available on the grounds

B. A telephone must be available on the grounds, or within radio communication, and emergency numbers must be posted by the telephone for Ambulance Service, Fire Station and Veterinarian.

C. Qualified medical personnel and / or ambulance or rescue service must be ON CALL. A veterinarian must be ON CALL. (USEA suggests that it is prudent for an Organizer to notify local rescue personnel and any veterinarians on call of the activity and provide directions to the site to reduce response time).

D. All schooling areas must be accessible by motor vehicle and telephone or radio communication with the areas must be established when areas are in use.

E. **The insurance policy does not provide coverage for claims resulting from incidents involving unlicensed/underaged drivers of motorized vehicles**, including but not limited to golf carts, ATVs, dirt bikes, and motorized scooters. It is the organizer's responsibility to make sure that youngsters (including volunteers, spectators, and competitors) who do not have a license to legally drive an automobile in their state **do not** operate any of these types of motorized vehicles during your event.

F. When jumping, protective headgear passing or surpassing ASTM/SEI standards with harness attached that meets standards currently imposed by **U.S. Equestrian Federation Rules for Eventing**

must be worn. The USEA mandates that all riders participating in cross-country activity wear a body-protecting vest, meeting current USEF rules or a higher standard. Organizers may require participants to wear other safety equipment or attire in addition to the mandatory protective helmet and vest, and may refuse to allow any person not in compliance to participate in all or any part of the activity. **An approved medical armband must be worn while jumping.**

G. All riding must be supervised.

H. Riders should be selected according to the requirements of the workshops levels.

I. The Organizer must inspect and approve all obstacles to be used for the educational activity, and all obstacles must be deemed safe and in good condition.

5. Rules. The Organizer agrees to be guided in principle by the **U.S. Equestrian Federation Rules for Eventing**, especially with regard to the suitability of obstacles, conduct and safety, and to adhere to the USEA Statement of Principles which states that in eventing, the horse be considered paramount. The USEA reminds all Organizers that the use of alcohol or any controlled substance is subject to local laws and requirements, and are advised that USEA insurance does not cover liability imposed for incidents related to controlled substances or the sale of alcohol. Questions regarding insurance issues, liability and / or onsite use, consumption, sale or service of alcohol in connection with a proposed USEA sponsored education activity should be addressed to the Insurance Administrator, Equisure, Inc. at (800) 752-2472.

6. Organizer's Rights. The Organizer has the right to cancel a workshop, alter times or locations, and to refuse any entry. The Organizer has the right to prohibit, stop or regulate any action during the course of the workshop or occurring on the site of the workshop which the Organizer deems improper, unsafe, inhumane or contrary to the best interests of eventing, which might violate the USEA Statement of Principles, or any condition which may pose a threat to safety.

7. Publicity. Each workshop is to be referred to as "USEA Instructors' Certification Program Workshop, Levels (include the level) Teaching of Dressage and / or Teaching of Jumping or Teaching of Horse and Stable Management" in any promotional literature or effort produced by the Organizer. The USEA will undertake to list the workshops in **Eventing USA** magazine, the **Omnibus** and forward information to **The Chronicle of the Horse** for listing with them. Workshops will be listed on the USEA website.

8. Application Fee / Approval. For approval as a USEA ICP Workshop, a \$150 fee and a completed Organizer's Application Form must be submitted to the USEA. Workshops must be consecutive to be treated as one activity. Non-consecutive workshops will be treated as separate workshops and will require separate applications and separate fees. Once the workshop has been approved, the application fee is non-refundable. Under appropriate circumstances and upon request, a registered workshop may be re-scheduled to another date within the fiscal year at no additional cost, unless additional mailing labels are requested. The USEA, at its sole discretion, may reject any application.

9. Insurance. The USEA educational activities secure insurance under USEA auspices; however, organizers and landowners must raise all questions concerning coverage or requests for certificates of insurance directly through the Insurer or its agent.

Equisure, Inc.
3000 S. Jamaica Court Ste. 210
Aurora, CO 80014
(800) 752-2472 Phone
(303) 614-6967 fax