Network members must meet all renewal requirements within the 2 year membership period to maintain their network membership including: continuing education; client evaluations; equine professional liability insurance; USAWE membership maintenance; and $75 renewal fee payment.

**1. Applicant Information**

|  Name |  |
| --- | --- |
|  Business Name |  |
|  Business Website |  |
|  Business  Social Media |  |
|  Address |  |
|  Phone |  |
|  Email |  |
|  Membership # |  |

**2. Equine Professional Insurance Policy**

*Submit proof of your current equine professional insurance policy as well as your current* ***release of liability****. (Coaches are required to provide this proof annually.)*

|  Company |  |
| --- | --- |
|  Agent & Contact |  |
|  Policy # |  |
|  Effective Dates |  |

**3. Continuing Education**

*To renew, a member of the WE Coaches Network will submit documentation of having completed a minimum of 30 hours of continuing education. Activities that qualify for continuing education credit hours (may use any combination):*

* On-Ground Licensed Competitions experience serving as scribe, TD, or shadow judging.
* Ride in **or** audit a clinic with a USAWE “R”, “S” or WAWE judge.
* Attend an approved USAWE Licensed Officials Seminar.
* Compete in a licensed working equitation competition (each competition will count for 4 hours of CE credit, up to a total of 8 hours of CE credit for this type of activity).

| Date | Event Name & Location | Role |  Organizer Name | Hours |
| --- | --- | --- | --- | --- |
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|  |  |  | Total Hours: |  |

**4. References**

Two current clients are required fill out and submit this form: <https://forms.gle/c7v78RRscMLa3mAG8>

**5. Renewal Fee**

The $75 fee will be billed upon receipt and acceptance of renewal documentation.

**WE Coaches Agreement**

The WE Coaches Network was created to foster community and connection between Working Equitation professionals and consumers to support the growth of Working Equitation in the US. As a Coach I will act as a goodwill ambassador for the sport and organization in all my dealings.

A coach must meet all Network membership maintenance requirements to retain their recognition:

* Current USAWE Membership
* Maintain Equine Professional Liability Insurance
* 2-year Continuing Education participation and documentation
* At least two client evaluations must be submitted in the 2 year membership period

By becoming a recognized member of the WE Coaches Network, the Coach understands that the equine industry expects a higher standard of conduct. As such, the Coach understands and agrees that USAWE has the right to investigate complaint(s) regarding a member’s alleged conduct. Furthermore, the WE Coach must cooperate in the investigation and abide by decisions concerning application approval or revocation of recognition.

USAWE may terminate a member’s recognition in the WE Coaches Network without notice and/or formal hearing.

Being a member of the WE Coaches Network is not a guarantee of income or clientele.

All business transactions between the WE Coach and his/her clients are strictly

between them and will not involve USAWE. In the event of any injuries, accidents,

lawsuits, etc., USAWE will be held harmless.

Applicant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CODE OF ETHICS -- COACHES**

In providing a service to the working equitation community, I recognize the need to do so in a professional manner, interacting with the public and colleagues with the highest degree of integrity. I will adhere to the following creed:

a. I will execute my duties without bias or prejudice.

b. I will ensure that every horse present at an event where I am officiating shall, at all times, be treated humanely, maintaining the welfare of the horse as paramount.

c. I will adhere to all relevant policies/procedures of **USA Working Equitation (USAWE)** while upholding the U.S. Rules for Working Equitation.

d. I will conduct business in a manner that will enhance the image of **USAWE** and the sport of working equitation.

e. I will avoid conflicts of interest, either real or perceived, whenever possible, and disclose conflicts of interest wherever they exist and cannot be avoided.

f. I will uphold the highest standard of professional behavior, recognizing that even the appearance of misconduct or impropriety can be very damaging to the reputation of **USAWE** as well as to my own reputation.

I understand and agree that USAWE has the right to investigate complaint(s) regarding a coach’s alleged conduct. I will participate in the due process proceedings of the Ethics Committee. I have a right to review all information, documents, photographs, or other evidence used to evaluate my performance in my official duty. I will abide by the decision of the Ethics Committee once all avenues of due process have been exhausted.

I understand that in order to maintain recognition as a USAWE coach, I must maintain membership with **USAWE** and provide proof of continuing education as outlined in the Coaches Network Program.

I will abide by the Social Media Policy.

By signing this document, I agree to be bound by this Code of Ethics and the Coaches Network Program. I understand that failure to do so could result in suspension and/or loss of recognition.

**Printed Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_