



Thank you for your interest in coaching for the Riders Interscholastic Federation of North America, Inc. (RIFNA). It is the purpose of RIFNA to make equestrian sports available to any student in grades 6 through 12 who wishes to participate regardless of his/her riding ability or economic background. RIFNA recognizes three riding disciplines – Hunter/Equitation, Dressage, and Western – and encourages its members to try all three.

A yearly application fee of \$20 allows you to assist a RIFNA coach in teaching in one, two, or all three disciplines. Please indicate on the Assistant Coach Application the disciplines you will teach. To learn more about RIFNA, please visit our website (WWW.RIFNA.COM).

Assistant Coach Application Process:

1. The attached assistant coach application packet includes an Assistant Coach Application, a Code of Conduct Policy, and a Code of Conduct/Release Form. Please review each form carefully, fill out completely and sign.

****NOTE: ALL RETURNING COACHES MUST COMPLETE AN ASSISTANT COACH APPLICATION PRIOR TO THE FIRST RIFNA SHOW OF EACH COMPETITION YEAR.**

2. Proof of liability insurance must be provided with the application. If you are a RIFNA barn owner, applying to be an assistant coach most likely you are covered under the stable policy, but please confirm with your insurer provider. If you are just applying as an assistant coach, then you must be mentioned on the policy of any and all RIFNA barns that you will be teaching at **OR** have your own insurance policy and list on that policy any and all RIFNA barns at which that you will be teaching. If you have any questions, we recommend you contact your own insurer or GOETZ Insurance, 1-800-233-0428, a RIFNA sponsor.
3. You must provide a copy of your CPR certification.
4. The annual membership fee is \$20, payable by check, money order, credit card or debit card. Make check or money order payable to RIFNA.
5. Submit all of the above items to RIFNA headquarters at 17875 Birmingham Highway, Alpharetta, GA 30004.



17875 Birmingham Highway
Phone: 770-781-3833

Alpharetta, Georgia 30004
Fax: 770-888-9418

Assistant Coach Application

Applicant Verification Data

In order to process your application; please provide the following information. Include your exact legal name and any other name(s) you may have used in the last seven (7) years. Please PRINT CLEARLY AND IN INK.

First Name: _____ Middle Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Date of birth: _____ Social Security Number: _____ Email: _____

Driver's License Info: Number: _____ State: _____

Please list any other name(s) used and indicate dates used.

Other Name Used: _____ Used From _____ Used Until _____

Other Name Used: _____ Used From _____ Used Until _____

Past Residence Data

Applicant must provide city, county and state information for residence covering a period of seven (7) years. Begin with your most current address. If you require more space, please enter at end or back of application.

From: _____ MM/YYYY	To: _____ MM/YYYY
City _____ County _____	State _____ Zip _____
From: _____ MM/YYYY	To: _____ MM/YYYY
City _____ County _____	State _____ Zip _____

Note: In order to be accepted as a RIFNA assistant coach, you must have liability insurance as per RIFNA Rule 2.5. Attach a copy of your Declaration Page, Certificate of Insurance or other adequate proof of insurance.

Policy carrier/number: _____ Limits: \$ _____
Do you have any prior claims? No Yes*

*If yes, please indicate outcome: _____
Do you have, or have you had, any civil or criminal complains filed against you? No Yes*

*If yes, please indicate outcome: _____



Assistant Coach's Name: _____

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Are you CPR certified? ** Yes No Scheduled for training on _____

**Must submit proof to RIFNA.

Coaching at Farm(s): _____
Use additional paper if you require more space.

Assisting RIFNA Coach(es): _____
Use additional paper if you require more space.

Number of Years Training: _____ Number of years riding: _____

Disciplines taught: Dressage Western Hunter Equitation

Certification : _____ Expiration Date: _____

Current Employer: _____

Previous Employers: _____
Use additional paper if you require more space.

Please indicate three (3) professional references that we may contact:

Name	Relationship	Phone Numbers

By signing this document, I verify that, to the best of my knowledge, the above information is true, and I have authorized release of information to RIFNA, Inc. to be verified. I have read and will follow the RIFNA Rules.

Signature _____

Date _____

Print Full Name _____

Annual Fees: **\$20**



CODE OF CONDUCT and RELEASE FORM

I, _____ (*print name*), have received and read the Code of Conduct of Riders Interscholastic Federation of North America, Inc. (RIFNA). I understand that unlawful addictive behavior, such as use of alcohol, drugs, tobacco, etc., is NOT permitted in or around any RIFNA function. I have read the Code of Conduct Standard and Violation Procedures and my signature below signifies my complete understanding of the code and my acceptance of the consequences of my actions. I am aware that while I am a member of Riders Interscholastic Federation of North America Inc., (RIFNA) I have a responsibility to adhere to the standards, rules and bylaws of the organization and understand the consequences of noncompliance.

By my signature below, I acknowledge that entry and participation in RIFNA activities are made at my own risk and subject to the rules established by RIFNA. I/We agree that the management or its agents assume no responsibility for accidents or injuries. Each participant waives all claims against Riders Interscholastic Federation of North America, Inc. (RIFNA), its management, and its agents.

Signature _____ Date _____



Code of Conduct

All members of the Riders Interscholastic Federation of North America, Inc. (RIFNA) must adhere to the adopted RIFNA Code of Conduct.

The RIFNA Code of Conduct shall read:

Riders Interscholastic Federation of North America, Inc. (RIFNA) members, including riders, coaches, officials, and volunteers must conduct themselves in a sportsmanlike manner, and are responsible for their actions in competitions, going to and from competitions, and while at arenas hosting competitions. Members are responsible for adherence to RIFNA competition rules and procedures.

In all equestrian sports the well being of the horse shall be above the demands of trainers, riders, owners, organizers, sponsors or officials. In the interests of the horse, the fitness and competence of the rider are essential. All riding and training methods must demonstrate respect for the horse as a living entity and may not include any technique considered to be abusive or overtaxing of the horse's ability or fitness.

Further, student members shall refrain from the use of drugs and alcohol and strive to maintain the high academic standards promoted by RIFNA. Coaches and representatives of RIFNA shall refrain from consuming alcohol prior to and during all RIFNA sponsored events. Coaches and assistant coaches are expected to act professionally and respectfully at all RIFNA sanctioned shows, competitions and events; maintain current professional liability insurance; and follow all rules and regulations of RIFNA.

VIOLATION PROCEDURES

Violations may be brought to the attention of the Show Management, Show Steward, or Judge. Anyone may approach the Steward or Show Management to report violation(s) to the RIFNA Code of Conduct. Unsportsmanlike conduct may result in disqualification from an event, loss of points earned at the event, and possible disqualification from participation at future RIFNA events at the discretion of Show Management, Show Steward and/or RIFNA Board.

Disciplinary Incidents Reports must be filed for any such reported incident on a form that includes: the name, contact information, and signature of the person making the complaint; the name, contact information and signature of the person committing the infraction; and signatures of the show management, steward(s) and witness(es).

Disciplinary Incident Reports shall be filed with the Regional Representative and kept on file. In the event of a protest, send the report to the National Secretary. All protests are handled first by the Regional Representative. If not settled at the regional level, protest may be filed with the Chair of the RIFNA Rules and Standards Committee. Decisions will be made by a majority vote of the Rule and Standards Committee and are final and binding.

Read, detach, and retain this page for your files.