

## **ATTACHMENT A TO POLICY 3015**

### **RESPONSIBILITIES OF THE REGIONAL INSTRUCTOR COORDINATOR (RIC)**

- A.** The RIC must review instruction programs of the Registered Clubs and Riding Center Programs annually and provide a written summary for the Regional Supervisor (RS) in the RIC Annual Report.
  
- B.** The RIC's responsibilities may include, but are not limited to, the following:
  - 1. To provide support and assistance to the clubs and riding centers for their Instruction programs and to facilitate collaboration among clubs and riding centers on "best practices" and instructional activities.
  - 2. To develop and oversee the regional calendar of instruction serving D-1 through A with the advice and consent of the RS.
  - 3. To collaborate with clubs, riding centers and the regional council to support and provide programs for those members pursuing Specialty Certifications.
  - 4. To develop and oversee the regional calendar of National tests with the advice and consent of the RS.
  - 5. To organize an annual Standards and Certifications Clinic covering at a minimum the D-1 through the C-2 Standards of Proficiency for instructors, local level examiners and Participating Members and to maintain and publish a list of participants in the RIC Annual Report.
  - 6. To recruit, develop and mentor new instructors and examiners within the region.
  - 7. To develop, maintain and distribute a list of instructional resources to clubs, riding centers, members and organizers.