

Burnaby Horsemen's Association Policy: **Approved Instructor Insurance**

Approved: **MARCH 28 2022**

Applicability

This policy details the insurance requirements for instructors who teach at the BHA.

Policy

1. Instructor responsibilities:
 - a. Instructors must hold valid Coaching Liability insurance at all times when they are teaching at the BHA.
 - b. As of January 2012, the BHA requires a minimum of \$5 million Coaching Liability Insurance
 - c. It is the instructor's responsibility to submit copies of insurance documentation to the Director of Lessons and Clinics.
 - d. An instructor is not permitted to teach if she/he does not hold valid insurance and/or has not submitted a copy of the insurance documentation to the BHA.

2. Director of Lessons and Clinics responsibilities:
 - a. The Director of Lessons and Clinics must keep a copy of each approved instructor's insurance documentation.
 - b. The Director of Lessons and Clinics must keep record of the effective dates of the insurance and advise an instructor of any non-compliance with this policy (i.e. expired insurance).

Supporting Documents

- 1) Related BHA Policy
 - a) Definition of Instruction
 - b) Instructor Ring Fee
 - c) Instructor Teaching Schedule

- 2) Related Forms
 - a) BHA Instructor Application Form

Review Schedule

Policy Adopted:	MARCH 28 2022
Policy Owner:	Director of Lessons and Clinics
Next Review Scheduled:	APRIL 2023

Version History

Date	Version Number	Details
MARCH 20 2012	1.0	Initial version posted on BHA website
MARCH 28 2022	1.1	Formatting changed