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CONDITIONS FOR RENEWAL OF ACCREDITATION CERTIFICATION

The accreditation certification of trained ATHRA members expires on the fifth anniversary of their accreditation training date. The accreditation certification may be renewed at the end of the five-year period without further training if all the following conditions are met –

1. The member has been an ATHRA member continuously for the entire period of their accreditation, and
2. The member has regularly performed a role as Trail Boss, Ride Coordinator, Lead Rider, Drag Rider, or Ride Steward at ATHRA sanctioned trail rides or events, and
3. The member has performed these roles in a safe and satisfactory manner, and
4. The member's club has certified that the conditions in items 1,2 and 3 have been met and the club has applied in writing to ATHRA's Accreditation Coordinator for the renewal of the member's accreditation certification before the expiry date, and
5. The Accreditation Coordinator recommends renewal of the member's accreditation certification to the appropriate Director.

APPLICATION PROCESS

The Accreditation Coordinator will invite clubs to apply for the renewal of club members whose certification is about to expire (refer IMS-F-023 Member Accreditation Renewal Invitation to Club).

Applications must be forwarded to the Accreditation Coordinator to arrive at least one (1) month before the expiry date. The Accreditation Coordinator shall forward the application to the appropriate ATHRA Director with a recommendation to renew or otherwise. A decision to renew any member's accreditation certification is at ATHRA's sole discretion.

ATHRA may request documentary proof of any facts made in a renewal application. It is therefore in the best interest of all clubs that they maintain accurate ride attendance records in case they are ever called upon to provide this information to ATHRA.

It is recommended that clubs create and maintain an accurate running record of the official duties performed by each of their accredited members at rides or events. This will eliminate the need to go back over ride records for the previous five years when applying for renewal of their members' accreditation certification.

It is important that clubs only apply for the renewal of status of proven and suitable ride officials. Clubs should not ask for or recommend the renewal of accreditation certification of any member who has been performing the role in an unsatisfactory manner or on an irregular basis.

THE ACCREDITATION COORDINATOR SHALL:

- Maintain an up to date register of members certified through ATHRA's accreditation training program through the membership data base.
- At least two (2) months prior to the expiry date of a member's accreditation certification, forward to the relevant club a Member Accreditation Renewal Invitation listing the member's name, the Accreditation certification level (eg Trail Boss, Ride Steward, etc) and the certification expiry date.
- Regularly liaise with the Regional Managers and ATHRA Directors with regard to all accreditation matters.