

**LEO Hosting Guidelines**

**Training definition**

This experiential training is intended to serve 12 – 16 participants in each six hour session. Our goal is to help overworked law enforcement and social service officers bring joy and pride back into their work as they are reacquainted with their culture and mission. They so often deal with difficult, manipulative, and uncooperative offenders that they have lost sight of the potential victims that they are protecting. They may also become overworked and disillusioned in their work; thus causing a dullness in their senses and a hesitancy to do more than the minimum. Situational awareness and thoroughness is the cornerstone of the work they do. They can become desensitized to triggers and red flags in their everyday work.

**Attendees**

The target audience for attendees is probation officers, parole officers, law enforcement officers, judicial officers, and those working in social service agencies. If possible, we prefer to have the law enforcement officers all together on one day, with the other social service attendees on the other day.

In order to provide a safe and protected learning environment, we do not allow observers. The host site may have up to two staff in the training to assist as needed.

The training is not intended to train or educate the staff of the host site.

**Expected Schedule**

The day will begin with registration and snacks (more on snacks below). The morning will include videos, discussion, and possibly a horse activity. While we do have a framework of information to cover during the training, we respond and plan spontaneously to the conversations that naturally occur.

Lunch should be provided for participants (more on lunch below). The JAYC staff will eat separately to plan for the afternoon.

The afternoon’s schedule will vary depending upon the group’s dynamics. The day will end with the presentation of training certificates.

**Facility Requirements**

The host location should be able to provide the following accommodations for classroom time:

* Room with seating for 20.
* TV or projection system to show computer presentations to all attendees.
* Apple connectors to the TV or projector.
* High speed internet connection.
* Access to a copy machine with plenty of paper and ink.

The host location should be able to provide the following accommodations for barn time:

* A covered arena or round-pen in case of inclement weather.
* Seating for participants who are not actively involved in the equine exercise.
* Tack for the horses used (see below) and various props (hula hoops, barrels, balls, etc).

**Horse Requirements**

The host location should be able to provide the following for horses:

* 4-6 sound horses with various personalities and sizes that are accustomed to being used for riding lessons and ground work. They should be sensitized to common props used in ground work, such as hula hoops, barrels, balls, etc.
* Horses should be able to accommodate riders of at least 180 pounds.
* Appropriate tack for above horses, such as bareback pads, saddles, halters, lead ropes, bridles, etc.
* A variety of helmets for adult participants to wear when riding.

The host location will be responsible for having horses ready for use at designated times and will also be expected to put horses away after their use.

Also, please send Admin@Transitioning Families a short bio with the experience of your horse professionals and the horse experience of your mental health staff.

**Food Requirements**

The host location will be responsible for providing beverages, snacks and lunch.

* Beverages should include coffee, water, soft drinks, sweet and unsweet tea. Bonus points for Starbucks.
* Snacks should be simple and can include items such as granola bars, fruit, cookies, bagels, donuts, trail mix, etc.
* Lunch for attendees should be provided.
* Lunch should be provided for the JAYC staff in a separate location from the other attendees since we need privacy to de-brief the morning’s activities and plan for the afternoon’s activities. There will need to be some vegetarian options.

The JAYC staff does not expect dinner to be provided for them.

**Lodging Requirements**

The host site should provide lodging for the JAYC staff. Contact Admin@TransitioningFamilies.com for more information about the requirements since they may vary from team to team. Depending on transportation schedules, this can be for either three or four nights.

**Transportation Requirements**

The host site is responsible for the purchase of two plane tickets for JAYC staff. The other transportation costs for staff will be provided by the JAYC Foundation. The JAYC Foundation will provide the costs of the rental car.

**Costs**

The host site should expect to provide a $7500 registration fee to The JAYC foundation and provide lodging for three to four nights depending on transportation schedules, two airline tickets, and lunch for the attendees and JAYC staff.

To cover these costs, the host site may charge each participant a flat rate and/or raise the money through sponsorships (see marketing section for more information). The flat rate may not include any upcharges to “profit” the host site. If there are not enough attendee fees to cover the host site’s share of the costs, the host site must still pay the difference.

**Marketing**

The host site is responsible for all marketing of the event to the appropriate attendees. The clinic fee may be either paid by each attendee or through fundraising by the host site. The host site may not promise anything from the JAYC Foundation to donors for their sponsorship of the event. The host site should not expect the JAYC Foundation to assist with any fundraising.

Any advertising or marketing materials must be approved by the JAYC Foundation before they are distributed to the general public. Marketing materials may not give the impression that JAYC endorses or is affiliated with the host site.

**Logos**

The JAYC logo may only be used with specific permission and may not be altered in any way. The host site may not create any alternative logos or images to be used during the training or on any promotional materials.

**Registration Paperwork**

The host site is responsible for collecting all preregistration paperwork sent to them. It must be completed by each participant and returned within one week of clinic.

**Insurance**

It is the responsibility of the host site to provide appropriate liability insurance for the event.

**JAYC Merchandise**

The JAYC Foundation may bring merchandise, such as t-shirts, bracelets, books, etc., to sell during the clinic.

**Photos**

Even if a participant has signed a photo release, photos are not allowed during the clinic without specific permission of the JAYC staff. This is in order to provide a protected space for the attendees. Any photos taken may not be used by the host site without specific permission from the JAYC Foundation staff.

**Interviews**

Media interviews with the JAYC staff should not be arranged without specific permission beforehand. The interviews must be about the LEO clinic or other JAYC programs. They should not be intended to bring donations to the host site or be seen as an endorsement of the host site.

**Cancellations**

It is at the sole discretion of the JAYC Foundation to determine if a training should be cancelled.

**Agreement**

Changes to these guidelines can only be made in writing and must be agreed to by both the JAYC Foundation and the host site.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JAYC Foundation Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Site Date