

**United States Pony Clubs, Incorporated  
Horse Management Committee**

**HM PROCEDURE 102**

**SUBJECT: CHMJ MENTOR RESPONSIBILITIES**

EFFECTIVE DATE: January 1, 2009

REVISED DATE:

NEXT SCHEDULED REVIEW DATE: June 2011

**I. PHILOSOPHY:**

In order to determine the effectiveness and readiness of a Provisional Chief Horse Management Judge (PCHMJ) to become a Chief Horse Management Judge (CHMJ) it is required that a Mentor Chief Horse Management Judge (MCHMJ) be used at any qualifying rally in which a PCHMJ is Chief.

Also, to ensure that PCHMJ's are provided with a valuable learning experience, and are adequately monitored and supervised while performing the job of Chief Horse Management Judge, it is necessary that all Active Chief HM Judges should be available to act as a Mentors to provide supervision and feedback.

**II. PROCEDURE STATEMENT:**

Every PCHMJ who is acting as a Chief at a qualifying rally shall be mentored by an Active CHMJ. A CHMJ with Active status, if agreeing to act as a Mentor Chief Horse Management Judge to a Provisional Chief Horse Management Judge, must comply with the instructions and guidelines laid forth below.

**III. AMPLIFYING INSTRUCTIONS AND GUIDELINES:**

- A. During the rally, the MCHMJ serves as both an advisor to the PCHMJ and as an AHMJ, stepping in only as necessary to ensure the environment remains safe and positive.
- B. The Mentor Chief Evaluation is a form that is to be completely filled out and mailed separately from all other evaluation forms by the MCHMJ directly to the Instruction Assistant at the address provided on the form within thirty (30) days of the rally. Failure of the MCHMJ to return the evaluation within thirty (30) days of the rally shall result in automatic status of Suspended: Temporary for the MCHMJ. This form is available on [www.ponyclub.org](http://www.ponyclub.org) under 'Forms'.
- C. When a PCHMJ is used, the MCHMJ will collect all evaluations. This is not the responsibility of the PCHMJ, since this is confidential information and will aid in the process of evaluating PCHMJ competency and readiness to become a CHMJ.

**IV. DELEGATION OF AUTHORITY:**

- A. The Horse Management Committee Chair(s) shall have responsibility for this procedure.
- B. The Vice President of Instruction shall have oversight of this procedure.

**V. ENACTMENT:**

Established Date: June 2008