

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

HM PROCEDURE 104

SUBJECT: CHMJ ANNUAL REPORT

EFFECTIVE DATE: January 1, 2009

REVISED DATE:

NEXT SCHEDULED REVIEW DATE: June 2011

I. PHILOSOPHY:

In order to ensure compliance with Horse Management Committee policies CHMJ should report their activities once a year.

II. PROCEDURE STATEMENT:

To remain an Active CHMJ a Chief must file a CHMJ Report annually.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

- A. The CHMJ Annual Report form will be posted on www.ponyclub.org under 'Forms'.
- B. The report must be postmarked by December 1st of each year and sent to the USPC office.
- C. A permanent copy of this report will be kept in the CHMJ's file.
- D. Failure to submit a CHMJ Annual Report will result in a change in status to Suspended: Temporary.

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