

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

Job Description: Horse Management Impartial Observer (HMIO)

EFFECTIVE DATE: May, 2008

REVISED DATE:

NEXT SCHEDULED REVIEW DATE: May, 2011

I. PHILOSOPHY:

The Horse Management Committee has created the position of Horse Management Impartial Observer (HMIO). ***This position is optional and may be staffed during regional rallies at the discretion of the Regional Supervisor and/or rally organizer(s).***

The HMIO spends time in the stable area and mingles with competitors and HM staff. The HMIO acts as a buffer between organizers, parents, spectators, and the Horse Management staff. The HMIO may go anywhere on the rally grounds.

This position does not diminish or change in any way the existing capacity of any officials at the rally. Rather, the HMIO is a tool to foster better communication and perception of HM and the staff at rallies. The HMIO is not to report competitors' Horse Management transgressions; i.e. they are not to act in the capacity of a horse management judge.

II. OBJECTIVE:

In order to encourage a positive and friendly rally atmosphere, an HMIO should be utilized as a liaison between the competitors and the Horse Management staff.

III. JOB DESCRIPTION

HMIO Qualifications:

- 1) Should be sympathetic and a good listener. (Desired)
- 2) May be known to the competitors, especially in a rally with much younger or less experienced competitors. (Desired)
- 3) Should be truly impartial. (Required)
- 4) Should be approachable by children and adults and possess good conflict resolution skills. (Desired)
- 5) Have a basic comfort level around horses but is not required to have the level of knowledge appropriate to an Assistant HM Judge. (Desired)

Responsibilities:

- 1) Be an extra set of eyes in the stable area. They are allowed to roam freely about the rally while performing their duty.
- 2) Move about the rally grounds and observe interactions between HM staff and competitors, including formals, work in the stable area, vet box, turnbacks, inquiries, protests, etc.
- 3) Watch the conduct of the rally and note any unusual circumstances regarding horses, weather, facilities, and scheduling, etc., which may affect participants' Horse Management experience and report these to either the CHMJ, TD or other rally officials. Provide competitors with a person to go to in order to express their concerns.
- 4) Alert the CHMJ of competitors' often differing perceptions of what is actually going on at the rally.
- 5) Be present at any inquiries or protests (but not be part of the adjudication).
- 6) Be on site and available to competitors and HM staff for the duration of the rally, (except for late night checks) from one hour before the Official Briefing till the award ceremony. The HMIO shall be introduced to the competitors and other officials at the Official Briefing.
 - a) The HMIO should meet initially with the CHMJ for a consultation and clarification of the job responsibilities.

Note: Issues discussed and/or comments that are overheard about individual competitors are strictly confidential and are not to be discussed with anyone during or after the rally.

Term of Appointment:

- 1) The HMIO shall be appointed by the RS and/or the rally Organizer(s). Travel expenses, lodging and food shall be arranged by the rally Organizer(s). The Chief Horse Management Judge, the Horse Management Committee or the regional HMO shall not have responsibility for this appointment.
- 2) In order to maintain the independence of the HMIO, he/she should not be an officer of any region participating in the rally.
- 3) The HMIO shall have no other official capacity.
- 4) Ideally, the same person shall serve in the HMIO capacity for the entire rally.
- 5) The HMIO must be allowed free access to all areas of the rally grounds.

Limits of Authority:

- 1) The HMIO works in concert with all rally officials in an observing and reporting capacity only. He/she is an information gatherer and provider. They may not access points nor give them back, that is the job of the appropriate rally officials.
- 2) While an HMIO is expected to point out unsafe situations but they shall not perform safety checks or equipment adjustments. If assistance is needed it will be provided by a member of the HM staff.

Assistance:

- 1) Competitors should know that speaking with the designated HMIO does not constitute unauthorized assistance.
- 2) If requested, an HMIO may assist competitors but limit this assistance to tasks itemized under 'Examples of Assistance - Authorized' (Horse Management Rulebook, HM 8a, amplified). If further assistance is needed it will be provided by a member of the HM staff.

Evaluations:

- 1) At the conclusion of the rally, the HMIO shall fill out an Officials Horse Management Evaluation Form referencing the HM staff and the rally itself.
- 2) The CHMJ should include a brief evaluation of the HMIO on their rally evaluation.

Accountability:

- 1) While a part of the rally, the HMIO is not part of the HM staff or a rally official. The Regional Supervisor and/or rally Organizers(s) shall have authority over the HMIO.

Resources Available:

- 1) Stable area: CHMJ
- 2) All other areas: rally officials.

IV. DELEGATION OF AUTHORITY

The position of HMIO is a collaborative effort between the Vice Presidents of Instruction and Activities.

- 1) The Chair(s) of the Horse Management Committee shall have responsibility for this job description.
- 2) The Vice President of Instruction and the Vice President of Activities shall have oversight of this job description.

V. ENACTMENT:

Established: Date: May, 2008