

To: Chief HM Judge Applicant

From: USPC Horse Management Committee

Thank you for applying to become a Chief Horse Management Judge (CHMJ). In order to apply, you must be an active Horse Management Judge (HMJ) at the Regional level and at least 24 years of age. *\*\*For applicants who are currently members of USPC; you can be an active member and enter the program at age 22. Once all criteria are met, you could become a full CHMJ at age 24.* If you have not been able to judge or are not currently a judge, contact your Region's Horse Management Organizer (HMO). If you do not know whom the HMO is, contact your Regional Supervisor or the USPC National Office for information.

While we appreciate and thank you for your volunteer work as a Quiz phase judge, Technical Delegate, or member of a Ground Jury, etc., the CHMJ focuses on the experience with "hands-on" HMJ during mounted rallies and stable areas.

If you are an active judge (description to follow) and understood the outlined responsibilities of a Chief Horse Management Judge in the Judges' Guide at USPC Rallies section of the current Horse Management Handbook, complete the online application or print and send to the National Office.

It is the applicant's responsibility to have all references sent directly to the National Office. References needed are: Regional HMO, the Regional Supervisor, an approved CHMJ, and a fourth reference of applicant's choice. Applicant may provide additional references, if desired. References may not be from a relative. To ensure confidentiality, the references are sent directly to the National Office by the above listed people. The applicant is not to submit them.

If a reference is received prior to the receipt of the application, the reference must not be older than six months at the time of the applicant review. Upon receipt of application, if a reference(s) is (are) missing, it is YOUR responsibility to follow up with your references.

When the candidate application is received at the National Office, it must be completed within six months. Once 100% complete, (all supporting documents have been received) it will be reviewed by the Horse Management Committee. Upon review, you, the Regional HMO, and Regional Supervisor will be informed of the decision in writing. If successful, you will receive provisional approval as detailed in the attached. If not successful, you and your HMO will be advised of any areas of concern.

If you have any questions, or want additional information, please feel free to contact the USPC National Office.

SEND REFERENCES TO:  
USPC, Inc.  
Attn: CHMJ Application  
4041 Iron Works Parkway  
Lexington, KY 40511 - 8462

## HOW TO BECOME A CHIEF HORSE MANAGEMENT JUDGE

### APPLICANT RESPONSIBILITIES

1. Contact your Regional Horse Management Organizer (HMO) to let him/her know of your interest in becoming a Chief Horse Management Judge (CHMJ).

A. You have been actively judging at the regional level. Active is defined as a minimum of two rallies per year for no longer than THREE years immediately prior to application. If you are not currently doing so, contact the HMO to assist at regional rallies. ***It is strongly recommended that you work with CHMJs from the Approved CHMJ list to insure that you are observing standard practices.***

B. Be a minimum of 24 years old unless following the path for current USPC members as described on page 1.

C. Request that a CHMJ at one of the Rallies where you have assisted complete an evaluation form.

D. Have a thorough working knowledge of the current Horse Management Handbook and the rulebooks for those disciplines in which you judge.

2. Attend at least one Regional Horse Management Seminar given by an approved Chief who is current and assure your name is included on the list of attendees.

3. Contact the National Office in order to be sent a CHMJ Application Form and Reference Forms. (These forms are also available on the USPC website)

4. Complete and send application to the National Office.

5. Send at least four reference forms to referees to complete. One reference is to be completed by the RS, one by the Regional HMO, one by a Chief Horse Management Judge and at least one other by an individual who is familiar with your equine background. You may certainly provide more than four references if you wish. None of these references may be from anyone who is related to you. If you are the HMO, then have another regional officer, such as the RIC, complete the second reference. Reference forms should be sent to the referee with a stamped envelope addressed to the address noted on page 1.

***For the sake of confidentiality, references ARE NOT to be sent back to the Applicant to submit.***

6. Follow-up with referees to ensure they have completed and sent the references in.

7. If, after six months from the date of application, your application is not complete, the file will be closed and the applicant will have to reapply.

## **HORSE MANAGEMENT COMMITTEE RESPONSIBILITIES**

1. The HM Committee will acknowledge receipt of the application and will indicate any items that are missing.
2. The Review Committee will review completed applications and make a determination. The committee will seek further information if it is felt that clarification is needed.
3. The HM Committee will notify the applicant and their Regional HMO and RS and recommending CHMJ of the decision. The review and notification will occur within four weeks of receipt of a completed application package.
4. Provisional status will be for a minimum of one year (or one rally season). At the end of that year, the HM Committee will review all evaluations from rallies completed during the year, including those of the mentor chief. You will then be either approved as a Chief HMJ or asked to continue another year as a provisional CHMJ. Notification of this will include any concerns of the committee based on the evaluations. This notification will be sent to the Provisional Chief, the Regional HMO and recommending CHMJ.
5. If, after a second year, a review of the required evaluations indicates that you are not yet ready to move to full status, the HM Committee, in its entirety, will review the entire file and determine the appropriate action to take; up to and including possible reapplication at a later date.
6. The list of Approved Chief Horse Management Judges will be published annually and be available on the USPC website.

## **PROVISIONAL CHIEF HORSE MANAGEMENT JUDGES RESPONSIBILITIES**

The goal of the Provisional CHMJ program is to ensure that applicants are comfortable in a wide-range of rally situations with the support of a Mentor. Therefore, the HM Committee strongly recommends Mentor rallies for Provisional CHMJs meet at least one of the following characteristics:

- \* Qualifying rally,
- \* Overnight/Multi-day rally,
- \* Minimum 8-10 teams,
- \* is a core USPC discipline (Dressage/Eventing/Show Jumping).

In addition, the HMC strongly recommends that Provisional CHMJs seek Mentor rally opportunities in different Regions, different disciplines and utilize different qualified Mentor CHMJs. Promotion to full CHMJ status will be considered after review of Mentor evaluations from 3-4 mentored rallies, other relevant rally experiences, participation in a National CHMJ Seminar and In addition to the mentored rallies, you will need to complete the Safety self-study modules, provide proof of current first aid certification, have submitted to a back ground check and maintain corporate membership

A minimum of 2 Mentor rallies may be considered for exceptional cases.

1. Ensure that all requirements have been met and that all evaluations have been completed and forwarded to the USPC office. The Provisional Chief **MUST NOT** receive and mail the evaluations themselves, as they are confidential.
2. Prior to any rally at which you will be the Provisional Chief, you must notify the PCHMJ Coordinator at what rally, in what region, and what discipline you will be acting as the Chief and who your Mentor Chief will be. Such notification must be made at least three weeks prior to the rally.

**NOTE TO RSs/HMOs:** The Provisional or Mentor Chief should be from outside the Region. We recognize the cost factor this could involve, but the HM Committee hopes this will significantly improve the preparation of new Chiefs.