

Michigan Interscholastic Horsemanship Association

Standard Operating Procedure

Non-Sufficient Fund (NSF) Checks (returned checks)

The Board of Directors of the MIHA has decided that as a matter of standard operating procedure that this procedure shall be followed in all instances of an NSF returned check.

The Board of Directors has authorized the Executive Board to establish a Standard Operating Procedure (SOP) which will be as follows,

1. Two phone calls to the person initiating the check (initial and follow-up, if necessary) will be made.
2. If payment is not received within 1 month of initial phone calls, a third call will be made describing subsequent course of action:
 - a. All appropriate MIHA leadership (i.e. team coaches, DC and executive board) will be notified.
 - b. If the person initiating the NSF check is a team coach, the school and/or team members/parents, as deemed necessary and appropriate by the District Chairperson and State Treasurer, will be notified of the situation by registered mail.
 - c. Appropriate legal action will be taken by the State Treasurer (i.e. the matter will be taken to court)
3. Payments, including any bank charges, are to be made with a money order or certified check, via registered mail.