





# Wisconsin Interscholastic Horsemanship Association Membership Form

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## *Wisconsin Interscholastic Horsemanship Association Procedure for Non-Sufficient Fund*

The WIHA Executive Board has established a standard operating procedure for all non-sufficient fund (NSF) checks. It is as follows:

1. Immediate suspension of membership and ineligibility to compete in WIHA events.
2. A 5-day demand payment letter will be sent via certified mail, return receipt to the person issuing the check. The letter provides them with the opportunity to settle the debit (including a service fee of \$25 per check) and notifies them that the child's/children's membership is immediately suspended. They are ineligible to compete in any WIHA event until the debit is satisfied.
3. If payment is not received within 15 days of receipt of the certified letter, subsequent course of action will be:
  - A. All appropriate WIHA leadership will be notified – including schools, team coaches, District Chairpersons and WIHA Executive Board.
  - B. If the Person initiating the NSF check is a team coach, the school and/or team members and parents, as deemed necessary and appropriate by the District Chairperson and WIHA Treasurer, will be notified of the situation via registered mail.
  - C. Appropriate legal action will be taken by the WIHA Treasurer.
4. Payments, including any bank charges, are to be made with a money order via registered mail.
5. Once payment is received by the WIHA Treasurer, membership and eligibility to compete will be reinstated.

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\_\_\_\_\_ and/or \_\_\_\_\_  
Print Parent(s)/Guardian(s) Name(s)

\_\_\_\_\_  
Exhibitor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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