



HCBC MEMBERS CODE OF CONDUCT DISCIPLINE POLICY

Preamble:

Horse Council BC is committed to providing a safe sport environment in which ethical conduct is respected and promoted. Horse Council BC believes that these values and ideals shall guide the communications and actions of all recognized Coaches and Instructors who are members of HCBC.

The purpose of the HCBC Code of Conduct is to ensure a safe and positive environment within the programs, activities, and events of Horse Council BC consistent with Horse Council BC's core values and policies. Horse Council BC supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

- The Code and Discipline Policy applies to any Members conduct during the business, activities, and events of Horse Council BC including, but not limited to competitions, practices, evaluations, training sessions, travel associated with organizational activities, the office environment, and any meetings.
- The Code and Discipline Policy also applies to Members conduct outside of the business, activities, and events of Horse Council BC when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of Horse Council BC. Such applicability will be determined by Horse Council BC at its sole discretion.

Complaint Process:

Complaints can be made by any member of the general public including but not limited to an athlete, representative of a club or sport organization, a coach, a parent or any member of HCBC.

Complaints shall be directed to the Executive Director of HCBC. The complaint will be forwarded to the Chair of the Members Conduct Committee.

The complaint concerning the conduct of a member shall:

- Be made in writing
- Identify the HCBC Member
- Set out the details of the complaint
- Identify the name and address of the complainant, and
- Be signed by the complainant

Upon receiving a valid written complaint, the HCBC Coaching Conduct Committee Chair shall

- Determine whether the complaint is one which comes within the scope of this policy or if the complaint can only be resolved using the legal courts or by Equine Canada.
- If the complaint is determined to be frivolous, trivial or a nuisance complaint both parties will be advised in writing, after which the matter will be considered closed. A copy of this letter will be kept by the HCBC office.

If the Complaint is determined to be within the scope of this policy the Coaching Conduct Committee Chair will

- Within 14 business days of receiving the complaint, the Chair will provide a copy of the complaint, by registered mail, to the HCBC recognized Coach or against whom the complaint has been made.
- The Member shall have 14 business days from the date of receiving the complaint to respond in writing to the Chair.
- If there is potential for disciplinary action against the Member a formal hearing will be scheduled.
- The hearing will take place no later than 30 days after the determination that the complaint has merit.

The Coaches Code of Conduct Committee is appointed and Chaired by HCBC President. The Executive Director may be an ADHOC member of the committee. A recording secretary will be appointed by the Executive Director



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The Hearing:

- All parties, the committee, the complainant and the member will receive copies of all of the supporting documentation of the complaint upon notification of the hearing date.
- Both the Member and the complainant have the right to present their case and be heard by the Committee.
- Both parties have the right to bring counsel with them to the hearing.
- The hearing can take place in person, by teleconference, webinar, or other electronic meeting programs such as Skype or Zoom.

Disciplinary action may include, but is not limited to:

- a. A verbal apology to the complainant
- b. A written apology to the complainant
- c. A letter of reprimand from Horse Council BC
- d. Removal of certain privileges of membership
- e. Temporary suspension of membership
- f. Expulsion from membership in Horse Council BC, become a Member not in Good Standing

After the conclusion of the hearing, the Coaching Conduct Committee will send a letter of notice regarding the outcome of the hearing to all parties by registered mail no later than 14 business days after the hearing is completed.

The Committee's decision may be appealed. All appeals will be at the Appellant's expense and should be taken to the Sport Dispute Resolution of Canada for a decision. The decision of the Sport Dispute Resolution of Canada is final. Grounds for an appeal may include:

- a. HCBC failing to follow procedures set out in this policy.
- b. The Disciplinary Committee's decision was influenced by bias
- c. The Disciplinary Committee's decision was based on a misunderstanding of the evidence.
- d. The Disciplinary Committee's decision was unreasonable based on the facts and circumstances.
- e. Failure to follow the rules of Natural Justice

I _____ (print name) have read and fully understand the Horse Council BC Members Code of Conduct Discipline Policy, and agree to abide by all expectations and regulations.

Signature: _____ Date: _____



COACH OR INSTRUCTOR CODE OF CONDUCT DISCIPLINE POLICY