

Preamble:

Horse Council BC is committed to providing a sport coaching 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. Horse Council BC states that any Coach or Instructor who holds HCBC recognized certification of any type represents HCBC (Horse Council BC) and is bound to uphold the Code of Ethics and Code of Practice as presented by Equine Canada as well as abide by the Horse Council BC Coach or Instructor Code of Conduct Discipline Policy. For the purposes of this document the title “Coach” will be used for both Coach and Instructors.

1. This policy applies to all HCBC Member Certified Coaches recognized by Horse Council BC, including but not limited to Equine Canada/NCCP Coaches living and working in British Columbia and who are considered to be “current” as per HCBC’s current directory at the time of any complaint.
2. Equine Canada certified Coaches are first bound by the Equine Canada Code of Conduct and Code of Ethics and are subject to the statements and ideals of Equine Canada. Some complaints will be required to be taken to Equine Canada for resolution. The Equine Canada members Code of Conduct and Ethics are contained in the current General Regulations rule book.
3. This policy provides disciplinary action that may be used for Coaches who violate Horse Council BC’s Policies in the course of carrying out duties that encompass teaching, training and coaching.
4. Coaches are bound by this policy when they are actively coaching as Certified Coaches, or who are acting as a HCBC Team Coach.
5. Behavior by a Coach that may lead to sanctions may include, but are not limited to:
 - a. Physical or verbal confrontations or abuse of a rider, parent, official, horse, coach or other industry professional.
 - b. Any behavior that constitutes sexual misconduct. Sexual misconduct is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature.
 - c. Coaches under investigation by authorities for a significant offence may be suspended (temporary or permanent suspension of recognition of coaching certification by HCBC) while legal proceedings are in progress.
 - d. Any action or inaction that endangers the welfare of a rider or horse
 - e. Drinking alcohol or taking illicit drugs before or during coaching.
 - f. Unprofessional attitude, conduct and performance by the Coach while acting in the capacity of a Coach or Instructor either in private or in public.
 - g. Misrepresentation of Coaching status and certification
 - h. Any other action that brings the reputation of Horse Council BC into disrepute.
 - i. This policy does not apply in situations where the coach is acting outside of coaching parameters such as business disputes, boarding contracts, leasing or acting as a purchase agent. These situations would be covered by civil law.
 - j. Harassment complaints must go to Equine Canada, the RCMP or civil court.

Complaint Process:

6. 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. Anonymous complaints will not be accepted.
7. Complaints shall be directed to the Coaching Manager of HCBC. The complaint will be forwarded to the Chair of the Coaching Conduct Committee.
8. The complaint concerning the conduct of a Coach shall:
 - Be made in writing
 - Identify the HCBC Recognized Coach
 - Set out the details of the complaint
 - Identify the name and address of the complainant, and
 - Be signed by the complainant
9. 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.
10. 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 Coach 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 Coach a formal hearing will be scheduled.
 - The hearing will take place no later than 30 days after the determination that the complaint has merit.
11. The Coaches Code of Conduct Committee is appointed and Chaired by the HCBC VP Education. The committee shall consist of VP Education, another HCBC Board Director, and one Coach from a different equestrian discipline than the Coach subject to the complaint. The Executive Director may be an ADHOC member of the committee. A recording secretary will be appointed by the Executive Director.
12. The Hearing:
 - All parties, the committee, the complainant and the coach will receive copies of all of the supporting documentation of the complaint upon notification of the hearing date.
 - Both the Coach 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.



COACH OR INSTRUCTOR CODE OF CONDUCT DISCIPLINE POLICY

13. Disciplinary action may include, but is not limited to:
 - a. A verbal apology to the complainant
 - b. A written apology to the complainant
 - c. Letter sent to the National certification body or organization
 - d. A letter of reprimand from Horse Council BC to be placed in the coach's HCBC file
 - e. Removal of certain privileges of membership
 - f. Temporary or permanent suspension of recognition of coaching certification by HCBC
 - g. Temporary suspension of membership
 - h. Expulsion from membership in Horse Council BC, become a Member not in Good Standing

14. 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.

15. The Coaching Conduct 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 Coach or Instructor Code of Conduct Discipline Policy, and agree to abide by all expectations and regulations.

Signature: _____ Date: _____