

Canadian Pony Club



SAFE SPORT POLICIES EVENT DISCIPLINE PROCEDURE



CANADIAN PONY CLUB

EVENT DISCIPLINE PROCEDURE

2023

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**** This Event Discipline Procedure does not supersede or replace the *Discipline and Complaints Policy* ****

Purpose

1. CPC is committed to providing a competition environment in which all Organizational Participants are treated with respect. This Procedure outlines how alleged misconduct during an Event will be handled.

Scope and Application

2. This Procedure will be applied to all Events designated by CPC as using this Procedure.
3. If the Event is being sanctioned by an organization other than CPC (e.g., by an international federation or Equestrian Canada), the procedures for event discipline of the host organization will replace this procedure.
4. Incidents involving Organizational Participants connected with CPC (such as Athletes, Athlete Support Personnel, and directors and officers) must still be reported by the head coach or team representative to CPC to be addressed under the *Discipline and Complaints Policy*, if necessary.
5. This Procedure does not replace or supersede the *Discipline and Complaints Policy*. Instead, this Procedure works in concert with the *Discipline and Complaints Policy* by outlining, for a designated person with authority at an event sanctioned by CPC, the procedure for taking immediate, informal, or corrective action in the event of a possible violation of the *Code*.

Misconduct During Events

6. Incidents that violate or potentially violate the *Code* or applicable conduct standards, which can occur during a competition, away from the area of competition, or between parties connected to the Event, shall be reported to the designated person (usually the chief official) responsible at the Event.
7. The designated person at the Event shall use the following procedure to address the incident that violated or potentially violated the *Code*:
 - a) notify the involved parties that there has been an incident that violated or potentially violated the *Code*;
 - b) convene an Event Discipline Panel of either one person or three people (one of whom shall be designated the Chairperson), who shall not be in a conflict of interest or involved in the original incident, to determine whether the *Code* has been violated;
 - c) The Event Discipline Panel will interview and secure statements from any witnesses to the alleged violation;



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| | d) If the violation occurred during a competition, interviews will be held with the officials who officiated or observed the competition and with the coaches and captains of each team when necessary and appropriate; | |
| | e) The Event Discipline Panel will attempt to secure a statement from the person(s) accused of the violation; | |
| | f) The Event Discipline Panel will render a decision and determine a possible penalty; and | |
| | g) The Chairperson of the Event Discipline Panel will inform all parties of the Event Discipline Panel's decision. | |
| 8. | The penalty determined by the Event Discipline Panel may include any of the following, singularly or in combination: | |
| | a) oral or written warning; | |
| | b) oral or written reprimand; | |
| | c) suspension from future competitions at the Event; | |
| | d) ejection from the Event; or | |
| | e) other appropriate penalty as determined by the Event Discipline Panel. | |
| 9. | The Event Discipline Panel does not have the authority to determine a penalty that exceeds the duration of the Event. | |
| 10. | A full written report of the incident and the Event Discipline Panel's decision shall be submitted to CPC by the Chair of the Event Discipline Panel following the conclusion of the Event. | |
| 11. | A complaint and further discipline may then be applied in accordance with the <i>Discipline and Complaints Policy</i> , if necessary. | |
| 12. | Decisions made pursuant to this Procedure may not be appealed. | |
| 13. | This Procedure does not prohibit other Organizational Participants from reporting the same incident to CPC to be addressed as a formal complaint under the <i>Discipline and Complaints Policy</i> . | |
| 14. | CPC shall record and maintain records of all reported incidents. Decisions by the Event Discipline Panel may be published according to the Publication Guidelines. | |

Timelines

15. The procedures outlined in this Procedure are Event-specific and therefore shall be exercised and implemented as soon as it is reasonable to do so. The final decision of the Event Discipline Panel must be reached and communicated to the Parties prior to the conclusion of the event for it to be effective.



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16. Decisions issued by the Event Discipline Panel after the conclusion of the event will not be enforceable.