

## Disciplinary Policy

This policy identifies actions that may result in disciplinary action being taken against Waikato Equestrian Centre (WEC) members and users, and what action may be taken.

Any member or user of WEC must abide by the rules, policies, and requirements of the property at all times.

If a member or user is seen to be behaving in a manner that is contrary the rules, policies, and requirements of the property, or otherwise may bring the facility into disrepute, such behaviour must be reported as soon as is reasonably possible. Incidents may be reported in writing, which includes email to the Waikato Combined Equestrian Group (WCEG) Committee (the Committee), or may be made directly to the Centre Manager verbally. In the latter situation, the Centre Manager will formally document the incident and refer it directly to the Committee for consideration. Reports of incidents should include as much information as possible, including the time, date, place of incident, persons involved, vehicles involved, along with, where possible, photo and/or video evidence.

Disciplinary action will be reviewed by the Committee in private, where only the relevant facts and evidence will be reviewed objectively. Hearsay is not deemed to be suitable evidence.

Committee members must declare any or all conflict of interest and any member(s) who declare such an interest are not permitted to hear the matters. A quorum of at least 6 Committee members is required to hear these matters. Where Committee member(s) declare a conflict of interest, and where a quorum would otherwise fail, life members may be called upon to hear the matter in the interests of justice. At the conclusion of the hearing, if the member is found to be guilty of misconduct, the Committee must determine what action should be taken against the member. If multiple members are involved, each member should be considered separately for their part in the misconduct. The Committee will determine the seriousness of the misconduct, and take action accordingly. The findings will be delivered to the member(s) in writing, which may include by email.

*Minor misconduct may include, but is not limited to:*

- Any person putting a horse or person in a position that is likely to cause harm to any party (including spectators);
- Any person speaking in a defamatory or derogatory manner about WEC, a Committee member, or a WEC member.

*Serious misconduct may include but is not limited to:*

- Any person stealing money or property from WEC, or causing any financial impropriety in relation to WEC, its grounds, facilities, the Committee, or its members;
- Failure to comply with the Texting Policy (see “3 Strike Protocol” below);
- An individual using WEC facilities, or property, without permission;
- Any person causing harm to person, WEC property, or to an animal on WEC property;
- Causing WEC to be in contravention of any legislation, or likely to be in contravention of any legislation.

### *3 Strike Protocol in relation to the Texting Policy*

- 1<sup>st</sup> breach of the texting policy will result in a warning email from the Committee with notification of the breach;
- 2<sup>nd</sup> breach of the texting policy will be the final warning of a breach from the President of WCEG before disciplinary measures will be undertaken;
- 3<sup>rd</sup> breach of the texting policy will result in a 30 day notice of cancellation of membership. Within that 30 day period, the member may appeal that decision to the Committee, with supporting evidence. The decision of the Committee is final with no further rights to appeal, commensurate with the Disciplinary Policy.
- If the Centre Manager, or other authorised person, is required to invoke the “Lost Person” protocol, which will involve a search of the WEC grounds (amongst other actions), the member will be fined \$100.
- Each event of non-compliance is measured by each 24 hour period ie breach of policy on 01/01/2020 at 10:00 is 1<sup>st</sup> strike; breach of policy after 02/01/2020 10:01 is 2<sup>nd</sup> strike.
- If after a 3 month period has lapsed since the last strike, those strikes become null and void, and a new period commences ie 1<sup>st</sup> strike 01/01/2020 at 10:00; 2<sup>nd</sup> strike 02/01/2020 10:01; no further strike up to 02/04/2020 at 10:02 the new period commences.

Other disciplinary action can be taken against members and may include, but is not limited to: a written warning; fines; suspension of privileges; or for major misconduct, expulsion or banning from WEC facilities.

If a member disagrees with the disciplinary action taken, they may present to the Committee and state their case (written or in person, to be agreed by Committee and the member involved). The member may have one support person present if this is done in person.

The Committee will review the evidence presented by the member in accordance with the original hearing, as above, and will deliver its findings to the member in writing, which may include email.

The member has a final right of appeal to an independent adjudicator appointed by the Committee. The decision of the adjudicator is full and binding on the member with no further right of appeal.

The Committee reserves the right to review and/or update this policy at any time.

June 2020