



CANADIAN PONY CLUB

WESTERN ONTARIO REGION

VOLUNTEER SIGNUP



Loyalty

Character

Sportsmanship

Welcome to the Western Ontario Region of the Canadian Pony Club and thank you very much for volunteering with our organization. Canadian Pony Club is almost entirely run by volunteers and we value your support and dedication to this organization.

Please fill out the information below and also review the attached documents.

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: (_____) _____ Cell: (_____) _____

E-mail: _____

Club Associated with: _____ (if applicable)

Please indicate the services the volunteer wishes to provide to CPC. Services may include, but not limited to the following:

Services: _____

Volunteer agrees that the volunteer is not entitled to remuneration or compensation of any kind with respect to the provision of the services.

Skills: Please indicate any special skills you may have that could be useful to the organization:

National / Provincial Sports Organization Details:

EC #: _____ Expiration Date: _____

PTSO #: _____ Expiration Date: _____

Criminal Record Check (including Vulnerability Sector Check):

- Do you have a current PRC/VSCC Expiration Date: _____
- Original copy sent to National Office



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Please check all that applies to you:

- Certified Instructor
- Certified Official Details: _____
- Farrier
- Other relative skills: _____
- Completed Respect in Sport RIS #: _____
- CPC Alumnus Testing Level: _____
- Certified Coach
- Veterinarian

Please initial to confirm you have read, understood and agree to abide by the attached documents:

- CPC Code of Ethics / Conduct Policy Initials: _____
- CPC Harassment Policy Initials: _____
- CPC Parent Code of Conduct Policy Initials: _____
- CPC Privacy Policy Initials: _____
- CPC Procedures for Handling Breaches in the Code of Conduct Initials: _____

Effective Date: _____

Will continue indefinitely until terminated by either party.

The volunteer agrees to perform the Services in accordance with the Organizations' policies and procedures and bylaws. By signing this agreement, the Volunteer acknowledges that they have read and understood the Handbook, Bylaws and Policies outlined above.

In addition, the Volunteer acknowledges that they will act in accordance with the Equine Canada Code of Ethics.

DATED at _____, _____, this ___ day of _____, 20__.

VOLUNTEER:

Print Name

Signature



CANADIAN PONY CLUB

CODE OF ETHICS / CODE OF CONDUCT

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CODE OF ETHICS

Adopted: Annual General Meeting April 10, 1999

The Code of Ethics consists of two parts:

1. Statement of Principle which is an interpretative guide in applying the
2. Code of Conduct which is mandatory and enforceable.

I. STATEMENT OF PRINCIPLE

The motto of the Canadian Pony Club is: **Loyalty, Character, Sportsmanship**. Therefore, at all times and in all ways pertinent to the Club, the members, volunteers, and employees shall honour and conduct themselves with the purity and intent of this motto. The Canadian Pony Club

1. as an affiliate of Equestrian Canada, adopts its Code of Ethics.
2. cares about members of all ages and recognizes and respects the personal integrity of each member, volunteer and employee and their freedom to strive for quality and excellence.
3. Is committed to upholding the welfare and safety of horses.
4. is committed to voluntarism and acknowledges the importance of appropriate role models.
5. supports the equal and just treatment of its members, volunteers and employees.
6. commits to the highest quality of educational programmes, within its resources, in the care, management, riding and competitive activities of horses that reflect positively on the quality, safety and unique nature of the equestrian disciplines to which it is committed and that reflect the highest ideals of competence, safety and knowledge available to the Club.

II. CODE OF CONDUCT

The following represents the ethical and moral commitments and understandings of the Club as they relate to the: 1) operation of the organization, 2) provision of programmes and disciplines and 3) execution of competitive activities.

Operation of the Organization

Members, volunteers and employees agree

- a. to focus efforts solely on the aims and goals of the Club with no interest in personal gain;
- b. to operate the Club in the best interest of all people that it serves;
- c. to be accountable for their own behaviour, decisions and directions;
- d. to respect the integrity of those who serve the Club;



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- e. to do nothing to violate the trust of those elected to the Club's positions of responsibility;
- f. to approach all issues with an open mind;
- g. to foster honest, fair and open communication;
- h. to communicate with others with dignity and respect;
- i. to keep in confidence all information that is confidential;
- j. to make informed decisions in the best interest of the Club;
- k. to promote the ideals of the Club;
- l. to save the Club and its reputation from harm, litigation and tarnish;
- m. to promote the ideals of the Club in any and all material that exposes it to the public.

Provision of Programmes and Disciplines

Members, volunteers and employees agree

- a. to maintain and foster a safe and supportive learning environment;
- b. to encourage the individual nature of progress for both members and horses;
- c. to support creativity and personal initiative in the advancement of each member and horse.

Competitive Activities

Members, volunteers and employees agree

- a. to uphold the spirit of sportsmanship and character in accordance with the motto;
- b. to care, protect and save from harm the horse in all forms of competition and travel;
- c. to conduct themselves in a manner reflective of the ideals of the Club;
- d. to never wilfully act in the detriment of other competitors or the equestrian sport;
- e. to behave with fairness and due consideration to other competitors, judges, volunteer and organizers of an equestrian competition.
- f. to know, understand and comply with all team and discipline rules upon competing or joining a team;
- g. to know and follow the established procedures for filing protests;
- h. to act with fairness, and according to established guidelines, when it is necessary to implement disciplinary action;
- i. to accept with grace the results of disciplinary action.



CANADIAN PONY CLUB

HARASSMENT POLICY

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HARASSMENT POLICY

I. STATEMENT OF POLICY

1. There will be zero tolerance of harassment in the Canadian Pony Club Inc.
2. The Canadian Pony Club Inc. is committed to providing an environment in which all individuals are treated with respect and dignity.
3. The Canadian Pony Club Inc. is committed to the education of its members in respect to harassment.
4. This policy applies to employees, directors, officers, volunteers, coaches, officials, and members (and/or their parents) of the Canadian Pony Club Inc.
5. For the purposes of this policy, harassment can occur in the following places:
 - a. at sporting events, competitions, and in training or education sessions;
 - b. at the Canadian Pony Club Inc.'s business functions, such as meetings, conferences, training sessions, and workshops;
 - c. during travel related to Canadian Pony Club Inc. business;
 - d. over the telephone; or
 - e. elsewhere if the person harassed is there as a result of their responsibilities in the Canadian Pony Club Inc.
6. Investigations under this policy shall follow the process described in the Canadian Pony Club Inc. "Procedures for Handling Breaches of the Code of Conduct".
7. Work related job performance reviews and decisions based on those reviews are not included under this policy

II. PREVENTION

1. The Canadian Pony Club Inc. is committed to the eradication of harassment through educational programs including information and training.

III. DEFINITIONS

1. **Abuse:** Abuse can be physical, emotional or sexual.
 - **Physical Abuse** - using physical force or actions that result, or could result in injury
 - **Emotional Abuse** - a pattern of hurting an individual's feelings to the point of damaging their self-respect. It includes verbal attacks on the individual, insults, humiliation, intimidation or rejection.
 - **Sexual Abuse** – a sexual solicitation or advance made by a person in a position to grant or withhold a benefit or advancement to the person where the person making the solicitation or



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advance knows or ought reasonably to know that it is unwelcome; or retaliation or a threat of retaliation for the rejection of a sexual solicitation or advance by a person in a position to confer or withhold a benefit or advancement to the person.

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2. **Harassment:** Behavior including comments, conduct or gestures which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including, but not limited to:

- a. written or verbal abuse or threats;
- b. physical assault;
- c. unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
- d. displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
- e. practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- f. hazing or initiation rites;
- g. leering or other suggestive obscene gestures;
- h. intimidation;
- i. condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions
- j. conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;
- k. false accusations of harassment motivated by malice or mischief, and meant to cause other harm, is considered harassment;
- l. sexual harassment, as further described below.
- m. acts of retaliation towards an individual making an harassment complaint as described below.

3. **Sexual Harassment:** One or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal conduct of a sexual nature:

- a. when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group;



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|-----------------------------------|---|---------------|
| | <ul style="list-style-type: none">b. when submission to such conduct is made either implicitly or explicitly a condition of employment or of qualification for any Canadian Pony Club Inc. team, privilege, or activity;c. when submission to or rejection of such conduct is used as a basis for any employment decision including, but not limited to, matters of promotion, raise in salary, job security, or benefits affecting the employee or any benefit of any kind which may be granted or withheld from any Canadian Pony Club Inc. member;d. when such conduct has the purpose or the effect of interfering with a person's work or competitive performance or creating an intimidating, hostile or offensive work or competitive environment. | |
| 4. Retaliation: | Retaliation or threats involving harassment or discrimination cases are not tolerated in the Canadian Pony Club Inc. and will be treated as harassment. Retaliation constitutes the following: <ul style="list-style-type: none">a. Acts designed to punish an individual who has reported discrimination or harassmentb. Threats designed to dissuade an individual from reporting discrimination or harassmentc. Acts or threats to punish an individual who has rejected sexual advances | |
| 5. Discipline in Training: | Discipline is an indispensable part of high performance sport and should not be confused with discrimination or harassment. However, it is of vital importance that those in authority: <ul style="list-style-type: none">a. set and communicate performance and training standards to all participantsb. ensure that training involving touching or other physical contact occur in an appropriate setting and only after informed consent has been sought and receivedc. be consistent and non-harassing in taking any corrective or punitive actiond. use non-harassing terminology; address individuals by name and avoid the use of derogatory, slang or offensive terms | |

IV. RESPONSIBILITY

1. The Canadian Pony Club Inc. Board of Directors is responsible for this policy, and the National Chair is responsible to ensure its implementation.
2. The Canadian Pony Club Inc. will act quickly on any complaint of harassment with the goal of resolving the situation fairly and of preventing future occurrences, including determining and enforcing appropriate discipline, if required.

V. COMPLAINT PROCEDURE

1. All complaints of violations under this Harassment Policy shall be handled under the procedures set down in the Canadian Pony Club Inc. "Procedures for Handling Breaches of the Code of Conduct". Sections of the Canadian Pony Club Inc. Code of Conduct which may be violated by a



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breach of this policy include but are not limited to sections Operation of the Organization, points (b), (c), (d), (e), (h), (k), (l), and Provision of Programmes and Disciplines, points (a), (c), (d), (e), and (i).

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2. Due to the particularly sensitive and private nature of many harassment complaints, wide distribution of evidence could in itself constitute further harassment. Therefore, care must be taken in maintaining reasonable privacy throughout the complaint process. In particular, the number of people who are given access to sensitive evidence should be kept to a minimum and Branches or Regions when considering a harassment complaint as required by Canadian Pony Club Inc. Bylaw 6.02 may be asked to do so without evidence if the alleged violation occurred outside the normal scope of their authority.
3. A person who thinks he or she has been subjected to conduct which constitutes harassment under this policy (the "complainant") is encouraged to make it known to the person responsible for the conduct (the "accused") that the behavior is unwelcome, offensive, and contrary to this policy.
4. If confronting the accused is not possible, or if after confronting the accused the conduct continues, the complainant should proceed as indicated in the Canadian Pony Club Inc. "Procedures for Handling Breaches of the Code of Conduct".

VI. REVIEW AND APPROVAL

1. This policy was approved by Canadian Pony Club Inc. Board of Directors on November 11, 2001.
2. This policy shall be reviewed by Canadian Pony Club Inc. Governance Committee annually.



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PARENTAL CODE OF CONDUCT

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PARENTAL CODE OF CONDUCT

The Canadian Pony Club motto, “Loyalty, character, sportsmanship,” is intended to represent the goals of the organization for active members and should therefore also be the basis for parents’ standards of conduct. The Pony Club is a volunteer organization and depends on parents to help, where fairness should take precedence over competitiveness and teaching by example will foster caring and respect for all. Parents should therefore agree to abide by the following guidelines:

I will:

- Be a positive role model for my child and other members by respecting coaches, officials, volunteers and leaders; their authority and decisions; the rules and regulations under which the Canadian Pony Club operates.
- Agree to discuss any disputes/appeals at a suitable, agreed-upon time with the correct officials, within the appropriate level of the Pony Club organization, without resorting to hostility or violence.
- Always remember that Pony Club activities are intended to be educational, safe and fun to benefit the active members rather than parents.
- Demand a drug, alcohol and tobacco-free environment for Pony Club activities.
- Respect the horses and ponies and show humane care for them at all times.
- Respect the property and equipment used in any activities, considering safety uppermost in all situations.
- Be knowledgeable about the rules of the discipline or competition my child is taking part in and encourage my child to know, be familiar with, and follow these rules.
- Promote the physical and emotional well-being of my child, other members and horses ahead of any personal desire to win or succeed in any activity.
- Teach my child that taking part, learning and showing sportsmanship in all competitions, testing situations, clinics, etc. are more important than winning.
- Praise all active members equally for trying hard and competing fairly.
- Inform officials as soon as possible if myself or my child is unable to fulfill commitments or attendance at events.
- Help my child and others to understand the satisfaction of cooperation, group work and team spirit in achieving personal goals and growth, and good results.
- Volunteer my services and skills, whether equine-related or not, whenever possible.



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I will not:

- Force my child or other members to take part in activities with which they are not comfortable or disrespect the decisions of coaches/officials concerning the skills and abilities of my child or other members.
- Undermine the authority of coaches/officials by interfering with, or coaching any members from the sidelines, unless I am deemed an official coach at an activity.
- Dispute the decisions of coaches/officials and volunteers during an event or in front of my child or other active members.
- Engage in or condone unsportsmanlike behaviours such as booing, taunting, using profane language, refusing to congratulate winners, etc.



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PRIVACY OF INFORMATION POLICY

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PRIVACY OF INFORMATION POLICY

(New April 2004)

Where the term 'Canadian Pony Club' is used in this policy, it shall mean the Board of Directors and all employees or volunteer staff who may require information in the performance of the duties which have been assigned to them.

1. The Canadian Pony Club collects the following potentially private information from each member:
 - Name
 - Birthdate
 - Postal Address
 - Provincial Sports Association Membership Number (Active & Horsemasters Members only)
 - Canadian Pony Club Test Level (Active & Horsemasters Members only)
 - Gender (Active & Horsemasters Members only)
 - Phone Number
 - Email address
 - Alternate address for parents if not the same as the member (minors only)
2. The above information is or may be used by the Canadian Pony Club at Branch, Regional, or National level to:
 - Identify members and their branch/regional affiliation
 - Verify membership in an appropriate Provincial Sports Association as required
 - Record CPC Test levels achieved
 - Contact the members and/or their parents as required
 - Confirm eligibility for special CPC activities
 - Perform various statistical analyses
 - Prepare a Directory of office holders for CPC internal use only.
 - Publicize the Canadian Pony Club and provide contacts for public inquiries.
3. When the above information is used to confirm membership in a Provincial Sports Organization, only the minimum amount of information should be shared. In most cases, the name, postal code, and birthday will be sufficient. In some cases, the full address may be required.
4. When the above information is used to confirm eligibility for an activity, only the information required to perform that confirmation is to be made available to the activity organizer. Normally, this would be name, branch affiliation, CPC Test Level, and possibly birth date, gender, or age.
5. When any of the above information for Active Members or Horsemasters Members is used for publicity purposes, only the name and branch affiliation will be used.



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6. When the above information is used to provide Canadian Pony Club contacts for the public, it shall be restricted to only adult Associate Members who hold office in the Pony Club.
7. Individual members or, if under 18, their parents, are entitled to request and receive reports showing all of the above information which is available about themselves at the Branch, Regional or National level.
8. District Commissioners are entitled to request and receive reports showing all of the above information which is available at either the regional or national level for the members registered in their own branch only.
9. Regional Chairs, Regional Directors, or Regional Membership Secretaries are entitled to request and receive reports showing all of the above information which is available at the national level for the members registered in their own region only.
10. When riding, members are required to wear a Medical Information “armband” which contains detailed information about their medical condition. This armband is the private property of the member and no Canadian Pony Club representative is entitled to see the contents except in the case of an emergency where the information on the armband is required to insure the safety of the member. The information will not be used or disclosed to anyone except as required in dealing with the current emergency situation.
11. For some testing activities and for some competitive events, particularly for those which require considerable travel, applicants may be asked to provide their medical insurance number and information about allergies, disabilities, or other specific conditions which may affect their ability to complete all aspects of the activity. When such information is provided, it shall not be used except as required during that activity.
12. Some testing and competition application forms require additional information related to the applicant’s relevant experience outside the Canadian Pony Club. This includes but is not restricted to employment experience, first aid certifications, and achievements in competitions. Such information will be used only to determine the suitability of the applicant for the particular activity they wish to take part in and/or to choose between applicants where there are more applicants than may attend the activity.



CANADIAN PONY CLUB

PROCEDURES FOR HANDLING BREACHES IN CODE OF CONDUCT

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PROCEDURES FOR HANDLING BREACHES IN CODE OF CONDUCT

Adopted by the Board of Directors March 31, 2000

Revised November 11, 2001

Further Revised November 8, 2003

I. PREAMBLE

The Canadian Pony Club supports the principles of Alternative Dispute Resolution (ADR) and is committed to techniques of negotiation, mediation and arbitration as effective ways to resolve disputes. Parties in dispute are encouraged to work together without outside help to reach a mutually agreeable settlement. Opportunities for mediation, whereby an independent and neutral third person helps parties in a dispute reach a mutually agreeable settlement by facilitating negotiations between them, may be pursued at any point of negotiations where it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial. In the event that a dispute persists beyond negotiation and mediation, opportunities for arbitration may be pursued.

II. PURPOSE

The purpose of these Procedures is to provide conflict resolution arbitration to be used in initiating and resolving complaints and disputes for any alleged or perceived breaches of the Code of Conduct.

III. OVERVIEW

***This section outlines the authorities that the National Board has through CPC bylaws and policies.*

The Canadian Pony Club Bylaw 7.03, article (a) and (c) provides the Board of Directors the authority to govern the activities and affairs of Pony Club, to deal with all matters that may arise, and to establish policies with respect to Regions and Branches.

The Canadian Pony Club Bylaw 11.04 (b) provides Regional Committees the authority to monitor Branches' activities and Bylaw 12.12 (e) provides Branch Executive Committees the authority to resolve local controversy.



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The Code of Ethics adopted by the Canadian Pony Club includes a Code of Conduct, a statement of the standard of behavior which is expected of members, volunteers, and employees. The Code of Ethics is mandatory and enforceable.

This Disciplinary Policy is a set of procedures describing how the Canadian Pony Club will determine if there has been a breach of the Code of Conduct, and, if so, how it will deal with such a breach.

***This also protects decision-makers in appeals. Better to be generous, then not fair enough. If an appearance of conflict of interest is likely, then it is better to refer the issue to the next level than retain control.*

All time-frames may be extended, with written notice to all parties, to accommodate extenuating circumstances.

***Be sure the reasons are justifiable and that everyone is kept informed.*

IV. SCOPE

These Procedures apply to all members, volunteers and employees of the Canadian Pony Club while engaging in activities directly involving the Club at the branch, regional or national level. Anyone, from within or outside the Club, may report a breach of the Code of Conduct.

***Since we deal with youth, it is important that we protect them by accepting allegations from interested outsiders.*

V. EXCLUSIONS

These Procedures are superseded by the procedures in the Participation Agreement for issues that must be resolved during competitions.

If a breach of the Code of Ethics is alleged against a party in their capacity of employee, the allegation is addressed to the party's immediate supervisor and all employment standards shall prevail in the consideration of the Allegation.

***Be sure to review this Agreement that gives our representatives special authority "in the field".*

***There may be laws and standards that these Procedures do not address for employee / employer relations.*

VI. APPLICATION

In the application of these Procedures, all efforts must be made to be fair, transparent, and discreet. Persons affected by the process must have a reasonable opportunity to present their case. Decision-makers must listen fairly to both sides and make decisions which are not tainted by bias.



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Bylaw 5 deals with suspension of membership. Article 5.02 gives District Commissioners the authority to suspend membership at the Branch level; article 5.03 gives Regional Chairs the authority to suspend membership at the Regional level; and article 5.04 (c) allows the Board of Directors to suspend immediately and, if warranted after further investigation, terminate the membership of any member for cause including but not limited to behavior likely to bring discredit to Pony Club. These procedures allow, in the cases of very serious allegations, for the suspension of members and volunteers pending a final determination of penalties.

****Very serious allegations only. This will not be supported if used frivolously. It would leave the**

Communication to a Regional Committee is made by contacting any one of the Region’s Officers (Chair, Vice Chair, Director, Deputy Director, Secretary, or Treasurer). Communication to the National Board is made by contacting the Director representing the applicable Region or if they are the accused or are unavailable, any other Director.

****The person contacted is merely a messenger and is obligated to**

VII. LEGAL ACTION

No action or legal proceeding will be commenced against the Canadian Pony Club in respect of a dispute, unless the Canadian Pony Club has failed to participate in accordance with this policy.

VIII. ALLEGATIONS

Format:

Any allegation of a breach of the Code of Conduct must be made in writing and signed by the individual making the allegation. The allegation must include the name and position of both parties, the applicable section of the CPC Code of Conduct, the date that the breach is alleged to have occurred, and a description of all relevant details including negotiation and mediation measures pursued.

****Mediation is encouraged before an allegation is accepted and these Procedures are pursued.**

The recipient of the allegation must, within one week, notify all involved parties in writing that an allegation has been received and forward a copy of the allegation to them. In cases of very serious allegations, the recipient may immediately suspend the membership or volunteer status of the accused following the provisions of section 5 of the CPC Bylaws and shall notify the Regional Committee and National Board of that action.

****"Involved" includes: accused, accuser, and anyone else named.**

Copies can be sent to other stakeholders at Regional and National levels if appropriate and discreet. EACH recipient, Branch, Regional and National levels, must complete the notification of all parties within a week.



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Unless removed by the National Board, the suspension shall remain in effect until a final determination of penalties is reached.

Minors:

Where the complainant or the accused is a minor that minor may choose a parent, guardian, or other adult, who may speak or act on behalf of the minor complainant or minor accused during all parts of this process. The first recipient of any accusation must inform each minor who is either a complainant or an accused that they have this right.

***Minors who make a complaint or who are accused of a breach of the Code of Conduct have the option of whether or not they wish to be represented by a designated adult*

If the designated adult chosen to represent a minor is not the minor's custodial parent or legal guardian, written consent signed by at least one custodial parent or legal guardian must be provided to the recipient authorizing the chosen designated adult to act on behalf of the minor.

If the recipient is attempting an informal resolution of an allegation, the recipient may speak to a minor complainant or accused directly concerning the allegation PROVIDED THAT prior to speaking to the minor the recipient shall inform the minor that he/she may have a Designated adult present during the meeting.

If the complainant is a minor, the complaint may be brought forward by a designated adult. The designated adult will have the right to act on behalf of the complainant throughout the complaint process, including: making a complaint, receiving all notices on behalf of the complainant, and being present at all dealings with the complainant.

***HOWEVER if the person accused is a minor, their parents or guardian if known must be notified of the complaint and the final decision regardless of whether or not the minor wishes it.*

If the accused is a minor, a copy of the written allegation and of any decisions arising from the allegation shall be forwarded to a parent or guardian of the accused if such person is known.

The accused's designated adult will have the right to act on behalf of the accused throughout the investigation process, including: responding to a written complaint, receiving all notices of behalf of the accused and being present at all dealings with the accused.

Branch Consideration:

If the allegation concerns a branch issue, it is made to the District Commissioner of the Branch with which the accused member or volunteer is affiliated. The District Commissioner shall act as the formal recipient of the allegation and shall preside over the Branch's considerations of the allegation which may be done by

***Presides just over consideration, not over other DC responsibilities.*



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the full Branch Executive Committee or a subcommittee assigned by the Branch Executive Committee for that purpose. In the event that the District Commissioner is accused, the allegation is made to the Regional Committee as described above. The Regional Committee shall appoint a representative to preside over the Branch's consideration of the allegation and to act as the recipient in place of the accused District Commissioner.

Regional Consideration:

If it is determined that the allegation is beyond the scope of local controversy and is thus of a regional nature or involves regional members or volunteers, the allegation must be made to a Regional Officer. The Officer receiving the allegation will contact the Regional Chair who will be the formal recipient of the allegation and will preside over all the Region's considerations of the allegation which may be done by the full Regional Committee or a subcommittee assigned by the Regional Committee for that purpose.

If the Regional Chair is the accused, this responsibility shall be transferred to the Regional Vice Chair or if one does not exist to the Regional Director if they are not also the Regional Chair in which case to the Regional Treasurer.

National Consideration:

If it is determined that the allegation is beyond the scope of regional controversy and is thus of a national nature or involves national members or volunteers, the allegation must be made to a National Director. The Director receiving the allegation will in turn contact the National Chair who will be the formal recipient, unless the National Chair is the accused, in which case the National Vice-Chair will be contacted. The recipient will preside over all the National Board's considerations of the allegation. The National Board will consider the allegation through a meeting of the Board or Management Committee.

***The Management Committee is charged with governing Pony Club between meetings of the Board. It has representation from the East and West and the Finance committee. They generally meet through conference calls.*

Investigation of Allegation:

The recipient of the allegation has the discretion to select the format of the investigation into its validity based on the severity of the allegation and considering all elements of procedural fairness. The investigation into the allegation may include, but is not limited to, a documentary review; a

***The more assistance you get in investigating, the less vulnerable you are to appeal.*

telephone, in-person, or documentary hearing; a combination of these formats; and consultation with impartial internal or outside assistance



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Determination of Validity of Allegation:

The final outcome of this process must be completed within 1 month for issues which are not appealed, regardless of whether it is brought up at the branch, the regional or the national level. An additional month must be allowed for each level of appeal (i.e., an issue first raised at the regional level would have a month to be dealt with, and if it is appealed to National, then a second month would be added to the total to allow National to deal with it.) The extenuating circumstances rule [found in #3, Overview] will still apply.

***CPC's focus is on education, so penalties should be more positive and remedial than negative and punitive.*

IX. APPEALS

Grounds For Appeal:

Appeals may only be made on the grounds of procedural error, which includes, but is not limited to, making a decision without authority, failing to follow procedures, making a decision that cannot be supported by evidence, and making a decision which was biased. Appeals must be made within two weeks of the issuance of a decision.

***All appeals are between 2 parties: The one filing the appeal and the decision-maker i.e. Branch, Regional Committee or National Board.*

Format of Appeal:

Either party to the initial allegation and/or an appeal may appeal in writing, accompanied by an appeal deposit of \$100 in trust to the Canadian Pony Club, to the next level of Pony Club. The appeal must include the names and positions of all parties and a description of all relevant details including the grounds on which the appeal is based.

Appeals of Branch decisions on the initial allegation are made to the Regional Committee. Appeals of Regional decisions on the initial allegation or a subsequent appeal are made to the National Board. Appeals of decisions on the initial allegation or a subsequent appeal made by the National Board are arbitrated by a mutually acceptable, knowledgeable, independent, neutral third party to determine a binding settlement.

The Regional Committee, National Board or third party receiving the appeal must, within two weeks, notify all involved parties in writing that an appeal has been received and forward a copy of the appeal to them.

Investigation of Appeal:

The Regional Committee, National Board or third party receiving the appeal has the discretion to

***Remember that the appeal looks at the process undertaken to date.*



CANADIAN PONY CLUB

PROCEDURES FOR HANDLING BREACHES IN CODE OF CONDUCT

Loyalty

Character

Sportsmanship

select the format of the investigation into its validity.

The investigation into the appeal may include, but is not limited to, a documentary review; a telephone, in-person, or documentary hearing; a combination of these formats; and consultation with impartial internal or outside assistance.

Determination of Appeal:

If the investigation into the issues of the appeal determines that a procedural error has been made, a decision is also rendered as to remedies that may include the overturning of the original decision, a new investigation, or a change in penalties.

If the appeal is successful, the deposit shall be returned and any and all costs incurred through appeal shall be borne by the unsuccessful party. If the appeal is unsuccessful, any and all costs incurred through appeal shall be deducted from the appeal deposit, the balance of which will be returned. Any costs incurred through appeal in excess of the deposit will also be borne by the unsuccessful party. Decisions on appeals must be made within six months of receipt of the appeal.

***Error may include a decision not supported by evidence, not just a*

***The procedures outlined in this document are intended for internal Canadian Pony Club dispute resolution.*

As indicated in the Legal Action section, these are not legal proceedings. Costs for hiring anyone including lawyers are not anticipated nor are they to be included in "costs incurred through appeal". Costs to be included are travel, phone, printing, accommodations, and similar items.