
HCBC POLICY ON COACHES & OFFICIALS DISCIPLINE

Approved November 2006

Horse Council BC Policy on Coach and Officials Discipline **November 2006**

Preamble: This policy has been created to help Coaches, Instructors and Officials perform to the highest standard. The interest of this discipline policy is to educate and not to be seen as punitive. Horse Council BC states that any Coach, Official or Instructor who holds HCBC recognized certification represents HCBC (Horse Council BC) and is bound to uphold the Code of Ethics and Code of Practice as presented by Equine Canada and abide by this Disciplinary policy. With this policy Coaches, Instructors and Officials are accountable for all of their actions at all times.

- 1) This policy applies to all Certified Coaches, Instructors, or Officials that Horse Council BC currently recognizes. HCBC recognizes the following Coaching and Instructor certification: Equine Canada, HCBC Provincial, Certified Horsemanship Association, CANTRA, Vaulting and International Passport Coaches. HCBC recognizes the following Officials designations: Equine Canada, FEI and HCBC Provincial.
- 2) This policy provides disciplinary action against Coaches, Instructors and Officials who violate Horse Council BC's Policies.
- 3) Behavior by a Coach, Instructor or Official that may lead to disciplinary action includes:
 - a. Use of medications or of prohibited substances as outlined in the Equine Canada Rule book
 - b. Failure to follow competition rules
 - c. Physical or verbal abuse and or harassment of a Rider, parent, official, horse, coach or other professional.
 - d. Any action or inaction that endangers the welfare of a rider or horse
 - e. Physical or verbal confrontations with opposing coaches, riders, parents or officials.
 - f. Unprofessional attitude, conduct and performance by the Coach, Instructor or Official
 - g. Fraudulent business practices *as defined by corporate/common law.
 - h. Misrepresentation of Coaching, Instructor or Officials status and certification
 - i. Failure to comply with Equine Canada's Code of Conduct and Code of Ethics
 - j. Any other action that brings the reputation of Horse Council BC into disrepute.

Process:

- 4) Disciplinary issues should be brought to the attention of the HCBC Coaching Coordinator. This may be done by any interested party. Complaints must be issued in hard copy writing, signed and dated
- 5) Upon learning of a potential disciplinary problem, the HCBC Coaching Coordinator will gather information from all parties concerned, including the Coach, Instructor or Official in question and make a determination as to whether a disciplinary issue exists.
- 6) If the HCBC Coaching Coordinator determines a disciplinary issue exists he/she will:
 - a. Issue a letter to all parties concerned (including the Standing Disciplinary committee) explaining the complaint.
 - b. Get agreement from the standing Disciplinary committee that grounds exist for a formal procedure
 - c. Refer the matter to the standing Disciplinary Committee for initiation of a formal procedure
 - d. The HCBC Coaching Coordinator may attempt to resolve the issue in question directly with the coach or official named in the complaint.
- 7) When a formal hearing is agreed upon the Complainant will be required to submit payment of \$100.00 (non refundable) to the Horse Council BC Disciplinary committee.
- 8) The Discipline Committee shall consist of the President (or the President's appointed person) as Chair, one Coach or Official from a different equestrian discipline than the complainant's, one Coach or Official from another Sport, the VP Education or VP Competitions. The Executive Director of HCBC will be the recording secretary.
- 9) The Discipline committee will meet either in person or by teleconference and respond within 30 days of the written complaint being received by the HCBC office.
- 10) Disciplinary action may include, but is not limited to:
 - a. A verbal apology
 - b. A written apology
 - c. A letter of reprimand from Horse Council BC to be placed in their file
 - d. A fine or levy
 - e. Referral to counseling
 - f. Sensitivity training
 - g. Directed education
 - h. Removal of certain privileges of membership
 - i. Temporary suspension of membership or active status
 - j. Expulsion from membership in Horse Council BC, become a Member not in Good Standing

- 11)** The Discipline Committee will send a letter of notice regarding the outcome of the hearing to all parties
- 12)** The Discipline Committee's decision may be appealed. All appeals will be at the Appellant's expense and will be taken to Sport BC for a decision. The decision of Sport BC is final. Grounds for an appeal may include:
 - a. HCBC failing to follow procedures set out in the Coach and Official's Discipline 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.
- 13)** Confidentiality is of utmost importance for the protection of all persons involved.

Approved November 17, 2007, Board of Director's meeting

*HORSE COUNCL OF BRITISH COLUMBIA
FREEDOM OF INFORMATION AND PROTECTION
OF PRIVACY*

POLICY AND GUIDELINES

*FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (RSBC
1996) CHAPTER 165:*

PERSONAL INFORMATION PROTECTION ACT – BILL 38 -- 2003

PURPOSE:

This document is to serve as a guideline and policy for staff, directors and members when delivering programs and services on behalf of HCBC. The guidelines are prepared to assist staff, directors and members to administrate the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Information Protection Act (PIPA) for the Province of BC.

The purposes of the FIPPA and PIPA are to make public bodies more accountable to the public and to protect personal privacy by

- (a) giving the public a right of access to records*
- (b) giving individuals a right of access to and a right to request correction of person information about themselves.*
- (c) specifying limited exceptions to the rights of access*
- (d) preventing the unauthorized collection, use or disclosure of personal information by public bodies and*
- (e) providing for an independent review of decisions made under the Act.*