

# **Discipline Policy**



**PONY CLUB**  
WESTERN AUSTRALIA

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# REVIEW HISTORY

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Version	Date Approved	Review Date	Content reviewed/purpose
1.0	18 April 2018	April 2021	

# **DISCIPLINE POLICY**

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## **1. PURPOSE**

This Discipline Policy sets out the procedure Pony Club WA will follow when imposing disciplinary measures.

## **2. WHO IS BOUND BY THIS POLICY**

This policy applies to the following people who are involved with the activities of Pony Club WA at a state, zone or club level, whether they are in a paid or unpaid/voluntary capacity:

- a) members, including Individual Members, Member Clubs and Life Members of Pony Club WA;
- b) riders, coaches, officials and other personnel participating in events and activities, including camps and training sessions, held or sanctioned by Pony Club WA;
- c) any other person including parents/guardians and spectators accompanying riders or teams;
- d) Pony Club WA Board directors;
- e) persons appointed or elected to state committees, panels or task forces, and zone or club committees and sub committees;
- f) support personnel appointed or elected to state, zone and club teams and squads (e.g. managers, chaperones and/or coaches);
- g) employees of Pony Club WA; and
- h) any third parties providing services on behalf of Pony Club WA.

This policy will continue to apply to a person even after he or she has stopped their association or employment with Pony Club WA, if disciplinary action against that person has commenced whilst he or she was associated with or employed by Pony Club WA.

## **3. POLICY PRINCIPLES**

Any disciplinary measure imposed will be:

- a) fair and reasonable;
- b) applied consistently with any contractual and employment rules and requirements;
- c) be based on the evidence and information presented and the seriousness of the breach; and
- d) be determined in accordance with the constitution, this policy and/or the rules of the sport.

The form of discipline to be imposed on an individual or organisation will depend on factors, such as:

- a) the nature and seriousness of the breach;
- b) if the person knew, or should have known, that the behaviour was a breach;
- c) the person's level of contrition;

- d) the effect of the proposed disciplinary measures on the person, including any personal, professional or financial consequences;
- e) if there have been any relevant prior warnings or disciplinary action;
- f) the ability to enforce disciplinary measures if the person is a parent or spectator; and
- g) any other mitigating circumstances.

#### **4. DISCIPLINARY MEASURES**

Pony Club WA may impose disciplinary measures on an individual or organisation for:

- a) a breach of the Member Protection Policy;
- b) a breach of any other policy;
- c) contravention of the constitution; or
- d) acts that are in a manner that is detrimental to the interests of the Pony Club WA.

In the case of an individual, one or more of the following forms of discipline may be imposed:

- a) a direction that the individual make a verbal and/or written apology;
- b) a written warning;
- c) a direction that the individual receive formal support to address their behaviour;
- d) a withdrawal of any awards, scholarships, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by Pony Club WA;
- e) a suspension of the individual's membership or participation or engagement in a role or activity;
- f) termination of the individual's membership, appointment or engagement;
- g) in the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;
- h) a fine; or
- i) any other form of discipline that the Pony Club WA Board considers appropriate.

In the case of Member Club, one or more of the following forms of discipline may be imposed:

- a) a written warning;
- b) a fine;
- c) any rights, privileges and benefits provided to that Member Club by Pony Club WA be suspended for a specified period;
- d) any funding granted or given to it by Pony Club WA cease from a specified date;
- e) Pony Club WA will cease to sanction events held by or under the auspices of that Member Club;
- f) that its membership of Pony Club WA be suspended or terminated in accordance with the constitution; or
- g) any other form of discipline that Pony Club WA considers reasonable and appropriate.

## **5. PROCEDURE**

1. This Discipline Policy allows any member to lodge a complaint requesting disciplinary action to the Board. The Board will, within 7 days of receipt of the complaint, acknowledge receipt and advise the member that the CEO will investigate in-line with Pony Club WA Complaint Policy.
2. The CEO will provide the Board with all investigation findings for consideration and, if considered appropriate, to formalise a resolution.
3. Only the Board may decide to impose disciplinary measures on an individual or organisation.
4. If a Dispute Committee has been formed to consider a matter, and it thinks disciplinary action is appropriate, it shall provide a report to the Board outlining its recommendations for disciplinary measures.
5. The Board will be provided with a copy of all relevant correspondence, reports or information relating to the matter.
6. The Board will convene a meeting as soon as practicable to consider the matter using any medium by which each of the participants can simultaneously hear all the other participants (including telephone, video conferencing or any other means of instant communication).
7. The Board will determine disciplinary measures, if any, to be imposed.
8. If the Board decides to suspend or expel a Member, it will follow the process outlined in the Pony Club WA constitution.
9. The Board's decision in respect of any disciplinary matters shall not be the subject of any challenge or appeal other than as permitted by law..

## **6. RECORDS MANAGEMENT**

Records of all disciplinary matters are maintained securely.

## **7. ASSOCIATED DOCUMENTS**

- a) Member Protection Policy
- b) Complaints Policy
- c) Disputes Policy
- d) Constitution