



AFFILIATED WITH
UNITED KENNEL CLUB, INC
An International Organization

Conceived by Hunters for Hunters™

HUNTING RETRIEVER CLUB, INC.

POLICY / PROCEDURES CHANGE PROPOSAL FORM

DATE: 5/30/24

SUBMITTED BY: TRACY STUBBS

CLUB NAME: BLACK BELT GDC REGION: 4B

(Submitted by - Please include Club or Homeclub if individual)

CURRENT POLICY/PROCEDURE RULE - REFERENCE - PAGE AND PARAGRAPH NUMBER IN THE CURRENT HRC RULEBOOK:
NONE

CURRENT POLICY/PROCEDURE WORDING:
NONE

PROPOSED CHANGE:

Propose the formation of a Disciplinary Review Committee that will support due process for any allegations made against a club, judge or member. Attached is an example of a draft disciplinary action plan that outlines a recommended process and includes progressive measures from written warnings up to, suspension or sanctions, as each case may warrant. This Disciplinary Review Committee will hear such allegations and will make the determination on what action if any is necessary. The Disciplinary Review Committee shall be comprised of 6 Club Members in Good Standing in addition to the President of HRC and will identify a chair of the Committee. Each region can nominate one member to be voted on by the board of Directors. To initiate this committee, volunteers from the floor could be considered.

JUSTIFICATION:

HRC currently has no complaint and or disciplinary policy in place that supports due process for allegations made against clubs, judges or members. UKC has comprehensive complaint and disciplinary policies that address allegations of dog fighting, drinking & drug violations and for handlers to lodge complaints. While these are very important, they do not address how to deal with issues that are inherently HRC related. Having this process addressed in the form of a policy will ensure due process is followed so situations are handled respectfully and fairly to afford all parties involved the opportunity to be heard and discussed prior to any actions taken.

SUBMITTER REMOVED THIS PROPOSAL (NO MOTION OR VOTE WAS MADE)

(If additional space is needed, please attach, following the same format as above.)

DEADLINE FOR SUBMITTAL: JUNE 1ST PRIOR TO NATIONAL BOARD OF DIRECTORS MEETING

SUBMIT TO: HRC EXECUTIVE COMMITTEE

06/07/2021

SUBMITTER REMOVED THIS PROPOSAL (NO MOTION OR VOTE WAS MADE)

PROPOSAL #8 – DISCIPLINARY ACTION PROPOSAL (ATTACHMENT)

Progressive Disciplinary Action Plan

Step 1- Verbal Warning:

In many situations, a verbal warning/counseling is sufficient. The purpose of a verbal warning is to clarify policies and expectations. The impact of the incident or violation should also be taken into consideration. The Field Rep and Hunt Committee should document for the record that the conversation occurred, keeping in mind the significance of the impact of the act or omission. It is recommended the Disciplinary Review Committee address the informal/verbal warning; retain notes of the conversation, as well as identified individuals that may have been a participant or party to the incident.

Step 2 - Written Warning:

If the conduct or similar conduct addressed by a verbal warning is repeated, the Field Rep and or the Hunt Committee should follow up with a written warning in the form of a letter. Should a single incident be serious enough to warrant a written warning on the first occurrence, the Field Rep and or Hunt Committee should issue a written warning in the form of a letter. The letter should describe the unacceptable conduct, outline expectations, and state that further disciplinary action will occur if the behavior is repeated.

Step 3 - Final Written Warning (which may include a suspension):

If the conduct addressed by the written warning is repeated or additional problems occur, discipline may progress to a final written warning which may include suspension. However, a single incident may be so severe as to merit an immediate final warning and suspension. The Field Rep and or Hunt Committee should work in consultation with the Disciplinary Review Committee prior to taking disciplinary actions such as a written warning or final written warning.

Step 4 – Sanction or Suspension:

A member, judge or club may be suspended or sanctioned based on progressive discipline for multiple incidents or the severity of a single incident. Misconduct that involves dishonesty, violation of the law, or significant risks to operations or to the safety or well-being of oneself or others is grounds for immediate suspension. However, the facts and circumstances of each case will determine what action, up to and including suspension and or sanctions are appropriate.

A dispute resolution process is available to any member, judge or club, if they wish to dispute a written warning or higher-level action that was taken under this Progressive Disciplinary Action Plan, should contact Disciplinary Review Committee

_____ Dated _____
_____ Dated _____
_____ Dated _____