



SA Barrel Horse Association
Inc – Performance &
Misconduct Disciplinary
Policy



Overview and Purpose

The SA Barrel Horse Association Incorporated (SABHA) is an affiliate of the Australian Barrel Horse Association (ABHA) and our policies align with theirs as well as our Rules and constitution.

SABHA may discipline a Committee Member, member, volunteers or spectator due to poor performance, inappropriate conduct in any circumstances that can be connected to, or impact upon the association as per our rules and constitution.

Consequently, all committee members, members, affiliates and volunteers need to ensure that they exhibit appropriate conduct where the circumstances or event can be connected to the association.

Grounds for disciplinary action

Disciplinary action may be taken in response to any

- Unsatisfactory performance – not meeting agreed requirements either contractual or volunteered. I.e.: Committee member, Executive Committee member, members or volunteer
- Unacceptable conduct or
- Wilful or serious misconduct

Disciplinary procedure

- SABHA Complaint form to be completed and lodged with SABHA via email sabarrelhorseassociation@gmail.com for the attention to the President
- Based on the findings from the investigation minutes will be taken for the record purposes. , .
- The SABHA Committee will review the complaint and respond in writing to the complainant, identifying the complaint review process undertaken, including considerations contemplated and the outcome of the review.
- Formal complaints will be dealt with in a confidential and sensitive manner by the SABHA Committee. **Make** decisions based only on information gathered not personal views
- **Treat** complaints seriously
- **Disciplinary** action should be relative to the breach

• Disciplinary interview

- The complainant may be asked to attend a meeting with the SABHA Committee (or a sub committee appointed by the SABHA Committee to address the complaint) to further identify specifics about the issues being raised.



- Where this occurs, the complainant will be entitled to bring a support person with them to that meeting
- The member is to be given written notice of the meeting date, time and venue, to ensure this is acceptable to both parties. If a complaint cannot be resolved at affiliate level, it will be escalated to the ABHA Board of Directors, as per the Affiliate Handbook and the ABHA Rules

Disciplinary action

If it is determined that all or some of the concerns or allegations are substantiated, SABHA committee will decide what, if any, disciplinary action is appropriate in the circumstances.

Any disciplinary action taken by the association against a member or person will vary from case to case. This may include a consideration of whether the member has received any prior verbal or written warnings in relation to their performance or conduct.

SABHA Disciplinary action

May include:

- Further training, guidance, education on correct practices
- Verbal warning
- Written warning
- Final written warning
- Suspension
- Expulsion for the remainder of the season
- Expulsion for a term extending beyond the current season

Disciplinary discussions and meetings (and their outcomes) are confidential. They are not to be discussed outside of a disciplinary meeting. Failure to maintain the confidentiality of all disciplinary discussions will be a breach of this policy and may result in disciplinary action.

Suspension Definition

SABHA will enforce suspension of membership and event participation depending on the severity of the behaviour or issue..

The length of suspension will be determined by the board and magnitude of the complaint.

Expulsion of membership or position

If the SABHA Committee has determined that the most appropriate action is to expel the membership or position of the person, a letter of termination shall be sent to the person by the SABHA Secretary signed by the current SABHA President within 7 days after the action is taken giving the reasons for the actions.

Termination of membership will be from this date.



Pending Member appeal (See 29. Disciplinary Procedure ABHA Constitution.)

As per ABHA Constitution the member has the right of appeal (see 30. Right of Appeal of discipline member ABHA Constitution

The person shall be flagged on the SABHA Data Base as **No Membership shall be accepted** with the date of termination.

The member shall forgo any entitlement to points, prizes, reimbursement of fees as of this date.

Reference Documents

SABHA Constitution and Rules

ABHA Constitution Clause 29. & 30.

Complaints Review Form

Document Details

Policy owner	SA Barrel Horse Association Incorporated
Approved by	Committee
Effective date	6 November 2023
Updated by	President
Review schedule	At least once every 3 years

Document Change Control

Version	Date	Owner	Approved by	Brief description of change	File reference
1.0	6/11/2023	President	Committee	Version 1	2023 SABHA Performance & Misconduct Disciplinary Policy VS1
2.0	07/08/2025	President	Committee	Reviewed VS1	2025 SABHA Performance & Misconduct Disciplinary Policy VS2