



Disciplinary Action Committee Guidelines

The following information is provided to assist show committee members and Disciplinary Action Committee Members in the event of an incident of dog aggression / threat / attack against a human or dog, noncompliance by a person with conditions for entry or other policies and regulations governing the event, OR in the case where a person has exhibited unsportsmanlike conduct deemed prejudicial to the sport of dog agility and United States Dog Agility Association, Inc.

PLEASE NOTE:

Who can file a complaint?

It is not a requirement of the disciplinary policies that a person involved in the incident must be the one who files a complaint or brings the incident to the attention of a member of the show committee or DAC. Any witness to the incident may initiate the process. All committee members should familiarize themselves with procedures as outlined in Appendix C prior to the event for which they serve on the DAC.

Obligated to undergo Disciplinary Action Hearing

It is incumbent upon everyone, no matter how unpleasant, to report incidents and convene hearings to deal with issues that are in direct contradiction to USDAA policies, including but not limited to unsportsmanship-like behavior, dog aggression and issues involving noncompliance, in order to uphold the integrity and atmosphere of USDAA events. Inappropriate behavior should not be tolerated, and must be handled in accordance with policies and procedures set forth in USDAA Rules & Regulations, as well as in accordance with local, state or other civil laws. Remember, some city ordinances require the reporting of dog bites, and should not be ignored for the health and safety of all concerned.

What circumstances warrant a Disciplinary Action Hearing?

There is a list of most likely items that could arise at an event in Appendix C, Section C-3 of USDAA Rules & Regulations. The application of sanctions is also defined in Section C-3. Note specifically the application of warnings, in giving rise to a possible complaint. See Sanctions, under Section C-3.

A Hearing is held when –

- a written complaint is filed and there could be merit to the case.
- two warnings are made to the same individual

Completing the Incident Report

The pages that follow include an Incident Report to be completed and returned with the Organizing Committee Report (or faxed to the office as instructed) along with an outline of the steps to be taken during the Disciplinary Action Committee Hearing should one be necessary. In the case of an expulsion of dog or handler, or both, please fax to (972) 231-9700 or email to info@usdaa.com a scanned copy of this report, *along with attachments, within 24 hours of conclusion of the event, or as soon as practicable as possible.*

LIST COMMITTEE, OFFICIALS & WITNESSES						
(Attach written statements by each witness and the accused; Attach additional page if more space is needed.)						
AT HEARING	NAME/ADDRESS/EMAIL/PHONE	DAC	CPL	ACC	JDG	WIT
<input type="checkbox"/>	Name/Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address/Email					
<input type="checkbox"/>	Name/Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address/Email					
<input type="checkbox"/>	Name/Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address/Email					
<input type="checkbox"/>	Name/Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address/Email					
<input type="checkbox"/>	Name/Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address/Email					
<input type="checkbox"/>	Name/Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address/Email					
<input type="checkbox"/>	Name/Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address/Email					
<input type="checkbox"/>	Name/Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address/Email					
<input type="checkbox"/>	Name/Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address/Email					

HEARING & GATHERING EVIDENCE

(DAC – Disciplinary Action Committee Member; CPL – Complainant; ACC – Accused; JDG – Judge; WIT – Witness)

IMPORTANT NOTE: It is viewed to be the responsibility of all parties to participate in a hearing in order to resolve all complaints. Should the Accused leave following notification that a complaint has been filed and before a hearing can be held, such action shall be considered a plea of no contest, with the presumption that the accused is waiving their rights to present evidence or arguments in a hearing, and will accept the findings of the Committee and any sanctions rendered in a hearing.

Hearing Checklist

- Gather Evidence
- Obtain written statements from witnesses, complainant and the Accused
- Convene Hearing (Gather committee, parties involved and witnesses in a private place as soon after the incident as possible)
- Introduce members of committee and recording secretary for the hearing.
- Read the charges to all present and provide opportunity for complainant to speak
- Provide both the Complainant and the Accused the opportunity to present evidence and witnesses (May hear each separately or with all present)
- After each witness brought by the Complainant is heard, the Chair will allow the Accused to question the witness; after each witness speaking on behalf of the Accused is heard, the Complainant shall be permitted to question the witness
- Each party has an opportunity to summarize their arguments before the Committee.
- Chair excuses non-committee members for deliberation.
- Committee deliberate and determine whether charged conduct was supported or refuted
- Committee makes a decision what sanctions to be rendered, if any, and notifies the accused of the decision in writing (not obligated to provide basis to individuals)

FINDINGS & SANCTIONS, IF ANY

DESCRIBE FINDINGS: (ATTACH ADDITIONAL PAGES IF SPACE IS NEEDED)

- State details found to be leading up to the incident
- What is found to have happened in the incident
- Details of injury, if any occurred
- Damage or injury report by physician, veterinarian, police or other outside authority
- Other information relevant to the incident

COMMITTEE RULING: (ATTACH ADDITIONAL PAGES IF SPACE IS NEEDED)

Considerations:

- In case of poor sportsmanship, abuse or noncompliance with other regulations (see sample list in Section C-3 of USDAA Official Rules & Regulations), did the Accused exhibit clear disregard for the rules or disrespect authority of officials or volunteers?
- In case of dog aggression, was the dog deemed to be no danger to human or other dogs? Given same or other circumstances, would the action occur again.
- Incidents involving dog bites where skin is punctured must result in immediate quarantine of dog and the owner/handler to provide evidence of immunizations, including for Rabies; a doctor and/or veterinarian should be consulted and reported to local authorities in accordance with local or other law

*Dog excused from event (aggression, out of control, etc.)

**Finding results in cancellation of results and return of awards received, if any*

*Person and dog excused from event (sportsmanship, noncompliance, dog abuse, intentional disrespect)

*Person and dog excused for day; indicate date: _____

**Finding results in cancellation of results and return of awards received, if any*

Reprimand Issued (behavioral issue as unintentional violation of rules or other with mitigating factors)

Complaint dismissed in favor of the Accused

Basis/rational for ruling:

ATTESTATION: The information contained in this report is an accurate account of the testimonies and other evidence related to the incident reported in this complaint, and the findings were the supported by a majority of the Disciplinary Action Committee and are in compliance with USDAA Official Rules & Regulations.

X _____
Committee Chair

X _____
Committee Secretary