



AFFILIATED WITH
UNITED KENNEL CLUB, INC
An International Organization

Conceived by Hunters for Hunters™

HUNTING RETRIEVER CLUB, INC.

POLICY / PROCEDURES CHANGE PROPOSAL FORM

DATE: 5/07/25

SUBMITTED BY: Kim Smith

CLUB NAME: Music City HRC REGION: 6

(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 8 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.

Wording from the Amendment committee could be added:

Each member shall serve for four years. Should any member of the committee be removed or unable to SERVE their term, a replacement shall be selected by the committee chair. Any person replacing an elected member shall serve until the original member's term would have expired. TERM LIMITS: No member of the CRC may serve more than two consecutive 4-year terms.

The Executive Committee shall forward any complaints filed with it to the committee for investigation. The minutes shall be available for inspection at the Board of Directors Meeting, PROVIDED all names and personal identifying information (address, phone number, email address, etc.) of any persons contained in the minutes shall be redacted and may not be released without the written consent to such release by the person so identified.

Upon receipt of a formal complaint from the Executive Committee, the committee chairman shall distribute copies of the complaint to each member of the committee electronically as soon as practicable. A brief email, electronic or telephone conference of the committee shall be held within 3 days of the
(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

receipt of the complaint to ensure its receipt by all members and to schedule a meeting to formally review the complaint. The chairman, or another committee member at the chairman's direction, may contact the person filing the complaint, the responding party, and/or any member of the Hunt Committee of the club where the complaint was filed, if the committee feels further or clarifying information is needed. Within 31 days of the chairman's receipt of the complaint, the committee shall present the results of its investigation via email to the Executive Committee, including: a brief summary of the allegations, a complete list of steps taken by the committee in its investigation, and the conclusions of its investigation. This committee will decide what action if any is required. Roll Call vote is required, 2/3 vote required for suspension or sanctioned and 100 percent for expulsion. These Actions can be appealed to the board either by a special meeting or during the National Meeting.

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.

(SEE ATTACHED: PROPOSED "PROGRESSIVE DISCIPLINARY ACTION PLAN")

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 shall 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 shall 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 _____