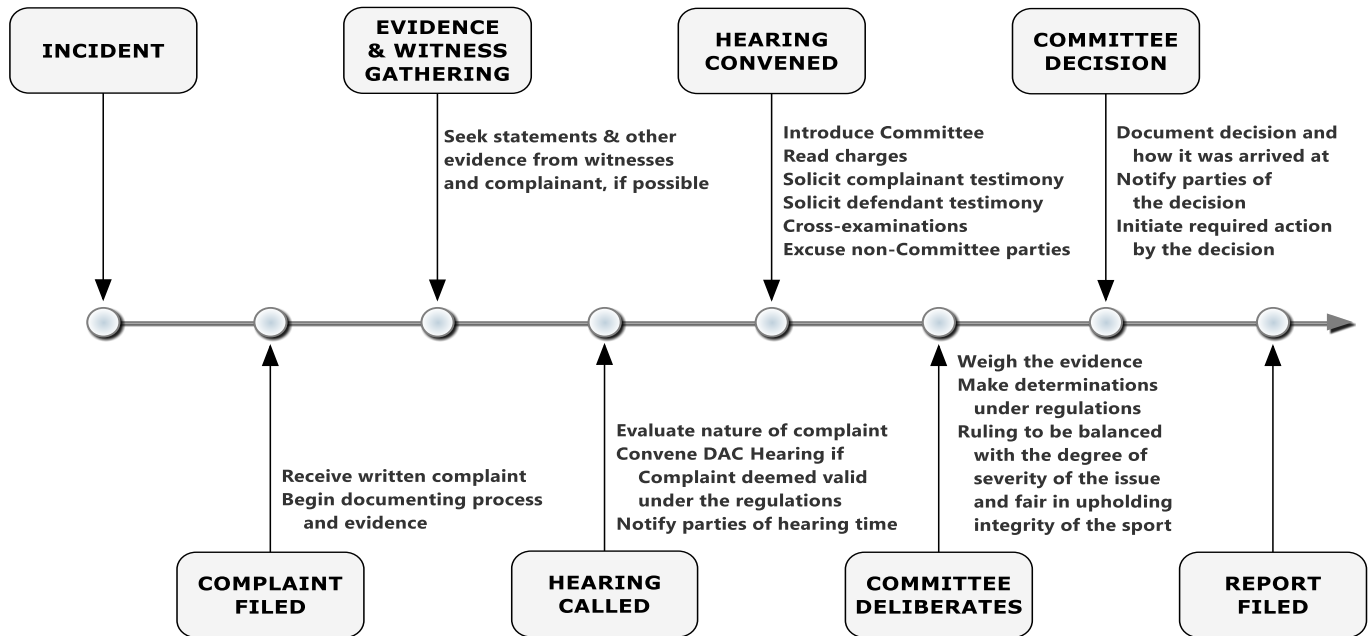


Appendix D—Disciplinary Action Committee (DAC) Guidelines & Disciplinary Action Incident Report Forms

The following Disciplinary Action Committee Hearing Guidelines are provided to assist show committee members and the Disciplinary Action Committee (DAC) members in the event of receipt of complaint for (1) an incident of dog aggression / threat / attack against a human or dog, and/or (2) in the event a person has exhibited unsportsmanlike conduct or other violation of the regulations of conduct as set forth in WCRL Official Rules & Regulations (including Appendices thereto).

DISCIPLINARY ACTION PROCESS



PLEASE NOTE:

It is not a requirement of the disciplinary policies that the person involved in the incident 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 DAC members, as well as members of the show committee, should familiarize themselves with procedures as outlined in the WCRL Rules of Conduct and Disciplinary Actions prior to the event.

It is incumbent upon everyone, no matter how unpleasant the circumstances, to report incidents and convene hearings to deal with issues that are in direct contradiction to WCRL regulations and policies, including but not limited to unsportsmanship-like behavior and dog aggression, in order to uphold the integrity and atmosphere of WCRL events, as well as to avert any potential claims relative to legal liability. Any behaviors in violation of the regulations should not be tolerated.

The pages that follow include an Incident Report form to be completed and returned with the post-trial paperwork, or via email to groupServices@rallydogs.com, or faxed within 24 hours of the conclusion of the event to the WCRL Office at 972-231-9700.

DISCIPLINARY ACTION INCIDENT REPORT FORM

COMPLAINT INFORMATION	PERSON FILING COMPLAINT <i>(attach additional sheets if more than one complainant)</i>			
	Person/Owner/Handler Name <i>(PLEASE PRINT)</i>		Street Address	
	City		State	Zip Code
	Home Phone	Cell Phone	Email	
	Complainant Signature			
	PERSON AND/OR DOG AGAINST WHOM COMPLAINT IS BEING FILED			
	Dog's Call Name	WCRL/USDAA #	Age	Breed
	Person/Owner/Handler Name		Street Address	
	City		State	Zip Code
	Home Phone	Cell Phone	Email	
	COMPLAINT DETAILS			
	Date of Incident		Time of Incident	
	Club		Event Dates	
	Complaint <i>(Take photos of any damage or injuries, or of any area where facility, grounds, or layout contributed to incident)</i>			
	What happened?			
What led to the incident?				
What else occurred relevant to the incident?				

ATTACH ADDITIONAL PAGES IF NEEDED FOR COMPLETE EXPLANATIONS ABOVE

DISCIPLINARY ACTION INCIDENT REPORT FORM

LIST COMMITTEE, OFFICIALS, & WITNESSES				
(Attach written statements by each witness and the accused; list names of each committee member, judge, & witness.)				
AT HEARING	NAME/ADDRESS/EMAIL/PHONE	DAC MEMBER	JUDGE	WITNESS
<input type="checkbox"/>	Name/Phone	CHAIR <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address/Email			
<input type="checkbox"/>	Name/Phone	SECRETARY <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"/>
	Address/Email			
<input type="checkbox"/>	Name/Phone	<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"/>
	Address/Email			
<input type="checkbox"/>	Name/Phone	<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"/>
	Address/Email			
<input type="checkbox"/>	Name/Phone	<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"/>
	Address/Email			

HEARING & GATHERING EVIDENCE

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 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.
- Instruct all involved parties that all matters discussed are confidential.
- Obtain written statements from the accused, complainant, and witnesses.
- 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 accused opportunity to present evidence, followed by witnesses. (May hear each separately or with all present.)
- After each witness is heard, the Chair will allow person accused to question witness.
- Chair excuses non-committee members for deliberation.
- Committee deliberate and determine whether charged conduct was supported or refuted.
- Committee makes a decision whether sanction rendered and notifies the accused of the decision. (Committee is not obligated to provide basis to individuals.)

DISCIPLINARY ACTION INCIDENT REPORT FORM

DISCOVERY & CONSIDERATIONS	EVIDENTIARY FINDINGS	
	<ul style="list-style-type: none"> • What is found to have happened in the incident • State details found to be leading up to 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 	
	Dr. Ian Dunbar's Dog Bite Scale	
	<p><u>Level 1.</u> Obnoxious or aggressive behavior but no skin-contact by teeth.</p> <p><u>Level 2.</u> Skin-contact by teeth but no skin-puncture. However, may be skin nicks (less than one tenth of an inch deep) and slight bleeding caused by forward or lateral movement of teeth against skin, but no vertical punctures.</p> <p><u>Level 3.</u> One to four punctures from a single bite with no puncture deeper than half the length of the dog's canine teeth. May be lacerations in a single direction, caused by victim pulling hand away, owner pulling dog away, or gravity (little dog jumps, bites, and drops to floor).</p> <p><u>Level 4.</u> One to four punctures from a single bite with at least one puncture deeper than half the length of the dog's canine teeth. May also have deep bruising around the wound (dog held on for N seconds and bore down) or lacerations in both directions (dog held on and shook its head from side to side).</p> <p><u>Level 5.</u> Multiple-bite incident with at least two Level 4 bites or multiple-attack incident with at least one Level 4 bite in each.</p> <p><u>Level 6.</u> Victim dead.</p>	

DISCIPLINARY ACTION INCIDENT REPORT FORM

FINDINGS & ATTESTATIONS

COMMITTEE RULING

Considerations:

- In case of poor sportsmanship, did the accused exhibit clear disregard for the rules or disrespect authority of officials or volunteers? (possible Expulsion for Day or the Event)
- 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. (Yes to either question → expulsion from the Event)
- 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 the incident reported to local authorities in accordance with local or other law. Seek immediate medical aid. Expulsion mandatory.

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

Person and dog excused for event (sportsmanship, dog aggression involving bite of human)

Person and dog excused for day; indicate date: _____

Reprimand Issued (behavioral issue as unintentional violation, mitigating factors, or insufficient evidence)

Complaint determined to be unfounded and complaint dismissed

Basis/rational for ruling:

ATTESTATION OF COMMITTEE: 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 WCRL Official Rules & Regulations.

<p>X _____ Committee Chair Signature</p> <p>X _____ Committee Member Signature</p> <p>X _____ Committee Member Signature</p> <p>X _____ Committee Member Signature</p> <p>X _____ Committee Member Signature</p>	<p>X _____ Committee Secretary Signature</p> <p>Name (PRINT) _____</p> <p>Name (PRINT) _____</p> <p>Name (PRINT) _____</p> <p>Name (PRINT) _____</p>
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NEXT STEPS

Rulings

All Committee rulings must be made by the Chairman to the Accused in the presence of the Committee. Said warnings must include:

- A statement of the nature of the infraction(s)
- The findings of the Committee
- Any sanctions imposed
- The consequences if the infraction(s) persist(s)

Report Findings

Within five days of the completion of the event, the Organizing Committee (or DAC) shall file this report with the WCRL. The report shall include all documentation collected and recorded regarding the incident.