

# Protest/Complaint Filing Process

## for Protestor & Complainant

### Standard Operating Procedure

#### 1. Purpose:

This SOP is for NWAHA Rules and Relegations, not DQP infractions. Whenever any person, firm, or corporation, hereinafter called and referred to as the complainant, believes that his, her or its rights have been infringed upon, or that another person, firm or corporation, hereinafter referred to as the accused, has violated the rules and regulations of the NWAHA, this SOP shall be followed.

#### 2. Scope:

This procedure explains to a complainant and accused how a protest is filed and handled.

#### 3. Responsibilities:

|                        |  |
|------------------------|--|
| <b>Show Management</b> | The Official listed on the show program                                    |
| <b>Complainant</b>     | The person filing the protest  |
| <b>Accused</b>         | The person accused of the violation  |
| <b>NWAHA Office</b>    | Obtain and retain documentation, aid in communication flow between parties |

#### 4. Procedures:

4.1 If a complainant has reason to believe that an accused has violated any of the foregoing rules and wishes the matter investigated, he must file a written statement with the Show Management using the NWAHA Protest & Complaint Form containing a minimum of the following information:

- The Names and Back Number of the exhibitor and horse.
- The class in which the horse was exhibited.
- The rule that the complainant believes was violated, including paragraph & page.
- The manner in which the rule was violated.
- The name, address & contact number of the complainant.

4.2 The complainant shall submit a written statement to Show Management, along with the sum of \$200.00 within 30 minutes of the completion of the current session. If the complaint concerns an infraction in the last class, the complainant shall immediately notify Show Management that complainant intends to file a complaint and he shall have 30 minutes thereafter to submit said written statement on the day of the show.

4.3 Show Management shall then take such steps as it deems necessary to make a determination of the matter and shall render a decision as quickly as possible.

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- 4.4 If the decision of Show Management is in favor of the complainant, the \$200.00 shall be returned to the complainant only after the allotted time for appeal has passed. Show Management shall order the accused disqualified and to forfeit any prizes or money which the accused may have received. Any exhibitor who was placed or tied below the accused shall be advanced one place in the final order. If only one judge was used in the class, then he shall immediately tie one more exhibitor for last place. Other penalties may be deemed necessary by the appropriate committee.
- 4.5 If either the complainant or the accused objects to the decision of the show management, a written appeal must be submitted within 1-hour from the time the accused is notified of the infraction by Show Management.
- 4.6 After making its decision, Show Management shall cause a written report to be filed with the office of the NWA. The report shall contain a short statement of the procedure followed by Show Management in the handling of the matter and a finding of facts, and the decision arrived at. Said report shall be filed whether or not an appeal is taken.
- 4.7 If the decision of the Show Management is appealed, the appropriate committee shall hear the matter following the procedure as prescribed in these Rules for filing the initial complaint at its next scheduled meeting, or at some later meeting if it determines that more time is needed. The appropriate Committee shall hear the matter on the written statement and findings of facts filed by Show Management and determine if the decision arrived at was proper, based on the facts found by Show Management. If written findings of facts submitted by Show Management are incomplete or unclear, the Committee may continue the matter and ask Show Management to submit additional findings of facts.
- 4.8 If an appeal is taken from the Show Management's decision, then the matter shall be held in abeyance until the appeal is heard and Show Management's decision shall not be put into effect until instructed to do so by the appropriate Committee.
- 4.9 Any Exhibitor who fails to return any prize or money ordered forfeited by Show Management shall be disqualified from showing until said order is obeyed, unless an appeal is taken to the appropriate Committee. Other penalties may be deemed necessary by the appropriate committee.