

**PART I:
SPORT-RELATED CONDUCT VIOLATION PROCEDURES**

Introduction

These Sport-Related Conduct Violation Procedures are intended to provide a disciplinary procedures process through which the Association may regulate Member conduct relative to the sport of polo or at any Event, whether on or off the field.

A. Conduct Violations.

Any Member Club or Individual Member will be deemed to have committed a “Conduct Violation” for a violation of the Association’s Code of Conduct (whether on or off the polo field), Rules (as defined in the By-laws), Constitution, By-laws, Board-approved policies, directives or Terms and Conditions of Membership, or for a failure to obey a penalty imposed under the Rules or these Sport-Related Conduct Violation Procedures, to the extent such violation or failure relates to the Member Club’s or Individual Member’s conduct relative to the sport of polo, including, but not limited to, player or umpire conduct or any equine welfare issues.

B. Complaints and Charges.

1. Conduct Violation Complaints. A complaint of a Conduct Violation (each, a “Conduct Violation Complaint” may be made by any Registered Player Member, Affiliate Player Member, Officer, Governor, employee of the Association, or Official (*i.e.*, umpire, referee, timekeeper, scorekeeper, goal judge, or Host Tournament Committee member) of the event who is a witness to an alleged Conduct Violation or by the Chairman or Chief Executive Officer of the Association.

a. Complaint Requirements. All Conduct Violation Complaints shall be: (i) in writing describing the alleged Conduct Violation in reasonable detail, including, if applicable, the manner in which it was witnessed; (ii) signed by the complaining party; and (iii) delivered within seventy-two (72) hours of the alleged Conduct Violation to either the Chairman or Chief Executive Officer of the Association. Notwithstanding (iii) immediately above, Conduct Violation Complaints filed *by* the Chairman of the Association shall be delivered to the Chief Executive Officer of the Association and Conduct Violation Complaints filed *by* the Chief Executive Officer of the Association shall be delivered to the Chairman of the Association, each within seven (7) days of the alleged Conduct Violation. The Association will not prosecute alleged Conduct Violations in the absence of a Conduct Violation Complaint that complies in all material respects with the provisions set forth in these Sport-Related Conduct Violation Procedures.

b. Notice of Complaints. Copies of all Conduct Violation Complaints will be delivered to the person against whom the Conduct Violation Complaint has

been filed within seventy-two (72) hours of receipt by the Association. Copies of all Conduct Violation Complaints made to the Association will be forwarded to any host tournament committee and/or Member Club involved in any such Conduct Violation Complaint within seventy-two (72) hours of receipt by the Association.

c. Recordkeeping and Inspection. The Association will keep a record of all Conduct Violation Complaints. The Association will make available for inspection by Registered Player Members the final decision of the Association regarding any Conduct Violation Complaint for which a decision is issued, including the nature of the violation and any penalty imposed.

d. Multiple Complaints. In the event that more than one Conduct Violation Complaint is filed, based on a single alleged Conduct Violation, or based on multiple alleged Conduct Violations occurring within a twenty-four (24) hour period, such Conduct Violation Complaints shall be considered collectively by the Executive Committee. Notwithstanding the foregoing, for purposes of determining whether to assess any fine under Section G.1.d. below, the Executive Committee may consider each Conduct Violation separately.

2. Election Not to Issue Charges. If the Association elects not to issue charges based upon a Conduct Violation Complaint, the complaining party will be notified of such election within seventy-two (72) hours following the decision not to issue charges. The Association must decide whether to issue charges within fifteen (15) calendar days following receipt of a Conduct Violation Complaint.

3. Member Club Determinations. The imposition of penalties against any Individual Member by a Member Club will not automatically result in charges being brought or penalties being imposed against the Individual Member by the Association. Rather, the Executive Committee shall be responsible for determining whether to issue charges based on any Conduct Violation Complaint brought in connection with the activity for which the Member Club imposed penalties and, if so, whether to assess any penalties against the Individual Member in accordance with the procedures set forth herein.

C. Notice.

1. Entitlement to Notice and a Hearing. Any person against whom a charge is issued is entitled to a hearing of the alleged Conduct Violation and to notice of the same. If a charged party fails to appear at a properly noticed and scheduled hearing, the hearing will be held in absentia.

2. Notice of an Expedited Hearing. The Association may hold an expedited hearing within seven (7) calendar days of issuance of the charge, provided that the charged party is given written notice at least forty-eight (48) hours prior to the scheduled

expedited hearing. The notice of hearing must: (a) contain a brief statement of the facts constituting the alleged Conduct Violation; (b) identify the specific provision of the Association Code of Conduct, Rules, Constitution, By-laws, Board-approved policies, directives or Terms and Conditions of Membership allegedly violated; (c) specify the time and place at which the hearing is to be held; and (d) include a list identifying: (i) the evidence to be introduced at the hearing, (ii) the names of the witnesses, and (iii) the substance of their testimony. This notice-of-hearing requirement may be waived in writing by the charged party.

3. Notice in the Absence of an Expedited Hearing. In the absence of an expedited hearing, written notice to the charged party must be given within seven (7) calendar days from the date that the decision is made by the Association to issue charges. Such notice of hearing must: (a) contain a brief statement of the facts constituting the alleged Conduct Violation; (b) identify the specific provision of the Association Code of Conduct, Rules, Constitution, By-laws, Board-approved policies, directives or Terms and Conditions of Membership allegedly violated; (c) specify the time and place at which the hearing is to be held or state that the hearing date will be determined at a later time as soon as reasonably practicable; and (d) include a list identifying: (i) the evidence to be introduced at the hearing, (ii) the names of the witnesses, and (iii) the substance of their testimony.

4. Optional Response by the Charged Party. Prior to any scheduled hearing, the charged party may submit to the Executive Committee or Hearing Officer(s), if any, a written response to the charges and may include written and signed statements of others having knowledge of the facts. Alternatively, a charged party may agree to the disposition of the charges without the necessity of a hearing.

D. Temporary Suspensions.

The Executive Committee may temporarily suspend any charged party from participating in any manner in the affairs and events of the Association so long as an expedited hearing is noticed and held within seven (7) calendar days of the time such suspension becomes effective. In a case where the charged party has been temporarily suspended prior to a hearing, a decision on the charge shall be made by the committee within twenty four (24) hours of the conclusion of the expedited hearing.

E. Hearings of Charges.

1. Proceedings in English. All disciplinary proceedings, including, but not limited to, hearings of charges of alleged Conduct Violations, will be conducted in the English language and in the presence of the charged party, unless the charged party fails to appear, in which case the proceedings may be held in absentia. The failure to understand the charges or any proceedings in English shall not provide the basis for an appeal by any charged party. Interpreters, if required by the charged party, are the responsibility of the charged party.

2. Role of Executive Committee and Hearing Officers. Hearings shall be heard by the Executive Committee of the Association or by one or more individuals appointed by the Executive Committee (such individuals to be members of the Executive Committee, Governors, staff members of the Association, legal counsel for the Association, or such other agents of the Association deemed appropriate by the Executive Committee) (each, a “Hearing Officer” and collectively, the “Hearing Officers”). If one or more Hearing Officer(s) is appointed by the Executive Committee, such Hearing Officer(s) may, to the extent directed by the Executive Committee, collect all testimony proffered, report all findings of facts to the Executive Committee, and make a non-binding penalty recommendation to the Executive Committee.

3. Presentation of Evidence. A charged party may attend his or her hearing, with or without counsel, or may send a representative, and may defend against the charges by calling and cross examining witnesses, submitting signed statements, or presenting other evidence.

4. Burden of Proof. The Executive Committee shall have the burden of proving any charge. The burden of proof shall not be that as required in a court of law. The burden of proof necessary to sustain a charge against a charged party shall be met if the Executive Committee reasonably believes, after hearing the evidence presented, that a Conduct Violation has occurred.

5. Authority to Impose Penalties. The Executive Committee shall have the power and authority to impose any of the penalties described in these Sport-Related Conduct Violation Procedures; provided, however, that any proposal to expel, remove, or terminate a Member from the Association shall be subject to the approval of the Board of Governors. A non-binding penalty recommendation of the Hearing Officer(s), if any, may be accepted, modified, or rejected by the Executive Committee.

6. Final Orders. A final order setting forth the determination and the findings of facts on which it is based, as well as the penalty, if any, to be imposed on the charged party, will be entered by the Association within fifteen (15) calendar days following the conclusion of the hearing.

F. Continuances.

1. Continuance Applications. All applications for continuance of any hearing shall (a) be made in writing to the Executive Committee at least five (5) calendar days prior to the scheduled hearing and (b) state the reasons the continuance is sought. Applications for a continuance of an expedited hearing made by a charged party will not be accepted.

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2. Approval or Denial of Continuance Applications. The Executive Committee may, in its sole and reasonable discretion, approve or deny an application for a continuance; provided, however, that no continuances of expedited hearings will be granted to any charged party.

3. Continuance Fees. An application for a first continuance of a hearing must be accompanied by a non-refundable continuance fee of Five Hundred Dollars (\$500.00) payable to the Association. Any second or subsequent application for continuance must be accompanied by a non-refundable continuance fee of One Thousand Dollars (\$1,000.00) payable to the Association. In deciding whether to approve or deny an application for continuance, the Executive Committee also may consider whether the party requesting the continuance has agreed in writing to pay some or all of the expenses of the Association, Member Club, and/or witnesses that would result from approving the continuance.

G. Penalties.

1. Penalty Examples. If found guilty of any charge properly brought before the Executive Committee, the charged party will be subject to such penalty as the Executive Committee may determine, including, but not limited to:

a. Censure. A letter of censure may be listed in the Association's record of penalties. If found guilty of a subsequent Conduct Violation, the censured party may be subject to a more severe penalty than for a previous offense.

b. Suspension. Suspension for any period from participating in any Association events and activities.

c. Expulsion/Removal/Termination. Expulsion/removal/termination from the Association as a Member. Any proposed expulsion/removal/termination from membership shall be subject to the approval of the Board of Governors.

d. Fines. Fines may be assessed, provided that such fines shall not exceed the sum of Ten Thousand Dollars (\$10,000.00) for each Conduct Violation.

e. Probation. The Executive Committee may determine probationary conditions for a charged party found guilty of a charge. A violation of a probation condition may be treated as a Conduct Violation.

f. Costs. Actual reasonable costs and out-of-pocket expenses incurred by the Association, a Member Club, and/or witnesses may be assessed in addition to any penalty.

2. Effective Date of Penalty. The effective date of any suspension or probation,

and the deadline for the payment of any fine or costs, will be set by the Executive Committee or the Board of Governors, as applicable.

3. Failure to Pay. Failure to pay any fine and/or costs within 30 days of notice of the deadline of the same will result in automatic suspension from the date the fine and/or costs became payable until the fine and/or costs are paid. Fines and/or costs are considered paid when receipt is acknowledged by the payee designated by the Association. Failure to timely pay any fine and/or costs shall be treated as a Conduct Violation.

H. Appeal of Decisions.

1. Notice of Appeal. A decision by the Association will be final unless a party to the proceeding files with the Association a written notice of appeal of the decision (a “Notice of Appeal”) together with the requisite appeal fee within fourteen (14) calendar days of the issuance of a final order.

a. Appeal Fee. Any Notice of Appeal by a charged party must be accompanied by an appeal fee in the amount of One Thousand Dollars (\$1,000.00) payable to the Association.

b. Forfeiture of Appeal Fee. In the event that a charged party does not complete the appeals process, the appeal fee will be forfeited.

c. Application or Return of Appeal Fee. Within thirty (30) calendar days following the conclusion of the appeal hearing, the appeal fee will be returned to the charged party unless the charged party is indebted to the Association for any fees, costs, or fines, in which event the amount of such items shall be deducted from the appeal fee prior to any refund.

2. Role of Board of Governors and Appeal Hearing Officers. On receipt of a Notice of Appeal, the Board of Governors either will conduct an appeal hearing or will appoint one or more individuals (such individuals to be members of the Board of Governors, staff members of the Association, legal counsel for the Association, or such other agents of the Association deemed appropriate by the Board of Governors) (each an “Appeal Hearing Officer” and collectively, the “Appeal Hearing Officers”) to conduct an appeal hearing. At the appeal hearing, all testimony previously given will be considered, as will all other evidence presented at the initial hearing. If one or more Appeal Hearing Officer(s) is appointed by the Board of Governors, such Appeal Hearing Officer(s) shall report its findings to the Board of Governors and may make a non-binding recommendation to the Board of Governors regarding whether to reduce, sustain, or increase any penalties initially imposed by the Executive Committee.

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3. Appeal Hearing. In the event that the charged party timely files a Notice of Appeal, the Association will give the appellant at least ten (10) calendar days' written notice of the date, time, and place of the appeal hearing. Unless the Board of Governors decides otherwise for good cause, the appeal hearing shall be held in the State and County of the alleged Conduct Violation. Likewise, unless the Board of Governors decides otherwise for good cause, the appeal hearing shall be held within forty (40) calendar days following the Association's receipt of a properly filed Notice of Appeal. Upon request of the charged party, the Board of Governors will permit the charged party to be heard in person and/or represented by an attorney. The parties may file written memoranda with the Board of Governors objecting to or in support of the initial disciplinary action relating to a Conduct Violation, and the findings upon which it was based, in whole or in part.

4. Final Orders on Appeal. Within fifteen (15) calendar days after completing the appeal hearing, the Board of Governors will issue a final order setting forth its findings, its decision, and its reasons therefor. The Board of Governors may reduce, sustain, or increase any penalties initially imposed by the Executive Committee.

5. Stay of Penalty upon Appeal. If a penalty of any kind is appealed, the charged party may request, in writing, that such penalty be stayed until such time as the appeal has been heard by the Board of Governors. The Board of Governors will timely grant or deny the charged party's request for a stay as it deems appropriate. To the extent that a stay of the penalty is granted, and the charged party fails to prevail on the appeal, any time periods relating to the penalty shall be extended by a number of days equal to the stay.

I. Publication and Enforcement of Association Decisions.

1. Notice of Decisions. Notice of final determinations of the Executive Committee, or the Board of Governors, as the case may be, including the nature of the violation, the decision of the Executive Committee or Board of Governors, and any penalty imposed, shall be published to the Member Clubs of the Association and shall be provided to the Hurlingham Polo Association, the Association of Argentine Polo, and the Federation of International Polo.

2. Enforcement of Association Decisions by Member Clubs. On receipt of notice by Active Member Clubs or Affiliate Member Clubs from the Association that a disciplinary penalty has been imposed on an Individual Member by the Association for a Conduct Violation, the notice will be honored and enforced by Member Clubs receiving such notice.