



MESSAGE FOR ALL COMPETITORS, SPECTATORS

Importance of reporting misconduct, abuse or aggression Incidents

Anyone (member or not, competitor or spectator) witnessing an incident of misconduct, abuse or aggression at an AAC Trial or AAC Event is permitted to fill out an “Incident Report” and send it to the AAC administrator (admin@aac.ca) to be recorded. The form and a copy of the current document can be found at www.aac.ca under FORMS/Disciplinary/Incident Report.

Officials however have the responsibility and obligation to report incidents at all times. Furthermore, if/when a Judge and/or Trial Official is made aware of an incident, they(*) also have a duty to proceed with a preliminary investigation and fill out an “Incident Report” to be recorded.

In addition, both the officiating Judge(or Judges) of a Trial, as well as the Trial Chair have an obligation to complete a “Trial Report” indicating that no incidents occurred during a given Trial and send it with the other documents returned to the AAC to confirm an incident free Trial.

An Incident Report does not automatically generate a formal Complaint to the Disciplinary Committee unless so indicated in the Report itself that the Reporter wishes to be “An Official Complainant”. The DC will only/always investigate Official Complaints. However, if the AAC administrator records several Incident Reports for the same violation and same alleged violator, the AAC administrator will forward them to the DC who will conduct an evaluation to detect repetitive/serious allegations and will initiate an official complaint if it deems it is necessary.

All reports must be submitted to the AAC Administrator within 14 days of the incident.

*Judges have the authority in the ring, Trial Chair has authority outside the ring; but both are expected to work together when needed

To file Official Complaints with the AAC

The Disciplinary Committee receives/investigates and deliberates on a formal, written complaint (using the AAC Incident Report Form) either:

- sent directly to the AAC administrator (by postal mail or email admin@aac.ca)
- submitted directly to an AAC Board member
- submitted directly to a Trial Committee member at the Trial

Any deliberation by the Discipline Committee (DC) does not start until an official written complaint is received and all parties have had the opportunity to respond. Official complaints may be submitted on acts of aggression, abuse, misconduct or unsportsmanlike behaviour.

The Incident Report/Trial Report Form replaces all three forms that were used previously (Complainant, Accused and Witness forms). This FORM can be downloaded from the FORMS page of the AAC website, filled electronically or manually and sent by email or mail within 14 days of the incident.



Some examples of incidents and/or complaints investigated in the past:

Misconduct Against a Judge
• Physical abuse
• Verbal abuse (argumentative, abusive or foul language)
• Inappropriate public criticism of a Judge, not disruptive, but demonstrating a lack of sportsmanship
• Public criticism of a Judge's decision that causes a disruption at the trial
• Unsportsmanlike conduct that demonstrates a lack of respect for a Judge and his authority (e.g. a subversive and ostentatious exit from the ring during or following a performance, failure to follow a Judge's instructions)

Disorderly Conduct
• Physical altercation
• Abusive or foul language/verbal altercation or verbal confrontation of officials or other competitors
• Personal property damage
• Impairing a club's/group's ability to retain a site
• Failure to properly control a dog at a trial
• Disruptive behaviour at a trial

Inappropriate Treatment of a Dog(s)
• Physical abuse at or in connection with a trial
• Neglect at or in connection with a trial
• Cruelty at or in connection with a trial
• Mistreatment at or in connection with a trial

Violation of AAC or Host Club/Group Published Regulations
• Disregard/violation of published club/group regulations (e.g. parking, crating, leash rules etc.)

Dog Aggression
• Dog in the ring leaves and chases, menaces, or threatens a person or dog outside the ring
• Dog in the ring displays threatening or menacing behaviour toward the Judge, a ring steward or a dog standing outside the ring
• Dog displays threatening or menacing behaviour while being measured
• Dog in the ring leaves and actually <u>attacks</u> another dog
• Dog runs into the ring and <u>attacks</u> the dog on course
• Dog in the ring <u>attacks</u> any person
• Dog attacks any person while being measured

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MESSAGE FOR ALL AAC OFFICIALS

(AAC Board, Employees, Judges, AAC Committees, Host Trial Committee)

1. If an AAC representative witnesses an act of misconduct, abuse or dog aggression during a Trial; they have a duty to:
 - a. Inform the Host Trial Committee
 - b. Inform the "victim" (for lack of a better word) of their right to report the incident and/or lodge an official complaint with the DC by filling in an Incident Report
 - c. Fill in an Incident Report and submit it for the records
 - d. If the AAC Official is the victim, he/she has a moral obligation to identify the Incident Report as an Official Complaint by checking the "complainant" box. (as an AAC representative; supporting its commitment to ensuring fairness and safety; officials must lead by example)

2. If a competitor reports misconduct, an act of abuse or aggression by another dog to a an AAC representative that did not witness the incident the AAC representative should:
 - a. Inform the Host Trial Committee
 - b. Inform the "complainant" of their right to report the incident and/or lodge an official complaint with the DC by filling in an Incident Report.
 - c. Fill in an Incident Report with the information of who, said what to who.

The Incident- Trial Report Form is also to be used by both the Judges and Trial Chair as their Trial Reports.

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Trial Judges' Responsibilities

1. If a judge witnesses an act of dog aggression or misconduct in their ring area; they have an obligation to:
 - a. Dismiss the dog (or handler) from the class
 - b. Finish judging the class and quickly consult with the parties involved and/or if the aggression is serious enough dismiss the dog for the day or from the trial site altogether
 - c. Inform the "victim" (for lack of a better word) (and witnesses) of their right to report the incident and/or lodge an official complaint with the DC by filling in an Incident Report
 - d. Fill in an Incident Report and submit it for the AAC records
 - e. If the Judge is the victim of the dog aggression, the Judge has the obligation to declare the Incident Report as an Official Complaint. (AAC's commitment to ensuring safety; officials must lead by example)

2. If a competitor reports misconduct, an act of abuse or dog aggression to an officiating Judge that did not witness the incident the Judge must:
 - a. Inform the Host Trial Committee Chair who then must investigate the complaint and arrive at an initial conclusion before the next class. The Trial Committee Chair may consult with one or all of the officiating judges for guidance during this investigation.
 - b. Inform the "complainant" of their right to report the incident and/or lodge an official complaint with the DC by filling in an Incident Report.
 - c. Fill in an Incident Report with the information reported to them by the complainant

3. If a competitor reports misconduct, an act of abuse or dog aggression to a Judge not officiating the Trial that did not witness the incident the Judge must still:
 - a. Inform the Host Trial Committee Chair who then must investigate the complaint and arrive at an initial conclusion before the next class. The Trial Committee Chair may consult with one or all of the officiating judges for guidance during this investigation.
 - b. Inform the "victim" (for lack of a better word) of their right to report the incident and/or lodge an official complaint with the DC by filling in an Incident Report.
 - c. Fill in an Incident Report with the information of who, said what to who

4. If no incidents occur during the trial, a Trial Report (Incident Report page 1) must still be submitted indicating that fact.

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The Host Trial Committee's Responsibilities

1. Before confirmations are sent to competitors, the registrations must be compared with the list of suspensions (as displayed on the AAC website 7 days before Trial begins). Entries for suspended dogs or suspended handlers must be refused if the Trial dates are within the suspension period. It is also expected that dogs suspended for aggression issues not attend AAC events in order to avoid future aggression incidents while on suspension. If the Host Committee becomes aware of a suspended dog being present, it has a responsibility to ensure it is expelled from the Trial site.
2. At the Trial, display a printed version of this Standard Operating Procedure so it may be consulted by all officials, competitors and spectators and be prepared to provide blank Incident Report Forms as needed.
3. At the Trial, the Host Trial Committee acts as a mediator between parties involved in an incident of an act of misconduct, abuse or dog aggression (outside the ring) during a Trial.
4. Once the Host Trial Committee has been advised it has a duty to quickly:
 - a. Meet with all parties involved and have the parties agree on a course of action (Consulting both with the Accused and the Accuser, as well as any witnesses to obtain their version of events)
 - b. If no resolution is agreed upon
 - i. The Trial Committee has the authority to decide if an immediate expulsion of either or both parties is the wisest/safest course of action
 - ii. Inform the Accuser of their right to report the incident and/or lodge an official complaint with the DC by filling in an Incident Report Form
 - iii. Inform the Accused of their right to report their own version of the events on a separate Incident Report Form
 - iv. Recommend to both parties find witnesses who can each fill in an Incident Report Form
 - c. Fill out an Incident Report Form with the information as it was reported and inform of the resolution or what action(s) were taken.
5. At the end of a Trial:
 - a. Provide any Incident Report that may have been filled out during the course of the trial to the Trial secretary so they may be joined with the Trial Results. In the interest of expediency in processing any complaints, for EACH separate/different incident that occurred during the Trial the information should include (when possible):
 - 1) the Complainant's Incident Report
 - 2) and/or the Defendant's Incident Report
 - 3) any/all witness Incident Reports
 - b. If NO incidents occurred during the trial an Incident Report indicating: No Incidents occurred (Incident Report Form Pg1) must be submitted.
 - c. All reports must be sent by email to admin@aac.ca or mail and/or included with the Trial results sent to Barbara Brown.

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