

# **SOUTH AFRICAN POLO ASSOCIATION**

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## **SOUTH AFRICAN POLO ASSOCIATION INCIDENT REPORT PROCEDURE**

1. All umpiring and disciplinary incidents must be reported to the Chairman of Umpires by fax or e-mail as soon as possible but anyway within 24 hours. The top copy should be sent by post in confirmation.
2. All pony welfare incidents must be reported to the SAPA Office as above. They should be endorsed by a Veterinary Surgeon if one is present.
3. The second copy is to be given or sent to the offender / offenders.
4. The third copy is to be retained by the Polo Manager of the Club where the incident occurred or the Club responsible for that ground.
5. The names of any further witnesses should be noted on the Report in case of the need for follow-up action.
6. Note particularly as to when Club Disciplinary Procedures are to be initiated. See Regulation 4.
7. Remember that all incidents should be dealt with promptly while the scent is still warm.