

SOUTH AFRICAN POLO ASSOCIATION

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INCIDENT REPORT PROCEDURE

1. All umpiring and disciplinary incidents must be reported to the Chairman of Umpires by e-mail as soon as possible (within 24 hours).
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. All incidents should be dealt with promptly.