

Draft Template for a Formal Written Warning in accordance with the Discipline at Pony Club Activities Policy

Dear XXXXXX,

This letter is a Written Warning relating to your recent conduct at a Pony Club Activity.

On *[insert date here]* the XXXXX Branch Committee held a Meeting to discuss your conduct at a *[insert the type of event/rally/training]* held on *[insert date of incident]* at *[insert name of venue]*.

During the Rally you *[please insert an explanation of what took place]*.

The Committee considered and discussed the results of an investigation undertaken by the *[insert name and position of who investigated the issue]* and it was agreed/decided that you had breached the Code of Conduct for *[insert which code of conduct was breached, ie – coaches, volunteers and or parents]* on the following points.

- *Insert the relevant bullet points from the relevant codes of conduct that have been broken*

The Committee would like to remind you that as a *Parent* you are expected to abide by the Code of Conduct for *[coaches, volunteers, members, officials]* signed by you on *[insert date]*.

*(Insert the signed code of conduct if applicable) *Please note that all members and parents agree to follow the codes of conduct when joining The Pony Club through the Membership portal.*

If there is a previous verbal warning, you may wish to include: A Verbal Warning given to you by XXXXXX, the Activity Organiser of *[insert name of activity]* held on *[insert date and venue of the verbal activity]* has also been taken into consideration.

The Committee *agreed/decided* that you would receive a Written Warning which will stay on record for *two years*.

Any Appeal against this Warning can be made to the Rules and Compliance Committee RCChairman@pcuk.org within 21 days of receipt of this letter.

Yours sincerely

[insert name of DC]

District Commissioner

On behalf of the **XXXXX** Branch Committee.