PROCEDURES FOR THE CONDUCT OF A HEARING

Definitions:
- Protestor: Person who has lodged a protest requiring a hearing.
- Prosecution: Event Director; Race Director, Clerk of the Course; or Assistant Clerk of the Course.
- Respondent: Person protested against or being prosecuted by Event Officials.

1. Ensure all parties have been notified of the hearing.

2. The hearing begins.
   - Panel Chairman introduces all parties’ present and outlines procedures for the conduct of the hearing.
   - Panel Chairman will state the reason for the Hearing with Rule(s), Page Number(s) and Regulation(s) involved.
   - Protestor / Prosecution makes initial statement.
   - Protestor / Prosecution questioned on initial statement.
   - Respondent makes initial statement.
   - Respondent questioned on initial statement.
   - Protestor / Prosecution may call a witness who can then make a statement.
   - Respondent may cross-examine the witness.

This procedure continues until all the Protestor / Prosecution witnesses have been heard and cross-examined.

- Hearing Panel may call independent evidence at this stage.
- Respondent may call a witness who can then make a statement.
- Protester / Prosecution may cross-examine the witness.
- This procedure continues until all the Respondent witnesses have been heard and cross-examined.
- Hearing Panel may call independent evidence at this stage.
- Protesstor / Prosecution sums up.
- Respondent may cross-examine the witness.
- Respondent sums up.

3. The Hearing finishes.
4. The Hearing Panel retires to deliberate.
5. Hearing reconvenes with all parties present and the Panel Chairman reads out the decision. All Decisions should be written out, timed, dated and signed by the Panel. Stewards must give their decisions in writing.
6. Advise all parties of their rights and obligations.

Form No: S 005 – Procedure for the conduct of a hearing
Date: 01/17