



# Standard Procedures for Enforcing Holstein Show Conduct Rules

These Standard Procedures for Enforcing Holstein Show Conduct Rules ("Standard Procedures") will be used to enforce the Holstein Show Conduct Rules, as published by Holstein Canada and the Show Organizers.

## Procedures

### Before the Show

1. The Show Organizers will ensure that all owners/exhibitors sign (by hardcopy or electronic submission) an agreement to abide by the Holstein Show Conduct Rules, either as a separate document or as part of the entry form.
2. The Show Organizers will appoint designated person(s) to act as Show Associates at a Holstein Show. The Show Associates will be responsible for overseeing compliance with the Holstein Show Conduct Rules.

### During the Show

3. For the purpose of monitoring compliance, Show Associates shall have the authority to perform on any animal entered for showing any test, examination, inspection or analysis, that Show Associates, in their sole discretion, consider useful for assessing compliance with the Holstein Show Conduct Rules, including without limitation:
  - a. an ultrasound examination of the udder, prior to and after milk-out where the possibility of such examination has been announced before any judging in the class in which the animal is entered;
  - b. a milk-out of any individual cow or cows;
  - c. the collection and testing of any of the animal's body fluids, at any time; and
  - d. at any time, any other technology, and other inspections and/or analysis, including autopsy.
4. At any time, Show Associates may require the delivery of the following items in the possession or control of all owners, exhibitors, fitters, handlers, agents or other persons acting on behalf of the owners of animals (hereafter the "Animal Owner Group"), for the purpose of laboratory analysis: hypodermic syringes, needles, other devices, swabs, cloths, other materials, samples or any medicines, preparations, or substances, whether in liquid and/or other form.
5. Upon request from Show Associates, the members of the Animal Owner Group shall promptly provide any information and produce any document required by Show Associates for the proper monitoring of compliance with the Holstein Show Conduct Rules and shall fully cooperate with any inspections.
6. Show Associates will try to warn an exhibitor or their representative before showing that:
  - a. a complaint has been received of a possible violation of the Holstein Show Conduct Rules concerning the animal to be shown; or

- b. the Show Associates have a reasonable belief that there would likely be a violation of the Holstein Show Conduct Rules if the exhibitor's animal is shown.

If the exhibitor decides not to show the animal after receiving such a warning, no violation of the Holstein Show Conduct Rules will be considered to have occurred and no disciplinary measures will be taken against the Animal Owner Group. The Show Associates will only give the above-noted warning to an exhibitor or their representative where they, in their sole discretion, consider it reasonable and practical to do so, though not in circumstances of disqualification of entries under the Holstein Show Conduct Rules after showing.

7. Prior to milk-out and following the judging of the milking classes, Show Associates shall have the option either to ultrasound the udders of a representative number of animals in each of the milking classes or to take milk samples from a representative group of animals. If Show Associates plan either to ultrasound the udders or to take milk samples, they will announce this before the judging of the milking classes.

#### **After the Show**

8. If within seven (7) days following the judging of the classes, the Show Associates considers that there has been a violation of the Holstein Show Conduct Rules, these Standard Procedures, or other show rules and regulations, Show Associates will meet with the Rules Committee to advise of their findings.
9. If the Rules Committee considers that there is a reasonable basis for a Show Associate's opinion of a possible violation of the Holstein Show Conduct Rules, these Standard Procedures, or other show rules and regulations, applicable members of the Animal Owner Group shall be notified of the alleged violation within forty-five (45) days after the judging of the classes and shall confidentially be provided with the basis for the allegation and the penalty that would apply under these Standard Procedures (Infractions and Penalties section).
10. An Animal Owner Group receiving a written notice of violation and associated penalty (the "Affected Party") will have the following options that must be elected within thirty (30) days of receipt of a notice of violation:
  - a. Option 1:

Confidentially resolve the matter by accepting the penalty, signing the relevant documents presented, and making payment of the associated Holstein Canada administration costs requested in the notice; or
  - b. Option 2:

Request a meeting with the Review Panel for the Show in order to receive and discuss information supporting the basis for the alleged violation and the assigned penalty, and to make representations to the panel for its consideration in relation to the alleged violation.
11. If an option is not elected within thirty (30) days, the Affected Party shall be deemed to have acknowledged the violation and accepted the penalty, which shall then be considered final.

11. If a meeting is requested as provided under Option 2 above, the Affected Party (assisted by legal counsel or another representative or agent, if they so choose) shall attend the meeting convened with the Review Panel and shall cooperate with and facilitate the Review Panel's proper determination of

matters pending before it by providing any information and producing any documents that may reasonably be requested for the Review Panel's consideration and determination.

12. For the purpose of its determination, the Review Panel shall:

- a. Receive information and representations from the Show Associates and/or the Rules Committee as to the alleged violation and the basis for the allegation (which information shall be shared with the Affected Party at the meeting);
- b. Receive information and documents requested from the Affected Party;
- c. Receive any additional relevant information, documents or representations that the Affected Party wishes to submit;
- d. Determine if any violation of the Holstein Show Conduct Rules, these Standard Procedures, or any other applicable show rules or regulations has occurred; and
- e. After due consideration and when it is ready, provide its determination by majority vote in writing to the Rules Committee and Affected Party.

13. If the Review Panel has found a violation of the Holstein Show Conduct Rules, the applicable penalties set out in the "Infractions and Penalties" document portion of these Standard Procedures shall apply. The penalties shall be enforced by Holstein Canada with the support of the Show Organizers.

14. Any determinations of the Review Panel under these Standard Procedures may be appealed through Holstein Canada, using the following processes and requirements:

- a. The Affected Party may appeal within fifteen (15) days by delivering a written notice of appeal to Holstein Canada setting out the grounds of appeal, and accompanied by a \$7,500 amount representing security for appeal costs ("Security"). The Security will be used to cover Holstein Canada's administrative costs in the appeal process, but will be refunded if the appeal by the Affected Party is finally determined in its favour.
- b. The Show Organizers or show management may appeal within fifteen (15) days by following the process for "Complaints Against Any Person" established under the By-Laws of the Holstein Association of Canada (specifically section 8.4 and related subsections in the April 8, 2017 edition, or as it may be amended).
- c. The composition of the Appeal Committee and the process for appeals shall be that provided for under the By-Laws of the Holstein Association of Canada in the sections dealing with "Complaints Against Any Person" (specifically subsections 8.4.3 to 8.4.11 of the April 8, 2017 edition, or as it may be amended).

### **Infractions and Penalties**

The standard penalties prescribed for infractions of the Holstein Show Conduct Rules are set out in a separate document with the title "Infractions and Penalties". These are the penalties that will be applied under these Standard Procedures.

# Administrative Notes

## Definitions

Show Organizers:	refers to the person(s) or entities that are organizing, endorsing and managing the show and their officials, directors, officers, employees, representatives, agents or volunteers.
Show Associates:	refers to the person(s) or group of persons that are monitoring, either through a physical presence or attending the ultrasound booth, and assisting in the interpretation and enforcement of the Holstein Show Conduct Rules.
Rules Committee:	refers to a separate group of individuals that provide a secondary level of review pertaining to any violations that are deemed to have occurred. This committee is composed of the following: <ul style="list-style-type: none"><li>• Show Associates;</li><li>• Holstein Canada's President and CEO; and</li><li>• Two (2) other persons designated by Holstein Canada management.</li></ul>
Review Panel:	refers to a separate group of individuals that provide a next level of review pertaining to any violations that is deemed to have occurred This panel shall be composed of the following: <ul style="list-style-type: none"><li>• Two (2) Holstein Canada Vice-Presidents; and</li><li>• An external person named by the board of Holstein Canada.</li></ul>
Appeal Committee:	as defined in the By-Laws of the Holstein Association of Canada, shall be comprised of the following: <ul style="list-style-type: none"><li>• Three (3) members appointed by the board of Holstein Canada.</li></ul>