

## **CERTIFIED INSTRUCTORS CODE OF CONDUCT AND DISCIPLINARY PROCEDURES**

### **ISSO Certified Instructor's (CI's) Code of Conduct**

- Students shall be taught in the safest possible environment. This includes properly fitted SEI helmets with chin strap properly fastened and riding shoes or boots with appropriate heels.
- Saddles must be structurally sound and properly fitted to rider and horse.
- As a good example, the CI will use the same safety equipment and properly fitted saddle should they ride to demonstrate any points.
- Equines used for teaching shall be sound, without soreness in their legs or backs, and suitable for the rider
- All disciplines of riding and breeds of equines will be given equal merit without discrimination
- Riders will be given equal opportunity and not be discriminated against. Possible discriminations include but are not limited to: age, religion, race, ethnicity, sex, marital status, handicaps that can be reasonably accommodated or sexual orientation
- The CI's actions shall be sportsmanlike, fair, ethical, avoid the appearance of conflict of interest and in the best interest of the International Side Saddle Organization

### **Disciplinary Procedures**

ISSO encourages clinic participants, show participants, show officials, students, etc., to give feedback (via the Instructor Evaluation Form) on the behavior and practices of active Certified Instructors (CI's). Should complaints about a CI be received from a minimum of three different people at a minimum of two different events, the actions of the CI in question will be investigated by a Review Board consisting of the Board of Directors within two weeks of the third complaint being received. Should any board member have or be perceived to have a conflict of interest, they may be asked to step down from the review process and it is possible that another person be added to the review board, at the Board's invitation. While the CI is under review, the Board will notify that CI in writing that s/he shall temporarily suspend all side-saddle teaching activities. The ISSO membership will be notified of this administrative suspension via the website and the membership forum.

Should the CI's activity be found to meet acceptable standards of conduct and the complaints found to be invalid or unsubstantiated, the CI shall be held exonerated. Should the actions be found to be substantiated, the CI may be subject to any of the penalties outlined in the By laws for disciplinary action. The outcome of the hearing shall be made public to the membership via the website, the membership forum, and the quarterly Aside World.

### **J/I actions which are not acceptable include but are not limited to:**

- Allowing students to ride without properly fitted SEI helmets with chinstrap properly fastened, or secure heeled footwear (mandatory at clinics run under the auspices of ISSO)
- Allowing students to ride in saddles which are improperly fitted (to equine or rider) or are unsafe
- The J/I him/herself riding in a clinic without such headgear or footwear.
- Allowing the use of equines in a clinic when such animals are lame, back-sore, or known to be unsuitable (i.e., behavior or training) for the rider(s) in question
- Any other teaching practice that does not follow generally-accepted safety guidelines, that raises safety issues on the part of participants, spectators, or clinic staff
- Teaching practices which do not recognize the equal merits of various seats, disciplines, or breeds.
- Any action taken which is considered unsportsmanlike, unfair, unethical, or prejudicial to the best interests of ISSO.