

**SCPOA Standing Rule 10-007**

Subject: 24-hour Cancellation Policy for SCPOA Training Facility

The SCPOA Board of Directors in an attempt to keep the cost of the Record Range Training Facility at a minimum and to maximize the use of ALL the training facility ranges and clubhouse, the following cancellation policy will be effective January 1, 2009:

1. A minimum of a 24-hour cancellation notice shall be given to the SCPOA Board of Directors Secretary. This cancellation notice can be made in person, by telephone (voicemail), or by e-mail.
  - a. If the cancellation notice is not received 24-hours prior to the scheduled date and time the requesting agency has reserved the training facility for, the following discipline action will be taken toward the requesting agency:
    - i. The first violation will result in a written notification (warning) of the agency failing to cancel their requested training date and time. This written notice shall be delivered to the individual department head of the agency who failed to cancel their training date and time. This written notice shall include the requesting persons name and date the request was made and what type of training was to be completed.
    - ii. The second violation will result in a 50% charge (based on current training facility membership rates) of the facility the requested agency reserved. This charge will be delivered to the department head of agency who failed to cancel their training date and time. This written notice shall include the requesting persons name and date the request was made and what type of training was to be completed.
    - iii. The third violation will result in a 100% charge (based on current training facility membership rates) of the facility the requested agency reserved. This charge will be delivered to the department head of agency who failed to cancel their training date and time. This written notice shall include the requesting persons name and date the request was made and what type of training was to be completed.
    - iv. Fourth and all subsequent failures to provide a 24-hour cancellation will be charged and enforced as outline in third violation.

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- v. For the purpose of counting the violations in this policy, it will be based on a calendar year, starting on January 1 and ending December 31 of each year.
  
- b. All violations of this cancellation policy will be reviewed within 30-calendar days of the violation date by a SCPOA Board of Directors member and the involved agency will be notified in writing of the violation. The individual agency in violation of this cancellation policy will have 30-calendar days from the date of the written notice to respond in writing or set a date and time with SCPOA Board of Directors to contest this violation. If SCPOA Board of Directors does not receive a written notification disputing this cancellation violation, it will be assumed the agency has accepted the violation as described in the written notice of cancellation violation letter.
  
- c. If a unforeseen incident occurs prior to or during the 24-hour cancellation time, the SCPOA Board of Directors will review this incident on a case by case bases to determine if this cancellation notice failure will be implemented against the agency or not.
  
- d. All charges incurred from this cancellation policy can be paid to the SCPOA Treasurer at the time of the notification. If not paid at the time of the notification the SCPOA Treasurer will keep a running total and will bill the agency at the end of the year, along with their annual dues.

**Special Note:**

Pursuant to SCPOA Board meeting on January 12, 2009 a one year suspension is in effect regarding monetary fines in this policy until January 1, 2010 for the 2<sup>nd</sup> and subsequent violations. This will allow SCPOA to notify each agency through out the year in writing who violates this policy.

This standing rule was approved by the majority of the Board of Directors on August 19, 2008.

**Adopted: 04/12/2010**

**Revised:**