

1. SUNDAY

- Receive notifications and details of Red and Yellow cards from Umpires.
- Receive notification of any set penalties offered by the umpires.
- Review any of the set penalties red/yellow card offences against League bylaws and the grading matrix to determine if the suitable penalty was offered. If the penalty that was offered on the day, does not align with the grading matrix advise the player's club and umpires of the change in grading and subsequent change in set penalty offer.

2. MONDAY MORNING

- Early Guilty plea acceptance of set penalty by reported individuals should have a deadline of Monday 5pm.
- Advise Country Football WA (Kellie - South or Zoe - North) of any potential tribunal cases by Monday 12pm. Ensure you flag any direct to Tribunal charges or serious incidents.

3. TUESDAY MORNING

- Confirm with Country Football WA (Kellie – South or Zoe - North) any cases that will be progressing to Tribunal. Email them the below details.
- Umpire Match Report (only written document required).
- Reported individuals' details – name, date of birth, contact number, jumper number, team.
- Victims' details – name, date of birth, contact number, jumper number, team.
- Reporting Umpires details – name, contact number.
- Advocate details for any of the above – name, relationships and contact number.
- Details of the incident including the graded charge.
- Any prescribed penalty offered by the League.
- Any relevant League bylaws that need to be considered by Tribunal panel members.

4. TUESDAY AFTERNOON

- Upon receiving details from Country Football WA, advise all parties that Tribunal will proceed and provide details of date and Tribunal process.

5. WEDNESDAY MORNING

- Advise all relevant parties of Tribunal time and online link, if not previously confirmed.
- Advise Country Football WA (Kellie - South or Zoe - North) of any parties (Victim or Umpire) unable to attend Tribunal and discuss alternative options to providing relevant information required.

6. THURSDAY MORNING

- Confirm Tribunal outcome with Offenders Club. Ensure appeal procedure and deadline is included with notification.
- Confirm with Country Football WA (Kellie - South or Zoe – North) as soon as possible if Offender or Club elects to appeal outcome.