

### **Tribunal Procedure for Chairperson**

The following procedure should be followed in delivering tribunal hearings where appropriate. This may vary due to the nature of the case, at the discretion of the Chairperson.

- Read through charge sheet & check all is correct, and case can proceed.
  - Welcome all parties & confirm their names.
  - Read out charge and ask accused if correctly named and jumper number as per report.
  - Ask how they plead. Accused may plead guilty or not guilty to all or part of the charge.
  - Ask witness to leave the room.
  - Ask umpire to present their case or read out statement as provided by the umpire.
  - Tribunal members to go through evidence with the umpire & ask any relevant questions.
  - Ask accused or accused advocate if they have any questions via the Chair on the evidence provided by the umpire (at Chair's Discretion).
  - Allow umpire to leave the tribunal.
  - Accused to provide their case.
  - Ask accused advocate to provide a run down on players history with the club. Do not allow them to introduce outside evidence or opinions from 3<sup>rd</sup> parties.
  - Tribunal members to go through evidence with the accused & ask any relevant questions.
  - Ask witness to enter the room.
  - Ask witness to provide evidence whilst accused is in the room (at Chairs Discretion).
  - Tribunal members to go through evidence with the witness & ask any relevant questions.
  - Ask accused or accused advocate if they have any questions via the Chair on the evidence provided by the witness (at Chair's Discretion).
  - Allow witness to leave the tribunal.
  - Ask all to leave the room whilst the tribunal deliberates.
  - Make decision before requesting players' previous history from secretary.
  - Add additional penalty as appropriate based on previous history.
  - Call the accused and advocate in and hand down decision made.
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