



## **TRIBUNAL CHAIRPERSON'S CHECKLIST**

- ☐ Introduce the Tribunal members (17.3)
- ☐ Ask the reported person if there is any objection to any of the Tribunal members sitting (17.4)
- ☐ If there is objection to a Tribunal member hear and rule on the argument (17.4)
- ☐ Advise reported person and reporting official of their right to remain in the hearing at all times except when the Tribunal is making a decision (17.5)
- ☐ Advise all persons of the method of recording the hearing
- ☐ Read the charges in the presences of all persons (17.7)
- ☐ Ask the reported person if the charges are understood (17.8)
- ☐ Ask the reporting person if the charges reflect their intention (1.8)
- ☐ Take the reported person's plea (17.9)
- ☐ If a team is reported, ask if there is a spokesperson (17.2)
- ☐ Exclude all witnesses until they give their evidence (17.11)
- ☐ Hear evidence of the reporting official (17.12)
- ☐ Allow reported person to ask questions of the reporting official (17.12)
- ☐ Hear evidence of reporting person's witness(es) (17.12)
- ☐ Allow reported person to ask questions of reporting person's witness (es) (17.12)
- ☐ Hear evidence of reported person (17.14)
- ☐ Allow reporting official to question reported person (17.14)
- ☐ Hear evidence of reported person's witness(es) (17.14)
- ☐ Allow reporting official to question reported person's witness(es) (17.14)
- ☐ Exclude all persons while deliberating on guilt (17.18)
- ☐ Call all persons back and invite reported person to make submission on penalty if found guilty of any offence and ascertain if there have been prior offences. (17.22, 17.24, 17.25)
- ☐ Exclude all persons while deliberating on penalty (17.25)
- ☐ Invite all persons in for decision on penalty (17.26)
- ☐ Complete and hand to reported person "Penalty and Appeals Advice" form
- ☐ Complete and send to BV "Tribunal Hearing Report" form