



## Tribunal Administration Checklist

- ☐ Contact Tribunal Chairman in relation to Report and organise date for Tribunal.
- ☐ Contact two other Tribunal Members to see if they are available for the Tribunal.
- ☐ Ensure that there is a venue / room booked for the hearing.
- ☐ Notify reported person, or that person's team contact via email or on paper with relevant paperwork, date, time and location of the tribunal. E.g. **'Notice to Reported Person or Team.'** Including a copy of the Report and any witness statements received prior to hearing.
- ☐ Contact Referee advisor in relation to the Tribunal to let them know when and where it will be held and to make sure the referees that made the report are aware of this information and are available. Both referees are required, as is any "victim" and any witness the referees want to call. You need to notify the "victim" but the referees should be told to contact the witness.
- ☐ Prior to tribunal have copies of the following documents organised:
  - Report Form
  - Tribunal Hearing Report
  - Penalty and Appeals Advice
  - Copy Codes of conduct
  - Tribunal By-Laws Offence list
  - Tribunal Checklist
- ☐ Have a game report printed off through PlayHQ. This is handy for the Tribunal to review.
- ☐ During the Tribunal mark down on the Tribunal Hearing Report if the reported persons have plead guilty or not guilty and the findings and any penalty.
- ☐ Once Tribunal is completed, upload the Tribunal Hearing Results to Basketball Victoria at <https://www.cognitoforms.com/BasketballVictoria1/tribunalhearingreport> and ensure the reported person receives a copy of the Penalty and Appeals Advice.