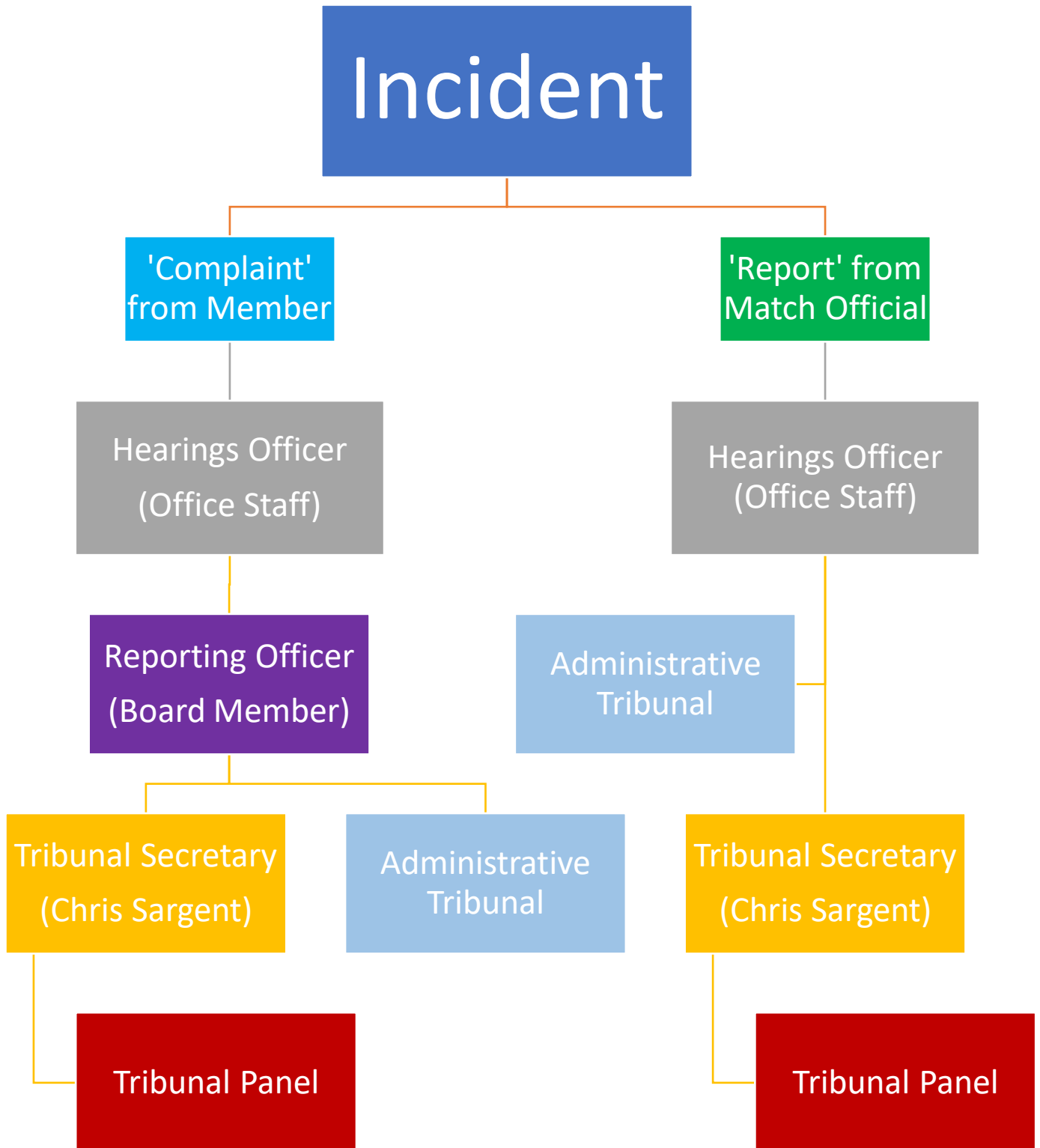


Complaints & Reporting Process



Complaints & Reporting Process



Role	Person	Responsibility
Match Official	- Referee or Referee Instructor	- Fill out Report - Deliver Report to Hearings Officer/Association
Hearings Officer	- Executive Officer - Office Staff	- Collect all evidence from all parties - Pass on information to next point of contact (Reports-Tribunal Secretary or Complaints – RO) - Act as point of contact between parties and TS/RO
Reporting Officer	- Executive Officer - Office Staff	- Based off evidence from the Hearings Officer, fill out the report form which includes laying charges - Send out letters of notification and include guilty plea offer
Administrative Tribunal	- RO - Executive Officer - Tribunal Member	- Carry out admin tribunals for lower grade charges/minor first-time offenders
Tribunal Secretary	- Chris Sargent	- Organise Tribunal Panel - Organise Tribunal date and time - Supply Panel with all evidence from either RO or IO
Tribunal Panel	- Elected at AGM	- Conduct Tribunal and hand out sentences where required