



### **Tribunal Chairperson's Checklist**

- Introduce the Tribunal members (16.3)
- Ask the reported person if there is any objection to any of the Tribunal members sitting (16.4)
- If there is objection to a Tribunal member hear and rule on the argument (16.4)
- 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 (16.5)
- Advise all persons of the method of recording the hearing
- Read the charges in the presences of all persons (16.7)
- Ask the reported person if the charges are understood (16.8)
- Ask the reporting person if the charges reflect their intention (16.8)
- Take the reported person's plea (16.9)
- If a team is reported, ask if there is a spokesperson (16.2)
- Exclude all witnesses until they give their evidence (16.11)
- Hear evidence of the reporting official (16.12)
- Allow reported person to ask questions of the reporting official (16.12)
- Hear evidence of reporting person's witness(es) (16.12)
- Allow reported person to ask questions of reporting person's witness (es) (16.12)
- Hear evidence of reported person (16.14)
- Allow reporting official to question reported person (16.14)
- Hear evidence of reported person's witness(es) (16.14)
- Allow reporting official to question reported person's witness(es) (16.14)
- Exclude all persons while deliberating on guilt (16.18)
- 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. (16.22, 16.24, 16.25)
- Exclude all persons while deliberating on penalty (16.25)
- Invite all persons in for decision on penalty (16.26)
- Complete and hand to reported person "Penalty and Appeals Advice" form
- Complete and send to BV "Tribunal Hearing Report" form