

COMPLAINTS COMMITTEE PROCEDURE

1. Committee Chairman to introduce the panel sitting to those appearing before it.
2. Committee Chairperson to check that all parties have received a copy of the complaint.
3. The complaint is to be read to the charged player/official/Club in the presence of their advocate and, if applicable, the player/official/Club making the charge and its advocate or member of the League Executive.
4. Details of the complaint must be accurate and specific.
5. The player's/official's/Club's advocate shall be given an opportunity to make any submissions with respect to details of the complaint. If it believes the complaint to be invalid the Committee shall rule on such submission.
6. The charged player/official/Club is asked to plead to the complaint – either **GUILTY** or **NOT GUILTY**.

If the player pleads **GUILTY** the Committee has the choice of continuing the hearing or referring the matter to the Tribunal or other such course of action as it may determine.

If so determined the hearing shall continue as follows:

GUILTY plea

The Complainant and advocate shall leave the room.

1. If the charged player/official/Club has pleaded **GUILTY** and the Committee has determined it will deal with the case, the charged player's/official's/Club's advocate shall then be given the opportunity to make a plea in mitigation. Any video footage that is available will also be screened.

NOT GUILTY plea

1. The Complainant or advocate states the facts involved in the incident or situation. Any video footage that is available will also be screened.
2. Committee members may ask questions of the Complainant to clarify any points.
3. Any witnesses for the Complainant may be called to give evidence and may be questioned by the Committee.

The Complainant and advocate shall leave the room.

4. The charged player/official/Club or advocate states the facts involved in the incident or situation.
5. Committee members may ask questions of the charged player/official/Club to clarify any points.
6. Any witnesses for the charged player/official/Club may be called to give evidence and may be questioned by the Committee.

The Complainant, advocate and witnesses shall return to the room.

7. The charged player's/official's/Club's advocate may question the Complainant and their witnesses. (At this stage the charged player's/official's/Club's advocate **CANNOT** make statements or submissions.)
8. The Complainant's advocate may question the charged player/official/Club and their witnesses.
9. The Complainant's Advocate shall be given the chance to sum up the charge and evidence.
10. The charged player's/official's/Club's Advocate shall be given the chance to sum up the charge and evidence.

All parties, with the exception of the Committee, shall leave the room whilst a decision is made. Decision is by simple majority. In the case of a tied vote the decision shall be NOT GUILTY.

All parties may return to the room when called for the announcement of the Committee's decisions.

11. If the charged player/official/Club is found **GUILTY** then the player's/official's/Club's advocate may make a plea in mitigation prior to the penalty being established.

All parties, with the exception of the Committee, shall leave the room whilst a decision on penalty is made.

All parties may return to the room when called for the announcement of the Committee's decisions.