



AFL GIPPSLAND TRIBUNAL

Standard Operating Procedure

In the event of a report:

On match day the umpires are to complete their match report sheet and if there has been a report made they must fill in the **AFL VICTORIA COUNTRY 2018 NOTICE OF REPORT** sheet. Umpires will deliver this sheet to the HOME CLUBS match day manager (Secretary, President, team manager etc)

This sheet must be fully completed after the match including all sections at the base of the page

- Please ensure that the umpire has fully completed their section.
- Clubs must ensure in their sections that they tick the appropriate boxes if they wish to take the set penalty or request the tribunal to hear the case.

A REPRESENTATIVE FROM EACH CLUB (Secretary, President, Team Manager etc) MUST MEET AT THE CONCLUSION OF EACH MATCHDAY AND CHECK TO SEE IF THERE ARE ANY REPORTS AND CHECK THAT THEY ARE SIGNED OFF CORRECTLY.

The AFL VICTORIA COUNTRY 2018 NOTICE OF REPORT sheets from should be allocated as follows.

- WHITE - Sent into the League
- YELLOW - Umpires retain
- PINK – Witness/ Offended Club
- BLUE – Charged Player / Club

The white sheet is to be scanned or legibly sent to the league via the tribunal email reports.aflg@gmail.com by no later than 7pm of the matchday. **Failure to do so will incur a \$100 fine for the home club.**

If there is a set penalty offered to the player. The offending players club must notify, **via email**, the League Operations Co-ordinator by 12pm of the first working day following the match. If this does not occur the case will be referred to the tribunal. **The club must notify the League Operations Coordinator via email, no exceptions.**

Timeline

Saturday: All reports from Saturday matches must be sent through by 7pm as stated above.

Sunday: All reports from Sunday matches must be sent through by 7pm as stated above.

Monday: Set penalty offers must be accepted by no later than 12pm via email. After 12pm tribunal secretary will begin to arrange tribunals.

Wednesday: The majority of tribunals will be held on Wednesday night. If the player fails to appear they will be suspended until the tribunal can be heard.