

# Process Checklist



| Date / ✓      | Action:  |  |
|---------------|--|--|
|               | <b>Contact made with State Sport Dispute Centre</b>  | Ph: 8353 7755  |
|               | <b>Sport SA records information on action list</b>   |  |
|               | <b>Sport SA Member – SSO</b>   |  |
|               | <b>Club or individual member refers to SSO to resolve matter or engagement of SSDC</b>           | Only Sport SA members / SSO have access to the SSDC                    |
|               | <b>MOA to be in place, discussion re: services</b>   | Sport SA member / SSO  |
|               | <b>Consideration of the SSO constitution, regulations and by-laws</b>                            |  |
|               | <b>Advice and discussion re: requirements</b>  |  |
|               | <b>Appointment of relevant personnel per policies and procedures e.g. investigation</b>          |  |
|               | <b>Selecting the members, consulting constitution; regulations and policy requirements</b>       |  |
|               | <b>SSO Board / Executive - Appointment approved and noted formally, forward to Sport SA</b>      | Any appointments must be endorsed by the SSO's Board (meeting minutes) |
|               | <b>Conflict of Interest Declaration completed by personnel</b>                                   |  |
|               | <b>MPIO requirement</b>  | SSO or SSDC appointment  |
|               | <b>What does the Tribunal need and want?</b>   | Witness statements, proof of evidence                                  |
|               | <b>Running the Tribunal</b>  |  |
|               | <b>Matter handled</b>  | Report completed and distributed to all parties                        |
|               | <b>Recorded on SSDC action list</b>  |  |
|               | <b>Evaluation completed by all parties</b>   |  |
|               | <b>Any actions noted and addressed</b>   |  |
|               | <b>Review and discuss any recommendations with SSO, re: constitution, by-laws, policies etc.</b> |  |
|               | <b>Refer to ORS Respect Program and or / Play by the Rules</b>                                   |  |
| <b>NOTES:</b> |  |  |
|               |  |  |
|               |  |  |