



Tribunal Advocate / Vilification Complaints Officer

General Committee Position

Reports to

Secretary/Executive Committee/General Committee

Special Skills Required

- Well organized & attention to detail
- Ability to negotiate with external parties
- Good working knowledge of the club, rules, policies, constitution, etc
- Understanding of league operations
- Well developed communications skills & good listener
- Good mediation, people skills and ability to manage people
- Ability to negotiate successfully between members

Duties

- Oversee all tribunal and investigation matters for the club.
- Communicate with players, parents and officials following a report being lodged by an umpire. Gather relevant details and prepare material for a tribunal hearing. Explain the tribunal hearing process and what is expected of the person reported when representing the Club at the hearing.
- Liaise with the Club Secretary and SEJ Football Operations Manager for all tribunal hearings and decisions.
- Represent the Club at all tribunal hearings and act as advocate for our Club members.
- Assist with any SEJ investigation, coordinating our Club members and collating information and reports on issues that arise.
- Work in consultation with the President & Secretary to generate a Club response to any official complaint that may arise from the SEJ or another member club.
- Develop a summary on tribunal hearings, suspensions and investigations.
- Act as the Vilification Officer for the Club, overseeing all issues relating to vilification of race, religion, gender, colour, sexual preference / orientation / identity, special ability or disability.
- Raise awareness of issues associated with vilification within the club, updating and educating members as required.
- Mediate on any Intra-club (within our club) vilification issues in an attempt to resolve the matter. If the matter cannot be resolved informally, then the issue is to be referred to the SEJ Vilification Complaints Officer.
- Refer any Inter-club (between clubs) directly to the SEJ Vilification Complaints Officer.