

# **Dubbo Touch Association**

## **Position Description for Hearings Officer**

### **Brief description of Hearings Officer role:**

The role of the Hearings Officer is responsible for overseeing and managing all breaches and disciplinary as well as convene any hearings proceedings as required.

### **Duties:**

1. Distribute email correspondence to individual players and/or team managers for any Code of Conduct and/or By Laws breaches.
2. Convene Disciplinary hearings and Judiciary Panels as required and in accordance with TFA regulations.
3. Keep accurate and detailed records of all past Judiciary Panel hearings and findings.
4. At monthly meetings, report on compliance with By Laws and Code of Conduct.
5. Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
6. Provide support, assistance and mentoring to other committee members as required.
7. Provide Working with Children Check details to the Member Protection Officer.