The chair of the hearing committee will contact both sides of the issue, by telephone or in-person, in order to complete the following:

1. Discuss the Order of Proceedings
2. Confirm date, time and location of hearing
3. Receive and review witness lists from both sides*
4. Discuss any requests for information or documentation
5. Discuss the summary of facts supplied by the Athletic Compliance Office *
6. Discuss any facts that otherwise may be agreed to by both sides *
7. Request that opening statements be provided in writing to the chair by an agreed upon date in order to facilitate disbursement of those statements to the panel at the hearing.

* this information will be shared by the chair of the committee with both sides and the hearing panel