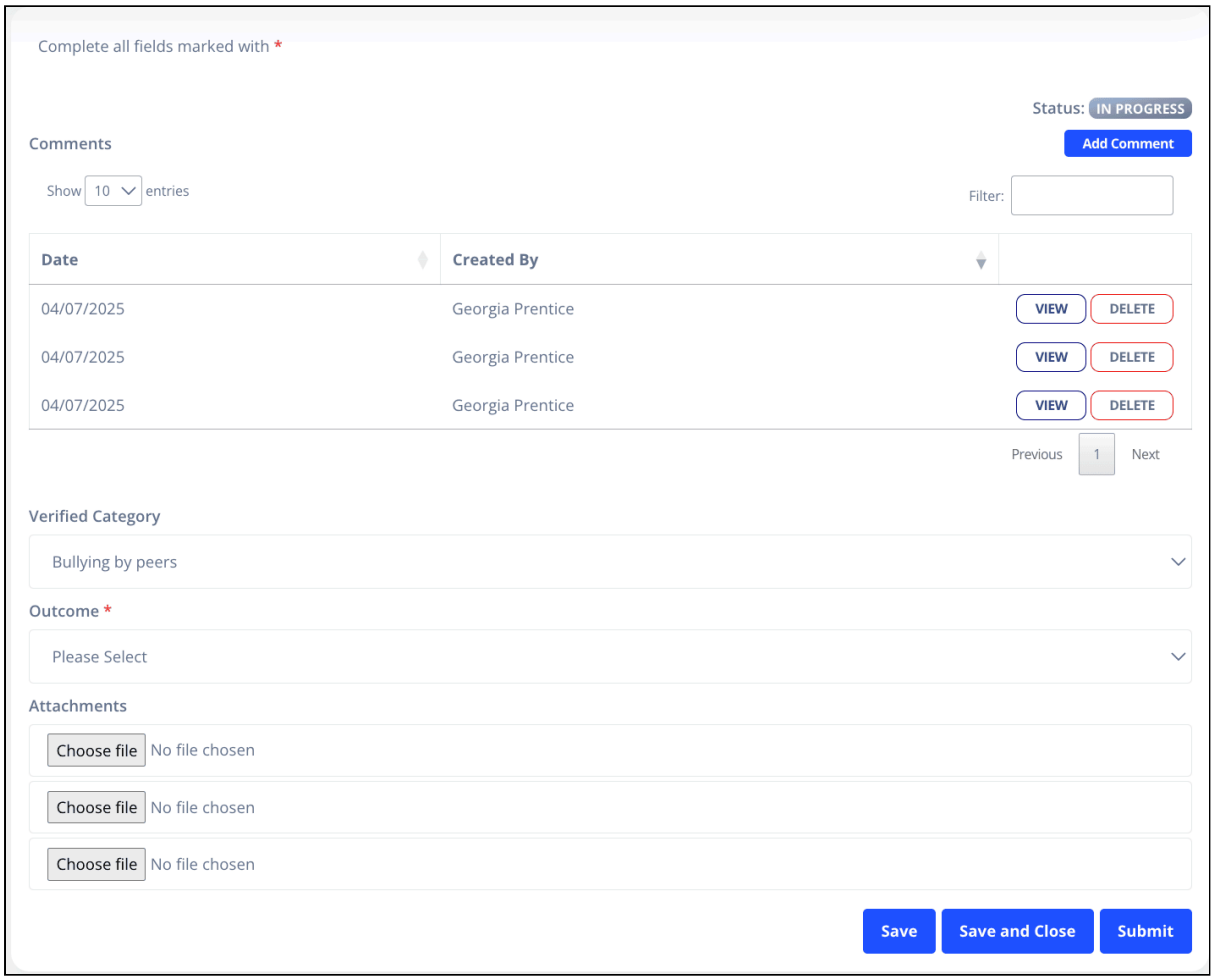
Club Portal Guidance Note

Selecting an Outcome

There are four possible outcomes to be selected once your investigation is complete:

1. No Further Action
2. Manage at Club Level
3. Suspension (notify NGB/SGB)
4. Refer to NGB/SGB



When the investigation of the case is complete you will be ready to select an outcome and submit the case for closure.

Once submitted, the case will be marked as **Complete**. Where applicable, your NGB/SGB will be notified.

NB:

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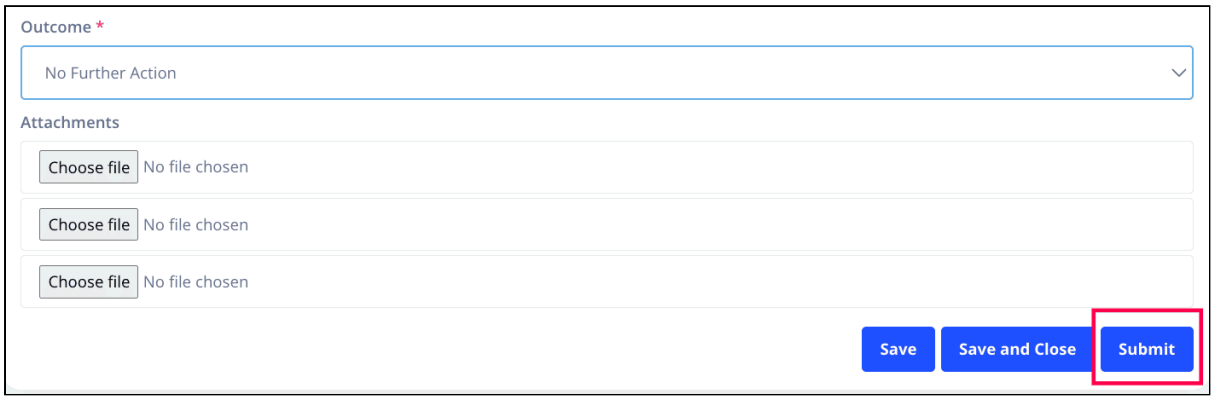
No Further Action

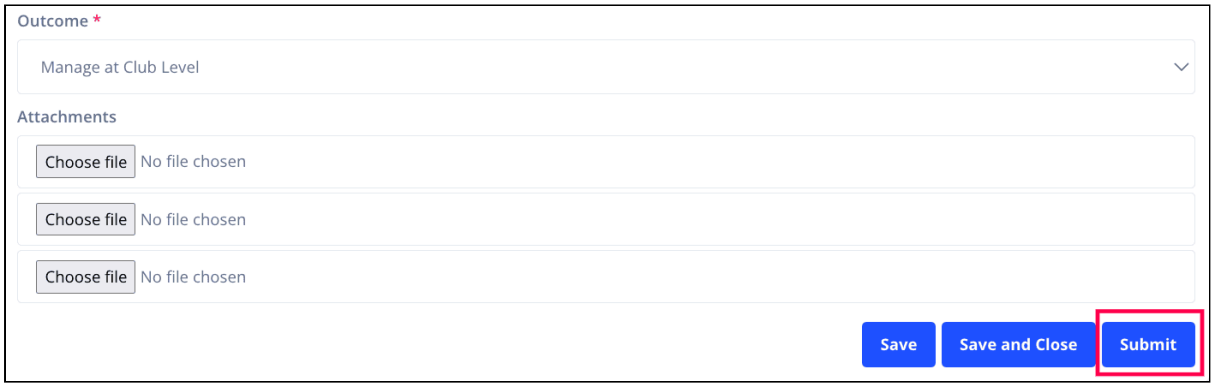


Select the outcome **No Further Action**.

Click **Submit** to close and complete your investigation.

The status of the case will change to **Complete**.

Manage at Club Level



Select the outcome **Manage at Club Level**.

Click **Submit** to close and complete your investigation.

The status of the case will change to **Complete**.

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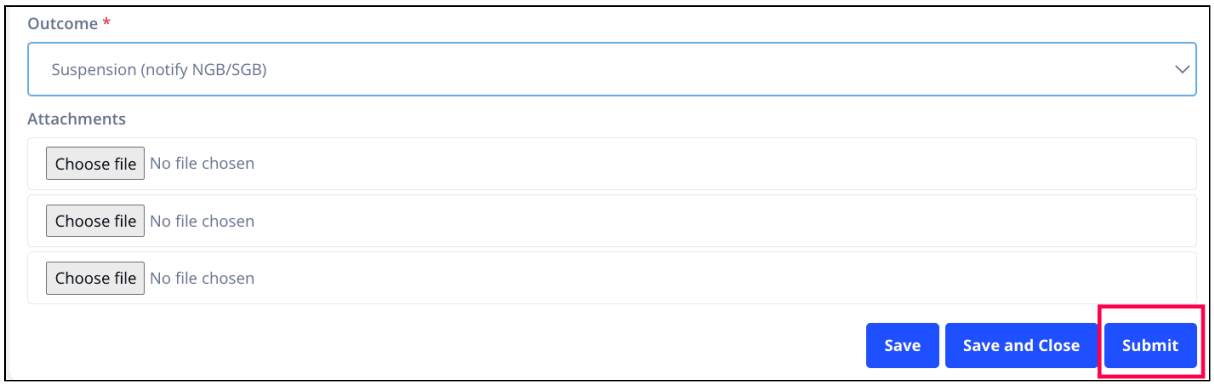
Suspension (notify NGB/SGB)



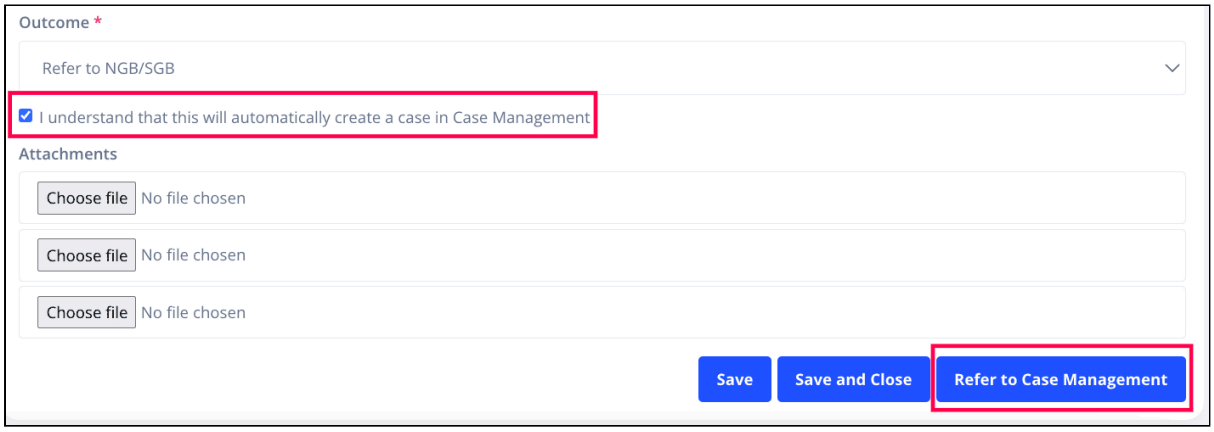
Select the outcome Suspension (notify NGB/SGB)

Click **Submit** to close and complete your investigation.

The status of the case will change to **Complete**.

NB: If you do not Submit the case your NGB/SGB will not be notified.

Refer to NGB/SGB



To refer a case to the NGB/SGB, you must first select the outcome **Refer to NGB/SGB**.

Click the tick box 'I understand this will automatically create and case in Case Management'

Click; **Refer to Case Management**

NB: If you do not Refer to Case Management your NGB/SGB will not be notified.

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