[Date]

[Coach name]

By email: [Coach Email]

Dear [Coach first name],

Section 5.4(a) of the *National Community Football Policy Handbook* (‘the Handbook’) states:

*Where a Coach is suspended under Part E (Disciplinary) of this Policy Handbook, the AFL or relevant State Football Body (in consultation with the AFL) may issue a Citation Notice to that Coach in addition to the original suspension.*

[Insert AFL or State Football Body] hereby issues you with a Citation Notice in accordance with the above. This Citation is in addition to the sanction handed down by [insert Controlling Body] in respect of the following offence:

|  |  |  |
| --- | --- | --- |
| **Type:** | Reportable Offence |[ ]  Policy Breach |[ ]
| **Offence Date:** |  |
| **Offence Description:** |  |
| **Sanction:** |  |

Please be aware:

1. your CoachAFL Accreditation remains subject to the requirements of the Handbook;
2. this Citation will be recorded on your disciplinary record in the Competition Management Platform;
3. where a Coach is issued with three Citation Notices the AFL may determine to Deregister that Coach.

Should you have any queries in respect of the above matters, please contact us at coachregistrar@afl.com.au.

Yours faithfully,

[Signatory name]

[Role]

[AFL / State Football Body Name]

Em: [Signatory email]

Cc: [Club President name], [Club name]

By email: [Club President email]

Cc: [League / Controlling Body officer], [League / Controlling Body]

By email: [League / Controlling Body officer email]