[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](mailto: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]