[Notice Date]

[Player / Football Official name]

By email: [Player / Football Official Email]

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

By email: [Club President email]

Dear [Player / Football Official first name],

This *Notice of Charge* serves to inform you that you have been charged with a Reportable Offence, as defined under the *Laws of Australian Football.* The Notice provides details of:

1. the Reportable Offence;
2. the grading of, and sanction applicable to, that Reportable Offence; and
3. the options available to accept an Early Guilty Plea Offer or defend the charge at the Tribunal.

**Reportable Offence Details**

|  |  |
| --- | --- |
| Charged Person |  |
| Charged Person’s Club |  |
| Match Date |  |
| Grade |  |
| Match Between |  |
| Time of Offence / Quarter | e.g. Approximately 7 minutes into the 3rd quarter |
| Law Reported Under | e.g. 22.2.2(a)(i) intentionally or carelessly striking another person |
| Report Type | e.g. Umpire Report or Club Citing or Executive Officer Report |
| Offence Details | [insert a description of the incident] |

**Reportable Offence Grading**

The Match Review Officer / Panel has graded this offence as a Low Level Offence.

Please refer to Appendix One of the *National Community Football Policy Handbook* (‘the Handbook’) for further information on how Reportable Offences are graded.

**Prescribed Penalty & Early Guilty Plea Offer**

[Option 1 (delete if not applicable)] In accordance with Appendix One of the Handbook, the prescribed base sanction for a Low Level Offence is a **1 Match suspension**. However, with the submission of an Early Guilty Plea, you can accept an Early Guilty Plea penalty of a **Reprimand**.

[Option 2 (delete if not applicable)] In accordance with Appendix One of the Handbook, the prescribed base sanction for a third or subsequent Low Level Offence occurring in a 12 month period is a **2 Match suspension**. However, with the submission of an Early Guilty Plea, you can accept a **1 Match suspension**.

**Decision on Early Guilty Plea Offer**

Please confirm in writing by no later than [**5.00pm**] on [**insert date**] whether you:

1. accept the Early Guilty Plea penalty in resolution of this matter; or
2. propose to contest the Reportable Offence at the Tribunal.

If you confirm that you wish to contest the matter, you and your Club will shortly be advised of the time, date and location of the Tribunal hearing. You are also to complete the *Tribunal* *Advocate and Witness Information Form* attached to this Notice and return this to the undersigned by the aforementioned time and date.

If you fail to respond by the aforementioned time and date, the Controlling Body may:

1. refer the matter to the Tribunal for a hearing and determination; or
2. apply the Early Guilty Plea penalty without referring the matter to the Tribunal

If you have any questions in relation to this Notice, please contact the undersigned.

Yours faithfully,

[Signatory name]

[Role]

[Controlling Body Name]

Em: [Signatory email]

|  |  |
| --- | --- |
| **PART A**   | ADVOCATE DETAILS |

|  |
| --- |
|  |
| Name |  | Phone |  |
|  |
| Email |  |

|  |  |
| --- | --- |
| **PART B**   | CHARGED PERSON’S *SUMMARY OF SUBSTANCE OF EVIDENCE* (if applicable) |

|  |
| --- |
|  |
| Complete this section if the **Charged Person** requests to be called as a witness before the Tribunal. A *Summary of Substance of Evidence* does not need to be a full statement but should provide sufficient detail for the Tribunal panel to understand the main points of evidence you will present and the arguments you intend to make at the Tribunal Hearing. You may attach a full statement in place of a *Summary of Substance of Evidence*, however you will still be required to present this evidence verbally at the Tribunal Hearing. |
|  |
| Email |  | Phone |  |
|  |
| Charged Person’s *Summary of Substance of Evidence* (or attach full statement) |  |

|  |  |
| --- | --- |
| **PART C**  | OTHER WITNESS(S) *SUMMARY OF SUBSTANCE OF EVIDENCE* (if applicable) |

|  |
| --- |
|  |
| Complete this section if the Charged Person requests to call **any other person** as a witness before the Tribunal. A *Summary of Substance of Evidence* does not need to be a full statement but should provide sufficient detail for the Tribunal panel to understand the main points of evidence the witness will present at the Tribunal Hearing. You may attach a full statement from the witness in place of a *Summary of Substance of Evidence*, however the witness will still be required to present this evidence verbally at the Tribunal Hearing. |
|  |
| Witness (1) Name |  | Role |  |
|  |
| Email |  | Phone |  |
|  |
| Witness (1) *Summary of Substance of Evidence* (or attach full statement) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Witness (2) Name |  | Role |  |
|  |
| Email |  | Phone |  |
|  |
| Witness (2) *Summary of Substance of Evidence* (or attach full statement) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Witness (3) Name |  | Role |  |
|  |
| Email |  | Phone |  |
|  |
| Witness (3) *Summary of Substance of Evidence* (or attach full statement) |  |

|  |  |
| --- | --- |
| **PART D**  | VIDEO, PHOTOGRAPHIC EVIDENCE (if applicable) |

|  |
| --- |
|  |
| Complete this section if the Charged Person requests to present any video or photographic evidence before the Tribunal. A *Summary of Substance of Evidence* does not need to be a full statement but should provide sufficient detail for the Tribunal panel to understand the main points of evidence that will be presented at the Tribunal Hearing.  |
|  |
| Name (of person who took video or photograph) |  | Role |  |
|  |
| Email |  | Phone |  |
|  |
| Video / Photographs Attached |[ ]  OR Link to Video / Photographs |  |
|  |
| *Summary of Substance of Evidence* proposed to be given in relation to the video or photographs. |  |