[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 that Reportable Offence; and
3. the referral of the Reportable Offence to 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**

[Option 1 – Classifiable Offence with severe impact grading (delete if not applicable)]. The Match Review Officer / Panel has graded this offence as follows:

|  |  |
| --- | --- |
| Conduct | Intentional or Careless |
| Contact | High or Body |
| Impact | Severe *(NOTE: in grading ‘impact’ the ‘potential to cause injury’ is also factored in by the Match Review Officer / Panel).* |

On this grading, the Reportable Offence is to be referred directly to the Tribunal for a hearing and determination.

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

[Option 2 – Auditory Offence as per 6(b)(iv) of Appendix 1 (delete if not applicable)]: The Match Review Officer / Panel has graded this offence as follows:

|  |  |
| --- | --- |
| Conduct | Threatening |
| Receiver | Umpire or Another Person |
| Volume | Low or Medium or Loud |

On this grading, the Reportable Offence is to be referred directly to the Tribunal for a hearing and determination.

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

[Option 3 – Direct Tribunal Offence (delete if not applicable)]. In accordance with Table 4 of Appendix 1 of the Handbook, the Reportable Offence is deemed to be a Direct Tribunal Offence.

[Option 4 - Low Level Offence direct Tribunal referral (delete if not applicable)]. In accordance with Clause 5(b)(iv) of Appendix 1 of the Handbook, the Controlling Body finds that the base sanction of [e.g. a reprimand] for the low level offence is inappropriate and is therefore referring the Reportable Offence directly to the Tribunal

**Tribunal Hearing**

You are required to attend a Tribunal Hearing which has been scheduled as follows:

|  |  |
| --- | --- |
| Format | Online via [insert app, eg Zoom, Teams] OR In-person |
| Hearing Link / Address | [Insert link for online hearing OR address for in-person heading] |
| Time and Date |  |

**Witness Evidence**

Please read section 25.3(e) of the Handbook for details of witness evidence requirements. Some of the key requirements are detailed below.

1. Section 25.3(e)(i) of the Handbook provides that you may request to adduce witness evidence at the Tribunal hearing subject to the following:
	1. any such request must be submitted to the Controlling Body, via the undersigned, in writing by no later than **10.00am** on [insert date – usually one day after the Notice is issued]; and
	2. the request must contain:
		1. the name and address of any witness, and, in the case of any expert witness, evidence proposed to be adduced, their qualifications and experience; and
		2. a summary of the substance of the evidence you propose to adduce from the witness.
2. Please note that when selecting any person as a witness, Section 25.3(e)(vi) of the Handbook states “*only in exceptional and compelling circumstances, as determined by the Controlling Body in its absolute discretion, will the Tribunal receive evidence from a person who is not an Umpire or recorded on the team sheet for a relevant Match*.”
3. If you intend to give evidence yourself, you are required to list yourself as a witness and provide a summary of the substance of evidence you propose to give.
4. You may use the attached *Tribunal* *Advocate and Witness Information Form* for complying with the above witness requirements.

**Representation**

[Option 1: Charged Person is 18 or over (delete if not applicable)]. Section 25.3(b) of the Handbook provides that, unless you elect to represent yourself, you must be represented at the Tribunal by:

1. A Club Officer; or
2. a barrister or solicitor unless such representation is expressly prohibited under applicable Competition rules. [Insert any provisions in the relevant Competition rules that are relevant to this].

[Option 2: Charged Person is under 18 (delete if not applicable)]. Section 25.3(b)(iii) of the Handbook provides that, if you are under the age of 18, you must be represented at the Tribunal and the person who represents you:

1. may be a Club Officer;
2. may be a barrister or solicitor unless such representation is expressly prohibited under applicable Competition rules . [Insert any provisions in the relevant Competition rules that are relevant to this].
3. must NOT be a parent or guardian of the Charged Person (however a parent or guardian may attend in support of the Charged Person).

Please advise the Controlling Body, via the undersigned, of the name, role and contact details of your representative. This is to be provided by no later than [insert time and date]. You may use the attached *Tribunal* *Advocate and Witness Information Form* for complying with this requirement.

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. |  |