[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 Breach* serves to inform you that you have been charged with a Policy Breach, as defined under the *National Community Football Policy Handbook* (‘the Handbook’). The Notice provides details of:

1. the Policy Breach;
2. the sanctions the Controlling Body has determined are applicable to that Policy Breach; and
3. the options available to you to accept an Early Guilty Plea Offer or contest the charge at the Tribunal.

**Policy Breach Details**

|  |  |
| --- | --- |
| Charged Person |  |
| Charged Person’s Club |  |
| Incident Date & Time |  |
| Event Details | e.g. Senior grade match between Blues and Reds played at Central Park, Maryville OR Social media post on Red’s Facebook page |
| Policy & Sections of Policy Breached | e.g. Section 12.4 (Behavioural Standards on Social Media) and 12.5 (Prohibited Conduct on Social Media) of the *National Community Football Policy Handbook*. |
| Policy Breach Details | [Insert a detailed description of the incident / breach] |

**Sanctions & Early Guilty Plea Offer**

The Controlling Body has determined that you may accept the following sanctions, under an Early Guilty Plea offer, which will result in resolution of this matter:

1. e.g. a three (3) match suspension, which will be **reduced to two (2) matches** with the submission of an Early Guilty Plea.
2. e.g. a written apology to the offended person by [insert date];
3. e.g. completion of Code of Conduct education module by [insert date].

**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 Policy Breach 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. |  | | | | | |