[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; and
2. the referral of the Policy Breach directly to 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] |

**Direct Tribunal Referral**

Based on the nature of Policy Breach, the Controlling Body has determined that the matter is to be referred

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. 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.
3. 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. |  | | | | | |