[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 Controlling Body / Match Review Officer / Match Review 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 a 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 attached *Tribunal* *Advocate and Witness Information Form* 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]

**Attach:** *Tribunal Advocate & Witness Information Form*