[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 classification, grading 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] |

**Offence Classification & Grading**

The Controlling Body / Match Review Officer / Match Review Panel has graded this offence as follows:

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

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 – with EGPO discount (delete para if not applicable)] In accordance with Appendix One of the Handbook, the prescribed base sanction for the Reportable Offence, as graded above, is a [e.g. **2 Match suspension**]. However, with the submission of an Early Guilty Plea, you can accept a penalty of a [e.g. **1 Match suspension**].

[Option 2 – without EGPO discount as per 2(b)(vi) of Appendix 1 (delete para if not applicable)] In accordance with Clause 2(b)(vi) of Appendix One of the Handbook, the Controlling Body has determined that you can accept the prescribed penalty of [e.g. **4 Match suspension**] with the submission of an Early Guilty Plea.

The provisions relating to a suspension are detailed in Section 25.5 of the Handbook.

**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*