[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] |

**Offence Grading**

[Option 1 – Classifiable Offence with severe impact grading (delete para if not applicable)]. The Controlling Body / Match Review Officer / Match Review 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 para if not applicable)]. The Controlling Body / Match Review Officer / Match Review 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 para if not applicable)]. The Controlling Body / Match Review Officer / Match Review Panel has deemed the Reportable Offence to be a *Direct Tribunal Offence* under Table 4 of Appendix 1 of the Handbook.

[Option 4 – Low-level Offence direct Tribunal referral (delete para if not applicable)]. The Controlling Body / Match Review Officer / Match Review Panel has graded this offence as a low-level offence. However, 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 1 match suspension] 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 |  |

**Representation**

[Option 1: Charged Person is 18 or over (delete para 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;
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]; or
3. A person who is approved by the Controlling Body.

[Option 2: Charged Person is under 18 (delete para 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]; or
3. may be person who is approved by the Controlling Body; and
4. 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.

**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.

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*