[Insert Date]

[Offending person name]

[Offending person club]

By Email: [Offending person email]

Copy to President, [Offending person club]: [Insert President email]

Dear [Offending person first name]

[League name] (‘the Controlling Body’) has received a Complaint in relation to an alleged policy breach of the AFL’s *National Community Football Policy Handbook* (‘the Handbook’). The Controlling Body has assessed the Complaint and is proceeding with investigation of the matter.

You are identified as the person said to have committed the alleged policy breach. This *Notice of Investigation of Alleged Policy Breach* (‘this Notice’) is issued to you in accordance with Section 23.2(e) of the Handbook. It provides details of the Complaint and affords you the right of response to the Complaint.

As you are a [e.g. registered player] of [Offending person club], the President of that Club is also provided with a copy of this Notice.

**Co-operation with Investigation**

Section 23.2(h) of the Handbook states:

***Cooperation with investigation***

*A Person the subject of an investigation under this Section 23.2 and other Persons relevant to an investigation (including, for the avoidance of doubt, Clubs) must:*

1. *cooperate with the investigation;*
2. *answer questions and provide statements truthfully during the investigation;*
3. *not make any false or misleading statement or act in a manner calculated to or which is likely to mislead.*

**Details of the Complaint**

The details of the Complaint are provided below.

|  |  |  |  |
| --- | --- | --- | --- |
| Incident Date: |  | Approx time |  |
| Incident Occurrence: | E.G. During the Seniors match at Central Reserve between the Blues and the Reds  E.G. Post on social media | | |
| Description of Incident: | Summary of the incident(s) | | |

**Relevant Policy Provisions**

The Controlling Body cites the following sections of the Handbook in respect of the alleged policy breach.

|  |  |
| --- | --- |
| Section | Provision |
| **Section 9.2**  General Code of Conduct | ***A Person must:***  ***(e)*** *not make or post inappropriate, offensive or discriminatory comments in public (including via Social Media) about another person.*  ***(h)*** *not verbally or physically abuse, threaten, assault or engage in violence with another person, intimidate another person or create a hostile environment.* |
| **Section 12.5(a)**  Prohibited Conduct on Social Media | *When using Social Media, a Person must not:*  ***(a)*** *post or engage with (e.g. like, comment on, share, forward) material that is offensive, obscene, disparaging, defamatory, threatening, harassment, bullying, discriminatory, homophobic, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a court suppression order, or is otherwise unlawful;.* |

The Controlling Body is not limited to the aforementioned policy when making its determination of any policy breach following completion of its investigation.

**Response to the Complaint**

The Controlling Body is continuing to investigate the Complaint. As part of that investigation you have the right to provide a response, including supporting evidence, to the Controlling Body in relation to the Complaint and alleged policy breach. That response may include acknowledgement by you of the conduct described and any actions already taken, or proposed to be taken, to remediate this.

Any response provided to this Notice:

1. will be given consideration by the Controlling Body as it determines the next steps in this matter;
2. is to be emailed to the signatory of this Notice by no later than 5.00pm on [**insert date that reflects 3rd business day after notice issued**];
3. is to include any evidence you wish to submit in response to the Complaint (e.g. witness statements, apology, remedial actions taken etc).

If there is no response to this Notice by the aforementioned time and date, the Controlling Body will proceed to determine next steps on the basis of the information it has before it.

If you have any questions in relation to this Notice, please contact the undersigned.

Yours faithfully,

[Signatory Name]

[Signatory Title]

**[Controlling Body name]**

Em: [Signatory email]