[Insert Date]

[Offending Club – President Name]

[Offending Club]

By Email: [President email]

Dear [President 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.

A Person or Persons associated with the [Offending Club Name] (‘the Club’) are said to have committed the alleged policy breach. The Club is hereby notified as a party subject of the investigation.

**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 RedsE.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 1.1**Definitions | ***Person*** *means a Club (where applicable), Football Official, Player, Club member, parent or guardian of a Player, spectator of a Match or any other person reasonably connected to Australian Football and within the purview of this Policy Handbook* |
| **Section 9.1**Responsibilities of a Person | ***A Person must:******(e)*** *contribute to a safe sporting environment and respectful culture which is accepting of individual differences****(i)*** *comply with all relevant laws including anti-discrimination and child protection laws.* |
| **Section 9.2**General Code of Conduct | ***A Person must:******(a)*** *not engage in conduct which brings, or is likely to bring, the interests of Australian Football or the Controlling Body into disrepute.****(b)*** *act in a manner which is, or is likely to be, prejudicial to the interests of Australian Football or the Controlling Body****(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 9.4(a)**Additional Responsibilities of a Club | *In addition to its obligations under Sections 9.1 and 9.2, a Club (including Club Football Officials) must:* ***(a)*** *provide a culturally safe and inclusive Club environment for all Persons.* |
| **Section 10.1** Prohibited Conduct | *No Person shall act towards or speak to any other person in a manner, or engage in any other conduct which threatens, disparages, vilifies or insults another person (person vilified) or group of persons on any basis, including but not limited to, a person's race, religion, colour, descent or national or ethnic origin, disability, sexual orientation or gender identity.* |

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 the Club has 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 the Club of the conduct described and any actions the Club has taken, or proposes to take, to remediate this. [Optional inclusion to be tailored accordingly]: Examples of remedial actions might include (but are not limited to):

1. a commitment to education of its members, by requiring all players and officials to complete the online [*AFL Vilification & Discrimination Module*](https://afl.androgogic.com.au/) (takes approximately 30 minutes);
2. the issuing of an unconditional written apology to the complainant / offended person for the conduct;
3. a public statement posted on its social media platform(s) and/or website, promoting a culturally safe and inclusive environment for all and condemning all forms of abuse and vilification (without disclosing any details of this particular Complaint or incident);
4. a suspension for one or more competition matches of any player or official deemed to be responsible for, or contributing to, the breach (where that suspension appropriately reflects the seriousness of the policy breach);
5. a submission by the Club to the Controlling Body that addresses:
	* communication to all members on the behavioural standards the Club expects of its members, supporters, officials and players.
	* the steps or initiatives the Club is undertaking, or proposing to undertake, to provide a culturally safe and inclusive club environment for all persons, including visiting teams and their supporters.
	* the steps the Club is undertaking to identify and immediately address any improper conduct by persons.

Any response 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 the Club wishes to submit in response to the Complaint (e.g. apology, witness statements etc).

If the Club does not provide any response to this Notice by the aforementioned date, the Controlling Body will proceed to determine next steps on the basis of the information it has before it.

[Optional inclusion if specific information sought]: **Additional Matters for Response**

As part of its investigation, the Controlling Body also seeks the Club’s co-operation with / response to the following matters.

1. E.g. the immediate provision of the match footage taken by the Club
2. Xyz

Response to these additional matters 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**];

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]