[Insert Date]

[Charged person’s name]

[Club name or address]

By Email: [Charged person’s email]

Copy to President of [Charged person’s club]: [President email]

Dear [Charged person first name],

This *Notice of Breach* serves to inform you that you have been charged by [League name] (‘the Controlling Body’) with a Policy Breach, as defined under the *National Community Football Policy Handbook* (‘the Handbook’). The Notice provides details of:

1. the Policy Breach;
2. the sanctions the Controlling Body has determined are applicable to that Policy Breach; and
3. the option available to you to accept an Early Guilty Plea Offer or contest the charge at the Tribunal.

## Policy Breach Details

|  |  |
| --- | --- |
| Charged Person | e.g. John SMITH |
| Charged Person’s Club | e.g. Maryville Blues |
| Incident Date & Time | e.g. 20 April 2024 at approximately 2:50 pm / 8 minutes into the 2nd quarter |
| Event Details | e.g. Senior grade match between Blues and Reds played at Central Park, Maryville OR Social media post on Red’s Facebook page |
| Policy Breached | **Section 9.2** (General Code of Conduct) of the Handbook which states:***9.2(a)*** *A person must not engage in conduct which brings, or is likely to bring, the interests of Australian Football or the Controlling Body into disrepute.****9.2(e)*** *A person must not make or post inappropriate, offensive or discriminatory comments in public (including via Social Media) about another person.****9.2(h)*** *A person must not verbally or physically abuse, threaten, assault or engage in violence with another person, intimidate another person or create a hostile environment.* |
| Policy Breach Details | e.g. During the second quarter of the match the Charged Person is deemed to have used an offensive and abusive comment toward, or in relation to, an opposition player. The following evidence is submitted in support of this.**Notice of Complaint – Redhill Raptors**During the second quarter of the match…..**Statement – Sam Milovic**I was around 5 metres from John Smith of the Blues, when…..**Umpire Report**At the 8 minute mark of the second quarter of the match there was a brief scuffle between John Smith and Sam Milovic, when John Smith was clearly heard to say….. |

## Sanctions & Early Guilty Plea Offer

The Controlling Body has determined that you may accept the following sanctions, under an Early Guilty Plea offer, which will result in resolution of this matter:

|  |  |
| --- | --- |
| Policy Breach Sanctions | E.g. A three (3) match suspension, which will be reduced to **a two (2) match suspension** if you enter an Early Guilty Plea. **NOTE:** The terms of this suspension are in accordance with Section 25.5 of the Handbook.E.g. The aforementioned suspension is to be recorded on your PLAYHQ incident record.e.g. a written apology be provided to the offended person by [insert date]. |

## Decision on Early Guilty Plea Offer

Please confirm in writing by no later than **4.00pm on [insert date – usually allow 2 business days]** whether you:

1. accept the Early Guilty Plea sanctions in resolution of this matter; or
2. propose to contest the Policy Breach at the Tribunal.

If you seek to contest the Policy Breach:

1. you and the Club will shortly be advised of the time, date and location of the Tribunal hearing; and
2. you, or the Club on your behalf, are also to complete the *Tribunal* *Advocate and Witness Information Form* attached to this Notice and return this to the undersigned by **4.00pm on [same as date above]**.

Should there be no response to this Notice 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 sanctions 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*