[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 referral of the Policy Breach directly to 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….. |

## Direct Tribunal Referral

Based on the nature of Policy Breach, the Controlling Body has determined that the matter is to be referred directly to the Tribunal.

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. 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.

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*