**[INSERT NAME OF LEAGUE]**

[INSERT ADDRESS of league – if applicable]

***CLUB NAME [INSERT NAME] CASE ID/REFERENCE NUMBER: [INSERT]***

***SECRETARY NAME [INSERT NAME]***

***DATE [INSERT DATE OF CHARGE NOTIFICATION]***

***REPLY DUE DATE [7 DAYS AFTER NOTIFCATION DATE]***

**League Charge Notification**

Dear Secretary,

***CLUB NAME*** is hereby charged for a breach of League Rule ***LEAGUE RULE NUMBER*** for allegedly ***ENTER DETAILS OF WHAT EXACTLY IS ALLEGED. BE SPECIFIC.***

League Rule ***ENTER LEAGUE RULE NUMBER*** states ***ENTER FULL LEAGUE RULE***.

If the charge is found proven, when reaching any decision on sanction, the Committee will consider any aggravating or mitigating factors which may decrease or increase any sanction. The Committee shall have the power to impose an award, fine, order or sanction in line with the fines tariff and/or the League Rule referenced above.

Your clubhas 7 days from the date of this charge notification to provide a response to the charge.

In replying to the charge, your club may choose one of the four options below to respond. All responses must include all written submission that the club intend to rely on to support the plea entered.

1. Accept the charge and/or submit in writing a case of mitigation for consideration by the

Management Committee; or

1. Accept the charge and notify the Competition that it wishes to put its case of mitigation at a hearing before the Management Committee; or
2. Deny the charge and submit in writing supporting evidence for consideration by the

Management Committee; or

1. Deny the charge and notify the Competition that it wishes to have a hearing before the Management Committee.

Where the Club charged fails to respond within 7 days, the Management Committee shall determine the charge in such manner and upon such evidence as it considers appropriate.

Your response to this charge must be sent to:

***ENTER LEAGUE OFFICER’S NAME HERE WHO IS RESPONSIBLE***

***ENTER EMAIL AND/OR POSTAL ADDRESS OF LEAGUE OFFICER HERE***

Kind Regards,

***LEAGUE NAME***