[Date]

[Offender's Name]

[Offender's Email Address]

Subject: Policy Breach - Suspension

Dear [Offender's Name],

I am writing to inform you that you are being served with a suspension for breaching Offside Tag Policy as per the suspension table in the Offside Tag policy manual. The infringement

* was for xxxx
* carries xxxx weeks sentence
* suspension start date is xxxx
* suspension end date is xxxx
* can be reduced by assisting with refereeing or an act of service in the OST community.

If you wish to

* reduce your sentence without going to tribunal you can contact the venue manager regarding refereeing or an act of service in the OST community
* appeal the suspension
  + $500 fee for a A4 written letter (reviewed by 1x senior OST official)
  + $1,000 tribunal fee for a written letter and virtual hearing (reviewed by a 3 person panel)

The fee is to be paid to:

Account Name – Offside Tag QLD

Bank – St George

BSB – 114-879

Account No: 079 375 200

Ref: Player/Coaches Surname

Note: A review/hearing will not occur until the fee is paid. Should an individual win a hearing resulting in a reduction of sentence, 50% of fees is returned to that individual and 50% is donated to developing and supporting referees.

For more information, contact the venue manager.

In the spirit of the game

[Venue Managers Name]

[Venues Name]

[Email Address]

[Phone Number]