[Date]

[Offender's Name]

[Offender's Email Address]

Subject: Policy Breach - Tribunal Hearing

Dear [Offender's Name],

A Policy Breach Tribunal Hearing has been set due to a policy breach for

* date xxxx
* time
* virtual meeting link

The policy breach was for xxxx and a sentence of xxxx has been initially handed down which is being contested.

* A three-person state panel will assess your appeal
* Have present your written appeal and any evidence of the event that caused the suspension
* The hearing will include review of the documented information, video evidence, incident report, photos and witness statements
* Evidence can be sent to [admin@offsidetag.com.au](mailto:admin@offsidetag.com.au) a minimum of 3 days before the hearing
* The hearing will allow the accused and official whom lodged the infringement a time to speak
* The venue manager is required to be present or at a minimum have the video of the tribunal hearing sent to them for review
* The appeal will take place on a virtual platform such as Microsoft ‘Teams’ after standard business hours in which a link will be sent to members to join
* The meeting minutes will be recorded using ‘Teams’ or other communication applications.
* In the best interest of the matter, decisions will made on the night unless the panel require more evidence, evidence is inconclusive or further discussion is required
* The outcome will take no longer than the accused suspension handed to them by the venue manager
* Failure to appear for a hearing will result in forfeit of the appeal. Another appeal can be lodged with an additional $500-$1,000 hearing fee, however, may be declined based on the panels evidence review during the failed hearing
* Suspension can also be increased, not reduced, in the instance further evidence has been brought to light or suspension guidelines were not followed in the first instance. If the appeal is overturned or the suspension is reduced, 50% of fees will be returned to the accused and 50% is donated to developing and supporting referees.

In the spirit of the game

[Venue Managers Name]

[Venues Name]

[Email Address]

[Phone Number]