# Appendix E - Notification of Disciplinary Tribunal

**Notification of Disciplinary Tribunal Hearing**

*Insert Date as [Day, Date Month Year]*

To: *Insert Member details and Membership number.*

*By E Mail - Hand Delivered*

Of: *Team name.*

Dear *Insert name*,

We refer to the alleged incident on *insert date* in a Netball Match between *team name and team name at the venue and event, court number at the time recorded*.

As a Member within a competition operated by an organisation Affiliated with Netball NSW, *insert Affiliate name*, you are subject to the Netball NSW Disciplinary Policy. A copy of all related documentation can be viewed at the Netball NSW website [Policies - Netball NSW](https://nsw.netball.com.au/policies) and you are encouraged to read this information and the Disciplinary Policy.

**Attendance at Tribunal Hearing**

Your attendance at this hearing is required. If you are under 18, or otherwise unable to represent yourself, you should bring an adult representative (not acting as a legal practitioner) who may advise you or ask questions. Any person who is required to attend is entitled to bring a support person.

**Details of Hearing**

**Time:** *Insert Time*

**Date:** *Insert Day and Date*

**Location:** *Insert Location*

**Alleged Charge:** As per Clause 4.1 of the Disciplinary Policy [REMOVE IF NOT RELEVANT TO PERSON REQUIRED TO ATTEND] it is alleged that you have committed the following offence as outlined in Annexure A of the Disciplinary Policy

*Include details of offence*

Attached is a copy of the Incident Report in respect of the incident referred to above.

**Confirmation of Attendance**

Please confirm your attendance with Hearing Officer, *insert name and contact details* along with the details of any support person you wish to bring.

**Non-attendance at Disciplinary Tribunal Hearing**

If a person who is required to attend a Tribunal fails to attend a Tribunal hearing without reasonable cause, the hearing may proceed and a determination may be made by the Disciplinary Tribunal provided that the Disciplinary Tribunal is satisfied that all notification procedures under the Disciplinary Policy have been carried out.

A charged person, club or reporting person may apply to the Tribunal Chairperson to have a Disciplinary Tribunal hearing:

adjourned; or

convened in another way (e.g. teleconference)

if there are compelling circumstances which the applicant considers warrant such steps being taken to avoid costs, hardship or significant inconvenience to the charged person or club. This decision will be solely at the discretion of the Tribunal Chairperson.

If prior to your attendance at the Tribunal you have any questions, you are encouraged to contact the Hearing Officer, insert name who will assist you as far as practicable.

We look forward to Receiving your confirmed attendance at the above hearing.

Yours sincerely,

*Insert name*

Hearing Officer

Netball NSW Authority *(adjust to be the Affiliate name)*

P: *insert phone number*

E: *insert email*