

## General Requirements

- All **statements and evidence** must be submitted before acceptance by the Controlling Body.
- Witnesses must be **direct eyewitnesses** to the incident.
- The **offended against person** must provide their own statement.
- If the incident proceeds to a **Notice of Charge** or **Notice of Breach**, all witnesses and the offended against person must be available to appear at Tribunal if challenged.

## Who Can Be a Witness?

- **Notice of Citing:** Any person listed on the **team sheet** (Player, Coach, Team Manager, Runner, Water Carrier).
- **Notice of Complaint:** Any **direct eyewitness** or person involved in the incident (including Ground Officials and Spectators).

## Medical Evidence

If applicable, submit relevant medical documents, such as:

- **Hospital discharge paperwork**
- **X-rays and diagnosis**
- **Referrals to specialists**
- **Doctor's certificates** indicating inability to work or attend school
- **Any other medical evidence** relevant to the incident

**Confidentiality:** Medical evidence will be kept confidential but may be shared with the offended person's club upon request. If the matter proceeds to Tribunal, it will be shared with the Tribunal Panel and club advocate under a confidentiality clause.

## How to Compile a Witness Statement

A witness statement should include **detailed, firsthand observations** without third-hand information or assumptions.

## Key Points to Cover

### 1. Your Details

- Full Name

- Contact Information (Phone & Email)
- Club (if applicable) & Role (e.g., Player, Coach, Official)

## 2. Event Details

- What was the event? (e.g., a match)
- Grade and teams involved
- Date & Time of the incident
- Quarter of the match (if applicable) and approximate time

## 3. Incident Description

- **Before the Incident:**
  - What was happening immediately prior?
  - Where was the ball at the time?
  - Your position & distance from the incident
  - Any obstructions to your view?
- **Who Was Involved:**
  - Names, player numbers, or descriptions
  - Locations and physical positions of those involved
- **Physical Incident Description:**
  - What was observed, including physical contact details
  - **Body parts involved** (e.g., right elbow to left jaw)
- **Verbal Incident Description:**
  - Exact words heard, identifying speakers
  - Volume and whether others could hear

## 4. After the Incident

- **Did others get involved?** (e.g., striking, pushing, melee)
- **Impact on the offended person:**
  - Was medical attention required?
  - Did they leave the ground? Were they assisted?
  - Did they return to play? Were they later treated?

## 5. Umpire Actions

- Did the umpire say anything?
- Did they report anyone or issue a card?
- Was a free kick awarded? To whom?

## 6. Other Relevant Details

- Any additional observations or information.

**Note:** Witness statements should be factual, detailed, and include **direct quotes** if relevant. Avoid speculation, opinions, or information from third parties.