[insert date]

**[name of respondent]  
[address line 1]  
[address line 2]**

**[email]**Dear [insert]

Thank you for your response dated [insert] to our letter notifying you of your Alleged Breach of the [Cricket Victoria Member Protection Policy (**MPP**) or Australian Cricket’s Code of Behaviour for Looking after our Kids (**Child Safe Code**)].

This letter is a breach notice issued pursuant to clause 25 of the Cricket Victoria Complaints and Resolution Policy.

The [Club / Association / Organisation name] ([**Club / Association / Organisation name**]), has reviewed your response and determined that:

1. the following allegations have been substantiated:
2. [insert description of alleged conduct]; and
3. [insert description of alleged conduct],

(the **Substantiated Allegation**).

1. As a result of the findings above, you have been found to have breached clause ## of the [MPP / Child Safe Code].
2. Subject to below, the following sanction(s) is/are imposed on you:
3. [insert sanction]; and
4. [insert sanction],

(**Sanction**).

As a result of your Sanction you [insert further details if/as required].

You have the right to a hearing in relation to the Substantiated Allegation and/or the Sanction.

You are entitled to either:

1. accept the Substantiated Allegation has occurred, waive your right to a hearing and accept the Sanction imposed by the [Club / Association / Organisation name] as set out above; or
2. dispute the findings and/or the Sanction, in which case the matter will be referred to a Hearing Tribunal under clause 25.2 of the Cricket Victoria Complaints and Resolution Policy.

You must inform the [Club / Association / Organisation name]of any decision to dispute the Substantiated Allegation and/or Sanction, by notice in writing to [insert organisation representative] at [insert email], within **14 days** of the date of this letter, failing which you will be deemed to have accepted the Substantiated Breach occurred, waived your right to a hearing and accepted the Sanction.

The Sanction outlined above commences on the date of this letter, pending any required Hearing Tribunal pursuant to the Cricket Victoria Complaints and Resolution Policy.

If you have any questions in relation to this letter, please contact [insert organisation representative] at [insert email].

Yours faithfully

**[insert signatory]**

**[insert title]**