[insert date]

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

**[email]**

Dear [insert]

The conduct of Victorian cricket members is critical to ensuring a safe, welcoming and inclusive environment for all cricket participants.

We write to inform you that [name of Victorian cricket organisation] (**[Organisation/Association/Club name]**) has become aware of information alleging you have breached section ## of the [Cricket Victoria Member Protection Policy (**MPP**) or Australian Cricket’s Code of Behaviour for Looking after our Kids (**Child Safe Code**)].

It is alleged that on [insert date, time and place (if applicable)] you:

1. [insert description of alleged conduct]; and
2. [insert description of alleged conduct],

(collectively the **Alleged Conduct**).

In accordance with clause 16.3 of the Cricket Victoria Complaints and Resolution Policy, the [name of organisation] has categorised the Alleged Conduct as a Minor Breach and therefore, the matter is to be closed with no findings made and no sanction imposed.

The [name of organisation] however, warns you that without findings being made, the Alleged Conduct could constitute a breach of the [MPP / Child Safe Code]. The [name of organisation] therefore:

1. reminds you of your obligations under the [MPP / Child Safe Code] to [insert details of relevant obligations]; and
2. requires that you undergo [insert details of any recommended education or training].

If you have any queries or wish to discuss the above, please contact the [name of organisation] Complaints Manager, [name], at [insert email].

Yours faithfully

**[insert signatory]**

**[insert title]**