[insert date]

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

**[email]**

Dear [insert]

**Notice of Appeal Hearing**

We refer to:

1. our letter to you dated [insert] notifying you of the decision of the Hearing Tribunal in respect of your alleged breach of clause ## of the [Cricket Victoria Member Protection Policy (**MPP**) or Australian Cricket’s Code of Behaviour for Looking after our Kids (**Child Safe Code**)] (**Notice of Decision**); and
2. your response dated [insert] to the Notice of Decision, informing us of your intention to appeal the decision of the Hearing Tribunal (**Notice of Intention to Appeal**).

Pursuant to clause [1.3 of Schedule 4 (for Community Cricket matters) OR [2 of Schedule 4 (for Premier Cricket matters)] of the Cricket Victoria Complaints and Resolution Policy, this matter has been referred to an appeal hearing before the Appeal Body which will take place on [**insert date**], commencing at [**insert time**], at [**insert address**] (**Appeal** **Hearing**).

You may do one or more of the following:

1. attend the Appeal Hearing;
2. address the Appeal Body at the Appeal Hearing; and/or
3. prior to or at the Appeal Hearing, give a written statement to the Appeal Tribunal.

You may be represented at the Appeal Hearing by any person or advocate, other than a Legal Representative .

If you wish to have any witnesses participate in the Appeal Hearing, you must seek permission from the chairperson of the Appeal Body. Further, if you wish to provide any supporting documentation or submissions to the Appeal Body, such as character references, please do so by [**insert time / date**] to [**insert organisation representative**] at [**insert email**].

Should you choose not to provide any further documentation and/or attend the Appeal Hearing, the Appeal Body will continue with its deliberation process and advise you of the outcome.

If you wish to discuss the above, please contact [**insert organisation representative**] at [**insert email**].

Yours faithfully

**[insert signatory]**

**[insert title]**