[insert date]

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

**[email]**

Dear [insert]

**Notice of Hearing**

We refer to our previous correspondence (eg, Show Cause Notice) in this matter dated [**date**] regarding alleged breaches of the [Cricket Victoria Member Protection Policy (**MPP**) or Australian Cricket’s Code of Behaviour for Looking after our Kids (**Child Safe Code**)].

Pursuant to clause 16.4 of the Cricket Victoria Complaints and Resolution Policy, this matter has been referred to hearing before a Hearing Tribunal which will take place on [**insert date**], commencing at [**insert time**], at [**insert address**] (**Hearing**).

You may do one or more of the following:

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

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

If you wish to have any witnesses participate in the hearing, you must seek permission from the chairperson of the Hearing Tribunal. Further, if you wish to provide any supporting documentation or submissions to the Hearing Tribunal, 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 Hearing, the Tribunal 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]**