[insert date]

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

**[email]**

Dear [insert]

**Notice of Decision and Statement of Reasons**

Further to the hearing before the Hearing Tribunal on [insert date], we advise that in accordance with Schedule [2 (Community Cricket) / 3 (Premier Cricket)] of the Cricket Victoria Complaints and Resolution Policy, the Hearing Tribunal has:

1. Determined that the following allegations against you have been proved:
* [***insert proven allegations and reasons***]
1. As a result, determined that you have breached clause ## of the [Cricket Victoria Member Protection Policy (**MPP**) or Australian Cricket’s Code of Behaviour for Looking after our Kids (**Child Safe Code**)].
2. Imposed the following sanction(s) on you:
* *[insert sanction]*

As a result of your sanction, you [insert further details if/as required (eg, are unable to play cricket until XX date)].

[**OPTION 1** – If decision is in respect of Provisional Action or a substantiated allegations finding and/or sanction]

Pursuant to clause 28 of the Cricket Victoria Complaints and Resolution Policy, the above decision of the Hearing Tribunal is final and binding and is not subject to appeal.

[END OPTION]

[**OPTION 2** – If decision is in respect of allegations referred directly to a Hearing Tribunal for a finding]

**Entitlement to Appeal**

Pursuant to clause 28.1(b) of the Cricket Victoria Complaints and Resolution Policy, the above decision of the Hearing Tribunal may be subject to appeal. Any such appeal will be governed by the procedure in the relevant item in Schedule 4 of the Cricket Victoria Complaints and Resolution Policy.

You must inform the [name of Club / Association / Organisation] of any intention to appeal the decision of the Hearing Tribunal by notice in writing to [insert organisation Complaints Manager] at [insert email] within **72 hours (3 days)** of the date of this letter (**Notice of Intention to Appeal**). Any Notice of Intention to Appeal must include the permitted ground(s) of appeal under the Cricket Victoria Complaints and Resolution Policy upon which the appeal is based, being either:

1. the Hearing Tribunal failed to abide by the Cricket Victoria Complaints and Resolution Policy or to properly apply the Relevant Policy and such failure resulted in a denial of Procedural Fairness; and/or
2. no reasonable decision maker in the position of the Hearing Tribunal, based on the material before them, could reasonably make such a decision.

If you lodge a Notice of Intention to Appeal, then you must, within seven (7) days of lodgement (or such shorter time as determined by the Appeal Body if there is urgency):

1. pay an appeal fee to the Complaints Manager of the [name of Club / Association / Organisation], which shall be $500; and
2. submit to the Appeal Body the grounds of the appeal in writing and provide copies to the other party, via [insert details of the relevant Community Cricket Peak Body or Region (as applicable)],

provided that if either of the requirements above are not met by the due time, the appeal shall be deemed to be withdrawn.

[END OPTION]

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

Yours faithfully

**[insert signatory]**

**[insert title]**