# BA 003 Policy - NST Conduct and Disciplinary Policy

# SCHEDULE 2: Warning Procedure

# **ITEM 1: Letter Template - Warning: Invitation to Comment**

This template is to be used in accordance with the Bowls Australia – National Sport Tribunal, Conduct and Disciplinary Policy. The highlighted yellow text is to be updated with relevant information, the letter content is to be presented on the Sport’s organisation letter head and provided to the respondent.

## [ENGROSS ON SPORT ORGANISATION LETTERHEAD]

## **CONDUCT AND DISCIPLINARY POLICY - WARNING PROCEDURE**

### **Warning: Invitation to Comment**

[insert name] [address line 1]

[address line 2] **By email:** [insert email address]

### **Referral**

1. [insert Sport Organisation] (**Sport**) has received information (**Alleged Breach**) under its Conduct & Disciplinary Policy (**Policy**) alleging that you have breached an eligible policy of the Sport, as outlined below. A copy of the Policy is available at [insert link].
2. The Complaints Manager under the Policy has referred the Alleged Breach about you for resolution under the Warning Procedure.

### **Allegations**

1. The Alleged Breach was received by the Sport on [insert date]. **OR** The Sport was made aware of the Alleged Breach on [insert date].
2. It is alleged in the Alleged Breach that you:

### [insert alleged conduct]; and

* 1. **[++++++]**.
1. If the above allegations were to be established, your conduct would likely constitute a breach of the following policies of the Sport:

### [insert specific sections of policies allegedly breached]; and

* 1. **[++++++]**.

### **Warning**

1. Without determining whether the allegations in the Alleged Breach are correct, or that the Alleged Breach is proven, Sport proposes to issue a warning that the allegations, if they were proven, would constitute a breach of the policies outlined at paragraph 5.

### **Invitation to Comment**

1. You are invited to comment in writing on whether or not the warning should be issued.
2. Please provide your comments within 14 days, ending **5:00pm AEST on** [DAY] [MONTH] [YEAR].
3. The Complaints Manager will take into account any comments provided by you and determine whether issuing a warning is appropriate based on your comments.
4. If you have any questions or comments in relation to this letter, the Complaints Manager can be contacted by telephone on **[++++++]** or by email at **[++++++]**.

Yours faithfully

[insert signatory]