Schedule 3: Letter – Warning Procedure

**Item 1: Letter - Warning Procedure**

**NETBALL INTEGRITY POLICY FRAMEWORK, COMPLAINTS & DISPUTES POLICY
Warning: Invitation to Comment**

**[ITEMS IN YELLOW REQUIRE INPUT FROM THE COMPLAINTS MANAGER OR BE DELETED IF NOT REQUIRED]**

[insert name]

[address line 1]

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

**Referral**

1. [NA/The Netball Organisation/The Affiliate (SELECT ONE OF)] has received information (**Alleged Breach**) under the Netball Integrity Policy Framework, Conduct & Disciplinary Policy (**Policy**) alleging that you have breached a Netball Integrity Policy, as outlined below. A copy of the relevant policy is available at [insert link].
2. The Complaints Manager under the Policyhas referred the Alleged Breach about you for resolution under the Warning Procedure.

**Allegations**

1. The Alleged Breach was received by [NA/Netball Organisation/Affiliate (SELECT ONE OF)] on [insert date] OR (DELETE ONE OF) [NA/The Netball Organisation/The Affiliate (SELECT ONE OF)] was made aware of the Alleged Breach on [insert date].
2. It is alleged in the Alleged Breach that you:
	1. **[insert alleged conduct]**; and
	2. **[++++++]**.
3. If the above allegations were to be established, your conduct would likely constitute a breach of the following policies:
	1. **[insert specific sections of policies allegedly breached]**; and
	2. **[++++++]**.

**Warning**

1. Without determining whether the allegations in the Alleged Breach are correct, or that the Alleged Breach is proven, [NA/the Netball Organisation/the Affiliate (SELECT ONE OF)] 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]

Complaints Manager
[NA/Netball Organisation/Affiliate (SELECT ONE OF)]

**Item 2: Notification - Warning Procedure**

**NETBALL INTEGRITY POLICY FRAMEWORK, COMPLAINTS & DISPUTES POLICY
Notification of Outcome**

**[ITEMS IN YELLOW REQUIRE INPUT FROM THE COMPLAINTS MANAGER OR BE DELETED IF NOT REQUIRED]**

[insert name]

[address line 1]

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

**Allegations**

1. You were previously notified by notice dated [insert date] of an Alleged Breach of a Netball Integrity Policy, as outlined below.
2. It was alleged that you:
	1. **[insert alleged conduct]**; and
	2. **[++++++]**.
3. If the above allegations were to be established, your conduct would likely constitute a breach of the following policies:
	1. **[insert specific sections of policies allegedly breached]**; and
	2. **[++++++]**.

**Warning**

1. Without determining whether the allegations in the Alleged Breach were correct, or that the Alleged Breach is proven, [NA/the Netball Organisation/the Affiliate (SELECT ONE OF)] proposed to issue a warning that the allegations, if they were proven, would constitute a breach of the policies outlined at paragraph 3.
2. You were invited to comment on the proposed warning and whether or not that warning should be issued.

**Outcome**

1. [NA/The Netball Organisation/The Affiliate (SELECT ONE OF)] has taken your response into consideration in making its decision on whether or not to warn you in relation to your conduct.
2. [NA/The Netball Organisation/The Affiliate (SELECT ONE OF)] has decided that a warning is not appropriate in relation to your conduct. OR (DELETE ONE OF) [NA/The Netball Organisation/The Affiliate (SELECT ONE OF)] formally warns you that the allegations made in the Alleged Breach, if they were proven, would constitute a breach of the policies outlined at paragraph 3.
3. [NA/The Netball Organisation/The Affiliate (SELECT ONE OF)] reserves its rights in relation to any separate or future allegations or complaints that you have breached a Netball Integrity Policy.
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]

Complaints Manager
[NA/Netball Organisation/Affiliate (SELECT ONE OF)]