This is a guide only. Refer to the caveats for use in the Communication Templates Guide document regarding case-by-case considerations for your club or organisation. Edit and delete any information highlighted before sending.

# TemplateCritical Incident – serious misconduct and/or abuse communications template 2 – EXTERNAL stakeholders

### Email Template

Dear <insert name(s)>,

I am reaching out to you today to inform you of a current matter within our sporting community.

After receiving the appropriate permission and in ensuring that we are meeting our legal and privacy obligations, we can confirm that we have been Choose an item, or delete and add your own.

This is a private and confidential matter that is being dealt with by the individuals, families and relevant authorities involved.

If anyone approaches you directly for information about this matter, we ask that you please direct them to <insert name(s)>.

We encourage everyone to be sensitive and respectful to the emotions of others during this difficult time. If you are concerned about individuals who may need to seek support during this time or need to seek help yourself, please reach out to your trusted health professional, see the attached **Where to Seek Help** document, or visit/direct others to the [True Sport - Community Links](https://sportwest.com.au/how-we-help/mental-health/community-links/) webpage.

If you feel someone is at an immediate risk, or is in a life-threatening situation, call 000.

Please reach out to me directly should you have any questions or concerns.

Warm regards,

DISCLAIMER: THE INFORMATION IN THIS PUBLICATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE MEDICAL, LEGAL OR PROFESSIONAL ADVICE (INCLUDING MENTAL HEALTH ADVICE). SPORTWEST IS NOT LIABLE TO USERS FOR ANY LOSS RESULTING FROM THE USE OF THIS PUBLICATION AND ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION OR YOUR RELIANCE ON IT. SPORTWEST RECOMMENDS USERS SEEK INDEPENDENT ADVICE AS NECESSARY. SEE [HERE](https://sportwest.com.au/how-we-help/mental-health/disclaimer/) FOR THE FULL SPORTWEST MENTAL HEALTH PUBLICATION DISCLAIMER.

In an Emergency Dial 000

For support call Lifeline 13 11 14

or visit [True Sport – Community Links](https://www.sportwest.com.au/true-sport-mental-health-and-wellbeing-community-links-2/) for more services.

<insert name here>