



## COLUMBIA EMPIRE VOLLEYBALL ASSOCIATION

### *Filing A Complaint*

#### **Communication Hierarchy:**

Parents/Families → Coaches/Club Directors → CEVA Office

Parents or families may use the form located on the CEVA website to submit a complaint to the CEVA office. This should only be done after communication with a club director has led to an unsatisfactory resolution. Submitting a complaint to the CEVA office does not guarantee an investigation nor a change of a previous outcome.

#### **What CEVA Controls:**

Read the “Guide to What CEVA Controls” on the CEVA website. Issues pertaining to playing time, club dues, or other club-specific complaints may not be directed to the CEVA office. A listing of all club contacts can be found on CEVA’s website. CEVA has no control over these issues.

#### **Safesport:**

If an issue has to do with sexual, emotional, or physical misconduct, please report it directly to Safesport by going to this website: [www.cevaregion.org/safesport](http://www.cevaregion.org/safesport). Be aware state laws pertaining to mandatory reporting and ensure any incident that needs to be reported to law enforcement is done so properly.

#### **Sanctions:**

Any sanctions levied against a member(s) will remain confidential and will not be shared with a reporting party unless legal obligations require. Any actions taken against members are subject to CEVA's Sanction & Appeals Procedures.

#### **Witnesses:**

We strongly encourage reports to be submitted by first-hand witnesses or participants in the incident in question. Please include the name of any other first-hand witnesses or participants you are aware of. **Please be as specific as possible in your report.**

#### **Submissions:**

Submissions of this form are only viewed by the CEVA staff and are treated as confidential and anonymous to the extent permitted by law.

#### **Anonymous Reporting:**

The submission of an anonymous report may impede our ability to investigate the incident or conduct any follow-up with the reporting party. Anonymous reports may also not allow you to show proof of discharge of mandatory reporting duties associated with the incident.