



OVA Incident/Complaint Report Form

Please complete this form for complaints, minor infractions, major infractions, incidents (threats, fighting, property damage, verbal abuse, law enforcement summoned, etc), breach in OVA code of conduct, etc.

AFFECTED PARTY/PARTIES			
<input type="checkbox"/> Player <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Volunteer <input type="checkbox"/> Tournament Director <input type="checkbox"/> Spectator <input type="checkbox"/> Teams			
Other: _____			
TYPE OF REPORT			
<input type="checkbox"/> Incident <input type="checkbox"/> Complaint			
First Name		Last Name	
		Gender Male Female	
Phone Number ()		Contact Email	
Street Address		City	Province
			Post Code
Team # 1	Club Name	Coach's Name (First & Last)	Coach's Phone Number ()
Team # 2	Club Name	Coach's Name (First & Last)	Coach's Phone Number ()
GUARDIAN/PARENT (if affected party is a minor):			
First Name		Last Name	
		()	
Address		City	Province
			Post Code
INCIDENT/COMPLAINT INFORMATION			
Date of Incident: (mm/dd/yyyy)		Age Division: (If applicable)	Gender: (If applicable)
			<input type="checkbox"/> Girls <input type="checkbox"/> Boys
		Time of Incident: AM/PM	
NAME AND ROLE OF PERSON REPORTING THE INCIDENT/COMPLAINT			
First Name		Last Name	
Telephone Number: ()			Position/Title:
Telephone Number: ()		Email Address:	
Where incident occurred (before competition/event, parking lot, on court, hallway, change room, bleachers, team practice, etc.)			

Please describe the incident/complaint in detail (club complaint, coach complaint, struck by falling/flying object, slip/fall, physical assault, verbal assault, property damage, financial discretions, etc.). Please use additional paper if required.

Please include names of persons being complained about for the OVA to begin the discipline and complaints process. If no names are provided, the OVA cannot move forward.

If you are reporting an incident, what action was taken on site (accused removed from competition site, team forfeited, coach ejected from match, coach removed from club, etc.)?

Law enforcement Notified/Police Report Filed: Yes No

If yes:

Name of Agency: _____

Name of Officer: _____

Report Number: _____

Property Damage Description (if applicable):

Property Damage Estimated Value (if applicable):

WITNESS INFORMATION - Confidential

Please complete this section if you have witnesses that are willing to submit a written account of the incident and if they consent to testify at an OVA Discipline Hearing. Please attach any written witness accounts to this form.

Name (First & Last)	Address	Telephone Number	Email Address

- I verify that the above statements and information submitted are true.
 - I give consent to forward this information to the Discipline Chair for review and processing.
 - I give consent to forward a copy of this form and accompanying documents to the Respondent for their review and response to the allegations contained therein.
 - I agree to participate in a Discipline Hearing and/or in a follow up interview, if required.

Name: _____

Date: _____

Signature: _____

Submission Requirements:

Any Individual (as defined in the OVA Discipline & Complaints Policy) may report a Complaint to Volleyball Canada or to the OVA, or the applicable Discipline Chair. A Complaint made to the Executive Director or a staff member of the OVA will be forwarded directly to the Discipline Chair. Such a complaint must be signed and in writing.

Upon receipt of a Complaint, the Discipline Chair will: a) Determine whether the Complaint is frivolous and/or within the jurisdiction of this policy; b) Propose the use of alternate dispute resolution techniques, if appropriate; and c) Choose which process should be followed pursuant to Section 26 of the OVA Discipline & Complaints Policy.

For more information on the Discipline and Complaints policy, please view the document online at www.ontariovolleyball.org > About the OVA > OVA Policies.

Please submit this report to the OVA Head Office at info@ontariovolleyball.org.