

to be completed by club member filing the complaint

**NON-SPORTSMANLIKE BEHAVIOR
COMPLAINT FORM and DISCIPLINARY ACTION**

Steps for Completing This Form:

- 1) Complete the information above
- 2) Attach additional pages – if needed
- 3) Place completed form in the club mailbox – located on the side of the club’s left-most storage cabinet – Kilaga Springs pool deck
- 4) Notify the Steering Committee via sclhwatervolleyball@gmail.com

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Please print legibly and use a pen

Complaint against _____

Date of Occurrence _____ Time _____

Violation Statement (attach any supporting documentation)

Place of Violation: _____

Description of Violation:

Person Reporting Violation: _____

print name signature

Witness(es) to Violation: _____

to be completed by Steering Committee or Disciplinary Committee Lead

Steps for Completing This Form: (refer to detailed instructions)

- 1) Contact the subject (via email, phone, in-person) to schedule a meeting
- 2) If the subject has not responded within 2 days, or refuses to meet, determine the course of action, document below, and forward to the Steering Committee
- 3) Meet with the subject and/or person filing the complaint
- 4) Allow the subject to submit any documentation necessary
- 5) Relate the violation/behavior to current club Bylaws, Rules & Best Practices
- 6) Determine and document the Action Plan below
- 7) Provide a copy to the subject of the complaint
- 8) Inform the subject s(he) has the option to appeal the decision via the Steering Committee first, then to the Lincoln Hills HOA Board
- 9) Forward the completed form and all documentation to the Steering Committee

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Disciplinary Action (check all that apply)

Written Warning with corrective action below **Suspension** from play: # of days: _____
 Asked to leave the pool **Recommendation to terminate membership**
 by _____ **Other** _____

Corrective actions and recommendations for improvement/history discussion

The above disciplinary action has been noted and this form will be made part of the SCLHWVB Executive binder.

_____ I have read this Notice of Discipline and understand it. (Member needs to sign each page of supporting documentation to verify they have been made aware of it.)

_____ Member refuses to sign this form and all attached documentation. The member can appeal to the Steering Committee and Lincoln Hills HOA Board of Directors.

Member's Signature _____ Date _____

Committee Lead Signature _____ Date _____

Witness/Reporter Signature _____ Date _____

Optional Witness Signature _____ Date _____