USA BOCCIA ONLINE COMPLAINT FORM

SUBMITTING YOUR COMPLAINT:

All required forms are available in a fillable PDF document. When you are ready to submit your complaint, include any documents relevant to the complaint upon which the claim is made. (See Complaint Procedures Article III, Section 2, and Article IV, Section 2, Filing Requirements). When you complete all documents attach them to an email and send your email to: usaboccia.ethics.judicial@gmail.com.

STEP 1

Complete this USA Boccia Online Complaint Form. Answer each question with the appropriate response. For Yes / No questions, if your response is No, you may move to the next question. If your response is yes, complete the information in the box provided.

You must complete the section where you electronically print your name, sign, and date the form.

Save your completed document on your computer.

STEP 2

Download the file, Outline for Complainant Written Testimony.

Using the paragraph format provided, describe your complaint in clear and concise language.

You must complete the section where you electronically print your name, sign and date the form.

Save your completed document on your computer.

STEP 3

Download the file, Complaint Procedures Nondisclosure Agreement.

Complete the form, electronically print your name, sign and date the form.

Save the completed document on your computer.

If you have a representative working with you in the completion of the complaint form, the representative must complete a separate Nondisclosure Agreement.

The representative must complete the form, electronically print his/her name, sign and date the form.

Save the completed document on your computer.

STEP 4

If there were any witnesses to the alleged violation, and you want their statement to be included in the Complaint Hearing, download the Outline for Witness Written Testimony.

Using the paragraph format provided, the witness should describe his or her testimony in clear and concise language. The witness should electronically print his or her name, sign and date the form.

The witness (es) should save the completed document on their computer. Then, the witness should send the document to you (the Complainant) so it becomes part of your complaint email to the Judicial Committee.

If you choose submit a witness’ testimony, the witness must complete a separate Nondisclosure Agreement.

The witness should save the completed document on their computer. Then, the witness should send the document to you (the Complainant) so it becomes part of your complaint email to the Judicial Committee.

STEP 5

When all the documents are completed send an email to usaboccia.ethics.judicial@gmail.com with any completed files as an attachment. By sending an email with the attachments you are officially filing a complaint.

Your email will be sent directly to the USA Boccia Judicial Committee chairperson. The chair of the Judicial Committee will respond acknowledging receipt of your complaint and will notify the respondent(s) identified in the complaint by email.

USA BOCCIA ONLINE COMPLAINT FORM

The USA Boccia Complaint Procedures provide a process by which an athlete, coach, trainer, manager, administrator or other official may file a complaint with the USA Boccia Judicial Committee, alleging a violation of or grievance. The complaint must indicate which of the five categories below best represents the focus of the complaint. Please underline only one grievance or complaint category.

1. Administrative Grievance. Allegation of a violation of or grievance.

(i) Any USA Boccia rule or regulation,

(ii) Any USA Boccia program or service,

(iii) Any provision of USA Boccia’s Bylaws, or

(iv) Any provision of the USOPC Bylaws or Ted Stevens Olympic and Amateur Sports Act

 (“Sports Act”) relating to USA Boccia’s membership obligations and recognition as a High

 Performance Management Organization.

1. Opportunity to Participate Complaints. Any alleged denial, or alleged threat of denial, of an athlete, coach, trainer, manager, administrator or official’s opportunity to participate in competition or activity authorized or organized by USA Boccia.
2. Background Check Review. Any self-disclosure or red-light finding of a criminal disposition that was conducted pursuant to USA Boccia’s Background Check Policy.
3. Disciplinary Actions. Any alleged violation of USA Boccia’s Code of Conduct, Code of Ethics, or any other rule or regulation relating to conduct, other than alleged violations of the U.S. Center for SafeSport (the “Center”).
4. SafeSport Code Allegations. Any alleged violation of the U.S. Center for SafeSport’s Code over which the Center declines jurisdiction.

Is this an urgent request? YES NO

THE COMPLAINANT: (the individual filing the complaint)

(Note: If there is more than one Complainant, please list the names of all Complainants on an additional sheet. Only list the contact information for the primary Complainant.)

Complainant's name: Complainant's full mailing address:

 Complainant's telephone: Complainant's email address:

Authorized representative’s name: Authorized representative’s email:

(Person assisting in completion of this form)

THE RESPONDENT: (the person or persons or sports organization alleged to have committed the violation that caused the complaint).

(Note: If the email address of the Respondent is not known, the Judicial Committee will process the complaint, but there may be a delay in notifying the Respondent.)

Respondent's name: Respondent's email address if known:

Is there more than one Respondent?

* Yes
* No

Provide the names and contact information here:

COMPETITION: Complete this section only when filing an Opportunity to Participate Complaint.

Please list the competition(s) that is the subject of the complaint:

COMPETITION NAME: DATE OF COMPETITION:

URGENCY: To the best of your knowledge, please describe any reasons or deadlines suggesting an urgency to resolve the dispute and provide the reasons justifying the need for an expedited procedure: i.e. competition within 48 hours.

If there are additional competitions that are the subject of the complaint, please list them here:

Please specify the outcome you are seeking:

OTHER PROCEEDINGS:

Are you aware of any other complaint filed or other ongoing proceedings that might have an effect on the present complaint?

* Yes
* No

 If yes, please provide the forum in which the complaint or proceeding is being heard:

Have you already filed a demand with the American Arbitration Association (AAA) on this matter?

* Yes
* No

If yes, specify the date of filing:

Are you seeking arbitration? (See Complaint Procedures Article II, Section 4, Conduct of the Proceedings).

* Yes
* No

 I hereby attest:

* that I am submitting this complaint as the primary Complainant or have the express authority to submit it on behalf of the Complainant(s)

PRINT THE NAME OF THE COMPLAINANT: DATE:

COMPLAINANT SIGNATURE:

Any questions concerning this form or the filing of a complaint may be directed to the chair of the Judicial Committee at usaboccia.ethics.judicial@gmail.com .

Before sending your email to usaboccia.ethics.judicial@gmail.com please check to see you have attached the following required forms:

USA Boccia Online Complaint Form

Complainant Written Testimony

Complaint Procedures Nondisclosure Agreement

\*If a Representative is assisting in the filing of this complaint, he/she must complete a Nondisclosure Agreement. The Representative’s signed document must be attached to the email sent to usaboccia.ethics.judicial@gmail.com.

\*If a witness’s testimony will be used during the Complaint Hearing, a copy of the Witness Written Testimony and a completed copy of the Nondisclosure Agreement must also be attached to the email..

February 2025