

Penn Highlands Volleyball Club (PHVBC) Grievance/Complaint Procedure

What to do if you have a grievance:

1. Present in writing, the facts of your grievance to the PHVBC director for review.
2. PHVBC Board must convene and take the matter into consideration within 72 hours of receiving the written grievance. All formal written grievances must be submitted within 3 days of the incident, and by using the format listed below.

Please note:

PHVBC Grievance committee will not hear complaints about PHVBC bylaws, policies, or procedures.

All decisions of the PHVBC board will be final.

PHVBC Grievance form

Player name: _____ Date: _____

Team: _____ Coach: _____

Grievance (please explain in detail, giving dates and listing the names of those involved):
(attach additional paper, if necessary)

Attempts made to resolve grievance:

Desired outcome:

Signature _____ relationship to player _____

Recommendations of the Grievance Committee:

Director's Signature _____ Date: _____