

Original email sent 12/7/2020 at 11:47pm ET

Hi Region Leaders,

I am emailing to clarify recommended procedures for organizational admins in the Region Sanctioned Club HQ's in the Sports Engine Platform. There are two situations I'd like to outline current recommended steps for:

Urgent Misconduct By Organizational Administrator (Org Admin) for a Club HQ

In the event that misconduct (illegal activity or SafeSport suspension) by admin in a club necessitates removal from the club's access, we recommend the following steps:

1. Place a suspension on the member profile in the system and reach out to SafeSport.General@usav.org to have USAV do the same.
2. Reach out to other club administrators (org admins) for the club (if any) to have the access removed
3. If that request for removal to other club admins/directors is not successful/possible you can do one of the following:
 1. Request that Sports Engine remove admin access from the director's profile at [this intake form](#). Documentation of the offense by the admin must be provided for this step to be taken.
 2. Have Sports Engine remove sanctioning from the club (by removing the USA Volleyball tab from their HQ) by filling out [this registration](#).

Organizational Administrator (Org Admin) for a Club Does Not Meet Safety Requirements or Violates Region Policy

A report of org admins that do not meet safety requirements (membership/BGS/SafeSport/suspension) can be accessed by Region Commissioners/Directors at [this link](#). If you would like to have additional Region admins added to the access list, please email membership@usav.org for access permission.

If you find an org admin of one of your sanctioned clubs does not meet requirements, we recommend the following steps:

1. Reach out to the admin in question
2. If that is not successful, reach out to other admins in the club (if possible)
3. If neither of these steps is successful, have Sports Engine remove sanctioning from the club (by removing the USA Volleyball tab from their HQ) by filling out [this registration](#).

Please note that these are interim steps until final solutions to both issues are completed.

Thank you,
Daniel