



# Procedures for filing a Zero Tolerance Violation Report

1. Reports must be in writing. No verbal reports will be accepted (unless followed up with a proper form)
2. Reports must be on the official form. The official form can be downloaded from the CDYSL website ([www.cdysl.org](http://www.cdysl.org)). The form can be submitted via any of the following methods:
  - a. Filled out electronically and sent as an email attachment to the CDYSL office ([cdysloffice@cdysl.org](mailto:cdysloffice@cdysl.org)); or
  - b. Filled out electronically then printed and either faxed to 518 435-2328 or mailed to the CDYSL office at 19 Aviation Rd., Albany, NY 12205 or
  - c. Printed on paper, filled in by hand and then faxed or mailed to the CDYSL office.
3. Referees must submit a completed USSF game report to the office as well as the CDYSL "ZTEC" form.
4. The report must indicate
  - a. The person reporting the incident and their contact information
  - b. The violator, their club and their team if known
  - c. The date, time, age group, teams and CDYSL game # of the game if known
  - d. A description of the incident
  - e. Any names and contact information available of individuals with information about the incident and that could help provide information to the Zero Tolerance Enforcement Committee (ZTEC).
5. The ZTEC will contact the person filing the report to verify the information and indicate that the report was received.
6. The ZTEC will send a notice that a report has been received to the violator's club President, and the reporter's club President if applicable.
7. The ZTEC will contact any necessary individuals to investigate the incident; come to a decision about any penalties that might be imposed or actions that should be taken.
8. The ZTEC will follow up with the person filing the complaint to let them know that the issue has been addressed. The ZTEC is not required to discuss or share any other information such as what actions or penalties were imposed, just to let the person filing the report know that the report was received, it was addressed and dealt with.

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Below is for office use only

9. The ZTEC will file in the CDYSL office a copy of the report, any, written communications, other necessary documentation and a brief write up of any action or penalties.
10. The ZTEC will provide summary reports to the executive board listing the complaints and include: the club, team, role of person who filed complaint (referee, coach, club officer) and who the complaint against, spectator vs. coach, when it was opened and when it closed. It will not contain any individuals' names.