



# Judicial and Ethics Committee

POLICIES AND PROCEDURES MANUAL

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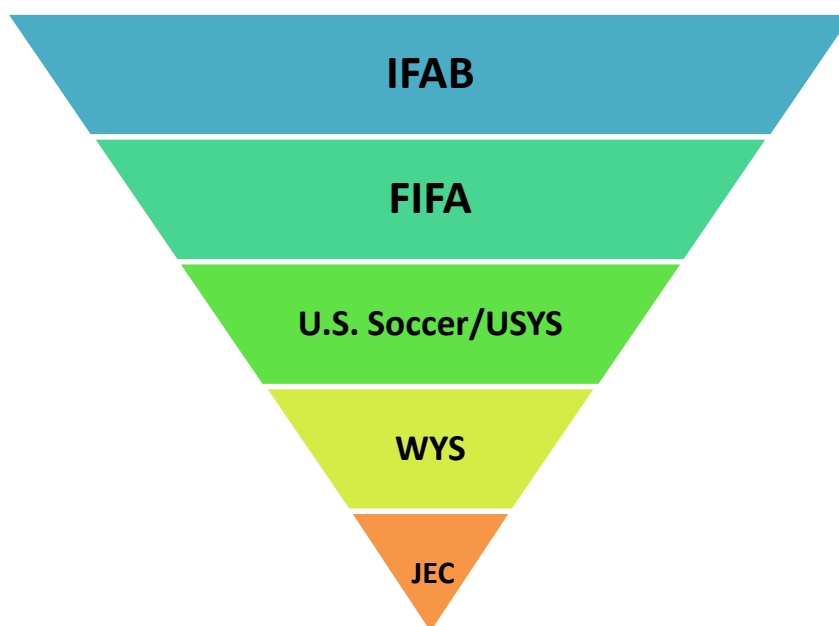
## INTRODUCTION

This manual contains the policies and procedures of the Washington Youth Soccer (“WYS”) Judicial and Ethics Committee (“JEC”). The purpose of this manual is to provide fair and uniform policies and procedures for the equitable and prompt resolution of hearings and appeals submitted to the JEC in order to ensure the rights of individuals to participate and compete. The JEC consists of no fewer than three (3) members with a Chairperson appointed annually by the President of the Board of Directors of WYS. Individuals subject to the jurisdiction of the JEC include, but are not limited to, players, coaches, affiliate members, boards, administrative staff, team managers, team officials, supporters, spectators, and referees.

WYS adheres to the right to participate and compete in activities sponsored by the U.S. Soccer Federation (“USSF”) and U.S. Youth Soccer (“USYS”). The WYS JEC implements the structured hearings and appeal process.

Importantly, grievances are not addressed in this manual. Policies and procedures for grievances are found in separate WYS Governing Documents.

To ensure uniform rules and guidelines and to effectuate fairness, integrity, respect, safety, and the enjoyment of the sport for players, match officials, coaches, spectators, fans, and administrators, WYS adheres to the Laws of the Game as adopted by the International Football Association Board (“IFAB”) and implemented by the Federation Internationale de Football Association (“FIFA”), U.S. Soccer Federation (“USSF”), and U.S. Youth Soccer (“USYS”).



## **DEFINITIONS**

### **Abuse:**

Abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to an individual or their personal property.

- Abuse includes but is not limited to individual conduct that while not threatening or implying physical harm, is nevertheless unacceptable behavior. Examples include but are not limited to:
  - Invading a person’s personal space;
  - Using a loud voice in a detrimental manner;
  - Making comments in such a way as to demean the person or their position.
- Abuse shall include, but not be limited to, racial, ethnic, religious, and/or gender slurs directed at one or more individuals.
- Verbal threats are remarks that carry the implied or direct threat of physical harm. Such remarks as, “I’ll get you after the game,” or, “You won’t get out of here in one piece,” shall be deemed abuse.

### **Appeal:**

An appeal is a written request to a higher level that a decision rendered at a lower level hearing should be overturned or modified.

### **Assault:**

Assault is an intentional act of physical violence at or upon an individual.

- Assault includes, but is not limited to the following acts committed upon an individual: hitting, kicking, punching, choking, spitting on, grabbing, physically running into an individual, head butting, the act of kicking or throwing any object at an individual that could inflict injury, or damaging an individual’s clothing or personal property, i.e. car, equipment, etc.
- A participant, for the purposes of this section of the Operating Documents, shall be defined as a registered player, the parent, relative or guardian of a registered player, a coach, assistant coach, trainer or team manager, a spectator, an officer of a Club, Association, District or member of the Board of Directors of this Association, referee, and any other person required to have Risk Management acceptance under the Washington Youth Soccer Operating Documents.
- For purposes of this section of the Operating Documents, “intentional act” shall mean an act intended to bring about a result which will invade the interests of another individual in a way that is socially unacceptable. Unintended consequences of the act are irrelevant.

### **Established Verifiable Provider:**

For purposes of the Operating Documents, an established verifiable provider includes, but is not limited to: United States Postal Service certified mail, return receipt requested; Fed Ex; DHL, or UPS.

**Game Misconduct:**

Game Misconduct is actions (physical or verbal) during a game that violate the rules of competition or FIFA Laws of the Game.

**Grievances:**

Grievances are complaints of a general nature which are not covered under the assaults, abuses, ethics, protests, or touchline misconduct sections.

**Protests:**

Protests are complaints arising out of the misapplication of the Laws of the Game or misapplication of a league/district/state administrative rule.

**Touchline Misconduct:**

Touchline Misconduct is a verbal statement or action that impedes, distracts, interferes, or delays in any manner a referee (including assistant referees or fourth officials) from the duties of his/her game management. Such misconduct may occur before, during, and after a match, including travel to and from the match. Misconduct may occur at later times when directly related to the duties or actions of a referee. Touchline Misconduct is not restricted to actions at the touchline or a match. Touchline Misconduct does not include written reports or comments to a referee assignor or other supervisory personnel. See also *FIFA RULES for TOUCHLINE MISCONDUCT AND VIDEO EVIDENCE*

## **POLICIES AND PROCEDURES**

### **Policy No. 1: Authorities, Exhaustion of Administrative Remedies, Committees.**

*1.0* Washington Youth Soccer will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. All hearing decisions involving the right to participate and compete in activities sponsored by U.S. Soccer, U.S. Youth Soccer, Washington Youth Soccer and its members may be appealed to U.S. Soccer's Appeals Committee that shall have jurisdiction to uphold, modify, or reverse a decision.

*1.1* No member of Washington Youth Soccer, official, league, club, team, player, coach, administrator, or referee may invoke the aid of the courts in the United States or of a State without first exhausting all available remedies within Washington Youth Soccer and its member organizations, U.S. Youth Soccer and as provided by U.S. Soccer.

For violation of this policy, the offending party will be subject to suspension and fines and will be liable to Washington Youth Soccer for all expenses incurred by Washington Youth Soccer and its member organizations, officers, and members of the Board of Directors in defending each court action, including but not limited to the following:

- Court costs;
- Attorney's fees;
- Reasonable compensation for time spent by Washington Youth Soccer officials and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances;
- Travel expenses; and
- Expenses for holding special Board of Directors meetings necessitated by the court action.

*1.2* Washington Youth Soccer or the Board of Directors has the authority to penalize any Member Association, team, club, player, coach, parent, or member thereof, whose actions have willfully violated the Operating Documents of Washington Youth Soccer or are detrimental to the purposes of the Washington Youth Soccer. Penalties may consist of warnings or temporary or permanent exclusion from the activities of Washington Youth Soccer.

A claim of ignorance of these policies and procedures shall not be satisfactory grounds for the alteration or waiving of such policies or procedures.

Any Washington Youth Soccer member has the right to obtain assistance (including legal assistance) at their own expense in responding to an allegation of misconduct or similar charges. However, given the informal nature of JEC proceedings, an attorney may not address the committee nor provide testimony.

**1.3** The Soccer Operations Committee and/or Washington Youth Soccer is responsible for establishing an Appeals Committee which will be responsible for considering and determining all appeals pertaining to Washington Youth Soccer Operating Documents. The Appeals Committee shall be responsible for considering and determining directly all appeals from misconduct reports and other hearings arising out of Washington Youth Soccer-administered leagues, tournaments and events. In addition it will consider and determine all appeals from lower levels.

No authority other than the Washington Youth Soccer Appeals Committee shall hear or adjudicate an allegation of assault or abuse. Any and all allegations of assault or abuse shall be immediately submitted to the Washington Youth Soccer Appeals Committee which is the only Committee authorized to validate and adjudicate such allegations.

The Appeals Committee has the authority to determine which appeals it will address and which it deems frivolous and will not address.

The Appeals Committee is accountable to the Soccer Operations Committee.

Risk Management appeals are under the jurisdiction of the Risk Management Director. Please refer to the Risk Management Operating Document.

**1.4** The Soccer Operations Committee and or Washington Youth Soccer is responsible for establishing a Disciplinary Committee, including Committee satellites, which will hear misconduct reports relating to Washington Youth Soccer-administered leagues, tournaments, and events.

The Disciplinary Committee has the authority to penalize any player, coach, or person who can be identified as having an affiliation with a team, any of whose actions have willfully violated any provisions of the Washington Youth Soccer Operating Documents related to competition and the FIFA Laws of the Game. Failure to provide the identity of alleged offenders or providing false identification will result in Disciplinary action.

The Disciplinary Committee will provide support for league disciplinary committees. In addition, the Committee will review reports from all USSF, U.S. Youth Soccer, and Washington Youth Soccer-sanctioned events to ascertain if any further action is required. Penalties or further actions taken may consist of warnings, and/or temporary or permanent exclusion from any activity associated with U.S. Soccer, U.S. Youth Soccer, and Washington Youth Soccer.

The Disciplinary Committee shall hear protests.

The Disciplinary Committee has the authority to determine which reports they will address and which it deems frivolous and will not address.

The Disciplinary Committee is accountable to the Soccer Operations Committee.

**1.5** The Soccer Operations Committee is responsible for establishing an Ethics Committee, including Committee satellites, which will review written allegations relating to violations of established U.S. Youth Soccer and Washington Youth Soccer Codes of Ethics.

The Ethics Committee will provide support for satellite Ethics Committees.

The Ethics Committee will be responsible for administering all ethics matters arising out of Washington Youth Soccer-administered leagues, tournaments, and events or those referred directly by any Washington Youth Soccer District or Member Association.

The Ethics Committee has the authority to penalize any member who has been found guilty of an ethics violation.

The Ethics Committee has the authority to determine which allegations it will address and which it deems frivolous and will not address.

The Ethics Committee is accountable to the Soccer Operations Committee.

**1.6** Washington Youth Soccer may authorize a program for mediation of disputes that otherwise would be subject to hearing by the Appeals Committee, Disciplinary Committee, or Ethics Committee under this policy.

Washington Youth Soccer will provide the framework for mediation and will make qualified mediators available to the parties.

Mediation will not be available for disputes involving assault or abuse of a referee or misconduct matters which occur during competition.



## **Policy No. 2: Appeals.**

**2.0** There will normally be a hearing at the lower level, but an appeal may be made arguing that a hearing was requested and was improperly denied at the lower level. All appeals shall be to the Washington Youth Soccer Appeals Committee.

*Note: An exception is that allegations of assault or abuse of a referee are originally heard only by the Washington Youth Soccer Appeals Committee. Only those parties to the original action who are directly affected by the decision shall be allowed to file an appeal.*

**2.1** Proper documentation of the appeal must be maintained.

**2.2** The chair of any committee which is established for the purpose of hearing an appeal, shall be familiar with the policies and procedures defined herein.

**2.3** Any hearing of an appeal must be as the result of a properly submitted written and signed notice of appeal by an affected party or their agent, i.e. parent or guardian.

**2.4** Appeals from the decisions of the Washington Youth Soccer Appeals Committee shall be to U.S. Soccer.

**2.5** The Appeals Committee shall review the record from the hearing and any written arguments submitted on the appeal. The committee will not hold a new hearing or take additional testimony or evidence.

## **Procedure No. 2P: Appeals Procedure.**

The Appeals Committee will establish and annually review procedures related to appeals. The Appeals Committee will provide a report to WYS once the review is complete. The report will identify whether any changes were identified and if any proposed changes are planned. Updated procedures will be published to the website no later than one (1) week after approval by WYS.

***Note: An appeal may be filed regarding the decision of an administrative body within Washington Youth Soccer. An appeal is the last judicial process available to complainants within Washington Youth Soccer.***

### ***Appeals Committee Composition***

The Appeals Committee hearing and deciding appeals shall be composed of persons having no conflict of interest in the matters being heard and having no direct association with the principal parties in the matters. Committee members should be readily available from a time and geographic standpoint. No person shall adjudicate a matter at more than one level.

The chair of the Appeals Committee shall cause a written record of all proceedings to be created. The Appeals Committee shall be composed of not less than three (3) members, and preferably five (5) members, plus the chairman. The chairman shall be selected by WYS.

### ***Filing Procedures***

An appeal must be filed in writing, and shall include:

- (1) The nature and specifics of the claimed error(s), including a listing of the rules or procedures which have been violated.
- (2) A statement of the desired resolution.
- (3) Proper NON-REFUNDABLE filing fee of \$350.
- (4) Signature of the person submitting the appeal.

A form for this purpose can be found in Notice of Appeal. Use of this form is not mandatory, but doing so helps assure that the necessary information is presented in the proper manner.

The properly completed notice of appeal must be mailed (or hand delivered) to the Washington Youth Soccer office within seventy-two (72) hours of receipt of the decision which is being appealed (Sundays and holidays excluded). If mailed, an established verifiable provider should be used to evidence timely mailing and receipt. Failure to receive the notice of appeal within the 72 hour window will result in the appeal being rejected except for an adequate showing of excusable neglect. Note that the rules of a competition may have more stringent timelines for appeal.

Filing shall be as follows:

- (1) The original document of the appeal, along with all supporting documents, shall be forwarded by an established verifiable provider.

- (2) Note that the parties will normally be allowed to submit detailed written arguments at a later time after the appeal is validated (accepted).

Additionally, in an appeal of a lower-level decision, one (1) copy shall be sent to the chair of the lower-level hearing board. This copy shall serve as notice of the filing of an appeal.

Upon such notice received, the chair of the lower-level committee shall immediately submit all retained evidence and documentation to the Washington Youth Soccer Appeals Committee. This submittal shall also be by an established verifiable provider.

### ***Filing Fees***

For an appeal to the Washington Youth Soccer Appeals Committee, the filing fee shall be \$350.00 by means of a money order or cashier's check. The filing fee is non-refundable.

For an appeal to U.S. Soccer, the filing fee is established in the published policies of U.S. Soccer.

### ***Documentation Processing***

Upon filing of an appeal, the receiving authority shall institute the following procedures:

The appropriate action or response shall be determined by conducting a "validation/review" of the following:

- (1) Identifying the principal parties involved as members of Washington Youth Soccer and/or parties to the initial hearing and/or necessary parties.
- (2) Determining if they are in good standing, if applicable.
- (3) Determining if the appeal is directly related and germane to the decision of the lower authority. (If not, the appeal must be rejected and returned).
- (4) Determining whether the matter has been filed with the proper authority.
- (5) Determining that the rules allegedly violated are cited and the desired resolution has been stated.
- (6) Verify that the applicable appellate fee was paid.
- (7) Document has been signed.

### ***Decisions***

The adjudication of the appeal must be completed within **forty-five days (45)** of the filing of the notice of appeal in its completed form.

The decision and/or disciplinary sanctions imposed as the result of a hearing of any appeal shall be binding at all levels and shall be recognized by all affiliated organizations (leagues, tournaments, etc.). **The filing of an appeal shall not "stay" the execution of such decisions and/or disciplinary sanctions.**

### **Policy No. 3: Assault/Abuse.**

**3.1** When any person assaults or abuses a participant within Washington Youth Soccer the matter shall be brought directly before the Washington Youth Soccer Appeals Committee. Nothing herein shall prevent a referee from issuing a notice of misconduct to a player, coach, or participant under the FIFA Laws of the Game, or from the Disciplinary Committee imposing sanctions against a participant under its policies and procedures, even if the incident involved assault or abuse.

When any person assaults or abuses a referee, the matter shall be brought before the Washington Youth Soccer Appeals Committee and is subject to the specific U.S. Soccer definitions and procedures-Misconduct Toward Game Officials.

Assault or abuse may be grounds for suspension or ban from further participation and membership in the Washington Youth Soccer or any affiliated Member Association, club, or team. Such authority shall supersede any and all other penalty codes, policies, or procedures and may include temporary suspension until a hearing upon the verification of an allegation of assault or abuse.

**3.2** The chair of any committee which is established for the purpose of hearing assault or abuse charges shall be familiar with the policies and procedures defined herein.

## **Procedure No. 3P: Assault/Abuse Procedure.**

Instances of alleged assault and abuse shall be heard by the Appeals Committee.

### ***Hearing Procedures***

These procedures are designed to provide a fair hearing and due process to all parties. In order to accommodate the facts of a particular case, the procedures may be modified or further defined by the chairperson of the hearing panel, but notice of that modification or further requirements should be provided to all parties in writing.

### ***Hearing Committee Composition***

Committees hearing and deciding allegations shall be composed of persons having no conflict of interest in the matters being heard and having no direct association with the principal parties in the matters. Committee members should be readily available from a time and geographic standpoint. No person shall adjudicate a matter at more than one level.

The chair of the hearing will appoint one committee member to make a written record (minutes) of all proceedings. It is recommended that a recording be made of the hearing (but not deliberations). A recording of the hearing may substitute for written minutes.

### ***Filing Procedures***

The hearing procedures for all organizations and levels within Washington Youth Soccer are described herein.

An allegation must be filed in writing and shall include:

- The nature and specifics of the complaint;
- A listing of the policies or procedures which have been violated, policy or procedures number;
- A statement of the desired resolution;
- Proper filing fee, if any;
- Allegations must be signed.

Due to some competition rules, filing by their specified procedures precludes using the below format. Additionally, referees' game reports, while conforming to a different format, shall also be accepted.

Filing shall be as follows:

- The original document of the subject charge, along with all supporting documents, shall be sent by an established verifiable provider.
- Signed facsimiles may be accepted as originals. Emails may be accepted as originals, as long as they are signed or promptly followed by a signed copy.

## ***Documentation Processing***

Upon a request for a hearing under this procedure, the receiving authority shall institute the following procedures:

The appropriate action or response shall be determined by conducting a "validation/review" of the following:

- Identifying the principal parties involved;
- Determining if they are in good standing;
- Determining if all the information necessary to adjudicate the matter and reach a decision is included. (Such information may include names, addresses, phone numbers, minutes, applicable procedures, referees' game reports, etc.);
- Determining whether the matter has been filed with the proper authority;
- Determining that specific charges are made, the bylaws, policies or procedures allegedly violated are cited, and the desired resolution has been stated, if applicable.

***NOTE: Once complete information has been obtained, forty-eight (48) hours is considered sufficient for the conduct of this "validation/review." A forty-five (45) day time limit will begin upon completion.***

Upon completion of the "validation/review," if all the information and documentation necessary to reach a decision are available, the principal parties are to be immediately notified of receipt of the complaint.

This notification shall also include the date, time, and place of the hearing. If notification of the receipt of the complaint, and notification of the date, time, and place of the hearing cannot be accomplished at the same time, two (2) separate notifications shall be required.

Sufficient time should be allowed for the parties to prepare and appear, except in an emergency, by consent of all parties or unusual circumstances. Committee Chair shall be the arbiter. The hearing shall be scheduled after a minimum of ten (10) and on or before a maximum of thirty (30) days following notification of the receipt of the complaint in its completed form.

Notification of the receipt of an allegation, and of the date, time, and place of a hearing, shall be communicated to the principal parties at the same time, and by the same method. This notification shall be accomplished by one of the following methods (in order of preference):

- Telephone, with written follow-up sent by USPS
- Certified USPS, return receipt requested
- Other established verifiable provider
- Email with confirmation of receipt

Notifications shall contain the following:

- A condensed restatement of the allegation;
- The date, time and place of the hearing;
- What limits or restrictions (if any) will be imposed on testimony;
- Whether or not testimony must be in written form, and the date by which such written testimony must be received;
- That written testimony must be signed;
- Any other special requirements.

A **complete copy** of this procedure shall accompany the Notification of Hearing sent to the principal parties.

### ***Hearings***

Hearings shall be held with the principal parties, witnesses for both sides, and all necessary evidence actually appearing before the members of the Hearing Committee.

Testimony from witnesses need not be taken in the presence of other witnesses, but the principal parties may be present for all proceedings except the deliberations of the Hearing Committee.

Any defendant shall have the right to assistance in responding to an allegation. The defendant will bear all costs for obtaining assistance.

Copies of signed written statements submitted as evidence shall be provided to all parties prior to the hearing, unless waived.

All written evidence should have been presented in advance for distribution and inclusion in the evidence packet.

All written evidence presented at the hearing will be passed to the Chair. The Committee will vote on its acceptance as proper evidence (criteria to include notarization of signatures, pertinence as to eyewitness accounts, etc.)

In the event that a principal party refuses or declines to attend the hearing, or leaves the hearing prior to completion, the committee may continue with the hearing and render a decision based upon the oral and written testimony provided.

At the discretion of the committee chair, further evidence may be provided at the time of the hearing.

### ***Agenda***

All parties and witnesses will be brought into the hearing chamber.

Parties under 18 years of age should have a parent, guardian, or designated responsible adult with them at all times during the hearing; however, that parent, guardian, or designated responsible adult may not act as a witness.

The committee chair will make a statement of the case to be heard, including:

- Names of parties involved (including team, league, etc.);
- Specific event involved (game, tournament, etc.);
- Date of occurrence;
- Policy or procedure numbers and description of policies or procedures allegedly violated.

Principal parties are allowed to remain in hearing chamber. All witnesses to wait in outer chamber.

Plaintiff will present case.

Witnesses for plaintiff will be called individually.

Committee will question plaintiff/witnesses as deemed necessary after each witness's testimony has been given. The opposing party may also ask questions of the witness through the chair if the questions are relevant and appropriate.

Defendant will present case.

Witnesses for defendant will be called individually.

Committee will question defendant/witnesses as deemed necessary after each witness's testimony has been given. The opposing party may also ask questions of the witness through the chair if the questions are relevant and appropriate.

Any witnesses will be recalled as necessary.

Plaintiff will make closing statement.

Defendant will make closing statement.

Hearing adjourned; parties excused; committee to deliberate.

### ***Evidence and Testimony***

#### ***Evidence***

All evidence, such as identification cards, team rosters, referees' game reports, letters, proof of age documents, and other sources of written or printed information, shall be original or official only. No copies (e.g., photo, xerographic, or other reproductions) shall be acceptable.



Notarized documents shall attest to the validity of the signatures thereon and shall not attest to the validity of the information contained in the document.

Proof-of-age documents shall conform to the rules of competition and Washington Youth Soccer policies and procedures addressing proof of age.

### *Testimony*

All testimony shall be limited to the principal parties, eye-witnesses, and recognized authorities on the subject (such as the registrar on registration matters).

All questions/statements from involved parties will be addressed to the Chair, who will ask the appropriate individual for an answer/rebuttal if it is deemed pertinent.

If a witness cannot appear at an open hearing, written testimony shall be accepted. Notarization may be required at the option of the hearing authority, but only if such requirement was communicated in the notification of the hearing.

Character witnesses and other third-party witnesses shall not be allowed.

Testimony may be restricted with respect to time as long as a reasonable amount of time is provided to present and defend the case, depending upon the particular facts of the case.

Witnesses may be recalled after initial testimony for further testimony and/or clarification.

Principal parties may be present for all proceedings except the deliberations of the committee provided they remain mute, except when testifying or called on by the committee.

If at any time any person fails to abide by the hearing procedures, that person will be removed from the hearing.

### *Document Directory*

A document directory (list of written exhibits) shall be established and maintained at each level thereafter.

All documentary evidence received shall be listed. The minutes (or recording) of the proceedings and a copy of the notification of decisions shall be listed as the final documents for each hearing.

### *Decisions*

The committee hearing the matter shall decide each issue arising from the hearing. The chair

shall vote only when necessary to break a tie.

The decisions of the committee and any disciplinary sanction imposed shall respond only to the specific issues and allegations contained in the complaint (as filed).

Any other issue and/or violation which may become known or apparent during the hearing, may be referred to the appropriate authority. This referral may be accompanied by a recommendation for appropriate action. When such matters are referred, notice of the referral shall be included with the notification of decisions rendered.

Decisions shall be reduced to written form and shall be forwarded to the principal parties within forty-eight (48) hours of the conclusion of deliberations and drafting of the decisions (Sundays and holidays excepted).

The hearing and adjudication of the allegations must be completed within *forty-five (45) days* of the filing of the allegations in its completed form.

If a suspension is imposed upon an affiliated player or administrator, the Washington Youth Soccer office shall also receive a copy of the decision. Suspension of players for less than thirty (30) days duration are exempt from this requirement. On suspensions of longer than six (6) months, a notification will be forwarded to U.S. Soccer's Secretary General.

If suspension imposed is for six (6) months or more, suspension may also be honored by other U.S. Soccer/U.S. Youth Soccer affiliates or associates under written agreement with Washington Youth Soccer.

Notification of the decisions of the committee shall be communicated to the principal parties at the same time, and by the same method.

Notification shall be communicated in writing, by one of the following methods (in order of preference):

- Hand delivered to member with a signed receipt being kept by the committee
- An established verifiable provider

Verbal communication of decisions shall not be permitted. Consideration should be given to ensure that the method chosen provides adequate notice to teams which are impacted by the decision(s).

Notification of the decisions shall include a statement of the procedure for appeal. The statement shall clearly indicate the appropriate level of jurisdiction, including the identity and address of the person and/or office to which the appeal may be directed.

Written minutes or electronic recordings of all hearings will be considered proprietary and made available only on request from higher level authorities in direct line of appeal.

A recording can include both audio and video recordings which may be used at the same time.

***Filing Fees***

The filing fee shall be ***determined by the appropriate hearing authority.***

If all allegations are upheld, the filing fee will be refunded.

## **Policy No. 4: Discipline.**

**4.1** Each Washington Youth Soccer Member Association shall deal with all reports of game misconduct arising out of competitions conducted by that Member Association or league.

**4.2** Each Washington Youth Soccer sanctioned tournament shall adjudicate all reports of game misconduct arising out of the competition conducted by that tournament.

Any actions against a player, coach or other team official, or team by Member Associations that may be cause for the player, coach, other team official, or team to sit out games of a tournament shall not be considered unless Washington Youth Soccer is notified in writing of the Member Association disciplinary action(s) fifteen (15) days prior to the start of the Washington Youth Soccer sanctioned tournament. Any suspensions occurring after the fifteen (15) day window require immediate notification in writing to Washington Youth Soccer. If so properly notified, the Tournament Disciplinary Committee shall honor such disciplinary actions as handed down by the respective Member Association disciplinary committee.

Any actions against a player, coach, other team official, or team as a result of a tournament disciplinary action will be reported to Washington Youth Soccer within 48 hours of the last game of the tournament.

**4.3** A Washington Youth Soccer Disciplinary Committee shall adjudicate all reports of game misconduct arising out of competitions conducted by Washington Youth Soccer.

The Regional Club League Disciplinary Committee shall adjudicate all reports of game misconduct arising out of Regional Club League competition.

**4.4** Disciplinary Committee includes the satellite committees and Washington Youth Soccer-administered Disciplinary Committees. Any decision made by a Disciplinary Committee shall be honored by succeeding Disciplinary Committees.

**4.5** The chair of any committee which is established for the purpose of hearing game misconduct charges shall be familiar with the policies and procedures defined herein.

## **Procedure No. 4P: Discipline Procedure.**

The Disciplinary Committee will establish and publish procedures related to discipline. The procedures related to discipline will be reviewed by the Disciplinary Committee at least annually to ensure that all procedures are current. The Disciplinary Committee will provide a report to WYS once the review is complete. The report will identify whether any changes were identified and if any proposed changes are planned. Updated procedures will be published to the web site no later than one (1) week after approval by WYS.

### ***Structural Specifications***

Reports of Game Misconduct include cautions and sendoff (yellow and red cards) and any supplemental reports submitted by the game official(s) as required by the competition.

Players receive cautions (yellow card) and sendoffs (red card).

Coaches are shown cards as warnings (yellow card) and/or for dismissals/ejections (red cards).

All other participants as defined by Washington Youth Soccer may be removed from the vicinity of the match due to sideline behavior/ethics concerns.

The seasonal year shall be as defined in the Washington Youth Soccer Bylaws.

The League year shall be defined as a series of matches (minimum 4 vs at least 3 opponents) organized by an official Washington Youth Soccer entity for the purpose of competition not longer than 1 seasonal year.

Penalty points will be accumulated over the league season. Yellow cards will be accumulated at one (1) point each, red cards at three (3) points each.

Any players, coaches, or other team officials who are sent off or ejected from the field of play for a violation of the rules of competition may file for a hearing according to their league, Cup, or Association rules before their next competition or will be automatically subject to the minimum sanction in the following match.

***Players issued a card for a violation of the rules of competition are not eligible to be Association Passed or Player Passed for any other match until either a hearing resolves or the discipline is met.***

Coaches receiving a red card for a violation are not eligible to coach in another match for that team until either a hearing resolves or the disciplinary sanction is met.

Points of clarification:

- A disciplinary committee has the authority to alter a recommended sanction.

- To time served
- To hold a part of a sanction in abeyance (1 match or more, or a fine) until the next occurrence or condition as defined by the committee.
- A more severe penalty than the minimum may be applied by the Disciplinary Committee.
- The committee may reconsider their judgment through a hearing but may not stay that initial judgment.
- The committees may accept video evidence in hearings in addition to the written report.
  - If the video evidence is found to be doctored or altered, the participants submitting the video evidence will be subject to a year suspension from youth soccer activities and a \$1,000 fine.

The referee must submit misconduct and supplemental reports in accordance with competition rules for any carded/cautioned/sent off/warned/ejected player(s), coach, or team officials. The referee will submit the necessary reports in the system and timeline as defined by the competition.

***NOTE: Recommendations are for electronic filing and a time frame between 24 and 72 hours after the game***

Supplemental reports will be reviewed and appropriate action taken by a disciplinary committee

### ***Penalty Code***

#### *Game Misconduct*

##### *Cautions/Yellow Cards*

Player/Coaches that accumulate three (3) yellow/warnings during the competition, league, or State Cup will be ineligible to participate in the next scheduled match. The car count will reset after completion of the initial sit, with the player/coach sitting out one (1) match for each subsequent set of three (3) additional yellow cards/warnings and received during the competition, league, or State Cup. Proof of a sit out must be sent to the Disciplinary Committee according to that competition's rules.

Yellow card/warning accumulation from league play will not carry into state tournament play or carry over between competitions (e.g. from league to Cup, or Cup to league). Any player or coach receiving their third or subsequent yellow card/warning in the tournament competition will be required to sit out their next match. Proof of a sit-out must be sent to the Disciplinary Committee according to that competition's rules.

##### *Ejections/Red Cards*

Players/Coaches receiving a red card/dismissal will be ineligible to participate in the next regularly scheduled match for the team that card was issued to pending either a hearing or until the disciplinary sanction is met.

All disciplinary sanctions must be served with the team which they received.

### *Sanctions*

***Note: Coaches may be fined for dismissals depending on league rules.***

***Note: Sanction Forms may be completed electronically or physically written out, but must be sent in to the responsible disciplinary committee.***

#### Serious Foul Play

Suspended for a minimum of one (1) match

Examples include, but are not necessarily limited to: when a player, in a violent or dangerous manner, intentionally holds, trips, pushes, charges or tackles an opponent from behind.

#### Violent Conduct

Suspended for a minimum of two (2) match

Examples include but are not necessarily limited to: striking or attempting to strike another player, team official, or spectator, or unlawfully entering the field of play during an altercation.

#### Spitting at Another Person

Suspended for a minimum of six (6) matches for spitting AT another person.

#### Denying a Goal by Handling the Ball

Suspended for a minimum of one (1) match.

#### Denying a Goal by Other Unlawful Means

Suspended for a minimum of one (1) match.

Foul or Abusive Language For the purpose of this rule, abusive is defined as anything that would be considered denigrating, demoralizing, or intimidating to a neutral observer regardless of language spoken.

A) Not Directed at another Player or Team Official: Suspended for a minimum of one (1) match.

Examples include, but are not necessarily limited to: Foul or abusive language said loud enough for the game official to hear, but not directed at a specific individual. Includes racial, sexual, religious, or ethnic slurs.

- B) Directed at another Player or Team Official: Suspended for a minimum of two (2) matches.

Examples include, but are not necessarily limited to: Words or actions directed at an individual. Includes racial, sexual, religious, or ethnic slurs.

- C) Directed at a Referee by a Player or Team official: Suspended for a minimum of three (3) matches.

Examples include, but are not necessarily limited to: words or actions directed at an individual. Includes racial, sexual, religious, or ethnic slurs. Includes racial harassment, sexual harassment, ethnic slurs.

Second Caution/Warning within a match

Suspended for a minimum of one (1) match.

Irresponsible Behavior (applies to a team official)

Suspended for a minimum of one (1) match

***Point Violations***

When a player/coach accumulates points, the player or coach will be required to attend a disciplinary review with the competition Disciplinary Committee to determine if the player or coach should be suspended for a term not to exceed the remainder of the current seasonal year and the subsequent seasonal year. The competition Disciplinary Committee has the option of suspending the player/coach or allowing any suspended player/coach to participate under probation. Should the player/coach violate the probation, the competition Disciplinary Committee will notify the player/coach of the reinstatement of the balance of the original suspension or a subsequent fine. The player/coach may file a petition for reinstatement of their eligibility to compete on any team or coach within Washington Youth Soccer accompanied by a nonrefundable filing fee of \$150.00 for a player and \$350.00 for a coach.

Players that accumulate two red card/ejections in a seasonal year will be subject to a disciplinary review

Coaches that accumulate two red cards/ejections in a league season will be subject to a disciplinary review.

Players that accumulate seven (7) points from red and/or yellow card accumulation during the league season will be subject to disciplinary actions. A team receiving five (5) misconduct reports during one (1) match will be subject to Disciplinary review.

A coach of a team receiving fifteen (15) points accumulated from red and/or yellow cards during the league season will be subject to disciplinary actions.



The Disciplinary Committee may disclose any report of misconduct to the appropriate governing body for the individuals cited and shall forward any cases involving referee abuse or assault to the Washington Youth Soccer Appeals Committee.

***Note: Referee Assault is defined by USSF Policies and Procedures 531-9 – Misconduct Toward Game Officials. Assault is an intentional act of physical violence at or upon an individual.***

### ***Game Misconduct Hearings***

#### *Notification*

Players, coaches, or team officials who are shown a red card, dismissed, or ejected, or receive a 2 yellow card accumulation are removed from a match.

Players or coaches or team officials who receive a red card/yellow card accumulated dismissal from a match will receive notification of a Disciplinary Determination Notice either through a Form or through the competition's league disciplinary system of choice.

The Disciplinary Determination Notice will provide the status of the card and the length of suspension.

The Disciplinary Determination Notice will be delivered via email or certified mail or through the automated features of the competition's system of choice. Failure to receive the notice does not waive the suspension requirements.

#### *Request for a hearing*

To challenge the sendoff/suspension from play, a coach or team official may request a hearing.

Requests for a hearing must be based on a misapplication of the rules of Washington Youth Soccer, the rules specific to the league or Cup, or the FIFA Laws of the Game.

A request for a hearing will not stay any minimum disciplinary actions. Disciplinary Committee(s) may review misconduct reports electronically, this is considered a hearing, as no physical hearing is required. Hearing(s) held due to a Hearing Request maybe done by conference call.

To request a hearing, the player, coach, or team official must complete the Request for Hearing form and send the form to the appropriate disciplinary committee.

Any request for a hearing found to be spurious or bring the game's integrity into question may result in the suspension of the filing coach and manager for the duration of the league season.

*Filing Procedures*

The original Request for Hearing along with all supporting evidence (if appropriate) shall be sent to the appropriate competitions disciplinary committee.

Signed facsimiles may be accepted as originals. Emails may be accepted as originals, as long as they are time-stamped from a verified participant email address.

***Note: Video evidence is acceptable.***

## **Policy No. 5: Ethics.**

- 5.1** An ethics charge must be based upon violations of the U.S. Soccer, U.S. Youth Soccer, or Washington Youth Soccer Code of Ethics. Only those parties directly involved are permitted to file ethics charges.
- 5.2** Proper documentation of all ethics charges must be maintained.
- 5.3** The chair of any committee which is established for the purpose of hearing ethics charges shall be familiar with the policies and procedures defined herein.

## **Procedure No. 5P: Ethics Procedure.**

The Ethics Committee will establish and publish procedures related to ethics. The procedures will be reviewed by the Ethics Committee at least annually to ensure that all procedures are current. The committee will provide a report to WYS once the review is complete. The report will identify whether any changes were identified and if any proposed changes are planned. Updated procedures will be published to the website no later than one (1) week after approval by WYS.

### ***Hearing Procedures***

These procedures are designed to provide a fair hearing and due process to all parties. In order to accommodate the facts of a particular case, the procedures may be modified or further defined by the chairperson of the hearing panel, but notice of that modification or further requirements should be provided to all parties in writing.

### ***Hearing Committee Composition***

Committees hearing and deciding allegations shall be composed of persons having no conflict of interest in the matters being heard and having no direct association with the principal parties in the matters. Committee members should be readily available from a time and geographic standpoint. No person shall adjudicate a matter at more than one level.

The chair of the hearing will appoint one committee member to make a written record (minutes) of all proceedings. It is recommended that a recording be made of the hearing (but not deliberations). A recording of the hearing may substitute for written minutes.

### ***Filing Procedures***

The hearing procedures for all organizations and levels within Washington Youth Soccer are described herein.

An allegation must be filed in writing, and shall include:

- The nature and specifics of the complaint;
- A listing of the policies or procedures which have been violated, policy or procedures number;
- A statement of the desired resolution;
- Proper filing fee, if any;
- Allegations must be signed.

Due to some competition rules, filing by their specified procedures precludes using the below format. Additionally, referees' game reports, while conforming to a different format, shall also be accepted.

Filing shall be as follows:



- The original document of the subject charge, along with all supporting documents, shall be sent by an established verifiable provider.
- Signed facsimiles may be accepted as originals. Emails may be accepted as originals, as long as they are signed or promptly followed by a signed copy.

### ***Documentation Processing***

Upon a request for a hearing under this procedure, the receiving authority shall institute the following procedures:

The appropriate action or response shall be determined by conducting a "validation/review" of the following:

- Identifying the principal parties involved;
- Determining if they are in good standing;
- Determining if all the information necessary to adjudicate the matter and reach a decision is included. (Such information may include names, addresses, phone numbers, minutes, applicable procedures, referees' game reports, etc.);
- Determining whether the matter has been filed with the proper authority;
- Determining that specific charges are made, the bylaws, policies, or procedures allegedly violated are cited, and the desired resolution has been stated, if applicable.

***NOTE: Once complete information has been obtained, forty-eight (48) hours is considered sufficient for the conduct of this "validation/review." A forty-five (45) day time limit will begin upon completion.***

Upon completion of the "validation/review," if all the information and documentation necessary to reach a decision is available, the principal parties are to be immediately notified of receipt of the complaint.

This notification shall also include the date, time, and place of the hearing. If notification of the receipt of the complaint, and notification of the date, time, and place of the hearing cannot be accomplished at the same time, two (2) separate notifications shall be required.

Sufficient time should be allowed for the parties to prepare and appear, except in an emergency, by consent of all parties, or unusual circumstances. Committee Chair shall be the arbiter. The hearing shall be scheduled after a minimum of ten (10) days and on or before a maximum of thirty (30) days following notification of the receipt of the complaint in its completed form.

Notification of the receipt of an allegation and of the date, time, and place of a hearing, shall be communicated to the principal parties at the same time, and by the same method. This notification shall be accomplished by one of the following methods (in order of preference):

- Telephone, with written follow-up sent by USPS

- Certified USPS, return receipt requested
- Other established verifiable provider
- Email with confirmation of receipt

Notifications shall contain the following:

- A condensed restatement of the allegation;
- The date, time, and place of the hearing;
- What limits or restrictions (if any) will be imposed on testimony;
- Whether or not testimony must be in written form, and the date by which such written testimony must be received;
- That written testimony must be signed;
- Any other special requirements.

A **complete copy** of this procedure shall accompany the Notification of Hearing sent to the principal parties.

### ***Hearings***

Hearings shall be held with the principal parties, witnesses for both sides, and all necessary evidence, actually appearing before the members of the Hearing Committee.

Testimony from witnesses need not be taken in the presence of other witnesses, but the principal parties may be present for all proceedings, except the deliberations of the Hearing Committee.

Any defendant shall have the right to assistance in responding to an allegation. The defendant will bear all costs for obtaining assistance.

Copies of signed written statements submitted as evidence shall be provided to all parties prior to the hearing, unless waived.

All written evidence should have been presented in advance for distribution and inclusion in the evidence packet.

All written evidence presented at the hearing will be passed to the Chair. The Committee will vote on its acceptance as proper evidence (criteria to include notarization of signatures, pertinence as to eyewitness accounts, etc.).

In the event that a principal party refuses or declines to attend the hearing, or leaves the hearing prior to completion, the committee may continue with the hearing and render a decision based upon the oral and written testimony provided.

At the discretion of the committee chair, further evidence may be provided at the time of the hearing.

### ***Agenda***



All parties and witnesses, will be brought into the hearing chamber.

Parties under 18 years of age should have a parent, guardian, or designated responsible adult with them at all times during the hearing; however, that parent, guardian, or designated responsible adult may not act as a witness.

The committee chair will make a statement of the case to be heard, including:

- Names of parties involved (including team, league, etc.);
- Specific event involved (game, tournament, etc.);
- Date of occurrence;
- Policies or procedures numbers and description of policies or procedures allegedly violated.

Principal parties are allowed to remain in hearing chamber. All witnesses to wait in outer chamber.

Plaintiff will present case.

Witnesses for plaintiff will be called individually.

Committee will question plaintiff/witnesses as deemed necessary after each witness's testimony has been given. The opposing party may also ask questions of the witness through the chair if the questions are relevant and appropriate.

Defendant will present case.

Witnesses for defendant will be called individually.

Committee will question defendant/witnesses as deemed necessary after each witness's testimony has been given. The opposing party may also ask questions of the witness through the chair if the questions are relevant and appropriate

Any witnesses will be recalled as necessary.

Plaintiff will make closing statement.

Defendant will make closing statement.

Hearing adjourned; parties excused; committee to deliberate.

### ***Evidence and Testimony***

#### ***Evidence***

All evidence, such as identification cards, team rosters, referees' game reports, letters,

proof of age documents, and other sources of written or printed information, shall be original or official only. No copies (e.g., photo, xerographic, or other reproductions) shall be acceptable.

Notarized documents shall attest to the validity of the signatures thereon, and shall not attest to the validity of the information contained in the document.

Proof-of-age documents shall conform to the rules of competition and Washington Youth Soccer policies and procedures addressing proof of age.

### *Testimony*

All testimony shall be limited to the principal parties, eye-witnesses, and recognized authorities on the subject (such as the registrar on registration matters).

All questions/statements from involved parties will be addressed to the Chair, who will ask the appropriate individual for an answer/rebuttal if he deems it pertinent.

If a witness cannot appear at an open hearing, written testimony shall be accepted. Notarization may be required at the option of the hearing authority, but only if such requirement was communicated in the notification of the hearing.

Character witnesses and other third-party witnesses shall not be allowed.

Testimony may be restricted with respect to time as long as a reasonable amount of time is provided to present and defend the case, depending upon the particular facts of the case.

Witnesses may be recalled after initial testimony for further testimony and/or clarification.

Principal parties may be present for all proceedings except the deliberations of the committee provided they remain mute, except when testifying or called on by the committee.

If at any time any person fails to abide by the hearing procedures, that person will be removed from the hearing.

### *Document Directory*

A document directory (list of written exhibits) shall be established and maintained at each level thereafter.

All documentary evidence received shall be listed. The minutes (or recording) of the proceedings and a copy of the notification of decisions shall be listed as the final documents for each hearing.



## *Decisions*

The committee hearing the matter shall decide each issue arising from the hearing. The chair shall vote only when necessary to break a tie.

The decisions of the committee and any disciplinary sanction imposed shall respond only to the specific issues and allegations contained in the complaint (as filed).

Any other issue and/or violation, which may become known or apparent during the hearing, may be referred to the appropriate authority. This referral may be accompanied by a recommendation for appropriate action. When such matters are referred, notice of the referral shall be included with the notification of decisions rendered.

Decisions shall be reduced to written form and shall be forwarded to the principal parties within forty-eight (48) hours of the conclusion of deliberations and drafting of the decisions (Sundays and holidays excepted).

The hearing and adjudication of the allegations must be completed within *forty-five (45) days* of the filing of the allegations in its completed form.

If a suspension is imposed upon an affiliated player or administrator, the Washington Youth Soccer office shall also receive a copy of the decision. Suspension of players for less than thirty (30) days duration are exempt from this requirement. On suspensions of longer than six (6) months, a notification will be forwarded to U.S. Soccer's Secretary General.

If suspension imposed is for six (6) months or more, suspension may also be honored by other U.S. Soccer/U.S. Youth Soccer affiliates or associates under written agreement with Washington Youth Soccer.

Notification of the decisions of the committee shall be communicated to the principal parties at the same time, and by the same method.

Notification shall be communicated in writing, by one of the following methods (in order of preference):

- Hand delivered to member with a signed receipt being kept by the committee
- An established verifiable provider

Verbal communication of decisions shall not be permitted. Consideration should be given to ensure that the method chosen provides adequate notice to teams which are impacted by the decision(s).

Notification of the decisions shall include a statement of the procedure for appeal. The statement shall clearly indicate the appropriate level of jurisdiction, including the identity and address of the person and/or office to which the appeal may be directed.

Written minutes or electronic recordings of all hearings will be considered proprietary and made available only on request from higher level authorities in direct line of appeal.

A recording can include both audio and video recordings which may be used at the same time.

### ***Filing Fees***

The filing fee shall be ***determined by the appropriate hearing authority.***

If all allegations are upheld, the filing fee will be refunded.

## **Policy No. 6: Match Protests.**

**6.1** A protest must be based upon violations of the Washington Youth Soccer published rules of the competition or FIFA Laws of the Game. Only the coach of record for the game may file a protest.

The Washington Youth Soccer Disciplinary Committee shall adjudicate all protests arising out of competitions conducted by Washington Youth Soccer.

Each Washington Youth Soccer District and Member Association shall adjudicate all protests arising out of competitions conducted by that District and Member Association.

Each tournament's disciplinary committee will hear protests in compliance with the sanctioned tournament's approved rules and Tournament Hosting Agreement.

**6.2** The decision and/or disciplinary sanctions imposed as the result of a hearing of any protest shall be binding at all levels and shall be recognized by all affiliated organizations (leagues, tournaments, etc.). The filing of an appeal shall not stay the decisions and/or disciplinary sanctions from being carried out.

**6.3** The chair of any committee which is established for the purpose of hearing protests shall be familiar with the policies and procedures defined herein.

## **Procedure No. 6P: Match Protests Procedure.**

Match protests will be heard by the appropriate Disciplinary Committee.

### ***Match Protests***

If a match will be protested, the referee and opposing coach must be notified within ten (10) minutes of the final whistle.

Any protest must be submitted in writing, to the proper authority as outlined in the procedures described herein within forty-eight (48) hours of the event. The fee is refundable if the protest is upheld. ***No hearing or other administrative action shall result from circumstances or charges which are only communicated verbally.***

All protests must include the specific circumstances and rule/Laws of the Game violation(s) which lead to the protest.

### **Filing Procedures:**

A protest must be filed in writing and shall include:

- The nature and specifics of the complaint;
- A listing of the rules which have been violated, including the rule number;
- A statement of the desired resolution;
- Proper filing fee;
- Must be signed by the person submitting the protest.

### ***Procedures for Hearings on Game Misconducts and Match Protests***

#### **Documentation Processing**

Upon a request for a hearing under this procedure, the receiving authority shall institute the following procedures:

The appropriate action or response shall be determined by conducting a "validation/review" of the following:

- Identifying the principal parties involved;
- Determining if they are in good standing;
- Determining if all the information necessary to adjudicate the matter and reach a decision is included. (Such information may include names, addresses, phone numbers, minutes, applicable procedures, referees' game reports, etc.);
- Determining whether the matter has been filed with the proper authority;
- Determining that specific charges are made, the bylaws, policies, or procedures allegedly violated are cited, and the desired resolution has been stated, if applicable.
- 

***NOTE: Once complete information has been obtained, forty-eight (48) hours is***

*considered sufficient for the conduct of this "validation/review."*

Upon completion of the "validation/review," if all the information and documentation necessary to reach a decision are available, the appropriate Disciplinary Committee and the party filing the Request for Hearing will be immediately notified of receipt of the complaint.

The appropriate Disciplinary Committee shall establish a date, time, and place for the hearing.

The appropriate Disciplinary Committee shall notify the party filing the Request for Hearing of the date, time, and place (if not via phone or web conference) of the hearing.

Notification of the receipt of a Request for Hearing, and of the date, time, and place (if not via phone or web conference) of a hearing, shall be accomplished by one of the following methods (in order of preference):

- Telephone, with written follow-up sent by an established verifiable provider
- Email with confirmation of receipt

A complete copy of this procedure shall accompany the Notification of Hearing sent to the principal parties.

### ***Hearings***

Hearings shall be held with the principal parties, witnesses or evidence for both sides, and all necessary evidence actually appearing before the members of the appropriate Disciplinary Committee.

Copies of signed written statements submitted as evidence shall be provided to all parties prior to the hearing, unless waived.

All written evidence should have been presented in advance for distribution and inclusion in the evidence packet. ***Disciplinary committees may choose to share evidence with the accused parties as appropriately determined by the committee.***

All written evidence presented at the hearing will be passed to the Chair. The Committee will vote on its acceptance as proper evidence (criteria to include notarization of signatures, pertinence as to eyewitness accounts, etc.)

All questions/statements from involved parties will be addressed to the Chair, who may ask the appropriate individual for an answer/rebuttal, if it is deemed pertinent.

### ***Agenda***

All parties shall sign in or log in to the conference call.

Parties under 18 years of age should have a parent, guardian, or designated responsible adult with them at all times during the hearing; however, that parent, guardian, or designated responsible adult may not act as a witness.

All parties and witnesses, will be brought into the hearing chamber (if not a conference call or a webinar).

The committee chair shall read the Washington Youth Soccer Hearing Opening Statement.

The committee chairman will make a statement of the case to be heard, including:

- Names of parties involved (including team, league, etc.);
- Specific event involved (game, tournament, etc.);
- Date of occurrence;
- Rules allegedly violated.

Principal parties are allowed to remain in hearing chamber (if not a conference call or webinar). All witnesses are to wait in outer chamber (if not a conference call or webinar).

Complainant(s) will present case.

Witnesses for complainant(s) will be called individually.

Committee will question complainant(s)/witnesses as deemed necessary after each witness's testimony has been given.

Defendant will present case.

Witnesses for defendant will be called individually.

Committee will question defendant/witnesses as deemed necessary after each witness's testimony has been given.

Any witnesses will be recalled as necessary.

Complainant(s) will make closing statement.

Defendant will make closing statement.

Hearing adjourned; parties excused; Committee to deliberate.

### ***Evidence and Testimony***

### *Evidence*

If evidence is being presented, all evidence, such as identification cards, team rosters, referees' game reports, letters, proof of age documents, and other sources of written or printed information, shall be original or official only. No copies (e.g., photo, xerographic, or other reproductions) shall be acceptable.

Proof-of-age documents shall conform to the rules of competition and Washington Youth Soccer policies and procedures addressing proof of age.

The committees MAY accept video evidence, provided all parties have an opportunity to review the evidence and all submitters verify in writing or via email that the evidence is unaltered, modified, or edited.

### *Testimony*

All testimony shall be limited to the principal parties, eye-witnesses, and recognized authorities on the subject.

Character witnesses and other third-party witnesses shall not be allowed.

Testimony may be restricted with respect to time as long as a reasonable amount of time is provided to present and defend the case, depending upon the particular facts of the case.

Testimony will be taken in the following order.

- Complainant(s)
- Complainant Witness(es)
- Defendant
- Defendant Witness(es). Defendant's witness(es) will be called in or as previously designated by defendant.

Witnesses may be recalled by Committee members after initial testimony for further testimony and/or clarification.

Principal parties may be present for all proceedings except the deliberations of the committee provided they remain mute, except when testifying or called on by the committee.

If at any time any persons fails to abide by the hearing procedures, that person will be removed from the hearing.

Any defendant shall have the right to assistance in responding to an allegation. The defendant will bear all costs for obtaining assistance.

If anyone chooses to walk out of the hearing, that person's testimony is over, but the hearing does not conclude. A decision will be made on the basis of the testimony

taken from that person up to the time of leaving, all others present, and all written materials properly received and accepted.

### ***Document Directory (Appeals or Protests only)***

A document directory (list of written exhibits) shall be established and maintained at each level thereafter.

All documentary evidence received shall be listed. The minutes (or recording) of the proceedings and a copy of the notification of decisions shall be listed as the final documents for each hearing.

### ***Committee Decisions***

The committee hearing the matter shall decide each issue arising from the hearing. The chair shall vote only when necessary to break a tie.

The decisions of the committee and any disciplinary sanction imposed shall respond only to the specific issues contained in the Request for Hearing (as filed).

Any other issue and/or violation, which may become known or apparent during the hearing, may be referred to the appropriate authority. When such matters are referred, notice of the referral shall be included with the notification of decisions rendered.

Decisions shall be reduced to written form and shall be forwarded to the principal parties within forty-eight (48) hours of the conclusion of deliberations and drafting of the decisions (Sundays and holidays excepted).

The hearing and adjudication of any allegation of game misconduct or protest must be completed within a 30-day time frame after the filing of the Request for Hearing in its completed form.

Notification shall be communicated in writing by one of the following methods (in order of preference):

- Electronic or mail delivery
- An established verifiable delivery provider

Verbal communication of decisions shall be followed by a written confirmation of the decision. Consideration should be given to ensure that the method chosen provides adequate notice to teams which are impacted by the decision(s).

Notification of the decisions shall include a statement of whether the decision can be appealed and if so, the procedure for appeal. The statement shall clearly indicate the appropriate level of jurisdiction, including the identity and address of the person and/or office to which the appeal may be directed.



Written minutes or electronic recordings of all hearings will be considered proprietary and made available only on request from higher level authorities in direct line of appeal.

A recording can include both audio and video recordings which may be used at the same time.

### ***Filing Fees***

The filing fee for a match protest shall be ***determined by the competition.***

There is no filing fee for a game misconduct hearing.

## **Policy No. 7: Touchline Misconduct.**

**7.1** Game officials are authorized to file Touchline Misconduct charges.

All allegation of Touchline Misconduct shall be heard by the appropriate Disciplinary Committee.

**7.2** A hearing on the charges of assault or abuse of a game official may determine at the same time if a Touchline Misconduct charge should be filed.

The Appeals Committee will refer all allegations of Touchline Misconduct to the appropriate Disciplinary Committee.

**7.3** Penalties for Touchline Misconduct may include a suspension or ban for one game up to five games. The suspended games are not necessarily to be served within the competition, but within any Washington Youth Soccer sanctioned league or tournament. The game suspension definition will be determined by the hearing authority. In unusual circumstances or with repeat offenders, a suspension or ban may be increased up to six months. Alternative or additional sanctions may include proof of successful completion of referee certification course and/or anger management courses and/or similar type training as determined by the hearing authority.

**7.4** The chair of any committee which is established for the purpose of hearing touchline misconduct charges shall be familiar with the policies and procedures defined herein.

## **Procedure No. 7P: Touchline Misconduct Procedure.**

All allegations of Touchline Misconduct shall be heard by the Discipline Committee

### ***Hearing Procedures***

These procedures are designed to provide a fair hearing and due process to all parties. In order to accommodate the facts of a particular case, the procedures may be modified or further defined by the chairperson of the hearing panel, but notice of that modification or further requirements should be provided to all parties in writing.

### ***Hearing Committee Composition***

Committees hearing and deciding allegations shall be composed of persons having no conflict of interest in the matters being heard and having no direct association with the principal parties in the matters. Committee members should be readily available from a time and geographic standpoint. No person shall adjudicate a matter at more than one level.

The chair of the hearing will appoint one committee member to make a written record (minutes) of all proceedings. It is recommended that a recording be made of the hearing (but not deliberations). A recording of the hearing may substitute for written minutes.

### ***Filing Procedures***

The hearing procedures for all organizations and levels within Washington Youth Soccer are described herein.

An allegation must be filed in writing, and shall include:

- The nature and specifics of the complaint;
- A listing of the policies or procedures which have been violated, policy or procedures number;
- A statement of the desired resolution;
- Proper filing fee, if any;
- Allegations must be signed.

Due to some competition rules, filing by their specified procedures precludes using the below format. Additionally, referees' game reports, while conforming to a different format, shall also be accepted.

Filing shall be as follows:

- The original document of the subject charge, along with all supporting documents, shall be sent by an established verifiable provider.
- Signed facsimiles may be accepted as originals. Emails may be accepted as originals, as long as they are signed or promptly followed by a signed copy.

### ***Documentation Processing***

Upon a request for a hearing under this procedure, the receiving authority shall institute the following procedures:

The appropriate action or response shall be determined by conducting a "validation/review" of the following:

- Identifying the principal parties involved;
- Determining if they are in good standing;
- Determining if all the information necessary to adjudicate the matter and reach a decision is included. (Such information may include names, addresses, phone numbers, minutes, applicable procedures, referees' game reports, etc.);
- Determining whether the matter has been filed with the proper authority;
- Determining that specific charges are made, the bylaws, policies or procedures allegedly violated are cited, and the desired resolution has been stated, if applicable.

***NOTE: Once complete information has been obtained, forty-eight (48) hours is considered sufficient for the conduct of this "validation/review." A forty-five (45) day time limit will begin upon completion.***

Upon completion of the "validation/review," if all the information and documentation necessary to reach a decision are available, the principal parties are to be immediately notified of receipt of the complaint.

This notification shall also include the date, time, and place of the hearing. If notification of the receipt of the complaint, and notification of the date, time, and place of the hearing cannot be accomplished at the same time, two (2) separate notifications shall be required.

Sufficient time should be allowed for the parties to prepare and appear, except in an emergency, by consent of all parties, or unusual circumstances. Committee Chair shall be the arbiter. The hearing shall be scheduled after a minimum of ten (10) days and on or before a maximum of thirty (30) days following notification of the receipt of the complaint in its completed form.

Notification of the receipt of an allegation, and of the date, time, and place of a hearing, shall be communicated to the principal parties at the same time, and by the same method. This notification shall be accomplished by one of the following methods (in order of preference):

- Telephone, with written follow-up sent by USPS
- Certified USPS, return receipt requested
- Other established verifiable provider
- Email with confirmation of receipt

Notifications shall contain the following:

- A condensed restatement of the allegation;
- The date, time and place of the hearing;

- What limits or restrictions (if any) will be imposed on testimony;
- Whether or not testimony must be in written form, and the date by which such written testimony must be received;
- That written testimony must be signed;
- Any other special requirements.

A **complete copy** of this procedure shall accompany the Notification of Hearing sent to the principal parties.

### ***Hearings***

Hearings shall be held with the principal parties, witnesses for both sides, and all necessary evidence actually appearing before the members of the Hearing Committee.

Testimony from witnesses need not be taken in the presence of other witnesses, but the principal parties may be present for all proceedings except the deliberations of the Hearing Committee.

Any defendant shall have the right to assistance in responding to an allegation. The defendant will bear all costs for obtaining assistance.

Copies of signed written statements submitted as evidence shall be provided to all parties prior to the hearing, unless waived.

All written evidence should have been presented in advance for distribution and inclusion in the evidence packet.

All written evidence presented at the hearing will be passed to the Chair. The Committee will vote on its acceptance as proper evidence (criteria to include notarization of signatures, pertinence as to eyewitness accounts, etc.)

In the event that a principal party refuses or declines to attend the hearing, or leaves the hearing prior to completion, the committee may continue with the hearing and render a decision based upon the oral and written testimony provided.

At the discretion of the committee chair, further evidence may be provided at the time of the hearing.

### ***Agenda***

All parties and witnesses, will be brought into the hearing chamber.

Parties under 18 years of age should have a parent, guardian, or designated responsible adult with them at all times during the hearing; however, that parent, guardian, or designated responsible adult may not act as a witness.

The committee chair will make a statement of the case to be heard, including:

- Names of parties involved (including team, league, etc.);
- Specific event involved (game, tournament, etc.);
- Date of occurrence;
- Policies or procedures numbers and description of policies or procedures allegedly violated.

Principal parties are allowed to remain in hearing chamber. All witnesses to wait in outer chamber.

Plaintiff will present case.

Witnesses for plaintiff will be called individually.

Committee will question plaintiff/witnesses as deemed necessary after each witness's testimony has been given. The opposing party may also ask questions of the witness through the chair if the questions are relevant and appropriate.

Defendant will present case.

Witnesses for defendant will be called individually.

Committee will question defendant/witnesses as deemed necessary after each witness's testimony has been given. The opposing party may also ask questions of the witness through the chair if the questions are relevant and appropriate

Any witnesses will be recalled as necessary.

Plaintiff will make closing statement.

Defendant will make closing statement.

Hearing adjourned, parties excused, committee to deliberate.

### ***Evidence and Testimony***

#### ***Evidence***

All evidence, such as identification cards, team rosters, referees' game reports, letters, proof of age documents, and other sources of written or printed information, shall be original or official only. No copies (e.g., photo, xerographic, or other reproductions) shall be acceptable.

Notarized documents shall attest to the validity of the signatures thereon and shall not attest to the validity of the information contained in the document.

Proof-of-age documents shall conform to the rules of competition and Washington Youth Soccer policies and procedures addressing proof of age.

### *Testimony*

All testimony shall be limited to the principal parties, eye-witnesses, and recognized authorities on the subject (such as the registrar on registration matters).

All questions/statements from involved parties will be addressed to the Chair, who will ask the appropriate individual for an answer/rebuttal if he deems it pertinent.

If a witness cannot appear at an open hearing, written testimony shall be accepted. Notarization may be required at the option of the hearing authority, but only if such requirement was communicated in the notification of the hearing.

Character witnesses and other third-party witnesses shall not be allowed.

Testimony may be restricted with respect to time as long as a reasonable amount of time is provided to present and defend the case, depending upon the particular facts of the case.

Witnesses may be recalled after initial testimony for further testimony and/or clarification.

Principal parties may be present for all proceedings except the deliberations of the committee provided they remain mute, except when testifying or called on by the committee.

If at any time any person fails to abide by the hearing procedures, that person will be removed from the hearing.

### *Document Directory*

A document directory (list of written exhibits) shall be established and maintained at each level thereafter.

All documentary evidence received shall be listed. The minutes (or recording) of the proceedings and a copy of the notification of decisions shall be listed as the final documents for each hearing.

### *Decisions*

The committee hearing the matter shall decide each issue arising from the hearing. The chair shall vote only when necessary to break a tie.

The decisions of the committee, and any disciplinary sanction imposed, shall respond only to the specific issues and allegations contained in the complaint (as filed).

Any other issue and/or violation, which may become known or apparent during the hearing, may be referred to the appropriate authority. This referral may be accompanied by a recommendation for appropriate action. When such matters are referred, notice of the referral shall be included with the notification of decisions rendered.

Decisions shall be reduced to written form and shall be forwarded to the principal parties within forty-eight (48) hours of the conclusion of deliberations and drafting of the decisions (Sundays and holidays excepted).

The hearing and adjudication of the allegations must be completed within *forty-five (45) days* of the filing of the allegations in its completed form.

If a suspension is imposed upon an affiliated player or administrator, the Washington Youth Soccer office shall also receive a copy of the decision. Suspension of players for less than thirty (30) days duration are exempt from this requirement. On suspensions of longer than six (6) months, a notification will be forwarded to U.S. Soccer's Secretary General.

If suspension imposed is for six (6) months or more, suspension may also be honored by other U.S. Soccer/U.S. Youth Soccer affiliates or associates under written agreement with Washington Youth Soccer.

Notification of the decisions of the committee shall be communicated to the principal parties at the same time and by the same method.

Notification shall be communicated in writing, by one of the following methods (in order of preference):

- Hand delivered to member with a signed receipt being kept by the committee
- An established verifiable provider

Verbal communication of decisions shall not be permitted. Consideration should be given to ensure that the method chosen provides adequate notice to teams which are impacted by the decision(s).

Notification of the decisions shall include a statement of the procedure for appeal. The statement shall clearly indicate the appropriate level of jurisdiction, including the identity and address of the person and/or office to which the appeal may be directed.

Written minutes or electronic recordings of all hearings will be considered proprietary and made available only on request from higher level authorities in direct line of appeal.

A recording can include both audio and video recordings which may be used at the same time.

### ***Filing Fees***



The filing fee shall be *determined by the appropriate hearing authority*.

If all allegations are upheld, the filing fee will be refunded.



## **Policy No. 8: Hearing Process.**

**8.1** A hearing process shall be followed by committees that hold hearings.

There will be a standard hearing process established for each of the following categories.

- Appeals
- Ethics
- Disciplinary and protests
- All other hearings

## **Procedure No. 8P: Hearing Process Procedure.**

### ***Appeals Hearings***

The Appeals Committee will establish and publish internal procedures for Appeals Hearings. Reference Judicial Process Internal Procedures.

The internal procedures will be reviewed by the Appeals Committee at least annually to ensure that all procedures are current.

The committee will provide a joint report to the Soccer Operations Committee once the review is complete. The report will identify whether any changes were identified and if any proposed changes are planned.

Updated internal procedures will be published to the web site no later than one (1) week after approval by the Soccer Operations Committee.

### ***Disciplinary and Protest Hearings***

The Disciplinary Committee will establish and publish internal procedures for Disciplinary and Protest Hearings. Reference Judicial Process Internal Procedures.

The internal procedures will be reviewed by the Disciplinary Committee at least annually to ensure that all procedures are current.

The committee will provide a report to the Soccer Operations Committee once the review is complete. The report will identify whether any changes were identified and if any proposed changes are planned.

Updated internal procedures will be published to the web site no later than one (1) week after approval by the Soccer Operations Committee.

### ***All Other Hearings***

The Disciplinary and Ethics Committees will jointly establish and publish internal procedures for All Other Hearings. Reference Judicial Process Internal Procedures.

The internal procedures will be reviewed by the Disciplinary and Ethics Committees at least annually to ensure that all procedures are current.

The two committees may form a joint subcommittee to address internal procedures related to All Other Hearings, if desired.

The committees will provide a report to the Soccer Operations Committee once the review is complete. The report will identify whether any changes were identified and if any proposed changes are planned.

Changes to the internal procedures will follow the procedures established in the Administrative Structure section of these Operating Documents.

Updated internal procedures will be published to the web site no later than one (1) week after approval by the Soccer Operations Committee.

## **Policy No. 9: Application of Penalty Service.**

**9.1** Suspensions received in sanctioned local tournaments must be served in local tournaments sanctioned by Washington Youth Soccer. Suspensions from WA Youth Soccer-administered events (such as State League and State Cups) must be served at the same level of play.

**9.2** Suspensions received in the U.S. Youth Soccer Championship Series must be served in that competition. Suspensions may be served in the following seasonal year's U.S. Youth Soccer Washington State Championships if any suspension remains at the conclusion of the player or team official's participation in the tournament.

In order to show proof of fulfilled suspensions, players or team officials must show the disciplinary determination to the referee for their dated signature as proof of sit-out(s) prior to each game suspended.

Once the suspension is filled, the completed disciplinary determination letter must be given to the tournament director.

## Policy No. 10 Member Grievances, Disputes and Appeal

### A. Disputes and Grievances by or among Members

1. Petition. Any complaint by a Member against Washington Youth Soccer or another Member, any complaint by Washington Youth Soccer against a Member, or any complaint by an individual or a Member which alleges that a Member has failed to comply with its membership requirements in Washington Youth Soccer shall be in the form of a written petition. The petition shall be filed with the Board of Directors of Washington Youth Soccer at 7100 Fort Dent Way, Suite 215, Tukwila, WA 98188 by certified mail with a copy served on the other parties at their regular business address by certified mail at the same time. The petition shall set forth the factual allegations, as well as the following:

- a. The names and addresses of the parties;
- b. The alleged grounds of noncompliance;
- c. A summary of the evidence and list of documents and witnesses that support and form the basis of the complaint; and
- d. The relief sought.

2. Mediation of Complaints. Within 20 calendar days of receiving a petition and on request of any interested party or upon his or her own initiative, the President, in consultation with the Board of Directors, may refer any petition for mediation by the commission. If a petition is referred in this way, any time requirements measured from the receipt or sending of the petition shall be extended by 60 calendar days to allow time for the mediation process. If a resolution is reached, the Membership Advisory Committee or mediator shall promptly put the agreement in writing, which shall be distributed and signed by all parties and then sent to the Board of Directors.

3. Special Commission. Within 30 calendar days of receiving the petition or sending the petition to a Member if Washington Youth Soccer is bringing a complaint, the President, in consultation with the Board of Directors, shall appoint a special commission composed of 3 individuals, including at least 1 member of the Board of Directors unless all Board members are disqualified from such service. A person having a direct interest, either personally or by virtue of an organizational membership affiliation, in the outcome of the proceedings shall be disqualified from serving on the commission.

4. Notice and Location of Hearing. A hearing on the matter shall be held within 90 calendar days of the receipt of the petition. The parties shall be notified of the date, time and location of the hearing by certified mail at least 45 calendar days prior to the hearing. The commission may determine the location of the hearing but shall make every effort to select a location that is convenient for the parties and witnesses involved.

5. Pre-Hearing Procedures. The members of the commission shall elect a Chair who shall facilitate the pre-hearing process. The Chair or entire commission shall determine what submission or exchange of evidence must occur prior to the hearing, the timing of any

submissions or exchange, whether witnesses may be called at the hearing, whether cross-examination will be allowed, the time allotted for each party at the hearing, whether parties may be represented by attorneys, and any other pre-hearing or hearing procedures deemed necessary to allow for a full and fair determination of the issues. The commission shall notify the parties of all pre-hearing and hearing procedures in the notice described in item 4 above.

6. Conduct of Hearing. The Chair of the commission shall facilitate the hearing. If witnesses are permitted, testimony will be limited to first-hand knowledge and principal parties. Limited cross examination may be allowed, or parties may be required to submit questions for the other party's witnesses to the commission, which may ask those or other questions it deems appropriate. Written testimony may be submitted in declaration or affidavit form. A list of all documentary evidence presented shall be maintained. The commission shall have the right to limit or otherwise determine the scope and nature of testimony, documents, and other evidence presented at the hearing. A written record shall be kept of the proceedings.

7. Decision. The commission shall send a written decision to all parties within 20 business days of the hearing by certified mail. The decision shall include findings of fact and conclusions on the issues presented and relief sought. A dissenting commission member may send a dissenting statement with the written decision.

8. Appeal. A party that is aggrieved by a decision of a commission shall have 10 business days from receipt of the written decision to file and serve a request for review by the Board of Directors of Washington Youth Soccer. The request for review must be sent to the Board of Directors and any other party by certified mail, shall be limited to 5 pages (including any attachments), and must set forth the findings of fact or conclusions upon which review is sought and all bases for that review. Any interested party may file a response limited to 5 pages (including any attachments) within 5 business days. Within 30 business days of receipt of the petition for review, the Board of Directors shall consider the Petition and determine whether the commission's decision should be affirmed, modified, set aside, or sent back for further evidence or other proceedings. A decision by the Board of Directors shall be final.

9. Exhaustion of Remedies Required. No Member or individual may invoke the aid of the courts of the United States or of Washington State without first exhausting all available remedies within Washington Youth Soccer.

## JUDICIAL PROCESS AND PROCEDURE FORMS

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**REQUEST FOR A HEARING**  
**To a Washington Youth Soccer Disciplinary Committee**  
**League or Cup: \_\_\_\_\_**

**Please attach copies of both game rosters to your Hearing Request**

**A. Individual/Organization Requesting the Hearing**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**B. Other Parties Involved**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_



C. Date and Time of Game or Incident \_\_\_\_\_

D. Location of Game or Incident: \_\_\_\_\_

E. Please Describe the Claimed Errors: \_\_\_\_\_

F. List Rules or Procedures You Claim Were Violated, Including Rule/Procedure Numbers:

G. Please State Briefly the Desired Resolution: \_\_\_\_\_

I hereby certify that a true and correct copy of this request for a hearing has been sent to:

<Committee Name>  
ATTENTION: Disciplinary Committee Director  
<street Address>  
<City, State, Zip>

On \_\_\_\_\_ at \_\_\_\_\_ AM/PM

I further certify that a true and correct copy of this Request of a Hearing has been sent to all parties listed in the Operating Documents Judicial Internal Procedures Section 3.2 Hearing section 3.2.1.



**Match Protest**  
**To a Washington Youth Soccer Disciplinary Committee**  
**League or Cup: \_\_\_\_\_**

**Please attach copies of both game rosters to your Match Protest**

A. Individual/Organization Requesting the Protest

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

B. Other Parties Involved

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_



C. Date and Time of Game or Incident \_\_\_\_\_  
\_\_\_\_\_

D. Location of Game or Incident: \_\_\_\_\_  
\_\_\_\_\_

E. Please Describe the Claimed Errors in the Match Decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. List Rules or Procedures You Claim Were Violated, Including Rule/Procedure Numbers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Please State Briefly the Desired Resolution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that a true and correct copy of this request for a Match Protest has been sent to:

<Committee Name>  
ATTENTION: Disciplinary Committee Director  
<street Address>  
<City, State, Zip>

On \_\_\_\_\_ at \_\_\_\_\_ AM/PM

I further certify that a true and correct copy of this Request of a Match Protest has been sent to all parties listed in the Operating Documents Judicial Internal Procedures Section 4.5 Match Protest section 4.6 and 4.6.1.



**WASHINGTON YOUTH SOCCER  
HEARING/APPEAL SIGN IN**

DATE \_\_\_\_\_

**Hearing Opening Statement**

SIGN AND PRINT FULL NAME	MAILING ADDRESS	Phone	Email

Audio or Video recording of the hearing is **ONLY PERMITTED** for the Hearing Board or Committee.

This hearing is a closed hearing and shall be held with the principal parties, a maximum of three witnesses for EACH side, and all necessary evidence appearing before the Committee members. A MINOR AGED PARTY HAS THE RIGHT TO HAVE AN ADULT PRESENT DURING TESTIMONY. ANY PARTY HAS THE RIGHT TO FOREGO GIVING TESTIMONY, BUT ONCE WAIVED WILL NOT BE REINSTATED FOR THE REMAINDER OF THE HEARING.

All parties, including witnesses, will be brought into hearing chamber. The following instructions will be given by the chair:

1. Nature of the complaint.
2. Rule(s) allegedly violated.
3. Nature of sanctions if found guilty.
4. Testimony.

The hearing TIME is to be a maximum of one (1) hour not to include time spent by committee MEMBERS asking questions. Testimony will be allowed only by actual eye



witnesses to THE incident and must be specific to case being heard. Testimony will be taken in the following order:

- A. Complainant(s).
- B. Complainant witness(es).
- C. Defendant.
- D. Defendant witness(es). Defendant witness(es) will be called in THE order ASSIGNED by defendant.

Witnesses may be recalled by Committee members after initial testimony for further testimony and/or clarification.

Defendant and Complainant(s) may remain in hearing room during all testimony so long as he/she remains mute. Violation will result in defendant WAIVING THE RIGHT TO BE PRESENT.

Decision will be made, and notification will be communicated in writing to defendant within 48 hours of the completion of the deliberation. Up to ten (10) more days can be taken for additional investigation of information coming out in the hearing.

If defendant is requesting to be represented by counsel, you must have counsel introduced prior to the proceedings.

Statement to counsel: you have the right to attend this hearing to provide assistance should IT BE requested, and to listen during the hearing. You may not answer a party at any time nor tell him/her what to say or PROVIDE answers. You may not address any questions or statements to the committee or to any witness. This is not a criminal or civil procedure so all federal, state, or local Rules of Evidence or Civil Procedure are not applicable. This hearing shall proceed in accordance with the Washington Youth Soccer hearing rules and procedures. If you or your represented party wish to discuss something, you will both be permitted to leave the room/conference one time for a period of one (1) minute.

If at any time DURING THE HEARING any person(s) fails to abide by the hearing rules and procedures, that person(s) will be removed from the hearing. In addition, if anyone chooses to LEAVE THE HEARING PRIOR TO ITS CONCLUSION that person(s) testimony is terminated, but the hearing does not conclude. A decision will be made on the basis of the testimony taken AND THE TESTIMONY OF all others present and all written materials properly received and accepted. This hearing is a closed hearing and shall be held with the principal parties, a maximum of three witnesses for both sides and all necessary evidence, actually appearing before the Committee members.

End of official statement.

**NOTICE OF APPEAL**  
**To Washington Youth Soccer Appeals Committee**

**PLEASE ATTACH APPEAL FEE: \$350.00 (Cashier's Check or Money Order Only)**

\_\_\_\_\_ **CASHIER'S CHECK**                      \_\_\_\_\_ **MONEY ORDER**

A. Individual/Organization filing Appeal (*the Appellant*)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

B. Opposing Party

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_



C. Date of Decision Being Appealed \_\_\_\_\_

*\*Appellant: Please Be Sure To Attach A Copy Of The Decision To This Notice to Appeal.*

D. Please State Briefly the Claimed Errors: \_\_\_\_\_

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E. Please State Briefly the Desired Resolution: \_\_\_\_\_

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F. List Rules or Procedures You Claim Were Violated, Including Rule/Procedure Numbers:

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G. Date that the Decision Being Appealed was received by Appellant: \_\_\_\_\_

\*Appellant has seventy-two (72) hours (Sundays and holidays excluded) from date of receipt of the decision within which to file this **Notice of Appeal** with the Washington Youth Soccer Appeals Committee. Send this **Notice of Appeal** to the attention of the Washington Youth Soccer Appeals Committee Director at the address below.

I hereby certify that a true and correct copy of this Notice of Appeal, together with appropriate appeals fee in the amount of \$350.00 (in the form of a cashier's check or money order made payable to Washington Youth Soccer) has been sent to:

Washington Youth Soccer  
Attn: Appeals Committee Director  
7100 Fort Dent Way, Suite 215  
Tukwila, WA, 98188

I further certify that a true and correct copy of this Notice of Appeal has been sent to all parties listed in the Operating Documents Judicial Internal Procedures Section 3.2 Hearing, section 3.2.1.

Date \_\_\_\_\_ Signature of Appellant \_\_\_\_\_

