

Judicial Process and Procedure (JP)

INTERNAL PROCEDURES-Judicial

1-Notes: This document details structural specifications for how Disciplinary Committees and processes work within Washington Youth Soccer.

1.1 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.

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

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

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

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

1.1.5 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.

1.2 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.

1.3 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.

1.3.1 *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 a hearing resolves or the discipline is met.*

1.3.2 Coaches receiving a red card for a violation are not eligible to coach in another match for that team until 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.

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- 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 \$1000 fine.

1.4 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 electronic filing and time frame between 24 and 72 hours after the game

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

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2-Penalty Code

2.1- Game Misconduct

2.1.1 Cautions/Yellow Cards

2.1.1.1 Players/coaches that accumulate three yellow cards/warnings during the league season will be ineligible to participate in the next regularly scheduled league match. The card count will be reset after completion of the initial sit, with the player/coach sitting out three additional matches for each subsequent set of three additional yellow card/warning received during the league or cup season. Proof of a sit out must be sent to the Disciplinary Committee according to that competition's rules.

2.1.1.2 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.

2.1.2 Ejections/Red Cards

2.1.2.1 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 pending a hearing.*2.2.2*

2.2 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.

2.2.2.1 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.

2.2.2.2 Violent Conduct

Suspended for a minimum of one (1) 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.

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2.2.2.3 Spitting at Another Person

Suspended for a minimum of two (2) matches for spitting AT another person.

Suspended for a minimum of three (3) matches for spitting ON another person.

2.2.2.4 Denying a Goal by Handling the Ball

Suspended for a minimum of one (1) match.

2.2.2.5 Denying Goal by Other Unlawful Means

Suspended for a minimum of one (1) match.

2.2.2.6 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: Word 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: word or actions directed at an individual. Includes, racial, sexual, religious or ethnic slurs. Includes racial harassment, sexual harassment, ethnic slurs.

2.2.2.7 Second Caution/Warning within a match

Suspended for a minimum of one (1) match.

2.2.2.8 Irresponsible Behavior (applies to a team official)

Suspended for a minimum of one (1) match

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2.3-Point Violations

2.3.1 When a player/coach accumulates points as provided for in 2.3.2, 2.3.3, 2.3.4, or 2.3.5, 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, but 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.

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

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

2.3.4 Players that accumulate seven (7) points from red and/or yellow card accumulation during the league season will be subject to disciplinary actions.

2.3.5 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.

2.4 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.

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INTERNAL PROCEDURES- Misconduct Hearings

Game Misconduct Hearings

3.1 Notification

- 3.1.1 Players, coaches or teams officials who are shown a red card, dismissed, or ejected, or receive a 2 yellow card accumulation are removed from a match.
- 3.1.2 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.
- 3.1.3 The Disciplinary Determination Notice will provide the status of the card and the length of suspension.
- 3.1.4 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.

3.2 Request for a hearing.

- 3.2.1 To challenge the sendoff/suspension from play, a coach or team official may request a hearing.
- 3.2.2 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.
- 3.2.3 A request for a hearing will not stay any minimum disciplinary actions.
- 3.2.4 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.
- 3.2.5 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.

3.3 Filing Procedures

- 3.3.1 The original Request for Hearing, along with all supporting evidence (if appropriate), shall be sent to the appropriate competitions disciplinary committee.
- 3.3.2 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.

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Match Protests

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

4.6 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.***

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

4.7 Filing Procedures:

4.7.1 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

5.1 Documentation Processing

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

5.1.1.1 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".

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5.1.1.2 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 file the Request for Hearing will be immediately notified of receipt of the complaint.

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

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

5.1.1.4 Notification of the receipt of a Request for Hearing, and of the date, time, and place (iv not via phone or webconference) 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.

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

5.2 Hearings

5.2.1 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.

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

5.2.2.1 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.***

5.2.2.2 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.)

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

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5.3 Agenda

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

5.3.1.1 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.

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

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

5.3.4 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.

5.3.5 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).

5.3.6 Complainant(s) will present case.

5.3.7 Witnesses for complainant(s) will be called individually.

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

5.3.8 Defendant will present case.

5.3.9 Witnesses for defendant will be called individually.

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

5.3.10 Any witnesses will be recalled as necessary.

5.3.11 Complainant(s) will make closing statement.

5.3.12 Defendant will make closing statement.

5.3.13 Hearing adjourned; parties excused; Committee to deliberate.

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5.4 Evidence and Testimony

5.4.1 Evidence

5.4.1.1 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.

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

5.4.1.3 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.

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5.4.2 Testimony

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

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

5.4.2.3 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.

5.4.2.4 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.

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

5.4.2.6 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.

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

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

5.4.2.9 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.

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5.5 Document Directory (Appeals or Protests only)

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

5.5.2 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.

5.6 Committee Decisions

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

5.6.2 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).

5.6.3 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.

5.6.4 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).

5.6.5 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.

5.6.6 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.

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5.6.7 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).

5.6.8 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.

5.6.9 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.

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

5.7 Filing Fees

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

5.7.2 There is no filing fee for a game misconduct hearing.

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INTERNAL PROCEDURES- Appeals Procedures

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

- 6.1** 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.
- 6.2** The chair of the Appeals Committee shall cause a written record of all proceedings to be created.
- 6.3** 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 Washington Youth Soccer.

Filing Procedures

- 6.4** 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 filing fee.
 - (4) Signature of the person submitting the appeal.
- 6.5** 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.
- 6.6** 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.

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6.7 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).

6.8 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.

6.9 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

7.1 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. If the appeal is upheld on all issues the fee will be refunded.

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

Documentation Processing

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

8.1.1 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.

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Decisions

- 9.1** 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.

- 9.2** 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.**

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: _____



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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.



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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: _____



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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.



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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 IT'S 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.

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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:



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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: _____

E. Please State Briefly the Desired Resolution: _____

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

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 _____



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INTERNAL PROCEDURES-ALL OTHER HEARINGS

1-Hearing Procedures

1.1 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.

2-Hearing Committee Composition

2.1 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.

2.2 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.

3-Filing Procedures

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

3.2 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.

3.3 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.

3.4 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.

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4-Documentation Processing

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

4.1.1 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.

4.1.2 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.

4.1.2.1 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.

4.1.2.2 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.

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4.1.2.3 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.

4.1.2.4 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.

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

5- Hearings

5.1 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.

5.2 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.

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

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

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

5.4.2 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.)

5.5 In the event that a principal party refuses or declines to attend the hearing, or leaves

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the hearing prior to completion, the committee may continue with the hearing and render a decision based upon the oral and written testimony provided.

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

6-Agenda

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

6.1.1 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.

6.2 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.

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

6.4 Plaintiff will present case.

6.5 Witnesses for plaintiff will be called individually.

6.5.2 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.

6.6 Defendant will present case.

6.7 Witnesses for defendant will be called individually.

6.7.1 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

6.8 Any witnesses will be recalled as necessary.

6.9 Plaintiff will make closing statement.

6.10 Defendant will make closing statement.

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6.11 Hearing adjourned; parties excused; Committee to deliberate.

7-Evidence and Testimony

7.1 Evidence

7.1.1 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.

7.1.2 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.

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

7.2 Testimony

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

7.2.1.1 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.

7.2.2 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.

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

7.2.4 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.

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

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7.2.6 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.

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

7.3 Document Directory

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

7.3.2 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.

8-*Decisions*

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

8.2 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).

8.3 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.

8.4 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).

8.5 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.

8.6 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.

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

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

8.9 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.

8.10 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).

8.11 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.

8.12 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.

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

9-Filing Fees

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

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

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Summary Judicial internal procedures.

Revised May 4, 2013

Removed “Participants (other than players) are not shown a card.” From paragraph 1.1.2. Will Niccolls and the RCS requested this change for clarity to coaches during a match.

Revised January 26, 2013

Revised paragraph 2.1.1.1 for application of sit outs for received yellow card/warnings. Added to paragraph 2.1.2.1 “Coaches may be fined for expulsions.

Summary Judicial internal procedures.

Revised August 25, 2012

Removed the boxes and words with missing hyperlinks to referenced documents. Many of the referenced documents are not available.

Paragraph 2- Filing Procedures Notice of Appeal changed 48 hours to 72 hours. Revised Notice of Appeal form on page 8.

Revised the forms related to Request for a Hearing on or near page 18.

Revised the forms related to Notice of Appeal on or near page 20.