

***GEORGIA STATE SOCCER ASSOCIATION***

**DISCIPLINE & PROTEST  
POLICIES & PROCEDURES**

**AUGUST 2011**

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# INTRODUCTION

These Discipline and Protest Policies and Procedures are established for the members to assist and educate them of the process within the state association for any and all misconducts of players and coaches.

These processes will differ between the Youth and Adult players.

If a policy or procedure is not clear, please revert directly to the rules for Youth or Adults. If answers are still needed, please contact the respective D&P Chairman via the state office. The D&P Chairman will answer any question at their earliest convenience.

# **GSSA (Youth) Rules of Conduct and Misconduct**

## **700. Sportsmanship**

## **710. Conduct**

710.1 All that is dishonorable and unsporting is particularly and expressly condemned.

710.1a All persons in authority will conduct themselves in a manner that will not contribute to the delinquency of minors.

710.1b Georgia Soccer encourages moral and social responsibility.

710.2 Any player, coach, or parent guilty of such violations will be subject to disciplinary action by their respective leagues or by Georgia Soccer or by both.

710.3 Rules of conduct to be adhered to by participants at all Youth Soccer events are:

710.3a Offensive, insulting, and abusive language will not be tolerated, either on field of play or in field's general area.

710.3b Unsporting conduct will not be tolerated.

710.3c Respect for referee, either on field or in field's general area, must be shown by all.

710.3d Punctuality by both teams and referee must be practiced out of courtesy for others.

710.3e Dangerous play must not be taught or encouraged. All players must be taught to "play the ball" and not the "man".

710.3f Proper respect for opposing teams and spectators must be exhibited by all.

710.3g Alcoholic beverages will not be permitted in the general area of the field.

710.4 Coaches are responsible for the conduct of their players, team representatives and spectators.

710.5 Physical violence, foul and abusive language, harassment of players or referees **WILL NOT BE TOLERATED**.

710.6 The use of noise-making or amplifying devices is **PROHIBITED**.

710.7 Such conduct will be reported by the referee even in situations where cards were not awarded.

## **720. Match Terminations, Suspensions, Forfeits, and Reschedules**

720.1. Games played short time through any cause (i.e., suspended or canceled by the referee) shall be replayed in their entirety providing neither team is at fault.

720.2 Should one of the teams be adjudged at fault by the D&P Committee, it shall be at the discretion of the Division Committee as to whether the game is to be replayed or declared a termination. Terminated games carry a four-point penalty assessment.

720.3 Coaches who feel that their players are receiving an excessive number of cards, or that the referee has lost control of the match, are cautioned against using these reasons to justify removing their team from play.

720.4 If a coach removes his team from the field of play without proper justification, his team will forfeit the match and the coach will be suspended from his team's next match. Further D&P action may result.

720.5 Teams that do not show for scheduled games (i.e., failure to notify the opposing team within seven days of the scheduled match) will be charged with a forfeit at the discretion of the playing division committee. Should the game be rescheduled, at the discretion of the playing division committee, the cost of the referees for the reschedule shall be borne by the team that was responsible for the match not being played. The referee fees must be paid to the home association prior to the game being rescheduled.

720.5a In the event that neither team is able to field the required minimum number of players, then both teams will show a 0-4 (forfeit) loss.

#### 720.6 Forfeits and Reschedules

720.6a Games, once scheduled, will be played as scheduled except in extreme extenuating circumstances and cannot be changed until approved by the Division Committee or its representative.

720.6b Rainouts or unplayable field conditions will be determined by the referee at the field or the league official of each home league. In cases where games are canceled by the league official or referee, the coach of the home team shall notify the opposing coach of the canceled game and of the rescheduled date, time and field within 5 days of original game date.

720.6c The opposing coach must be given 5 days notice of the new game date except where minimum 5 day notification would cause the game to be played after the last scheduled playing season date established by the Georgia Soccer.

720.6d The Division Committee may set the date if the two opposing coaches cannot mutually agree on an acceptable date.

720.6e The Division Committee will resolve any disputes or conflicts regarding scheduled or rescheduled games.

720.6f Both teams involved in every forfeit will file a report with the appropriate Division Director. A team that forfeits three (3) or more games in a playing season will be prohibited from participating in that seasonal year's State Cup or any other Georgia Soccer hosted youth state championship tournament. A team that forfeits three (3) or more games in a playing season will be denied travel permission for out-of-state competition for a period of one year from the date of the last forfeit. Additional sanctions may include but are not limited to the following: warning, coach suspension, additional tournament play restrictions, team advancement restrictions, coach dismissal and team suspension.

720.6g A visiting team that forfeits the first game of a home and away series also forfeits the right to host the second game at their home field. The location of the second game becomes the option of the initial home team.

720.6h Points acquired will accrue and will be applied to the standings points at the end of year.

### **730. Misconduct**

730.1 Referees must submit written reports of all game misconduct, with the exception of players cautioned, directly to Georgia Soccer, postmarked, emailed, or faxed within 48 hours after the game.

730.1a Coaches should submit a written incident report to the Georgia Soccer D&P Committee - Youth regarding all game misconduct issues within 72 hours of the game.

730.1b Coaches who elect not to submit a written incident report within 72 hours of the game forfeit their right to request an administrative review of all sanctions of three games or less.

730.2 Games forfeited and then played as scrimmage games will not count for the game suspension(s).

730.3 Misconduct of parents or spectators shall be handled as determined by the Board of Directors or its designee.

730.4 All outdoor suspensions apply to outdoor, and all indoor suspensions apply to indoor.

### **731. Coach Misconduct**

731.1 Any coach dismissed from a game shall be automatically suspended from the next game scheduled and played under US Youth Soccer affiliation and competition. The coach shall not be present at the field or in the parking lot or any adjacent area to the field of play.

731.2 Any coach dismissed by the referee from a game must immediately leave sight and sound of the field and cannot return to the field of play until the referee crew has left the field after the completion of the game.

731.3 Failure to leave sight and sound after a dismissal may result in the game being terminated by the referee. Coaches are not permitted to have any contact with players, team management or other coaches during the course of the game from which they are dismissed.

731.4 Once dismissed from the game, coaches may not approach the referee crew during or after the match.

731.5 As Academy teams may play multiple games in a given day, all suspensions for Academy coaches shall be day specific for that age group, not game specific for that age group.

731.6 Game suspension(s) will apply to the team for which the coach received the dismissal.

731.7 Any coaching misconduct reported by the referee must be considered by the Georgia Soccer D & P Committee - Youth before that coach will be allowed to coach at a regularly-scheduled game.

731.8 In the event the team is disbanded or has played its last game, the sanction will be served at the next game coached by this individual accordingly.

731.9 When a coach is dismissed for a second time for the same team (equivalent to a second red card) in a seasonal year, he is suspended until the Discipline & Protest Committee receives an application for a hearing from the suspended coach, holds such hearing with the coach present, and approves the coach's reinstatement.

731.9a When a coach has been reinstated after the second dismissal, coach must request a reinstatement for each additional dismissal in that seasonal year. Coach may receive additional sanctions.

731.10 Any coach who coaches subsequent games without serving the mandatory suspension will be deemed an illegal coach and will cause any games in which he coaches to be forfeited.

731.10a Also, a coach will be indefinitely suspended until the Discipline & Protest Committee receives an application for a hearing from the suspended

coach, holds such a hearing with the coach present, and approves the coach's reinstatement.

731.10b Standings will be adjusted accordingly, as if the team decided to forfeit.

731.10c Points, if appropriate, accrue.

731.11 Failure to adhere to the above rules in section 731 (Coach Misconduct) may result in additional sanctions being imposed upon the coach by the Georgia Soccer – Youth Discipline and Protest Committee.

## **732. Player Misconduct**

732.1 Any player sent off during a game shall be automatically suspended from the next game scheduled of the team in which he/she is rostered and played under US Youth Soccer affiliation and competition. Player is also ineligible for participation in the Georgia Soccer Youth Club Pass System until the suspension is served.

732.2 In the event the team is disbanded or has played its last game, the sanction will be served at the next game(s) to be played accordingly.

732.3 During the suspension, the player must be present at each game, dressed in street clothes and sitting on the player's bench throughout the game.

732.4 Players serving suspension shall be identified on the game card with an "R" or an "X" showing the suspended player's ineligibility.

732.5 For rosters in excess of 18 players, the suspended player may be handwritten on the bottom or back of the game card. The referee shall acknowledge the player serving his/her suspension by signing next to the handwritten name. The referee should also, as a courtesy, notify the opposing team.

732.6 As Academy teams may play multiple games in a given day, all suspensions for Academy players shall be day specific for that age group, not game specific for that age group.

732.7 Any player who plays subsequent games without serving the mandatory suspension will be deemed an illegal player, and will cause any games in which he plays to be forfeited.

732.7a Standings will be adjusted accordingly, as if the team decided to forfeit.

732.7b Points, if appropriate, accrue.

732.8 Any player receiving 3 cautions in a playing season will sit out the next scheduled and played game for the team that he/she is rostered to under US Youth Soccer affiliation and competition.

732.8a In addition, the player shall sit out the next scheduled and played game when 2 more cautions are received. The player will then sit out the next scheduled and played game each time an additional caution is received.

732.8b Sanctions for yellow card accumulations end when seasonal play has been completed. Sanctions do not carry over into the next seasonal year.

732.9 Two yellow cards received in the same match by a player will count as zero (0) cautions for the purpose of this rule and as a red card as per rules 740 and 760.

732.10 When a player receives a third red card in a seasonal year, he is suspended until such time as he arranges for a hearing and appears before the Georgia Soccer Discipline & Protest Committee - Youth to hear cause for reinstatement.

732.10a When a player has been reinstated after the third red card in a seasonal year, player must request reinstatement for each additional send off in that seasonal year. Player may receive additional sanctions.

732.11 If the team or coach would like to request an exception to the above rules in section 732 (Player Misconduct), the request must be submitted and approved by the Georgia Soccer – Youth D&P Committee.

## **740. Misconduct -- Penalties for Players, Coaches, Teams and Leagues [Athena and Classic Programs]**

740.1 Points will be deducted from standing points as the result of player and/or coach misconduct during games played during the regular season in the following manner:

740.1a	Player caution (yellow card)	0 points
740.1b	Player dismissal (red card)	2 points
740.1c	Coach send-off	3 points
740.1d	Game termination (team responsible)	4 points
740.1e	Game forfeiture	2 points

740.1f If at the end of the playing season, a team has 5 penalty points or less, no deductions from the standings will be charged to the team.

740.1g No team will be assessed more than 5 penalty points in one match.

740.2 The Division Committee will be responsible for verifying all game incidents and adjusting the standing points accordingly.

740.2a League Presidents will be notified in writing of any team in their league with a penalty points accumulation of 6 points.

740.3 If a team receives 10 penalty points during a season, the league is fined \$250.00 and the coach is suspended until such time that a Discipline & Protest hearing is held and cause for re-instatement is heard.

740.4 If a team receives 13 penalty points during a season, the team is suspended until an in-person hearing takes place, within 14 days of the accrual of 13 penalty points, where the suspended team may argue why suspension is not warranted.

740.4a After the team's suspension and the in-person hearing, the coach may be subject to additional sanctions for that specific team within Georgia Soccer youth programs.

740.4b The league is placed on probation for one year and fined \$500.00.

740.5 Players transferring to another team carry accrued penalty points with them to the new team for the remainder of the playing season. However, even if a player with penalty points transfers, all penalty points assessed to

the team during that player's participation remain with the first team as well. When using a Georgia Soccer Youth Club Pass Player, penalty points accrued during the game remain with that team as well.

## **750. Georgia State Cup Competition (Athena and Classic)**

750.1 Any member suspended under provisions of Georgia Soccer or the respective committee shall be suspended from Georgia Soccer State Cup Competition - Youth.

750.2 Any team that forfeits three (3) matches during the Fall playing season shall be suspended from Georgia Soccer State Cup Competition - Youth.

750.3 The players and coach(es) of the suspended team shall also be suspended from Georgia Soccer State Cup Competition – Youth except in extenuating circumstances.

## **760. Discipline and Protest (D&P) and Ethics and Grievance (E&G)**

760.1 All questions as to discipline, protests, appeals, or grievances will be directed in writing as appropriate to the Georgia Soccer Adjudication Committee(s) – Youth.

760.2 All protests must be postmarked or hand-delivered by 1:00 p.m. Friday of the following week of the alleged incident (metered mail not accepted), and accompanied by the appropriate protest fee. The protest fee is refundable if the protest is upheld.

760.3 Appeals must be submitted in writing within 10 days after the receipt of notice of adverse decision of protest.

760.4 The Ethics and Grievance Committee will accept grievances within 30 days of the occurrence. Grievances do not require submittal fees.

760.4a Ethics and Grievance Sanctions: If a coach, team official, league official, player, or parent of a player is found guilty of an ethics or grievance violation, sanctions may include, but are not limited to, the following: a warning, a fine, community service, suspension of the guilty party, tournament play restrictions, team advancement restrictions, coach

dismissal, team suspension, or recommendation to the Georgia Soccer Board of Directors that the league be placed in bad standing.

760.5 The Georgia Soccer Discipline and Protest Committee - Youth will meet regularly during the playing season.

760.6 The D & P Committee will notify the appropriate League President of any matters to be considered. Fines and Fees approved by general membership

Protest Fee	\$100.00
Appeal Fee	\$150.00

Fines:

1. Underage official (per occurrence after 3rd reported violation) \$ 50.00
2. Unregistered official (per occurrence) \$ 10.00
3. Improperly postponed game \$ 10.00
4. Team forfeiting match as no-show \$100.00
5. Academy team no-show (per scheduled league or district match)\$100.00

In addition, the team which failed to show must pay the referee fees for the missed matches directly to the home league.

760. 6a Discipline and Protest Sanctions: If a coach, team representative, player, or spectator is found guilty of a disciplinary issue, sanctions may include, but are not limited to the following: a warning-or suspension of the guilty party.

# **GSSA (Youth) Discipline & Protest Process**

**The GSSA (Youth) D&P, Ethics, and Appeals Committees WILL follow ALL rules of GSSA, USYS, USSF, and FIFA.**

## **PROCESS:**

Referee ejects coach or player from game. Coach (not Player) must leave site and sound of field. (GSSA Youth – 731.3)

A coach or player that is ejected from game is suspended from the next scheduled game. (GSSA Youth – 731.1 and 732.1 respectfully)

Referee must submit reports of all game misconduct, with the exception of players cautioned, directly to Georgia Soccer, postmarked, emailed or faxed with 48 hours after the game. (GSSA Youth – 730.1)

GSSA staff will compile all misconducts from the previous week of play and present to D&P Chairman with copies of all referee and coach's reports for evaluation. The D&P Chairman will determine whether or not the individual case or situation requires a further hearing.

D&P Committee shall meet weekly (as necessary via in person or conference call/virtual meeting) for hearing as determined by the D&P Chairman. D&P Committee may not sanction coach or player for additional games without an in person hearing.

If D&P Chairman decides to have an in person hearing for possible further sanctioning, the hearing will occur at the following weekly D&P Hearing. A coach or player is allowed 1 postponement.

The GSSA staff will notify coach and/or player of the scheduled hearing via proper notification letter which shall include a copy of the referee report and reasoning for hearing. The GSSA staff will also contact the coach and/or player via email and phone call.

Coach and/or player must immediately RSVP their intention to attend the hearing.

Hearing Occurs (Refer to GSSA Hearing Procedures – Page 7)

Letter of Findings of Hearing will be sent to coach and/or player within 3 business days of the hearing.

Coach or Player has the right to appeal the findings of the D&P Committee by filing an appeal to GSSA Appeals within 10 days of official notification from the D&P Committee (GSSA Youth – 760.3)

# **GSSA (Adult) Discipline and Protest Process**

**The GSSA (Adult) D&P, Ethics, and Appeals Committees WILL follow ALL rules of GSSA, USASA, USSF, and FIFA.**

## **PROCESS:**

GSSA (Adult) shall hear cases pertaining to Referee Assault and Referee Abuse.

Referee must submit reports for allegations of Referee Assault and Referee Abuse directly to Georgia Soccer, postmarked, emailed or faxed with 48 hours after the game.

GSSA staff will compile all submitted information and present to D&P Chairman. The D&P Chairman will determine whether or not the individual case meeting the requirements of said allegation. Referee must state specifically that he is accusing the player of Referee Assault or Referee Abuse.

## **DEFINITION:**

Referee assault is an intentional act of physical violence at or upon a referee.

For purposes of this policy, “intentional act” shall mean an act intended to bring about a result which will invade the interests of another in a way that is socially unacceptable. Unintended consequences of the act are irrelevant.

Assault includes, but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; head butting; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee’s uniform or personal property, i.e. car, equipment, etc.

Referee abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee’s property or equipment.

Abuse includes, but is not limited to the following acts committed upon a referee: using foul or abusive language toward a referee that implies or threatens physical harm; spewing any beverage on a referee's personal property; or spitting at (but not on) the referee.

When an allegation of assault is verified by the D&P Chairman the player or person is automatically suspended until the hearing on the assault.

A hearing within thirty (30) days of the verification by the D&P Chairman of the abuse or assault. If the assault or abuse is not adjudicated within that period of time, original jurisdiction shall immediately vest in the Federation's Appeals Committee to adjudicate the matter, to which the same provisions as to the term of suspension shall apply.

The GSSA staff will notify coach and/or player of the scheduled hearing via proper notification letter which shall include a copy of the referee report and reasoning for hearing. The GSSA staff will also contact the coach and/or player via email and phone call.

Coach and/or player must immediately RSVP their intention to attend the hearing.

Hearing Occurs (Refer to GSSA Hearing Procedures – Page 7)

Letter of Findings of Hearing will be sent to coach and/or player within 3 business days of the hearing.

# USSF BYLAW

## Bylaw 701. HEARING PROCEDURES

### Section 1.

- (a) In all hearings conducted under these bylaws, the parties shall be accorded:
- (1) notice of the specific charges or alleged violations in writing and possible consequences if the charges are found to be true;
  - (2) reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
  - (3) the right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend;
  - (4) a hearing before a disinterested and impartial body of fact-finders;
  - (5) the right to be assisted in the presentation of one's case at the hearing;
  - (6) the right to call witnesses and present oral and written evidence and argument;
  - (7) the right to confront witnesses, including the right to be provided the identity of witnesses in advance of the hearing;
  - (8) the right to have a record made of the hearing if desired;
  - (9) a written decision, with reasons for the decision, based solely on the evidence of record, issued in a timely fashion, with all Federation grievance decisions posted on the Federation website, and sent to the Board of Directors and all Organization Members;
  - (10) notice of any substantive and material action of the hearing panel in the course of the proceedings; and
  - (11) quality concerning communications, and no ex parte communication is permitted between a party and any person involved in making its decision or procedural determination except to provide explanations involving procedures to be followed.

**Section 2.** For the purposes of hearing grievances filed pursuant to Bylaw 704, the President shall appoint a Hearing Panel, consisting of individuals who are certified by the American Arbitration Association (AAA) to conduct arbitration hearings. The Panel shall be appointed on the same schedule as committee appointments, but may be supplemented at any 29 time. Appointments are subject to the approval of the Board of Directors.

**Section 3.** Federation staff shall assist in the hearing process by communicating with the parties, assembling documents, coordinating hearing dates, and performing other administrative tasks to minimize the time and expense of the hearing.

**Section 4.** Hearing rules and procedures shall be set forth in the Policies.

## USSF POLICY

### **Policy 701 -1 Hearing Procedures**

This policy provides the minimum rights that each party would have at a hearing with respect to the right to assistance in presenting one's case at a hearing, as must be allowed under Federation Bylaw 701(5). These minimum rights apply to hearings conducted by Organization Members and their members or other hearing body. A copy of these minimum rights should be delivered to the parties with the notice of the hearing.

(A) Each party at a hearing shall have the right to have an individual present at the hearing to assist the party in presenting the party's case. Such individual may, but shall not be required to be, an attorney.

(B) If the Organization Member or member of the Organization Member ("Complainant") is represented by another individual at any hearing and the hearing panel allows that individual to speak, question the parties and/or witnesses, or grants that individual any other rights, then it shall afford all other parties, or the individual representing the party, including an attorney, the same rights during the course of the hearing as is allowed to the individual representing the Complainant.

(C) If an attorney is present at a hearing to assist a party in presenting the party's case, it shall be made clear at the commencement of any such hearing that the hearing shall proceed in accordance with the Organization Member's hearing rules and procedures. All Federal, State or local Rules of Evidence or Civil Procedure shall not be applicable.

(D) An Organization Member may provide, as part of its hearing rules and procedures, that an individual assisting a party may be allowed to speak on behalf of the party, make requests or ask questions at the hearing.

(E) Regardless of whether the Organization Member allows the individual assisting the party the rights to speak, make requests or ask questions, as noted in Paragraph D above, an individual assisting the party in presenting the party's case shall have the right to be physically present in the hearing room, and so as not to interfere with the hearing procedure, it is also recommended that the individual be seated close to the party (either behind or next to the party) so that the party may seek assistance when desired during the course of the hearing.

(F) During the course of the hearing, the party may confer briefly with the individual who is assisting before making a statement or request or prior to responding to a question. The panel conducting the hearing may limit the frequency and duration of the conferences so as not to unduly interfere with the proceeding.

(G) If there is confusion or concern, the party may request a recess to confer with the individual assisting the party. Such a request should be granted unless the number of

60 requests by a party becomes unreasonable or the length of a requested recess is deemed by the hearing panel to be unreasonable.

(H) An individual assisting a party may prepare written materials for the party and collect documents for the party. However, the party must submit or present the materials and documents as materials and documents of the party, and not of the individual assisting. The party has complete responsibility for those materials and documents and is subject to questioning about them.

(I) Nothing contained in this policy shall prevent a Organization Member from allowing greater rights to assistance than those set forth in Paragraphs A-H above. For example, a Organization Member may, but shall not be obligated to, allow more than one individual to assist a party at any given time.

(J) The rights, either mandatory or permissible under this policy, shall be consistently applied, and the Organization Member should not arbitrarily allow or disallow the rights set forth above to those individuals assisting a party in the presentation or defense of the party's case.

# **GSSA Hearing Procedures**

D&P Chairperson gives introduction of hearing purpose, Rule 701 and other hearing officers. All hearings will be recorded

Player/coach then has between 5 and 10 minutes to present facts and call witnesses

D&P Chairperson and hearing officers then have 5 to 10 minutes to ask questions of player/coach

Referee (if Present) then has between 5 and 10 minutes to present facts

D&P Chairperson and hearing officers then have 5 to 10 minutes to ask questions of referee

Player/coach then presents final arguments

Hearing concluded (approximately 30 minutes)

\* Post-Hearing

D&P Chairperson and hearing officers deliberate on outcome

Player/coach will be notified in writing of outcome and if any sanctions have been imposed.

# Exhibit 1: Sample Youth Notification Letter

May 15, 2011

UPS Next Day Air

To: xxxx  
Xxxxx  
xxxx

**Game Played May 3, 2011: [name of team of accused] vs. [name of opposing team], U13 Classic**

Dear xxxx:

Your attendance is required for a Discipline and Protest Committee hearing at the Georgia State Soccer Association office. You have been scheduled to appear before the committee on:

**Wednesday, May 25, 2011 at 7:00 pm**

Based on the attached misconduct report you are accused of:

## **Coach Misconduct**

You have the right to have counsel present at this hearing and to have witnesses speak on your behalf.

**If you cannot attend on that evening, it is your responsibility to contact the state office to request another date no later than three business days before the meeting date.** Please direct your request to Senior Member Administrator Kathy Layden in the state office at 770-452-0505 Ext. 106, or for callers from outside the Atlanta local calling area our toll free number is 1-877-231-2661 Ext. 106.

***[insert appropriate sections from USSF policies and/or Georgia Soccer – Youth Rules & Regulations]***

The following U.S.S.F. policy governs the act of misconduct toward a game official:

**Policy 531-9, Section 1 General – Misconduct against referees may occur before, during and after the match, including travel to and from the match. Misconduct may occur also at later times when directly related to duties of a game official as a referee.**

**Georgia Soccer Rules and Regulations, Rules of Conduct:**

### **710. Conduct**

- 710.1 All that is dishonorable and unsporting is particularly and expressly condemned.**
  - 710.1b Georgia Soccer encourages moral and social responsibility.**
- 710.2 Any player, coach, or parent guilty of such violations will be subject to disciplinary action by their respective leagues or by Georgia Soccer or by both.**
- 710.3 Rules of conduct to be adhered to by participants at all Youth Soccer events are:**
  - 710.3a Offensive, insulting, and abusive language will not be tolerated, either on field of play or in field's general area.**
  - 710.3b Unsporting conduct will not be tolerated.**
  - 710.3c Respect for referee, either on field or in field's general area, must be shown by all.**
- 710.5 Physical violence, foul and abusive language, harassment of players or referees WILL NOT BE TOLERATED.**
- 710.7 Such conduct will be reported by the referee even in situations where cards were not awarded.**

The sanctions for the alleged infraction(s) cited above could range from 1 game to 1 year (see attachment no. 5).

**xxxx, Referee**

**xxxx, Assistant Referee**

**xxxx, Assistant Referee**

There may be additional witnesses.

The following items are enclosed for your reference:

1. Map to Georgia Soccer
2. USSF Bylaw 701
3. Georgia Soccer Hearing Rules and Procedures
4. All reports from referees and neutral witnesses received at the time of this mailing.
5. Copy of the Discipline and Protest Guidelines

Should you have any questions, you can contact Kathy Layden at the Georgia Soccer office at 678-993-2106 email [klayden@georgiasoccer.org](mailto:klayden@georgiasoccer.org) or email me at [Andrew.Egan@KutakRock.com](mailto:Andrew.Egan@KutakRock.com) .

For a complete list of the Georgia Soccer-Youth Rules & Regulations, please see an official at your association or the Georgia Soccer website, [www.georgiasoccer.com](http://www.georgiasoccer.com)

Sincerely,

Andrew Egan

Chair, Georgia Soccer – Youth Discipline & Protest Committee

cc: xxx, President, [member affiliate of the accused]  
Steve Keiss, Georgia Soccer Director of Youth Select  
Bryan McDermott, Georgia Soccer Vice President – Youth

# Exhibit 2: Sample Adult Notification Letter

December 6, 2010

via email, UPS Next Day Air

To: xxxx  
xxxx  
xxxx

**Game Played November 21, 2010: [name of team of accused] vs. [name of opposing team],**

Dear xxxxx:

Your presence is required for a Discipline and Protest Committee hearing. At your request, your hearing is scheduled for:

**Tuesday, December 7, 2010 at 7:00 P.M.**

You have the right to have counsel participate in this hearing and to have witnesses speak on your behalf.

Please direct any questions to the Senior Player Administrator Kathy Layden in the state office at 770-452-0505 ext. 106, or for callers from outside the Atlanta local calling area our toll free number is 1-877-231-2661 ext. 106.

This hearing is in response to allegations of:

**Referee Abuse [example]**

**PLEASE SEE THE ATTACHED REPORT FOR THE DETAILS**

*[insert appropriate sections from USSF policies]*

**[example] The United States Soccer Federation (USSF) defines referee abuse as:**

**(1) (a) Referee abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee's property or equipment.**

**(b) Abuse includes, but is not limited to the following acts committed upon a referee: using foul or abusive language toward a referee that implies or threatens physical harm; spewing any beverage on a referee's personal property; or spitting at (but not on) the referee.**

**The minimum suspension period for referee abuse shall be at least three (3) scheduled matches within the rules of that competition. The Organization Member adjudicating the matter may provide a longer period of suspension when circumstances warrant (e.g., habitual offenders).**

The following people may testify:

**xxxx, Referee**

**xxxx, Assistant Referee**

There may be additional witnesses.

Please find the following enclosed items:

6. USSF Bylaw 701

7. All reports from witnesses and referees received at the time of this mailing.

Should you have any questions, you can contact the Georgia Soccer office and leave a message for me at (770) 452-0505, extension 106, or e-mail me at:

[e.hoenderdos@comcast.net](mailto:e.hoenderdos@comcast.net)

For a complete list of the Georgia Soccer - Adult Rules & Regulations, please see an official at your association.

Sincerely,



Edwin C. Hoenderdos,

Chair, Georgia Soccer - Adult Discipline & Protest Committee

cc: Billy Walter, State Referee Administrator  
xxxx, Team Manager, [team of accused]  
xxxx, President, [member affiliate of accused]

### Exhibit 3: Sample Youth Findings Letter

May 31, 2011

via email, US mail

To: xxxx  
Xxxx  
xxxx

**Game Played May 3, 2011: [name of team of accused] vs. [name of opposing team], U13 Classic**

Dear xxxx:

The Georgia Soccer Discipline and Protest Committee met on May 25, 2011 to review charges of the following:

#### **Coach Misconduct**

Based on the evidence presented during the hearing, including testimony offered by yourself and the referees, the D & P Committee has determined that you violated the following rules/policies:

***[insert appropriate sections from USSF policies and/or Georgia Soccer – Youth Rules & Regulations]***

The following U.S.S.F. policy governs the act of misconduct toward a game official:

**Policy 531-9, Section 1 General – Misconduct against referees may occur before, during and after the match, including travel to and from the match. Misconduct may occur also at later times when directly related to duties of a game official as a referee.**

**Georgia Soccer Rules and Regulations, Rules of Conduct:**

#### **710. Conduct**

- 710.1 All that is dishonorable and unsporting is particularly and expressly condemned.**
- 710.1b Georgia Soccer encourages moral and social responsibility.**
- 710.3 Any player, coach, or parent guilty of such violations will be subject to disciplinary action by their respective leagues or by Georgia Soccer or by both.**
  
- 710.3 Rules of conduct to be adhered to by participants at all Youth Soccer events are:**
  - 710.3a Offensive, insulting, and abusive language will not be tolerated, either on field of play or in field's general area.**
  - 710.3b Unsporting conduct will not be tolerated.**
  - 710.3c Respect for referee, either on field or in field's general area, must be shown by all.**
- 710.5 Physical violence, foul and abusive language, harassment of players or referees WILL NOT BE TOLERATED.**

**Therefore, the committee, by a unanimous vote, found you guilty of:**

**Coach Misconduct**

**The following sanctions will apply:** You are suspended for 2 games for this team, one game for sendoff and one game for returning to the field prior to the referee's leaving. You may not be within sight or sound of the games, whether regular season or tournament games. Any games you have already sat out as a result of this incident count towards your suspension

If you feel that you need additional details regarding this you may e-mail me at:

[Andrew.Egan@KutakRock.com](mailto:Andrew.Egan@KutakRock.com)

Sincerely,

Andrew Egan  
Chair, Georgia Soccer - Youth Discipline and Protest Committee

cc: xxx, President, [member affiliate of the accused]  
Steve Keiss, Georgia Soccer Director of Youth Select  
Bryan McDermott, Georgia Soccer Vice President – Youth

# Exhibit 4: Sample Adult Findings Letter

December 8, 2010

via email, US Mail

To: xxxx  
xxxx  
xxxx

**Game Played November 21, 2010:** [name of team of accused] vs. [name of opposing team]

Dear xxxxx:

The Georgia Soccer - Adult Discipline and Protest Committee met on December 7, 2010 to hear allegations of Referee Abuse that were filed against you. After careful consideration of the testimony of the referees, yourself and your witnesses, it is the finding of this committee by a vote of 3 to 0 that your actions constituted a finding guilty of:

## **Referee Abuse [example]**

Therefore the following sanctions have been applied:

**You are suspended for three (3) games**

If you feel that you need additional details regarding this incident you may contact me at:

**Mr. Edwin Hoenderdos**  
Chair, Georgia Soccer - Adult Discipline and Protest Committee  
2323 Perimeter Park Drive N.E., Atlanta, Georgia 30341

Or by e-mail to: [e.hoenderdos@comcast.net](mailto:e.hoenderdos@comcast.net)

You may also direct your inquires to the Senior Player Administrator Kathy Layden in the state office at 678-993-2106 or for callers from outside the Atlanta local calling area: 1-877-231-2661.

Sincerely,



Edwin C. Hoenderdos,  
Chair, Georgia Soccer - Adult Discipline & Protest Committee

cc: Billy Walter, State Referee Administrator  
xxxx, Team Manager, [team of accused]  
xxxx, President, [member affiliate of accused]



## NOTICE OF APPEAL

**Please attach the refundable appeal fee of \$150.00.**

A) Individual/Organization Filing Appeal (the "Appellant")

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

WORK & HOME FAX NUMBER: \_\_\_\_\_

B) Opposing Party/League/Association Rendering Decision (the "Appellee")

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Pursuant to USSF rules and policies as listed below, Georgia Soccer informs you of the following procedures for appeal:

- Appellant must submit notice of Appeal within 10 business days from the date of the official receipt of the decision. A copy of the Notice of Appeal shall be sent to the Chair of the Georgia Soccer Appeals Committee.
- The appeal fee (\$150.00) shall accompany the Notice of Appeal. This fee is refundable if the decision is overturned.
- Within 20 business days of the date of the Notice of Appeal, the appellant shall submit any argument it wishes to make in support of the appeal.
- Within 30 business days of the date of the Notice of Appeal, the Georgia Soccer Committee whose decision is being appealed should submit any argument they wish to make in opposition to the appeal.
- All materials, when collected by Georgia Soccer, will be forwarded to the Appeals Committee and a date for deliberation will be set within 40-45 business days of the receipt of the Notice of Appeal.
- The Appeals Committee will issue a final decision within 10 days of deliberations.
- All of the above dates may be adjusted with permission of the Chair of the Appeals Committee.
- Anything sent to one party must be copied to the opposing party.
- All sanctions must be served pending appeal, unless otherwise stipulated, in writing, by the Chair of the Appeals Committee.**
- The Georgia Soccer Appeals Committee may uphold, reverse, or reverse and remand to a new hearing, any decision made by a Georgia Soccer Committee.
- No new evidence may be presented to the Appeals Committee unless circumstances have materially changed, or new facts are discovered that were unavailable at the time of the original hearing.

# APPEALS

Appeals must be submitted in writing within 10 days after the receipt of notice of adverse decision of protest.

GSSA staff will compile all information regarding the appeal and present to Appeals Chairman. The Appeals Chairman will determine whether or not the individual case or situation meets all the requirements for a further hearing.

The GSSA staff will notify all persons of the scheduled hearing via proper notification letter. The GSSA staff will also contact the appropriate persons via email and phone call.

All persons involved must immediately RSVP their intention to attend the hearing.

Hearing Occurs (Refer to GSSA Hearing Procedures – Page 7)

Letter of Findings of Hearing will be sent to persons involved within 3 business days of the hearing.

# Final Choices of Members

When a member of Georgia Soccer has exhausted all avenues of adjudication in the state, they may have the right to pursue additional avenues with USYS (Youth) and USASA (Adult).

For Youth – See USYS Bylaw 703

## **Bylaw 703. APPEALS**

**Section 1.** Except as otherwise provided by Federation Bylaw 705 or other Federation bylaw or policy, appeals of USYSA matters shall be as follows:

- (1) For matters involving the Olympic Development Program—
  - (A) a matter that may be appealed from a level below the national level may be appealed to the Boys Olympic Development Committee, the Girls Olympic Development Committee, or the National ODP Championships Committee, as the case may be, and then to the Board of Directors; and
  - (B) a matter decided by the Boys Olympic Development Committee, the Girls Olympic Development Committee, or the National ODP Championships Committee may be appealed to the Board of Directors.
- (2) For matters involving the National Championships—
  - (A) a matter that may be appealed from a level below the national level may be appealed to the National Championships Committee and then to the Board of Directors; and
  - (B) a matter decided by the National Championships Committee may be appealed to the Board of Directors.
- (3) For all other matters, the matter may be appealed to the Board of Directors.

**Section 2.** The Board of Directors shall prescribe a policy to carry out this bylaw, including the amount of the appeals fee.

For Adults – See USASA Bylaw 641

## **Bylaw 642. FILING PROCEDURE**

**Section 1.** An appeal filed with the Appeals Committee must be in writing and submitted within 10 days from the date of official receipt of the decision by the party making the appeal.

**Section 2.**

- (1) The appeals procedure before the USASA Appeals Committee is started by submitting 6 copies of a notice of appeal, supporting documents, and a summary of the arguments to the Chairman of the Appeals Committee in care of the USASA office.
- (2) The party submitting the appeal shall mail copies of the appeal to all opposing parties and to the body whose decision is being appealed on the same day as the notice of appeal is sent to the Chairman of the Appeals Committee.
- (3) The decision-making body from whom the matter has been appealed shall, within 10 days of receipt of the appeal, mail or deliver a copy of the official record of its decision to the Appeals Committee in care of the USASA office and to the interested parties to the appeal.
- (4) Within 10 days of the receipt of the official record, all opposing parties may submit to the Appeals Committee in care of the USASA office and to the interested parties to the appeal any written arguments they wish to make in opposition to the appeal.

**Section 3.** The appeals fee is \$200. The fee must accompany the notice of appeal. The fee shall be paid by money order, cashier's check, or certified check made payable to "USASA".

**Section 4.** All materials previously submitted by all interested parties shall be deemed pertinent to the appeal and shall be made available to all parties involved. No party to the appeal shall be denied access to any information that could apply to the appeal.

**Section 5.** The Appeals Committee:

- (1) shall base its decision on the official record used by the body whose decision is being appealed; and
- (2) may not rehear the facts and circumstances but may remand the matter to the lower decision-making body for rehearing.

**Section 6.** The Appeals Committee may deny an appeal if:

- (1) the party submitting the appeal fails to submit the appropriate fee as specified by section 3 of this Bylaw;
- (2) the appeal goes beyond the scope of the official record or presentation of the original action or decision;
- (3) the appeal is filed by a party other than the original parties to the appeal;

- (4) the proper procedures have not been followed in appealing to the Appeals Committee; or
- (5) the information necessary to make a fair and just decision on the appeal has not been furnished.

**Section 7.** The Appeals Committee shall render its decision regarding the appeal and submit the decision in writing to all interested parties within 30 days after the date of the last submission by the parties as provided by section 2 of this Bylaw. If a written decision is not issued within a maximum of 60 days from the date of the official receipt of the original decision by the party making the appeal, the party making the appeal may submit the appeal to the next higher authority. When the Appeals Committee fails to issue a decision within that 60-day period, the Committee loses authority to determine the appeal, and the appeal fee may be applied at the next level.

**Section 8.** A decision of the Appeals Committee, State Association, National League, Regional League, Affiliate or any other decision-making body within USASA shall stand, and be in full force and effect, until changed by a higher authority.

**Section 9.** Failure to abide by any decision of the Appeals Committee is grounds for disciplinary action by the Executive Committee.