



Georgia Soccer - Ethics and Grievance Complaint Form

(rev. 11/2021)

Per Georgia Soccer Youth Rules and Regulations 760.4: The Ethics and Grievance Committee (E&G) will accept grievances within 30 days of the occurrence. Grievances do not require submittal fees.

COMPLAINANT: (Who is/are filing this Grievance?)

Date: _____

Name: (1): _____ Email (required for communications): _____

Cell/ contact # (required): _____ Additional ph# (optional): _____

Name: (2): _____ Email (required for communications): _____

Cell/ contact # (required): _____ Additional ph# (optional): _____

Your GSSA Affiliate: _____ Team name: _____ Team age bracket & level: _____

Your Affiliate organization's official email address: _____

ACCUSED: (Who is this Grievance Complaint specifically alleged against?)

Name: (1): _____ in capacity [] as an individual / [] as an Organization

Name: (2): _____ in capacity [] as an individual / [] as an Organization

Name: (3): _____ in capacity [] as an individual / [] as an Organization

Date(s) of the incident(s)/ occurrence(s) (required): _____

GSSA Affiliate organization of the accused (if known): _____

Team of the accused (if applicable): _____

Official GSSA Age Group(s) (if applicable): _____

DOCUMENTATION:

For the Georgia Soccer Ethics and Grievance (E&G) Committee to consider your complaint, submit (as a **single PDF file**) the following:

A. DOCUMENTATION REQUIRED WITH GRIEVANCE FORM:

Grievance Complaint Form completed, including **Verification** (at end of page 2) **signed by all Complainants**.

Written Statement signed by You. Your written **Statement** must detail the following:

- The precise **Rule #(s) / Item #(s)** of the Georgia Soccer-Youth **Rules and Regulations** (and/or **Referee Code of Ethics**) that you assert were violated, and by whom; and
- The **specific event(s) and circumstances**, that establish the violation(s), including names, dates, locations, conduct, etc.

Additional Supporting documentation (if any). Include all supporting documentation you believe is relevant to the allegations raised. All emails, texts, and/or photos should include dates whenever possible, and must be submitted in **PDF** format attached to as part of this Grievance Complaint form.

Your Grievance Complaint, Statement, and documentation are the *sole basis* used in an initial screening process by E&G to determine the jurisdiction and merit of your complaint. Provide a **clear, complete explanation and supporting evidence**.

This Grievance Complaint Form w/ supporting documents **must** be submitted together, in **PDF** format. as a **single PDF file**.

(continued on next page)

B. ADDITIONAL DOCUMENTATION to be submitted to Georgia Soccer for the E&G Committee:

[due at least **five (5) calendar days PRIOR TO HEARING DATE, unless otherwise specified in E&G Notice**]:
(details as per Rules & Regulations, Policies, and Notices)

- REQUIRED: LIST OF WITNESSES** (if any): Written list (submitted in **PDF** format) of the Name, Phone number, and (if possible) the Email address, of each and all witness(es) that you may present during the Hearing. (List must be):
- OPTIONAL: *Witness Written Statements***: You may provide written Witness Statement(s) from individuals, describing their **direct knowledge** of pertinent events in sufficient detail, including date(s), location(s), and parties involved in the event(s).
 - Each Witness Statement must be ***dated and signed***, in **PDF** format, and include **email and phone#** contact information.
 - If a witness then is not available for the Hearing, their written Witness Statement *may* be considered by the E&G panel, in its discretion, but that evidence may be accorded less weight than if it had been given through live testimony.
- OPTIONAL: *Supplemental Documents*** (if any): Must be submitted in **single file, PDF** format.
 - Any supplemental information presented after the above-stated deadlines, may be declined/excluded, at E&G panel's discretion.

PROCESS:

- a) **After a Grievance is duly-submitted**, it will be screened (**Initial Screening Review**) to determine whether the matter falls within the jurisdiction of the GSSA E&G Committee, identifies applicable Rule(s)/ Standards, and has merit.
- b) If the Initial Screening Review determines that these criteria are met and the matter warrants further process, a **Notice of Grievance** will be sent to the accused (and copied to the Complaining party).
- c) The accused then is entitled to timely Respond, and to receive the following information prior to any Hearing, to have the tools and time in which to mount a defense:
 - Copies of all materials submitted to and accepted by the E&G Committee (e.g., Grievance Complaint & supporting documentation); and
 - Names of all individuals who may or will be giving testimony against the accused (i.e., List of Witnesses).
- d) The parties will be provided a **Notice of Hearing**, specifying the date, time, and place to appear for a **Hearing** before an E&G panel.

NOTE: The E&G Committee does not act as an accusatory or investigatory body.

- **YOU ARE RESPONSIBLE FOR PROVING YOUR CASE.** If you do not do your job, the E&G Committee cannot do its job.
- **You are responsible for arranging for witnesses to present evidence supporting your claim.**
- **You are responsible for duly providing the Committee with all the evidence and information you think will be necessary.**
- Evidence, information, documentation, or witnesses not **first** presented until after the advance specified deadline, or first presented at the Hearing, may not be allowed or permitted, as determined by the E&G Panel.
- USSF Bylaw 701 (Hearing Procedures), which outlines the rights of the parties, is attached.

Contact Anne Wright, awright@georgiasoccer.org with any questions.

VERIFICATION & Signature of ALL Complainants (required):

- **I have carefully read and reviewed all the instructions and information in this Grievance Complaint.**
- **I have carefully reviewed all allegations, statements, and supporting documentation included with it.**
- **To the best of my knowledge and belief, all statements and assertions are true and complete.**
- **I have carefully read and understand the specific written Rule(s) and standards that I allege were violated, and I believe in good faith that the accused did violate such Rule(s) and standards, as alleged.**

Name: (1): _____
(signature)

Name: (2): _____
(signature)

Name: (3): _____
(signature)

USSF Bylaw 701

HEARING PROCEDURES

Section 1. In all hearings conducted by the Federation and its Organization Members under these Bylaws, the parties shall be accorded:

- (1) notice of the specific charges, claims, or alleged violations in writing and possible consequences if the charges, claims, or allegations 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 respondent to attend;
- (4) a hearing before a disinterested and impartial panel;
- (5) the right to be assisted (including by counsel) 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 timely written decision containing findings of fact and with reasons for the decision, based solely on the evidence of record; and
- (10) notice of any substantive and material action of the hearing panel in the course of the proceedings.

Section 2. 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.

(As Revised and Amended, Effective May 1, 2020)