

# ***Sunnyvale Alliance Soccer Club Disciplinary Procedures***

## ***Description***

Sunnyvale Alliance Soccer Club (“SASC”) disciplinary action hearings will occur as the result of allegations of misconduct brought forth by multiple, unrelated persons or backed by additional witness testimony, physical evidence, or at the discretion of the disciplinary committee. Action will be taken on conduct that is in violation of the club’s Mission Statement and Principles.

## ***Initiation***

Disciplinary proceedings may be initiated against any player, coach, team assistant, league officer, referee or spectator. Parties against whom such proceedings have been brought, may, with a proper hearing, be suspended, barred completely or otherwise disciplined. Disciplinary hearings can be brought forth from a variety of sources. Proceedings can be initiated as a result of violation of the club's Mission Statement, Principles or other club or affiliated organization policies (FYSL, CYSA-North, CYSAN-District 2, Delgado League, Abronzino League, USYSA, USSF, etc...).

## ***Committee Composition:***

Hearing committees shall be comprised of at least three (3), but no more than five (5) members, headed by a committee administrator. The hearing committee members will be chosen by, and may include, the SASC Vice President. The committee shall be comprised of persons having no conflict of interest in the matters being heard and having no association with the principal parties in the matters. In the case of a conflict, SASC president will form the committee. The majority of the committee must be SASC Board members (2 for a 3 person committee, 3 for a 5 person committee).

## ***Procedures to Setting up a Disciplinary Hearing***

- \* Schedule the hearing.
- \* Notify, in writing, all parties of the hearing time and location.
- \* The committee administrator may also seek additional written documentation from either party prior to the hearing, as circumstances warrant.

### ***Holding a Disciplinary Hearing***

At the hearing, each side should be accorded the opportunity to present their case and ask questions if they desire.

If a party is still making valid points, and is not being repetitive, the administrator may allow additional time.

Opening Statement - Protesting Party.....15 minutes  
Opening Statement - Protested Party.....15 minutes  
Rebuttal/Closing Statement - Protesting Party..... 5 minutes  
Rebuttal/Closing Statement - Protested Party..... 5 minutes  
Questions from the Hearing Panel.....Unlimited time

These times are to be taken as guidelines and can be adapted to each individual hearing.

Both parties have the right to have witnesses speak on their behalf.

The panel will discuss the issue after the hearing. Both parties should be informed, prior to their leaving, that they will be notified by mail within seven days of the outcome of the hearing.

### ***After a Disciplinary Hearing***

Within seven days the committee must mail to each party the findings and decision of the panel.

That letter (see following sample) should contain:

- \* The original reason for the hearing
- \* The committee's decision
- \* The committee's reasoning

### ***Referee Assaults***

SASC may handle cases of alleged referee abuse internally, but all cases of alleged referee assault MUST be handled at the state level. All instances of alleged referee assault must be immediately forwarded to the CYSA office.

*Sample response letters*

September 1, 2000  
John Soccerperson  
1234 Main Street  
Anytown, CA 98765

Dear Mr. XXXXXX

You are requested to appear before the SASC Disciplinary Committee to respond to a complaint brought against you or your team. The hearing will be held on October 1, 2000 at 2:00 pm at the Anytown Pizza.

The basis of this complaint is a violation of SASC Mission Statement and Principles.

A copy of the full complaint against you is enclosed.

At the hearing referenced above, all parties will be afforded 15 minutes each to state their case and to provide any witnesses or evidence to support their arguments. You may have up to 3 witnesses speaking on your behalf. Testimony from witness must be concluded within the allotted 15 minutes. Each party will also be allowed a five minute rebuttal. Following the initial statement and rebuttal period, the committee may ask questions. All attendees will then be excused so that the committee may discuss and render a decision. All parties will be notified in writing of the decision within seven days. If you have any questions, please contact me, in writing at the email address shown below.

Sincerely,

XXXXXXXXXX  
SASC Vice President  
vicepresident@sunnyvalesoccerclub.org