

CYSA Judicial Process Rules (JPR)

1 Definitions

1.1 Abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to an individual or their personal property. Abuse includes, but is not limited to, racial, ethnic, religious or gender slurs directed at one or more individual. Abuse includes, but is not limited to individual conduct that while not threatening or implying physical harm, is nevertheless unacceptable behavior. Examples include but are not limited to: invading a person's personal space, using a loud voice in a detrimental manner, making comments in such a way as to demean the person or their position.

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

1.3 Assault is an intentional act of physical violence directed toward or upon another individual. Assault also includes intentionally damaging another individual's clothing or personal property.

1.4 Disciplinary Record- a record of all cards issued, all warnings and disqualifications of team officials during CYSA league play, and all incident reports. Player records shall be maintained for one year starting with the fall season, and shall be destroyed at the end of the spring season. Coaches disciplinary records and all incident reports shall be maintained for five years. Disciplinary records are private and shall be kept confidential. Disciplinary records shall be considered by the disciplinary committee when reviewing whether to exceed mandatory minimum sanctions, and may be forwarded to the WSYSA.

1.5 An "intentional act" is an act intended to bring about a result which will invade the interests of another individual in a way that is socially unacceptable. Unintended consequences of the act are irrelevant.

1.6 An incident is any conduct which is disruptive to the purposes of CYSA, including but not limited to conduct at a match that could have been reported by a referee but was not.

1.6.1 An incident report is a report that can be filed by any person that alleges conduct that is disruptive to the purposes of CYSA. The report shall be filed with the club president associated with the individual(s) who is alleged to have been disruptive to the purposes of CYSA.

1.7 Mandatory Minimum Sanction Schedule:

1st red card in a season- one additional game

2nd red card in a season- until reinstated by the disciplinary committee

Three yellow cards in one season- one game

Disqualification of a coach-at least one game and until reinstated by the disciplinary committee

Assault or abuse of an official - referral to Washington Youth Soccer Appeals

Committee and immediate suspension pending a decision from that body.

1.8 Participant is a registered player, the parent, relative or guardian of a registered player, a coach, assistant coach, trainer or team manager, a spectator, an officer of a Club, Association, or member of the Board of Directors of this Association, referee, and any other person required to have Risk Management acceptance under the Washington Youth Soccer Operating Documents.

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

1.10 Touchline Misconduct includes but is not limited to a statement or an action that impedes, distracts, interferes or delays in any manner a referee, assistant referees, or fourth officials from the duties of his/her game management occurring before, during, or after a match, including travel to and from the match. Touchline Misconduct is not restricted to actions at the touchline or a match; it may occur at any time when directly related to the duties or actions of a referee. Touchline Misconduct does not include written reports or comments to a referee assignor or other supervisory personnel. Touchline Misconduct is applicable to all participants as defined in JPR 1.8. Touchline Misconduct does not include assault or abuse of a referee. Where a participant is charged with assault or abuse of a referee, the participant may also be charged with Touchline Misconduct.

1.11 A sanction is a penalty imposed by the Disciplinary Committee, that includes but is not limited to reprimand, a probationary term, suspension, or expulsion from the association. Any time a probationary term is imposed the committee may also place affirmative conditions upon the sanctioned participant.

2 The Disciplinary Committee

2.1 The Disciplinary Committee shall 1) rule on questions of eligibility, 2) rule on protests 3) shall monitor the issuance of cards, disqualification of coaches, and incident reports through the season and 4) review all conduct giving rise to an automatic mandatory minimum penalty, all conduct involving touchline misconduct, all conduct involving an allegation of assault or abuse of an official arising out of competitions conducted by CYSA, and all incident reports referred by a club president, and during review has the authority to impose sanctions including sanctions above the mandatory minimum sanctions set out in JPR 1.7.

2.2 The disciplinary committee shall adjudicate all reports of game misconduct arising out of any sanctioned tournament conducted by CYSA. Any actions against a player, coach or other team official, or team as a result of a tournament disciplinary action will be reported to Washington Youth Soccer within 48 hours of the last game of the tournament

2.3 The Disciplinary Committee shall have authority to impose sanction on any of its players, officials, or participants involved in league play or interleague play as a member of CYSA.

2.4 The Disciplinary Committee is comprised of three permanent members: the vice president of

the Cowlitz Youth Soccer Association Board of Directors (hereinafter CYSA board), a person appointed by the CYSA board president, and the president of the Cowlitz County Soccer Referee Association (Referees). The vice president of the CYSA Board shall act as chairperson.

2.5 In addition to the permanent members of the committee, the following persons shall sit on the disciplinary committee:

2.5.1 In cases where a sanction greater than the mandatory minimum sanctions contained in JPR 1.7 could be imposed against a player, in protests where the Chair determines that a hearing is necessary, and in cases where the Disciplinary Committee need address touchline misconduct, the Disciplinary Committee shall also consist of the club/committee president(s) of any team involved. However, in cases involving coaches and in cases where a president has been involved in addressing discipline at a club level prior to the matter being referred to the disciplinary committee, a club president from another club shall sit on the committee.

2.5.2 Where an incident report has been referred to the Disciplinary Committee by a Club President, the committee shall also consist a club president from a club not involved in the alleged incident(s).

2.5.3 Where the Committee addresses alleged misconduct involving a Timberbaron or a participant involved in the Timberbaron program , the chair of the advance competition committee, and the president of the club/committee the player is from.

2.5.4 In individual disciplinary matters, the president of the Referees and the club president(s) may appoint another member of their organization to act in the president's stead. Once a president designates a person to act for their organization, the designee shall represent their organization until that matter is finalized.

2.5.5 In individual disciplinary matters where a member of the disciplinary committee has a conflict or cannot hear the matter, the chair shall determine whether to comprise the committee of only the remaining members or have another club president sit on the committee.

2.5.6 In any case where a permanent member of the disciplinary committee is unavailable to participate in hearings in a timely manner, the chair may designate a person to act in the member's stead. In the event the chair is unavailable to participate in hearings in a timely manner, the CYSA president or that person's designee shall act in the chair's stead.

3 Records

3.1 Referees shall report all a) warnings and all disqualifications of coaches, officials, and any other participant, b) and all cards issued to players, to the Chair of the Disciplinary Committee within 24 hours of the end of the match where the conduct took place. The report shall be in writing and shall include a description of the conduct resulting the referee issuing a warning or a disqualification or showing a player a card. The report can be delivered by fax or email to the email address of the Chair, which is found at cowlitzyouthsoccer.com.

3.1.1 Club presidents shall immediately forward all incident reports to the disciplinary committee. Within 24 hours of receipt of a report, the chair shall inform the club if the Disciplinary Committee will address the matter or if the matter. If the Disciplinary Committee does not address the matter, the matter will be sent back to the club president and left to the club's discretion. Incident reports that have been sent back to the club for the club to address, may in the club president's sole discretion, be referred to the Disciplinary Committee for a hearing to determine whether a sanction will be imposed by the Disciplinary Committee.

3.2 The chair shall keep a running total of all cards issues to players, and of all warnings and disqualifications of coaches, team officials, and any other participant.

3.3 The Disciplinary Committee shall keep minutes of all hearings, and shall issue written decisions in all hearings. The Disciplinary Committee shall maintain minutes, all documents submitted at hearings, and written decisions in all hearings. These documents may be maintained electronically.

3.4 All records required to be maintained may be done so electronically.

4 Sanctions against players

4.1 The Disciplinary Committee shall review all player disqualifications and incident reports referred by Club Presidents and where appropriate impose sanctions, including sanctions above the mandatory minimums.

4.2 Players who have received a red card, their third or greater yellow card of the season, shall face the automatic mandatory minimum penalties as defined in JPR 1.7 and any additional sanction imposed by the Disciplinary Committee after review. After the Disciplinary Committee has reviewed the referee report regarding a player receiving a card(s), the player will receive notification in the form of a Disciplinary Notice of the status of their card, and the length of suspension by email and or certified mail. The Disciplinary Notice shall inform the individual of their right to a hearing and how to initiate that process. Failure to receive proper notification does not waive the suspension requirements.

4.3 To contest a suspension above the automatic mandatory minimum sanction, or a sanction imposed as a result of a Disciplinary Notice imposed after review of an incident report, a player shall request a hearing in the manner set out in the Disciplinary Notice. Requests for a hearing shall be in writing and be based on a misapplication of the rules of CYSA, the Laws of the Game, and shall also include a statement of how the Disciplinary Committee erred when it imposed a sanction above the mandatory minimum. A suspended player shall request a sanction review hearing in writing within 72 hours of receiving the Disciplinary Notice from the Disciplinary Committee. The hearing request shall be accompanied by \$20.00 hearing fee, which will be refunded if the sanction is overturned.

4.4 Within 48 hours of receiving the request for a hearing, the Disciplinary Committee shall: 1) request a written response from the referee 3) schedule a hearing within five business days of

receipt of the request. 3) notify the player, and the referee of the date, time, and location of the hearing, invite them to attend the hearing, and provide them with a copy of this rule.

4.5 At the hearing order of business shall be:

- 1) the Chair shall open the meeting and announce who is in attendance and provide each attendee the opportunity to introduce themselves,
- 2) the Chair shall read aloud the written request of the player, the Law of the Game claimed to have been misapplied, any statements provided by the sanctioned individual, and the statement of the game official, and any game or incident report.
- 3) The Disciplinary Committee shall give the player an opportunity to speak on their own behalf.
- 4) The Disciplinary Committee will not hear or consider any evidence or testimony not included in the original written protest, the sanctioned individual's oral statement, and any statement of the game official and game or incident report: however after the record has been read, the Committee members may make factual inquiries of the parties if the committee reasonably believes more facts are needed to rule on the protest. This questioning may occur after the committee has met in executive session as set out in JPR 4.6.

4.6 At the discretion of the Disciplinary Committee, the Committee may meet in executive session to discuss the evidence presented, whether addition inquiry is required, and whether substantial evidence has been presented to uphold the sanction.

4.7 The Disciplinary Committee shall rule on the hearing request and announce the decision. In the event the sanction is reduced the refund due shall be made within three business days. In the event the player's request is denied, the player shall be informed of the right to appeal the decision to the Washington Youth Soccer Appeals Committee. Such an appeal does not stay the decision or the imposition of the sanction imposed by the Disciplinary Committee.

4.8 The Disciplinary Committee shall create a writing stating its decision and inform the proper association official of the ruling.

4.9 At any sanction review hearing, any party has the right to be represented by a person of their own choosing and at their own expense, including an attorney.

5 Sanctions against coaches

5.1 A coach who is disqualified during a game is automatically suspended from coaching teams participating in the CYSA until reinstated. The minimum suspension shall include the next regularly scheduled league game(s) for the team(s) of that coach. The Disciplinary Committee will make a good faith effort to conduct the hearing in a time frame that will not result in automatic suspension of more time than set out in the mandatory minimum. If the disciplinary committee fails adjudicate a coach disqualification within twelve (12) calendar days, for reasons not attributed to the coach's availability or a request by the coach to hold the hearing beyond the twelve (12) calendar days from the offense, the coach will automatically be reinstated.

5.1.1 The Disciplinary Committee has authority to act on incident reports involving the conduct of a coach once the report has been referred by a Club President.

5.2 Upon receiving the game report indicating that a coach was disqualified, the Disciplinary Committee shall serve the coach with a Discipline Notice informing the coach of the sanction and of the time, date, and location of the reinstatement hearing. At that hearing the Disciplinary Committee shall review the incident and any prior record of discipline involving the coach. At this hearing, the disciplinary committee shall consider all information it determines relevant to address the question of whether the coach should be reinstated. The coach can provide any information relevant to the question. This information shall be in writing. The coach may also make an oral statement at the time of the hearing and shall submit to questions from the Disciplinary Committee.

5.2.1 At the time of the reinstatement hearing the Disciplinary Committee shall consider whether the disqualification was based on a proper application of the Laws of the Game, and if so, whether the mandatory minimum suspension is adequate to address concerns that exist, whether additional remedial measures are necessary and appropriate to ensure the coach can perform at a level required by CYSA, and whether the coach should be reinstated.

5.3 Upon receipt of a incident report referred by a club president, the Disciplinary Committee shall set a time and place for a hearing to consider whether the incident report(s) warrants the imposition of a sanction. The Disciplinary Committee shall serve the coach with a Discipline Notice informing the coach of the time, date, and location of the hearing. At that hearing the Disciplinary Committee shall review the incident report(s) and any prior record of discipline involving the coach, and shall consider all information it determines relevant to address the question of whether the coach should be sanctioned. The coach can provide any information relevant to the question. This information shall be in writing. The coach may also make an oral statement at the time of the hearing and shall submit to questions from the Disciplinary Committee.

5.4 If after a hearing pursuant to JPR 5.2 or 5.3, the Disciplinary Committee determines that the coach should be reinstated or otherwise sanctioned, it may impose affirmative conditions upon the coach. After a ruling that reinstatement is conditioned upon the coach first meeting set conditions, the Disciplinary Committee may set a review. At the time of the review the Disciplinary Committee shall consider the coaches compliance with the imposed conditions and all information it deems relevant to the question of reinstatement.

5.4.1 Any coach after hearing who is suspended for the balance of a season or more, shall not be reinstated until the suspension has been served and the coach makes a request for reinstatement to the Disciplinary Committee. This does not apply to suspensions for a set number of games that coincide with the number of games remaining in the season.

5.5 All decisions made pursuant to JRP 5.2 and 5.3, and 5.4 shall be in writing.

5.6 Any coach who is the subject of an adverse ruling by the Disciplinary Committee can appeal

the sanction to the Washington Youth Soccer Appeals Committee. An appeal will not stay the suspension.

5.7 At a hearing, a coach has the right to be represented by a person of their own choosing and at their own expense, including an attorney.

6 Protests

6.1 The Disciplinary Committee shall rule on protests.

6.2 All protests shall be in writing and contain a description of how the referee misapplied a specified Law of the Game. Within seventy-two (72) hours of the end of the match, the coach must submit the original written protest to the Discipline Chair. The original must be accompanied by a \$50.00 protest fee, which will be refunded if the protest is upheld.

6.3 Within 24 hours of receiving the protest, the permanent members of Discipline will review the protest to determine if a reason to uphold the protest is contained in the documents submitted by the protesting coach. The Disciplinary committee shall not entertain or uphold any protest involving properly decided forfeitures.

6.4 If the initial review determines that the protest is without merit, the protest will be dismissed and half of the protest fee will be refunded. If the initial review determines the protest possibly has merit, Discipline shall: 1) invite the coach of the opposing team to provide a written response, 2) require a written response from the referee 3) schedule a hearing within five business days of the initial review being completed. 3) notify the protesting coach, the opposing coach and the referee of the date, time, and location of the hearing, invite them to attend the hearing, and provide them with a copy of this rule. 4) Conduct the protest hearing.

6.5 At the protest hearing order of business shall be:

- 1) the Chair shall open the meeting and announce who is in attendance and provide each attendee the opportunity to introduce themselves,
- 2) the Chair shall read aloud the written appeal of the protesting team, the Law of the Game claimed to have been misapplied, any statement provided by the opposing team, and the statement of the game official, and any game report.
- 3) The Disciplinary Committee shall not hear or consider any evidence or testimony not included in the original written protest, response of the opposing coach, statement of the game official and game report: however after the record has been read, and in the sole discretion of the Disciplinary Committee, the Committee members may make factual inquiries of the parties if the committee reasonably believes more facts are needed to rule on the protest. This questioning may occur after the committee has met in executive session as set out in JRP 6.5(4).
- 4) At the sole discretion of the Disciplinary Committee, the Committee shall meet in executive session to discuss the evidence presented, whether addition inquiry is required, and whether substantial evidence has been presented to establish that the referee misapplied a Law of the Game.

5) The Disciplinary Committee shall rule on the protest and announce the decision.

6.6 In the event the protest is upheld the refund due shall be made within three business days. In the event the protest is denied, either at the initial review or after a hearing, the protesting coach shall be informed of the right to appeal the decision to the Washington Youth Soccer Appeals Committee. Such an appeal does not stay the decision or the imposition of the remedy arrived at by the Disciplinary Committee.

6.7 The Disciplinary shall inform the proper association official of the ruling and any remedy imposed, i.e. schedule a re-match, delete the scores of the protested game from the association records.

6.8 At any protest hearing, any party has the right to be represented by a person of their own choosing and at their own expense, including an attorney.

7 Sanctions against participants

7.1 In cases where participants other than players, coaches, and officials, are alleged to have committed touchline misconduct, assault, abuse of an official, or other behavior which is disruptive to the purposes of CYSA, the Disciplinary Committee may conduct a hearing to determine an appropriate sanction. In such a case, the participant shall be notified of the time, date, and location of the hearing. At that hearing the Disciplinary Committee shall review the incident, any incident report and efforts made by the club prior to the matter being referred to the disciplinary committee, and any prior record of discipline involving the participant. At this hearing, the disciplinary committee shall consider all information it determines relevant to address the question of whether the participant should be sanctioned. The participant shall be given an opportunity to speak on his/her own behalf and submit any written information the participant wishes the committee to consider.

7.2 If the Disciplinary Committee determines that a participant should be sanctioned, it shall have broad discretion in establishing an appropriate remedy, not limited by JPR1.11.

7.3 The Disciplinary Committee shall provide the participant the reason for the imposed sanction in writing.

7.4 Any participant who has been sanctioned can appeal the suspension to the Washington Youth Soccer Appeals Committee. An appeal will not stay the sanction.

7.5 At a hearing, the participant has the right to be represented by a person of their own choosing and at their own expense, including an attorney.

CYSA INCIDENT REPORT

Date: _____

Persons involved, and if known, include the name of the team or club the person is associated

with: _____

Date of Incident: _____

Nature of Incident, please check all that apply:

Inappropriate conduct _____

Violation of CYSA, WSYSA, USSF rules or policies _____

Violation of CYSA or member club property _____

Negative impact on players _____

Other _____

Description of incident (attach additional page(s) if

necessary): _____

+++++For Club Use Only+++++

Date received _____

Date forwarded to Disciplinary

Committee _____

+++++For Disciplinary Committee

Only+++++

Date Received _____

Dated initial decision sent to club _____

Initial Decision (Circle all that Apply) 1. Referred back to club 2. Set for hearing

3. Referred directly to WSYSA Appeals Committee

CYSA Disciplinary Notice

Date _____

This is to inform you that you have been sanctioned. Please read this entire document carefully as failure to do so may negatively impact your ability to participate in youth soccer.

Your sanction is effective immediately and is as follows (check all that apply):

_____ Alleged assault or abuse of an official. By WSYSA rule JP 1.4.2 such allegations must be referred to the WSYSA Appeals Committee. Pending a decision of the WSYSA Appeal Committee you are suspended from taking part in any and all CYSA activities in any capacity. JP 1.4.2 is found http://www.washingtonyouthsoccer.org/resources/forms_downloads/ in the document titled: 2011-5-1_Judicial[1].pdf.

_____ Mandatory minimum sanction set out in JPR 1.7 of : _____.

This was the result of you being issued a card or being sent off the field on: _____.

_____ Additional sanction imposed after review by the Disciplinary Committee:

_____ Since you have been sanctioned above the mandatory minimum sanction, you may appeal this decision to the Disciplinary Committee.

In order to appeal this decision you must serve the CYSA vice president with a copy of the attached hearing request form and paying a fee of \$ _____ to CYSA. This fee will be refunded if you are successful with your appeal.

Service of the required document(s) must be served and the fee paid to CYSA within _____ days of receipt of this notice. The CYSA Vice president will accept service of the required notice electronically at _____

or in person _____.

The fee must be in the form of cash, check, or a money order and must be paid to CYSA and delivered to the CYSA vice president at the above listed address or at a location agreed to by the CYSA Vice President.

Judicial Process Rule _____ will govern your hearing and is attached. A full copy of the Judicial Process Rules can be found at cowlitzyouthsoccer.com as a pdf document.

+++++ CYSA Hearing Request +++++

I am requesting a hearing of the CYSA Disciplinary Committee. The reason for this is:
_____ to appeal a sanction imposed above the mandatory minimum penalties set in JPR 1.7.
_____ to protest a decision made by a referee during a match. My protest is based on a misapplication of the Laws of the Game and specifically, Law _____. (Note that the Laws of the Game can be found at the WSYSA website and at the FIFA website).

_____ I am enclosing the fee of \$ _____.

My current contact information is as follows (Please include an email address, a phone number, and a mailing address): _____

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_____ I am enclosing the fee of \$_____.

My current contact information is as follows (Please include an email address, a phone number,
and a mailing address): _____

Signed this _____ day of _____, 201____.

CYSA Disciplinary Committee Ruling

On _____ the Disciplinary Committee met to address 1) a protest, 2) an appeal of a sanction. The decision of the committee is:

_____ Your protest is granted and the fee you paid when you filed the protest is enclosed.

_____ Your protest was denied. You may appeal this decision to the WSYSA Appeals Committee using the attached Notice of Appeal.

_____ Your appeal was granted and the fee you paid when you filed the appeal is enclosed.

_____ Your appeal was denied. You may appeal this decision to the WSYSA Appeals Committee using the attached Notice of Appeal.

The basis for this decision is as follows: _____

Dated this _____ day of _____, 201__.

On August 20, 2012, the CYSA Board approved all of the above listed rules and forms including:

1.1- 1.11

2.1- 2.5.6

3.1- 3.4

4.1- 4.9

5.1 -5.7

6.1- 6.8

7.1- 7.5

CYSA incident report

CYSA Disciplinary Notice

CYSA Hearing Request

CYSA Dsiciplinary Committee Ruling

Further the Board directed the rules be published on the website.