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SnVYSA Disciplinary Policies and Procedures

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1. Introduction

1.1 Purpose

SnVYSA is committed to fostering a safe, respectful, and sportsmanlike environment for all participants, including players, coaches, team staff, referees, parents, and spectators. To uphold these values, a structured disciplinary process is necessary to address misconduct in an equitable, consistent, and transparent manner. This policy establishes clear expectations for behavior and outlines procedures for addressing violations, ensuring that disciplinary actions promote accountability and improvement rather than punishment.

1.2 Scope & Applicability

- a. Participants. This disciplinary policy applies to all individuals involved and participating in any SnVYSA supervised and organized activity, event, program, or competition, including:
 - i. Players (all age groups and competitive levels)
 - ii. Coaches and Team Staff
 - iii. Referees
 - iv. Parents, Guardians, and Spectators
 - v. Board Members
- b. SnVYSA-sanctioned events. This process governs misconduct occurring at all SnVYSA-sanctioned events, including practices, games, camps, clinics, tournaments, and other association-sponsored activities. It covers both on-field and off-field behavior that impacts the integrity of the sport and the well-being of participants.
- c. SnVYSA Policies & Procedures. The SnVYSA Disciplinary Committee will manage all disciplinary actions against SnVYSA members involving violations of:
 - i. SnVYSA Codes of Conduct
 - ii. SnVYSA Policies and Procedures
 - iii. Game Misconduct – In-house league U6-U12 age groups
- d. Interleague Rules and Operating Procedures: Disciplinary actions against SnVYSA members participating in interleague teams for age groups U8-U19 will be managed by the respective interleague Disciplinary Committees. The SnVYSA President will designate a SnVYSA representative to reside on the respective interleague Disciplinary Committees to play an advisory role, offering input, guidance, and ensuring investigations and disciplinary actions are executed for violations affecting SnVYSA members. The SnVYSA Disciplinary Committee may invoke additional disciplinary actions at its discretion based on the severity of the interleague offense. Disciplinary actions will be applied for interleague violations to the following:
 - i. Interleague Game Misconduct and Operating Procedure Rule Violations.
The Disciplinary Committees of each interleague will manage game misconduct incident reports and match protests for SnVYSA teams participating in interleague play. These include:
 1. League WA (Recreational age groups U13-U19)
 2. Regional Club League and North Puget Sound League (Premier age groups U8-U19).
 3. Eastside Youth Soccer Association (Recreational age groups U11-U12)

- e. Referee Reported Abuse
Referees will follow the Referee Abuse Prevention (RAP) policies and procedures for reporting referee abuse as outlined in US Soccer policy 531-9 and Washington Youth Soccer RAP policies. The SnVYSA Disciplinary Committee will follow the policies and procedures for Referee Abuse investigation outlined in the SnVYSA League Policies Section 4.12b. Additionally, the SnVYSA Disciplinary Committee will play an advisory role to the RAP Disciplinary Committee responsible for the jurisdiction of such referees to ensure that investigation and disciplinary actions are executed for violations affecting SnVYSA members.
- f. Child Abuse and Sexual Misconduct
All reports of child abuse or sexual misconduct must follow the SnVYSA Safety and Prohibited Conduct policy section 5.2. The SnVYSA Disciplinary Committee will follow the Safety and Prohibited Conduct policy section 5.2 and will play an advisory role to law enforcement officers and the US Center for SafeSport administrators, as required, to ensure that investigations and disciplinary actions are executed for violations affecting SnVYSA members.
- g. Informal Grievances. SnVYSA member concerns about fairness of playing time, communication, scheduling, team management, or other team administrative concerns will be addressed by a direct conversation with the head coach or other Board Director following the SnVYSA Grievance Policy and Procedures, before a formal incident report may be filed with the SnVYSA Disciplinary Committee per Section 6-Incident Reports.

1.3 Objectives

SnVYSA believes that sportsmanship, integrity, and respect are the foundation of a positive youth soccer experience. All participants are expected to:

- Model respectful behavior toward players, coaches, team staff, referees, and spectators.
- Support fair play and positive team culture in competition and community engagement.
- Comply with association and league policies and codes of conduct in all interactions.
- Resolve conflicts respectfully and adhere to established disciplinary procedures.

Disciplinary actions will be handled equitably and consistently, ensuring that all cases are reviewed objectively and in alignment with the association's mission and objectives to provide a safe, supportive, and developmental soccer experience for all involved.

2. Disciplinary Committee

2.1 Appointment & Authority

The SnVYSA Board of Directors delegates the Disciplinary Committee the authority to carry out this policy.

- a. Appointment. Per SnVYSA Bylaw section 5.5.1, the SnVYSA Board will appoint a Disciplinary Committee each year consisting of the Executive Vice President or designee as Chair and two (2) other Directors. The committee may also include other appointed Directors as the Board sees fit.
- b. Authority. The Disciplinary Committee must follow and carry out the SnVYSA Disciplinary Committee policies and procedures outlined in this document. The Disciplinary Committee has no authority outside what is defined in these policies and procedures and section 5 of the SnVYSA Bylaws.

2.2 Duties of Care

- a. Consistent Application. The Disciplinary Committee will strive to treat all similar offenses consistently, while considering the individual facts and circumstances of each alleged violation.

- b. Non-discrimination. The Disciplinary Committee will be impartial and will not discriminate in any manner.
- c. Recordkeeping. The disciplinary committee will keep reasonable and appropriate records of each reported violation and will document each disciplinary action or proposed decision and the reasons for adopting the same. Records of previous offenses, including offenses of earlier years, may be considered to provide cumulative and progressive discipline.
- d. Secure and Confidential. Records of reported allegations, proceedings, and any resulting disciplinary actions, if any, will be securely maintained and kept confidential. Disclosure will only occur if required for appeals or necessary for review by authorized individuals with jurisdiction over the disciplinary matter.

2.3 Responsibilities

The Disciplinary Committee plays a vital role in ensuring equity, safety, and sportsmanship within the association. Its responsibilities include reviewing misconduct cases, enforcing disciplinary actions, maintaining compliance, and upholding association integrity.

- a. Investigate Misconduct. The committee must:
 - i. Review incident reports, witness statements, and referee accounts.
 - ii. Gather relevant video footage, photos, or game records for evidence.
 - iii. Conduct formal inquiries, including interviews when necessary.
- b. Enforce Disciplinary Actions. The committee determines appropriate consequences based on the severity of violations, including:
 - i. Warnings & Probation (for minor infractions).
 - ii. Game Suspensions (for repeated misconduct).
 - iii. Expulsions (for egregious acts).
 - iv. Restorative measures, such as sportsmanship training or apologies.
- c. Conduct Hearings.
 - i. Organize and oversee disciplinary hearings when needed.
 - ii. Ensure all parties have an opportunity to present evidence.
 - iii. Maintain neutrality in decision-making.
- d. Manage Appeals & Reconsiderations.
 - i. Review appeals submitted by individuals disputing disciplinary actions.
 - ii. Consider new evidence or procedural errors affecting decisions.
 - iii. Determine whether to modify, uphold, or overturn prior rulings.
- e. Ensure Compliance & Record-Keeping.
 - i. Maintain detailed disciplinary records for all reported incidents.
 - ii. Track repeat offenses and behavioral improvements.
 - iii. Ensure individuals comply with suspensions or corrective actions.
- f. Protect League Integrity & Maintain Sportsmanship. The committee works to:
 - i. Promote respectful play and ethical conduct.
 - ii. Prevent bullying, discrimination, and unsafe behaviors.
 - iii. Strengthen the association's reputation for equity and accountability.

3. Types of Misconduct & Classification

Misconduct within SnVYSA is categorized into four (4) levels based on severity, intent, and impact on participants and the overall environment. Each level of misconduct carries progressive disciplinary consequences.

3.1 Minor Infractions

Minor infractions involve first-time or low-level offenses that, while inappropriate, do not pose a serious threat to the safety or integrity of the game. These incidents typically stem from poor judgment, frustration, or lack of awareness rather than intentional misconduct.

- a. Examples.
 - i. Unsportsmanlike conduct, such as excessive complaining or arguing.
 - ii. Late arrivals (without notifying the coach) or failure to follow team instructions.
 - iii. Minor violations of association policies.
 - iv. Inappropriate sideline behavior from spectators (e.g., excessive coaching from the stands).
- b. Typical Disciplinary Actions.
 - i. Verbal warning
 - ii. Written warning with conduct expectations outlined.
 - iii. Behavioral monitoring by coaches
 - iv. Short-term probation with corrective requirements (e.g., attending a sportsmanship discussion).

3.2 Moderate Infractions

Moderate infractions involve repeated violations or disruptive behavior that negatively impacts players, coaches, referees, or the overall environment. These actions demonstrate a disregard for previous warnings or corrective steps.

- a. Examples.
 - i. Repeated arguing with referees, coaches, or other players.
 - ii. Use of disrespectful or aggressive language toward players, coaches, team staff, referees, spectators, or board members.
 - iii. Ignoring prior disciplinary warnings.
 - iv. Conduct that disrupts the flow of play or creates hostility within a match.
- b. Typical Disciplinary Actions:
 - i. Written warning with required behavioral intervention.
 - i. Suspension from one or more games or practices depending on severity.
 - ii. Placement on conduct probation for a set number of games.
 - iii. Mandatory meeting with the Disciplinary Committee before reinstatement.

3.3 Severe Infractions

Severe infractions involve intentional or reckless and disruptive misconduct that threatens the safety of participants or the integrity of the association. These behaviors require immediate action and carry serious disciplinary consequences.

- a. Examples.
 - i. Physical altercations (e.g., fighting, assault, or excessive violent play) without malicious intent to harm.
 - ii. Verbal threats, intimidating and persistent harassment (lacks explicit threat of physical harm), or discrimination directed at players, coaches, team staff, referees, spectators, or board members.
 - iii. Vandalism or destruction of property belonging to the association or venue.
 - iv. Failure to comply with prior disciplinary actions (e.g., returning to games while suspended).
 - v. Inappropriate comments, jokes, or gestures of a sexual nature.
 - vi. Repeated disrespectful or invasive behavior that violates personal boundaries but does not include physical coercion.
- b. Typical Disciplinary Actions.
 - i. Immediate suspension from multiple games or the entire season.
 - ii. Mandatory conduct review hearing.
 - iii. Expulsion from association participation.

3.4 Egregious Acts

Egregious misconduct refers to extreme violations that create criminal liability, serious harm, or immediate safety concerns. The Executive Committee reserves the right to bypass normal disciplinary procedures and administer discipline immediately without prior warnings or hearings.

- a. Examples.
 - i. Physical abuse or battery toward any individual.
 - ii. Criminal behavior that involves child abuse, theft, assault, or illegal activities at any SnVYSA events.
 - iii. Violent actions that endanger others (e.g., direct threats of physical harm or violence, repeated physical harassment, or physical attacks that create legitimate fear and/or violence).
 - iv. Sexual assault or sexual conduct of any kind.
 - v. Behavior that leads to police involvement and/or that causes legal consequences for the association or its members.
 - vi. Severe misconduct that damages the association's integrity or creates safety concerns.
- b. Immediate Disciplinary Actions.
 - i. Immediate removal from games or practices.
 - ii. Police intervention, if applicable.
 - iii. Temporary suspension pending Executive Committee review and final ruling.
 - iv. Expulsion as determined by the Executive Committee and approved by the SnVYSA Board.

4. Disciplinary Actions

The Disciplinary Committee and Executive Committee follow a progressive disciplinary approach, ensuring that consequences align with the severity and frequency of violations. The goal is to correct behavior through equitable and consistent enforcement while allowing opportunities for improvement.

4.1 Progressive Disciplinary Rules and Levels

- a. Each step of the disciplinary process progresses if misconduct continues or escalates, ensuring equity in discipline.
- b. If an adult receives a written warning, probation, or suspension for their actions, they may be subject to removal from or prohibition from serving in a coaching, team staff, or board member role for the current or any subsequent seasonal years.
- c. All removals of SnVYSA members will follow the rules outlined in SnVYSA bylaw section 7.
- d. If a head coach is suspended, expelled, or terminated, the President, in collaboration with the Executive Committee and/or other SnVYSA Directors, will appoint an assistant coach (if available), board member, or SnVYSA Director to act as head coach for the remaining seasonal year. If the head coach is an employee, the President will also initiate the recruitment process to find a replacement.
- e. Adult members who are suspended, expelled, or permanently banned from attending SnVYSA events may provide transportation for their player, but may not attend any practice, game, or other SnVYSA-organized event.
- f. No registration refunds will be given following any disciplinary action.

Disciplinary Levels: Some steps may occur simultaneously or within days of each other based on review and decision.

Infraction Level	Step 1	Step 2	Step 3	Step 4
Minor	Verbal Warning	Written Warning	Behavior Monitoring	Suspension (1 game)
Moderate	Written Warning	Probation	Suspension (1-3 games)	Expulsion Review
Severe	Immediate Suspension	Review Hearing	Expulsion	NA
Egregious	Immediate Suspension or Expulsion	Expulsion	NA	NA

4.2 Disciplinary Action Definitions

- a. Verbal & Written Warnings (Minor Infractions)
 - i. A verbal warning serves as an initial corrective measure for minor misconduct.
 - ii. A written warning documents the violation and establishes expectations for improvement.
- b. Probation & Behavior Monitoring (Moderate Infractions)
 - i. A probationary period may be applied to monitor future behavior for repeat offenders.
 - ii. Players, coaches, team staff, parents, or referees under probation are required to meet with the Disciplinary Committee to discuss expectations.
 - iii. Additional disciplinary actions may be issued to participants on probation during the probationary period, such as suspension from practices or games, or other appropriate disciplinary actions as deemed appropriate for the incident in question.
- c. Suspensions & Restrictions (Moderate to Severe Infractions)
 - i. Suspensions restrict participation in games, practices, or other SnVYSA events for a defined period.
 - ii. Parents or spectators serving a suspension may only drop off and pick up players but may not attend practices or games.
- d. Expulsion (Severe Infractions)
 - i. Expulsion is reserved for serious misconduct that disrupts the association's integrity or threatens safety and removes an individual from all future participation in the association.
- e. Emergency Removal & Immediate Actions (Egregious Acts)
 - i. In cases of egregious misconduct, the Executive Committee may expel the offender immediately.
 - ii. If required, law enforcement will be contacted, and the offending party may be subject to criminal investigation. The steps in the Safety and Prohibited Conduct policy section 5.2 must be followed.
 - iii. Child abuse offenses must be reported to the US Center for SafeSport. The steps in the Safety and Prohibited Conduct policy and procedure in section 5.3 must be followed.

5. Special Considerations & Exceptional Cases

Some disciplinary cases require immediate action, unique handling, or deviations from the standard procedures due to their complexity or severity, which includes previously defined egregious conduct. This section addresses how the Disciplinary Committee and Executive Committee will manage exceptional situations that demand urgent response or specialized review.

5.1 Immediate Removal & Safety Protocols

- a. If an egregious act occurs, the senior non-offending coach or SnVYSA Director (if present) may immediately remove the offender from the premises. The offending party must immediately leave the event upon instruction from an association member.
- b. If necessary, law enforcement will be contacted for assistance.

- c. The association members will document the incident and submit a formal incident report to the Disciplinary Committee.
- d. The offender will temporarily be suspended until formal review by the Executive Committee.

5.2 Executive Committee Review & Decision

- a. The Disciplinary Committee reserves the right to bypass normal disciplinary procedures to ensure swift and appropriate action.
- b. The incident will be escalated to the Executive Committee for review and investigation.
- c. The Executive Committee will issue a final decision on disciplinary action, which may include long-term suspension or expulsion from participation.

5.3 Law Enforcement & Legal Implications

- a. When Legal Action is Required. The Executive Committee may involve law enforcement when:
 - i. A misconduct incident violates local, state, or federal laws.
 - ii. Safety concerns require police intervention at a game or practice.
 - iii. The misconduct creates legal liability for the association or its members.

5.4 Role of the Executive Committee in Legal Cases

- a. The Executive Committee cooperates with law enforcement while ensuring association policies are enforced.
- b. If necessary, the Executive Committee President will designate a spokesperson to collaborate with the police and/or US Center for SafeSport, who may complete reports, issue statements, and provide documentation to support police and/or US Center for SafeSport investigations.
- c. SnVYSA Board members and general members are prohibited from making statements to the media.
- d. Individuals involved in legal misconduct may be expelled from participation in the association.

6. Incident Reports and Preliminary Review

6.1 Incident Reports

A clear and structured process for reporting misconduct ensures equity, accountability, procedural integrity, preserved accuracy, and timely resolution of disciplinary matters. This section outlines the procedures for submitting incident reports, how incidents are reviewed, and initial actions taken by the Disciplinary Committee.

- a. Definition. A violation of association policies, codes of conduct, or game misconduct (e.g., illegal use of a player in a game, code of conduct violation, harassment, bullying, etc).
- b. When to File a Report. An incident report initiates the formal disciplinary process with the Disciplinary Committee. The incident report documents a specific event of misconduct or policy rule violation for disciplinary review.
- c. Timeframe. Incident reports must be filed within 24 to 48 hours of the event for proper investigation and a timely review. Late reports may not be accepted or reviewed and will be at the discretion of the Disciplinary Committee. Incident reports submitted more than 30 days after the event will be denied unless they fall under the "Exceptions" listed in 6.1g below.
- d. Who Can File a Report. Any SnVYSA general member, such as a coach, team staff member, referee, player, parent, guardian, or board member, may submit a formal incident report regarding misconduct.
- e. Reporting Methods. Misconduct must be reported using the following method:
 - i. Incident Report Form – Completed and submitted to the Disciplinary Committee.

- f. Required Information for a Report. To ensure thorough documentation, all incident reports must include:
 - i. Date, Time, and Location of Incident (Game, practice, tournament site).
 - ii. Names of Involved Parties (e.g. Players, Coaches, Parents, referees).
 - iii. Detailed Description of Events (Facts, actions taken, witness observations).
 - iv. Names & Contact Information of Witnesses (If applicable).
 - v. Supporting Evidence (Referee reports, video footage, photos, written statements).
- g. Exceptions to late incident reports. As outlined in 6.1c above, the standard timeframe for submitting an incident report is 24 to 48 hours of the event, with no reports allowed more than 30 days after the event. An exception may be granted by the Disciplinary Committee for serious or egregious violations. The reporter may also be required to justify filing the delayed report. The Disciplinary Committee retains discretion and authority to assess and approve reports submitted beyond 30 days to determine whether the case warrants formal investigation under the following circumstances:
 - i. Severity of the Incident. If the violation involves harassment, abuse, safety risks, or ethical misconduct, the report may be accepted regardless of the submission date.
 - ii. Newly Discovered Evidence. If relevant witness testimony, documentation, or video footage emerges after the standard reporting period, the case may be reopened.
 - iii. Legal or Safeguarding Obligations. Any incident implicating child protection laws or mandatory reporting requirements will be investigated, even if the submission falls outside the typical timeframe.

6.2 Preliminary Review Process

- a. Step 1: Confirmation of Receipt. The Disciplinary Committee will acknowledge receipt of the incident report within 48 hours of the report's submission date and assign a case number to the report. The reporting party will be informed of the case number and that an initial review is underway.
- b. Step 2: Committee Assessment & Classification. The Disciplinary Committee will review the incident report within five (5) to seven (7) days of the incident report submission date to determine if disciplinary action is warranted and whether an investigation is needed. The misconduct will be classified as Minor, Moderate, Severe, or Egregious based on the details provided.
- c. Step 3: Committee Review and Disciplinary Actions. The committee will discuss the findings and determine the appropriate disciplinary action. Disciplinary decisions are based on SnVYSA policies, repeated offenses, precedent, and the severity of the offense. If the offense is severe or egregious and requires further investigation, the committee will follow the investigation procedures outlined in Section 7-Investigation Procedures or Section 5-Special Considerations and Exceptional Cases. If no investigation is required, the committee will determine the outcome based on the disciplinary levels in Section 4.1-Progressive Disciplinary Rules and Levels.
- d. Step 4: Notification of Disciplinary Actions. The committee issues a formal disciplinary action letter to the parties involved. The letter includes details of the disciplinary action, compliance requirements, and reinstatement conditions (if applicable). If the offender is informed of their right to appeal the steps outlined in Section 9-Appeals Process will be followed.

7. Investigation Procedures

When misconduct requires further review beyond the initial incident report and preliminary review process, a formal investigation is conducted to gather facts, assess the severity of the incident, and ensure equity in disciplinary decisions. This process ensures that all parties involved have the opportunity to present evidence.

7.1 Investigation Initiation

An investigation is initiated when:

- a. The preliminary review by the Disciplinary Committee classifies misconduct with a disciplinary level of severe or egregious.
- b. A reported violation requires further fact-finding before disciplinary action can be properly determined.
- c. A case involves conflicting accounts requiring witness verification.

7.2 Timeline

The timeline below will be followed by the Disciplinary Committee after completion of the preliminary review if an investigation is warranted. Extensions to the timeline below may be approved, as required, on a case-by-case basis by the Disciplinary Committee.

- a. Evidence Collection- Within 7 Days: Initial evidence collection and witness statements are gathered.
- b. Review of Evidence- Within 14 Days: Analysis of witness statements, video footage, and official reports is completed.
- c. Determination & Notification- Within 21 Days: Committee findings and decision on next steps.

7.3 Evidence Collection

To ensure a thorough investigation, the following sources of evidence are collected and analyzed.

- a. Statements from Witnesses
 - i. Coaches, players, referees, parents, and officials provide written statements.
 - ii. Witnesses are interviewed separately to avoid bias or influence.
- b. Game Footage or Photographic Evidence
 - i. Video review (if available) assists in verifying disputed incidents.
 - ii. Relevant photos or screenshots are included in the case file.
- c. Referee & Coach Reports
 - i. Match incident reports are examined for documented violations or behavioral concerns.
 - ii. Referees provide insight into on-field interactions between involved parties.
- d. Previous Disciplinary History

The Disciplinary Committee records are reviewed to determine if there is a pattern of misconduct. Prior warnings or suspensions are taken into consideration when evaluating consequences.

7.4 Committee Review

- a. Evaluate Findings. After evidence is gathered, the Disciplinary Committee evaluates findings using the following criteria.
 - i. Credibility & Consistency of Statements
 - ii. Severity & Intent of the Violation
 - iii. Prior Disciplinary History of the Individual
 - iv. Impact of the Incident on Players, Referees, & SnVYSA Integrity
- b. Hearing Required. If the Disciplinary Committee determines that a hearing is required before disciplinary action can be taken, the parties involved will be notified following the steps outlined in Section 7.5b. The Conduct Hearing process in Section 8 will be followed for the hearing.

7.5 Disciplinary Action and Notification

- a. Disciplinary Action. After the investigation and review is concluded, the committee determines the disciplinary action to be issued. The disciplinary decision may result in the following:
 - i. No disciplinary action is necessary (case dismissed).
 - ii. No disciplinary action can be concluded (hearing required)
 - iii. A formal warning, suspension, or probation is issued.
- b. Notification of Disciplinary Actions.

- i. Decision Issued by committee. The committee will issue a formal disciplinary action letter to the parties involved. The letter will include the details of the disciplinary action, compliance requirements, appeal details (if applicable), and reinstatement conditions (if applicable). If the offender is informed of their right to appeal, the steps outlined in Section 9-Appeals Process will be followed.
- ii. No Decision is Issued. If the committee determines that a hearing is required before a disciplinary decision can be made, the committee will notify the parties of the hearing details and information required.

8. Conduct Hearing Process

The Conduct Hearing Process is an important tool to provide assurance that the Disciplinary Committee is making decisions with complete information prior to issuing disciplinary decisions. This section outlines how disciplinary hearings are conducted.

8.1 Conduct Hearing Procedures

- a. When a Hearing may be required. A disciplinary hearing may be required by the Disciplinary Committee when one of the following situations arises in the review and investigation processes:
 - i. Severe or Egregious Misconduct. The misconduct is classified as Severe or Egregious and will lead to long-term suspension or expulsion for the offender. The Executive Committee has the final authority over all decisions involving long-term suspensions, expulsions, or terminations and the authority to bypass all normal disciplinary procedures and administer discipline immediately without prior warnings or hearings as defined in Section 5-Special Considerations and Exceptional Cases.
 - ii. Testimony Required. There is unclear, missing, or conflicting evidence requiring testimony from the parties involved.
- b. Hearing Rules: The Disciplinary Committee may decide the level of formality for the hearing, may hear any evidence it believes is relevant, may place limits on time, evidence and documentation, may have witnesses and/or written statements and may establish other hearing rules so long as each party is treated substantially equal.

8.2 Scheduling & Notification

- a. Date of Hearing. The Disciplinary Committee will schedule a hearing within 14-21 days of the investigation and review conclusions unless an earlier or later date is agreed upon by the parties and approved by the Disciplinary Committee.
- b. Notice. At least seven (7) days' notice of the hearing must be provided to all parties involved.
- c. Hearing Details. All parties involved (offender, reporter, witnesses) are notified of the hearing details which will include time, location, structure, grounds for proposed suspension or disciplinary action, the possible consequences of an adverse finding, and the issues to be resolved by the committee.
- d. Confidentiality. The hearing is conducted privately, to ensure confidentiality.

8.3 Structure of the Hearing

- a. Opening Statements: Summary of the case by the Disciplinary Committee.
- b. Presentation of Evidence: Witness statements, reports, and any supporting documentation.
- c. Testimony from the Accused: Opportunity to respond to allegations.
- d. Committee Deliberation & Decision: Final review and ruling based on facts presented.

8.4 Final Decision & Notification

- a. The committee issues a decision within 7 days after the hearing.

- b. All parties receive formal notification of the outcome, including disciplinary measures (if applicable), within 15 business days of the hearing.

9. Appeal Process

9.1 Eligibility for Appeal

An individual may submit an appeal if they:

- a. Believe the disciplinary action was issued unfairly and is disproportionate to the severity of the violation.
- b. Have new evidence that was not previously considered during the investigation.
- c. Identify a procedural error in the disciplinary process.
- d. Misinterpretation of events and the offender request to provide testimony.

9.2 Appeal Form Submission & Acknowledgement

- a. Timeframe. Appeals must be submitted within seven (7) days of the disciplinary decision.
- b. Appeal Form. All appeals must be submitted using the official Appeal Request Form.
- c. Acknowledgement Letter. The Disciplinary Committee confirms receipt of the Appeal Form to the appellant within 48 hours of the Appeal Form submission date. The letter includes a timeline and next steps.

9.3 Appeal Information Requirements

The appeal must include:

- a. Case Reference Number (from initial disciplinary decision).
- b. Name & Role of Appealing Party (Player, Coach, Parent, Official).
- c. Reason for Appeal (Fairness concerns, new evidence, procedural error).
- d. Supporting Documents (New witness statements, video footage, additional evidence).

9.4 Review & Appeal Hearing Process

- a. Committee Review (Within 7 days of appeal form date submission): The committee will do an initial review of the appeal and evidence provided. The committee reviews the appeal form to determine if it meets the criteria for an appeal. If the appeal does not meet review criteria, the appellant is notified of the denial and provided the reasons for the denial.
- b. Hearing Scheduling (If justified): An appeal hearing will be held within 10-14 days of the appeal form date submission if the committee deems it justified. The appellant will receive a formal invitation for the hearing that outlines the meeting details, required participants, and information to prepare and provide at the hearing.
- c. Decision Process and Timeline: A committee decision is issued within 5-7 days following committee review completion or post-hearing (if applicable). The committee may uphold, modify, or overturn the original decision. If modifications are made to the original disciplinary actions issued, a timeline for enforcement of the new decision is provided by the committee.
- d. Notification. The appellant will receive a written decision of the appeal from the committee.

9.5 Disciplinary Committee Final Decision

- a. No further appeals are allowed after a decision has been declared by the committee. Once the Disciplinary Committee issues a ruling, the decision is final.

9.6 Appeal To Affiliate Organizations

Any party dissatisfied with a decision of the SnVYSA Disciplinary Committee may appeal such a decision to Washington Youth Soccer or US Soccer Federation by following the Washington Youth Soccer and US Soccer Federation Bylaws and Policies.

10. Match Protests

A match protest is a formal request to review and reconsider the outcome of a game due to rule violations, officiating errors, or improper conduct that significantly affected the result. SnVYSA has established the following policies and procedures to ensure a structured evaluation of protests.

10.1 Grounds for Protest

- a. Match Protests may be submitted for SnVYSA in-house league games for U6-U12 age groups only.
- b. A match protest may be submitted if:
 - i. A referee incorrectly applied a league rule, directly impacting the final score.
 - ii. An ineligible player participated in the match.
 - iii. A game procedure violation occurred (such as restart or stoppage timing, illegal substitution errors)
 - iv. There was unsportsmanlike behavior or misconduct that materially influenced the outcome of the game.

10.2 Exclusions-No Protests Allowed

- a. Judgment calls by referees (e.g., offside decisions, fouls, penalty rulings).
- b. General displeasure with officiating or game management that did not violate official rules.
- c. Field, equipment, or facility conditions will be denied unless the referee was notified of the condition before the initial kickoff of the game being protested.
- d. Interleague game match protests. Match protests for interleague games must be submitted with the respective interleague Disciplinary Committee per interleague game operating policies and procedures.

10.3 Submission Process

- a. Who Can Submit a Protest?
 - i. Only the head coach or team manager may file a match protest.
 - ii. Protests must be submitted within 24-48 hours of the match's conclusion.

10.4 Documentation

- a. A Protest Form must be completed and submitted to the Disciplinary Committee and must include the following:
 - i. Match Date, Time, and Location
 - ii. Teams Involved (Name, Age Group, Division)
 - iii. Referee Crew Names (if known)
 - iv. Detailed Explanation of Protest Grounds
 - v. Supporting Evidence (Video footage, referee reports, witness statements)

10.5 Review & Investigation

Initial Review and Investigation Process

- a. The Disciplinary Committee will review the protest within 48 hours of submission.
- b. If the protest is valid and meets the criteria, it proceeds to formal investigation following the procedures in section 7 if deemed necessary by the Disciplinary Committee.

- c. If the protest is invalid, the protesting team is notified of dismissal.

10.6 Decision & Notification

The final ruling is issued within 7 days of the protest submission. Possible outcomes:

- a. Protest Denied (no rule violation occurred).
- b. Protest Upheld – Replay Ordered (game must be replayed).
- c. Protest Upheld – Score Adjustment (modification of result).
- d. Protest Upheld – Other Action (sanctions against involved parties).
- e. Teams involved will receive official notification of the decision.
- f. Each decision will be documented and may be used as a precedent in future decisions.

10.7 Appeals Process

If a team disagrees with the ruling, the head coach or team manager of the team may submit an appeal following the Appeals procedures in section 9.

11. Game Misconduct

11.1 Definition. Game misconduct refers to any action during a match that violates association league rules, disrupts gameplay, or poses a threat to players, referees, or spectators. It includes:

- a. Unsportsmanlike Conduct – Excessive arguing, verbal abuse, or disrespect toward referees, coaches, or opponents.
- b. Dangerous Play – Intentional fouls, reckless challenges, or actions that risk injury.
- c. Referee Dissent – Confrontational behavior, refusal to accept referee decisions, or aggressive gestures.
- d. Violent Conduct – Fighting, physical altercations, or excessive force beyond normal gameplay.
- e. Field Encroachment – Unauthorized entry onto the playing field by non-players (parents, coaches, or spectators).
- f. Disruptive Behavior – Deliberately delaying the game, inciting conflict, or ignoring official instructions.

11.2 On-Field Disciplinary Actions

- a. Referee Authority. The referee has the sole authority to issue penalties and enforce disciplinary measures during gameplay. If misconduct occurs, referees may issue:
 - i. Verbal Warning – For minor infractions or first-time offenses.
 - ii. Yellow Card (Caution) – For repeated or moderate misconduct.
 - iii. Red Card (Ejection) – For severe misconduct, requiring immediate removal from the game.
 - iv. The Disciplinary Committee reviews all red card incidents to determine if additional disciplinary action is warranted.

11.3 Immediate Removal/Ejection from Game

- a. A coach or referee may remove an individual without prior disciplinary review if the behavior presents a danger to players, referees, or spectators.
- b. A red-carded player or coach must leave the playing area immediately and cannot participate in the remainder of the match.
- c. A player without a parent/guardian at the game will be allowed to stay on the bench until the parent/guardian arrives. The absent parent/guardian will be called by the head coach, assistant coach, or team manager.
- d. Examples include:
 - i. A parent or spectator physically entering the field of play.
 - ii. A coach engaging in violent or threatening behavior toward players or referees.
 - iii. A referee refuses to officiate fairly due to bias or misconduct.

11.4 Post-Game Incident Report Submission

- a. Incident Report Submission. Within 24-48 hours following the end of the game, referees must submit an official incident report in the Referee systems for respective Disciplinary Committee review.
- b. Coaches, players, or spectators may also submit misconduct incident reports and must follow the procedures outlined in section 6.

11.5 Committee Review, Classification & Investigation

- a. The Disciplinary Committee reviews the referee incident reports within 48 hours of submission and classifies the misconduct as Minor, Moderate, or Severe based on evidence.
- b. If incident reports were also submitted by other participants who witnessed the game, the Disciplinary Committee will follow the procedures outlined in Section 6-Incident Reports and Preliminary Review.

11.6 Disciplinary Action and Notification

- a. Step 1: Disciplinary Action. The Disciplinary Committee will issue a ruling within 5-7 days of the referee incident report submission date if no further investigation is required. The disciplinary action will be based on the disciplinary levels below.

Misconduct Level	Penalty	Additional Actions
Minor	A warning or a written letter	Behavioral monitoring
Moderate	Suspension (1-3 games)	Required Sportsmanship training
Severe	Multi-game suspension or expulsion	Hearing

- b. Step 2: Notification of Disciplinary Actions. The committee will issue a disciplinary action letter to the parties involved. The letter includes details of the disciplinary action, compliance requirements, and reinstatement conditions (if applicable).

11.7 Appeals

If a player, coach, or parent disagrees with a disciplinary ruling, they may submit a formal appeal within 7 days to the Disciplinary Committee for disciplinary action following the procedures outlined in section 9.

12 Enforcement & Record-Keeping

12.1 Enforcement of Disciplinary Actions

- a. Compliance Monitoring
 - i. Individuals under probation or suspension must adhere to the restrictions outlined in their disciplinary notice.
 - ii. Coaches, team staff, referees, or board members report any violations of disciplinary terms or unauthorized participation in games or practices to the Disciplinary Committee.
- b. Handling Non-Compliance. If an individual fails to comply with disciplinary actions, the following steps are taken:
 - i. First Violation: Extension of suspension period and additional behavioral intervention.
 - ii. Second Violation: Increased restrictions and mandatory disciplinary hearing.
 - iii. Third Violation or Egregious Non-Compliance: Permanent expulsion from the association.

12.2 Documentation & Record-Keeping

- a. Required Documentation for Disciplinary Cases. All disciplinary records must include:
 - i. Incident Report or Match Protest (Date, time, parties involved, statements, and supporting evidence).
 - ii. Investigation Findings (Summary of collected evidence and conclusions).
 - iii. Final Disciplinary Decision (Written ruling issued by the committee).
 - iv. Appeals Records (If applicable, appeal request and committee ruling).
 - v. Enforcement Logs (Records of compliance monitoring and additional actions taken).
- b. Minors. When the offender is a minor, the parent/guardian must be informed and notified of all communications and disciplinary proceedings with the minor.

12.3 Secure Storage

All Disciplinary records must be securely stored.

- a. Physical Records: Stored in a locked filing system accessible only to authorized personnel.
- b. Digital Records: Maintained in a secure online document storage filing system with restricted access.
- c. Retention Period: All records are stored for a minimum of five (5) seasonal years for future reference.

13 General Provisions

13.1 Retaliation

SnVYSA is committed to providing a safe and respectful environment. Retaliation against individuals making good faith reports of misconduct or participating in an investigation of a report of misconduct under this policy is expressly prohibited before, during, or after the response and resolution process. Retaliation means any adverse action, or threat to take an adverse action, including, but not limited to threatening, intimidating, harassing, coercing, or any other action or conduct with the potential effect of dissuading a reasonable person from reporting under this policy or participating in the investigation of a report. Any employee or volunteer found to have engaged in retaliation will be subject to disciplinary action up to and including termination of employment or expulsion from volunteer duties and participation.

13.2 Confidentiality

All reports and disciplinary proceedings are confidential and restricted to the Disciplinary Committee and the Executive Committee, except as may be required for any appeals or as necessary for review by others with jurisdiction over any matters the subject of disciplinary action. This ensures privacy for all parties involved. The disciplinary actions taken by the Disciplinary Committee and Executive Committee within this policy will not be discussed with outside parties and will remain confidential and may only be discussed with the parties involved, except as may be requested by law enforcement or the US Center for SafeSport during a criminal investigation. Breaching confidentiality by any participant will result in further disciplinary actions, leading to termination or removal from the association.

13.3 Conflict of Interest

If any member of the SnVYSA Disciplinary Committee or Executive Committee is found to have a Conflict of Interest, that person will be recused from participating in the investigation, hearing, and appeals process. All misconduct allegations will be treated equitably by the Disciplinary Committee and Executive Committee, and participants investigating the allegations will be free of bias and conflicts of interest.

13.4 Legal

Per SnVYSA Bylaws section 7.1.2, no general member of SnVYSA may invoke the aid of the courts in the United States or of a State without first exhausting all available remedies provided by SnVYSA and its member organizations.

13.5 Remote Meetings

Per SnVYSA Bylaws section 9.6, any General Membership Meeting, Board Meeting, or Committee Meeting may be held remotely by phone or video conference as the Board may determine. Notice of the remote meeting must be delivered to each General Member or Director by means that they have authorized and provide complete instructions for participating in the meeting by remote communication.

Definitions for Disciplinary Policy

1. **Appellant:** The party filing a notice of appeal.
2. **Offender:** An individual who has been accused or found responsible for violating established rules, policies, or conduct expectations. The offender may be a player, coach, parent, spectator, or other association participant whose actions have led to a formal investigation or disciplinary review.
3. **Reporter:** The individual completing the incident report or match protest and providing details of the incident for investigation.
4. **Witness:** An individual who directly observed the event and reports what they saw.
5. **Informant:** An individual supplying relevant information on an incident report or match protest to the disciplinary committee.
6. **Misconduct:** Any behavior that violates the association's Code of Conduct policies, association policies, or league competition rules, disrupts gameplay, or negatively impacts players, coaches, referees, or spectators.
7. **Infraction Levels:**
 - **Minor Infraction:** A low-level violation, such as unsportsmanlike conduct, excessive arguing, or tardiness.
 - **Moderate Infraction:** A repeated or disruptive behavior, such as disrespect toward officials or failure to comply with prior warnings.
 - **Severe Infraction:** A serious act of misconduct, such as reckless physical contact, verbal threats, or harassment. Severe infractions are aggressive, however, they lack the intention to physically harm or cause violence.
 - **Egregious Act:** An extreme act of misconduct that is deliberate and intentional. Egregious acts are physical and threaten safety or league integrity, including child abuse, assault, criminal behavior, or actions requiring law enforcement intervention. Egregious acts are repeated and escalate beyond a single incident.
8. **Disciplinary Committee:** A designated group of SnVYSA Directors responsible for reviewing misconduct cases, conducting investigations, and determining appropriate disciplinary actions.
9. **Probation:** A temporary status where an individual remains under disciplinary monitoring. Failure to improve behavior during probation may result in further penalties.
10. **Suspension:** A period during which an individual is prohibited from participating in games, practices, or league events due to disciplinary ruling.
11. **Expulsion:** The removal of an individual from the league due to severe misconduct. An expelled player, coach, or parent is **permanently banned** from all league activities.
12. **Appeal:** A formal request for reconsideration of a disciplinary action. Appeals must be submitted with supporting evidence and will be reviewed by the Disciplinary Committee.

13. **Conduct Hearing:** A formal meeting where involved parties present testimony and evidence regarding a disciplinary case before the Disciplinary Committee makes a final ruling.
14. **Immediate Removal:** The authority of a SnVYSA coach or Director to remove an offending individual from the premises if their actions pose a threat or cause significant disruption.
15. **Code of Conduct:** A set of rules and expectations governing behavior for all players, coaches, referees, parents, and spectators to ensure a safe and respectful sports environment.
16. **Compliance Monitoring:** The process of tracking and enforcing disciplinary actions to ensure individuals follow suspension, probation, or conduct improvement requirements.
17. **Incident Report:** A formal documentation of a misconduct event, including witness statements, evidence, and a description of the violation.
18. **Match Protest:** A Match Protest is a formal request to review and reconsider the outcome of a game due to a rule violation, officiating error, or improper conduct that significantly affected the result of the game.
19. **Investigation:** A structured process where the Disciplinary Committee gathers information, verifies claims, and assesses the severity of misconduct before issuing disciplinary action.
20. **Notification Letter:** A formal document sent to the individual facing disciplinary action, outlining the violation, ruling, and consequences.
21. **Sportsmanship Training:** A corrective program required for individuals who engage in repeated misconduct, designed to promote respect and positive behavior in youth sports.
22. **Sideline Code of Conduct:** Specific behavioral expectations for parents and spectators, including restrictions on approaching coaches or referees and guidelines for respectful engagement.
23. **On-Field Behavior:** Refers to conduct during active gameplay, including interactions with referees, opponents, and teammates while competing. This includes while on the bench.
24. **Off-Field Behavior:** Refers to conduct/actions outside of gameplay, including personal conduct in practice/training sessions, team events, team travel, and online social media interactions.
25. **Progressive Discipline:** A system where consequences escalate based on repeated violations, ensuring equity while allowing opportunities for improvement before stricter penalties are applied.

APPENDIX A-SAMPLE INCIDENT REPORT FORM

Instructions:

This form must be **completed and submitted within 24 to 48 hours** following the incident. The report will be reviewed by the **Disciplinary Committee** to determine appropriate action. Please provide detailed and accurate information. Late reports may not be accepted or reviewed and will be at the discretion of the Disciplinary Committee. Incident reports submitted more than 30 days after the event will be denied unless they fall under the "Exceptions" listed in 6.1g of the Disciplinary Policies and Procedures.

1. Incident Information

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Offender Name: _____

Other Parties Involved Names: _____

Division/Age Group: _____

Team Name: _____

Referee Name (if applicable): _____

Repeat Violation: (Yes/No, if yes enter #) _____

2. Offending Individual Details

Player Coach Team Staff Spectator Parent/Guardian Other (Explain):

3. Incident Description

Code of Conduct violation: Describe and Name _____

Policy and Procedure violation: Describe Policy and section of policy violated _____

Dissent Toward Officials (verbal aggression, referee abuse)

Egregious Conduct (Explain): _____

Other (Explain): _____

Detailed Summary of Incident:

4. Actions Taken (if any)

Verbal Warning Issued

Written Warning Issued

Removal from Premises

Law Enforcement called

Other (Explain): _____

5. Witness Statements (if applicable)

- Attached Statements from Coaches, Players, or Spectators
- Video or Photo Evidence Provided

6. Compliance with Reporting Deadline

- Report submitted within **24-48 hours** of incident occurrence
- Additional supporting evidence attached (if applicable)

7. Signatures

Reporting Individual Name & Role: _____

Signature: _____

Date: _____

APPENDIX B-SAMPLE COACH WRITTEN WARNING LETTER-PLAYER

Subject: Follow-Up Regarding [Player's Name]'s Conduct: First Offense

Dear [Parent/Guardian Name],

We wanted to reach out regarding an incident that occurred during [recent game/practice] involving [Player's Name]. Our priority is to support their development both as an athlete and a respectful competitor.

During the event, [briefly explain behavior, e.g., "there was an instance of verbal frustration directed at an official"]. While we understand that emotions run high during games, we believe that learning moments like this help reinforce the importance of sportsmanship and respect.

Next Steps:

Encouragement from Home: We appreciate any conversations at home that reinforce the value of respect in sports.

We are confident that [Player's Name] will move forward positively, and we appreciate your partnership in supporting their growth. If you'd like to discuss further, please don't hesitate to reach out.

Sincerely,

[Your Name]

[Position in Association]

[Contact Information]

APPENDIX C-SAMPLE DISCIPLINARY COMMITTEE ACTION LETTER-PLAYER

Subject: Important Update Regarding Disciplinary Decision

Dear [Parent/Guardian Name],

As part of our commitment to fostering a safe, respectful, and positive environment for all players, we wanted to inform you about a recent disciplinary review involving [Player's Name].

After careful consideration by the Disciplinary Committee, it has been determined that [briefly state violation, e.g., "a Code of Conduct violation occurred during the last match involving unsportsmanlike behavior"]. Our goal is to ensure equity in the process and provide constructive resolutions to help young athletes grow within the sport.

Decision & Next Steps

After reviewing the incident and relevant evidence, the committee has decided on the following course of action:

- **Action Taken:** [e.g., "One-game suspension," "Mandatory sportsmanship training session," "Formal apology letter to the affected parties"].
- **Remedial Measures:** [e.g., "Participation in a conflict resolution workshop," "Volunteer hours within the association"].

This decision is in line with our association's policies and is designed to uphold the integrity of our league while providing learning opportunities for players.

Appeal Process

If you believe there are grounds for an appeal, you may submit a formal request within **7-14 days** of this notice. Appeals should be sent to [association's contact email] with supporting documentation for review.

We appreciate your cooperation and support as we work together to create a positive and respectful soccer experience for all participants. If you have any questions or need further clarification, please don't hesitate to reach out.

Sincerely,

[Your Name]

[Position in Association]

[Contact Information]

APPENDIX D-SAMPLE COACH WRITTEN WARNING LETTER-TEAM

Subject: Reminder: Sportsmanship & Conduct Expectations

Dear Parents,

We want to take a moment to reinforce the importance of sportsmanship and respect within our association. Recently, we've observed some instances of [e.g., excessive arguing with referees, unsportsmanlike conduct on the sidelines] that do not align with our values.

Our goal is to ensure that every player, coach, and spectator contributes to a positive and encouraging environment that allows our athletes to grow and develop. We kindly ask for your support in modeling respectful behavior at games and practices.

Our Expectations Moving Forward:

- Encourage players to focus on teamwork and fair play.
- Respect referees and game officials, even in moments of disagreement.
- Promote positive sideline behavior—cheering and supporting rather than criticizing.

We appreciate your partnership in fostering a great experience for all involved. If you have any concerns or suggestions, please don't hesitate to reach out.

Best regards,

[Your Name]

[Position in Association]

[Contact Information]

**APPENDIX E-SAMPLE DISCIPLINARY COMMITTEE ACTION LETTER-PLAYER REPEAT
OFFENSE**

Subject: Urgent Follow-Up Regarding [Player's Name]'s Conduct

Dear [Parent/Guardian Name],

We wanted to follow up regarding ongoing concerns related to [Player's Name]'s behavior during recent games/practices. As a youth soccer association, we are committed to fostering a positive, respectful, and sportsmanlike environment for all participants.

Unfortunately, despite previous discussions and corrective actions, there have been continued instances of [describe behavior, e.g., "inappropriate language directed at officials" or "unsportsmanlike behavior toward teammates"]. While we recognize that competitive play can be emotionally charged, repeated violations of our Code of Conduct require a more structured response.

Next Steps & Required Actions

To ensure that [Player's Name] can continue participating while reinforcing accountability, the following actions will be required:

- Probationary Period: [Player's Name] will be placed on behavioral probation for [X] games.
- Mandatory Sportsmanship Session: Attendance at [association-approved sportsmanship training or a conversation with a coach].
- Parental Involvement: We request a meeting with you and the coaching staff to discuss support strategies.
- Final Warning: If another violation occurs, further disciplinary measures—including suspension or removal from play—may be considered.

We want to work together to support [Player's Name] in making positive adjustments and ensuring a great soccer experience for all involved. Please let us know a convenient time to discuss these next steps.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Position in Association]

[Contact Information]

APPENDIX F-SAMPLE COACH/ASSOCIATION WRITTEN WARNING LETTER-PARENTS

Subject: Important Reminder About Sideline Conduct

Dear Parents,

We appreciate your support and enthusiasm for our teams! As a youth soccer association, our goal is to foster a positive, respectful, and sportsmanlike environment for players, coaches, officials, and families.

Unfortunately, we've observed some incidents of sideline behavior that do not align with our association's values, including [briefly describe issue, e.g., "excessive arguing with referees" or "inappropriate language directed at players or officials"]. While we recognize that games can be emotional, maintaining respectful conduct is essential for ensuring a safe and enjoyable experience for all.

Expectations for Parents & Spectators:

- Respect referees and game officials at all times.
- Model positive behavior for players—cheering and supporting rather than criticizing.
- Avoid confrontations with officials, coaches, or opposing teams.

Consequences for Continued Misconduct:

To protect the integrity of our association, repeated violations of our Sideline Code of Conduct may result in:

- Verbal or Written Warnings
- Temporary Sideline Suspension (restricted attendance at games)
- Formal Disciplinary Review if behavior persists

We ask for your partnership in creating a respectful and encouraging atmosphere that allows our athletes to thrive. If you have any questions or concerns, please don't hesitate to reach out.

Thank you for your support!

Sincerely,

[Your Name]

[Position in Association]

[Contact Information]

APPENDIX G-SAMPLE DISCIPLINARY COMMITTEE ACTION LETTER-PARENT

Subject: Urgent Notice Regarding Sideline Conduct: Disciplinary Action

Dear [Parent/Guardian Name],

We are reaching out to address a serious concern regarding behavior exhibited at [specific game or event]. As a youth soccer association, we are committed to maintaining a safe and respectful environment for players, coaches, officials, and spectators.

During the recent match, there was an incident involving [briefly describe behavior, e.g., verbal abuse directed at a referee or physical confrontation with another spectator]. This type of conduct violates our Sideline Code of Conduct and goes against the values of our organization.

Immediate Actions & Consequences

Due to the severity of the incident, the following measures will take effect immediately:

- Official Warning – This serves as a formal notice that such behavior will not be tolerated.
- Temporary Attendance Suspension – You are not permitted to attend [X] upcoming games.
- Mandatory Conduct Review – A meeting with association leadership is required before returning to events.

Should another violation occur, further disciplinary action may include permanent removal from association events. We strongly encourage all parents to uphold the spirit of sportsmanship and positivity in support of our athletes.

If you have questions or would like to discuss this matter further, please contact [association representative's name] at [contact information].

We appreciate your cooperation in fostering a respectful and supportive environment for all involved.

Sincerely,

[Your Name]

[Position in Association]

[Contact Information]

APPENDIX H-SAMPLE APPEAL REQUEST FORM

This form must be **completed and submitted within 7 days** of receiving a disciplinary decision ruling. Appeals will be reviewed by the **Disciplinary Committee**, and a decision will be issued within the designated timeframe.

1. Applicant Information

Appellant Name: _____

Case Number: _____

Role: Player/Coach/Spectator: _____

Team Name & Age Group: _____

Appellant Email: _____

Appellant Phone Number: _____

2. Original Disciplinary Decision

- Verbal/Written Warning
- Suspension (Length: _____)
- Expulsion from Association
- Other (Explain): _____

Date of Disciplinary Decision: _____

Committee Representative Who Issued Ruling (if known): _____

3. Reason for Appeal

- Procedural Error in Review Process
- New Evidence Supporting Appeal
- Disproportionate Punishment Compared to Similar Cases
- Misinterpretation of Events or Witness Statements
- Other (Explain): _____

4. Supporting Documentation

- Attached Witness Statements
- Video/Photo Evidence
- Other (Explain): _____

Provide a **written statement** detailing the grounds for appeal:

5. Requested Resolution

- Modification of Disciplinary Action
- Full Overturning of Decision
- Alternative Restorative Action
- Other (Explain): _____

6. Acknowledgment & Signature

- I confirm that this appeal is submitted within the required **7-day timeframe**.
- I understand that the Appeals Committee's **decision is final**.
- I agree to participate in good-faith discussions during the appeal process.

Applicant Signature: _____

Date: _____

Disciplinary Committee Representative Signature: _____

Date: _____

APPENDIX I-SAMPLE APPEAL HEARING NOTIFICATION LETTER

Subject: Appeal Hearing Notification – SnVYSA

Dear [Appellant's Name],

Thank you for submitting your appeal form dated [Submission Date]. After an initial review, the Disciplinary Committee has determined that your request meets the criteria for an Appeal hearing.

1. Hearing Schedule

Your appeal hearing has been scheduled as follows:

- a. Date: [Insert Date – within 10–14 days of submission]
- b. Time: [Insert Time]
- c. Location: [Insert Location or Virtual Link]

2. Required Participants

You are requested to attend the hearing along with the following:

- a. Any witnesses you would like to provide statements
- b. A parent or guardian, if you are a minor
- c. Any league officials or involved parties as designated by the Disciplinary Committee.

3. Information to Prepare

Please prepare and bring the following documents:

- a. A written summary of your appeal argument
- b. Any new or clarifying evidence (video, witness statements, supporting documentation)
- c. A list of witnesses you plan to reference or present

4. Purpose of the Hearing

The goal of this hearing is to ensure an equitable review of your appeal, allow you to present your position, and provide the committee with the opportunity to clarify details and ask questions before reaching a final decision.

The outcome of the hearing will be communicated in writing within 5–7 days following its conclusion.

Please confirm your availability for the hearing by [RSVP Deadline] by contacting [Association Contact Name and Email/Phone].

We appreciate your cooperation and look forward to ensuring an equitable and transparent process.

Sincerely,

[SnVYSA Disciplinary Committee Representative Name]

APPENDIX J-SAMPLE APPEAL DECISION NOTIFICATION LETTER

Subject: Final Ruling – Appeal Decision Notification

Dear [Appellant's Name],

Thank you for your participation in the appeal process concerning the disciplinary action originally issued on [Original Decision Date] regarding the incident on [Incident Date]. The SnVYSA Disciplinary Committee has completed its thorough review of your submitted appeal and conducted a formal hearing on [Hearing Date, if applicable].

Final Decision:

After reviewing all documentation, testimony, and evidence presented, the Disciplinary Committee has reached the following decision:

Decision— The original disciplinary ruling is upheld / modified / overturned.]

Summary of Reasoning:

The committee based its decision on:

- [Key factor #1 – e.g., New evidence provided at the hearing.]
- [Key factor #2 – e.g., Consistency with league disciplinary policy.]
- [Key factor #3 – e.g., Testimony from involved parties.]

The revised ruling, if any, will take effect immediately and is binding under league policy.

Next Steps:

- a. If any conditions are outlined in the updated decision (e.g., suspension period, restorative action), you will be contacted separately regarding enforcement and compliance.
- b. No further appeals are allowed.

We appreciate your cooperation and your commitment to upholding the values of equity, respect, and accountability that guide our association. If you have any questions or require additional clarification, feel free to contact [Association Representative Name] at [Email/Phone Number].

Sincerely,

[Representative Name]

Chair, Disciplinary Committee

SnVYSA

APPENDIX K-SAMPLE MATCH PROTEST (U6-U12 SnVYSA In-house games only)

This form must be submitted within 24-48 hours following the conclusion of a match. Only the head coach or team manager may file a formal protest. Supporting evidence must be attached where applicable.

1. Match Information

- Date of Match: _____
- Time: _____
- Location/Venue: _____
- Teams Involved: _____ vs _____
- Age Group/Division: _____
- Referee(s) Name(s) (if known): _____

2. Protesting Team Information

- Team Name: _____
- Coach/Team Manager Name: _____
- Role/Title: _____
- Contact Email: _____
- Phone Number: _____

3. Nature of Protest (*Check all that apply*)

- Misapplication of the Rules of Competition
- Improper player eligibility
- Referee procedural error
- Unsportsmanlike conduct
- Other (please explain): _____

4. Detailed Explanation of Protest

Clearly describe the issue, how it occurred, and how it impacted the match outcome. Include any relevant law or rule references:

5. Supporting Evidence (*Check if included*)

- Witness statements
- Video footage
- Photographic evidence
- Copy of team roster(s)
- Other documents (please specify): _____

6. Signature & Acknowledgment

I certify that the information provided above is accurate to the best of my knowledge. I understand that this protest is subject to league rules and may not be considered if submitted past the deadline.

Signature: _____

Date: _____

APPENDIX L-Invalid Match Protest Notification Letter

Subject: Notice of Invalid Protest Submission

Dear [Coach/Team Manager Name],

Thank you for submitting your protest regarding the match held on [Date of Match] between [Team A] and [Team B]. We have reviewed the protest submitted on [Submission Date] and wish to inform you that it has been deemed invalid based on the guidelines outlined in the associations official protest policy.

Reason for Invalid Submission:

[Example: Submission received after the deadline (e.g., more than 48 hours post-match)]

[Example: Incomplete protest form or missing required documentation]

[Example: Protest pertains to a judgment call by the referee, which is not protestable under league rules]

[Example: Protest not filed by a designated team official]

As such, the protest will not be considered for further review, and the match result will remain as recorded.

Association Policy Reminder:

All protests must comply with the criteria outlined in **Section 10** of the SnVYSA Disciplinary Policies and Procedures including:

- Timely submission (within [specified timeframe])
- Proper documentation and evidence
- Valid basis (procedural violations, rule misapplication, etc.)

We encourage your continued engagement with the association and appreciate your commitment to ensuring fair play and integrity. Should you need clarification about protest policies or wish to seek guidance for future concerns, please don't hesitate to contact us.

Sincerely,

[SnVYSA Disciplinary Committee Representative Name]

Email | Phone Number

APPENDIX M: Sample Match Protest Decision Letter

Subject: Official Ruling – Match Protest Decision

Dear [Coach/Team Manager Name],

Thank you for submitting a match protest. After reviewing the information submitted and evaluating all relevant documents, the SnVYSA Disciplinary Committee has completed its investigation and reached a final decision.

Date of Decision: [MM/DD/YYYY]

Teams Involved: [Team 1 vs. Team 2]

Division/Age Group: [Insert Age Group]

Match Date: [MM/DD/YYYY]

Protest Submitted By: [Head Coach / Team Manager Name]

Protest Review Summary:

The Disciplinary Committee has completed its review of the protest filed for the match between [Team A] and [Team B] on [Match Date]. The committee has considered all submitted evidence, including:

- Official referee reports.
- Video footage (if provided).
- Witness statements.
- Relevant league rules and procedures.

Protest Decision & Ruling:

Protest Outcome	Explanation
<input type="checkbox"/> Protest Denied	The review determined that no rule violation occurred, and the match result remains valid.
<input type="checkbox"/> Protest Upheld – Replay Ordered	A critical rule misapplication affected the match outcome; the game must be replayed.
<input type="checkbox"/> Protest Upheld – Score Adjustment	An ineligible player participated, requiring a forfeit.
<input type="checkbox"/> Protest Upheld – Other Action	A violation was confirmed, but resolution will be handled through specific sanctions instead of a replay or score change.

This decision has been made following the association's established match protest procedures and was rendered within 7 days of the original submission on [Submission Date].

Summary of Review:

- Match Details & Allegation Summary: [Brief recap of the protest issue and basis]

- Supporting Documentation Considered: [e.g., Match report, referee notes, video evidence, team rosters]
- Key Findings: [Concise bullet points or a paragraph summarizing findings]

Next Steps:

- All teams involved have received a copy of this decision.
- This ruling will be documented in the Disciplinary Committee's official records and may be referenced as precedent in future similar cases.
- If further clarification is needed, or if sanctions have been imposed, you will receive additional instructions separately.

Appeals Process:

If you believe there was a procedural error or have new evidence, you must follow the policies and procedures outlined in the Disciplinary Policy and Procedures section 9-Appeals.

We appreciate your efforts in upholding the principles of equity, integrity, and sportsmanship in our league.

Sincerely,

[SnVYSA Disciplinary Committee Representative Name]

[Title – e.g., Chair,]