

# OKLAHOMA SOCCER ASSOCIATION

## NOTICE OF APPEAL PROCEDURE FOR APPEALS

The purpose of the Oklahoma Soccer Association appeal procedure is to provide a fair consideration of matters in dispute within the family of O.S.A. and its member organizations. Nothing in the procedure shall take precedence over the Rules of O.S.A., USYSA/USASA and of USSF .

### **A. Manner of Appeal:**

1. Appeals beyond the level of the member association shall be made by filing a notice of appeal, in a form designated by the O.S.A. Board of Directors. The appealing party shall send the notice to the O.S.A. office. Your notice of appeal and payment must be sent within five (5) working days after your receipt of the decision you are appealing.
2. The notice shall be complete and shall be signed by the appealing party. It shall be sent by certified mail, return receipt requested. The postmark must be within the time for appealing as specified by O.S.A. rules. At the same time, a copy of the notice of appeal shall be sent by the appealing party by certified mail to the other party(s) in the controversy.
3. The notice of appeal shall include a list of all documents considered at the last level of appeal. Consideration of appeals will be limited to the specific facts, rules and procedures at issue and not to matters or documents irrelevant to your appeal. All appeal fees will be held until a decision becomes final.

### **B. Appeal Documentation :**

1. Within five (5) working days after mailing the notice of appeal, the appealing party shall send the appeal documentation to the appeal tribunal and to the OPPOSING PARTY.
2. Appeal documentation shall include the following:
  - a. Copies of all documents stated on the Appeal document directory which are in the hands of the appealing party. No additional materials not listed on the Appeal document directory may be submitted without the advance permission of the tribunal. -
  - b. Arguments supporting the appealing party's position of each of the issues.
  - c. Copies of all club, league, association and state rules and regulations pertaining to the appeal.
  - d. A statement that a copy of the appeal documentation has been mailed or delivered to the opposing party.

### **C. Opposing Party Obligations:**

1. Within five (5) working days after receipt of the notice of appeal the opposing party shall send the tribunal and the appealing party copies of the documents stated in the notice of appeal to be in the opposing party's hand or an explanation of their absence.
2. Within five (5) working days after receipt of the appeal documentation, the opposing party shall send its arguments of the issues to the tribunal and the appealing party.

### **D. Powers of the Tribunal:**

The Appeal tribunal shall be empowered to return or reject any notice of appeal, appeal documentation or claim of appeal if this procedure is not followed. The tribunal may extend the appeal hearing if the proper procedure is not followed or if the proper information has not been provided to all parties in a timely manner.

# OKLAHOMA SOCCER ASSOCIATION

## HEARING PROCEDURES DISCIPLINARY ACTION -APPEAL OF A DECISION

Purpose: A hearing is held for two purposes: (1) to allow any and all party(s) to present facts and any pertinent information to the hearing committee, and (2) to give all party(s) the right and ability to discuss the case with an impartial committee.

### I. Determine rule(s) violated.

### II. Notify all parties of hearing, its purpose and date.

A. Give at least five (5) days notice.

B. Ask for written information prior to hearing (preferably through the use of a Notice of Appeal form).

C. Notify the following:

1. Party(s) involved in rule violation or disciplinary action. Player / Coach / Team / Club / League, etc.

2. Party(s) initiating action. This can be any of the above. 3. Hearing Committee (tribunal)

a. Committee should be made up of no less than three (3) or greater than five (5) impartial participants.

b. One person should be appointed as non-voting. Each party(s) may bring witnesses up to three (3).

### III. Hearing Procedure

A. Chairperson presides over hearing.

B. All party(s) to meet in hearing room, including witnesses.

C. Items described by chairperson.

1. Statement of case to be heard, including:

a. Names of party(s) involved (including teams, leagues, etc.)

b. Names of party(s) initiating action

c. Event involved? (players, coach, game, etc.)

d. Date of occurrence

e. Rule number (s) and description of rules allegedly involved

D. Hearing steps, including:

1. Plaintiff (party initiating action) and Defendant (party being accused) allowed to remain in hearing room. All witnesses to wait outside hearing room.

2. All written evidence should have been presented in advance to the committee for distribution. If not:

3. All written evidence presented at the hearing will be passed to the committee. The committee will decide on its acceptance.

4. Testimony will be addressed to the Chairperson and committee.

a. Plaintiff to present case (15 minutes)

b. Witnesses for plaintiff to be called individually (5 minutes per witness)

c. Chairperson and committee members to question plaintiff and witnesses

d. Defendant to present case (15 minutes)

e. Witnesses to the defendant to be called individually (5 minutes per witness)

f. Chairperson and committee members to question defendant and witnesses

g. Committee to recall any witnesses or hear additional witnesses, at Committee's discretion

h. Plaintiff closing statement (5 minutes)

i. Defendant closing statement (5 minutes)

j. Open meeting adjourned. All parties excused. Committee to deliberate.

5. Decision will be made within forty-eight (48) hours by Committee and both parties notified, in writing, within seven (7) working days, Including instructions for appeal to the next appellate level.

# OKLAHOMA SOCCER ASSOCIATION

## NOTICE OF APPEAL

### O.S.A. APPEALS & DISCIPLINARY COMMITTEE

**A. Individual/Organization Filing Appeal:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

**B. Principal Officer of Organization Rendering Original Decision:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

**C. This is an Appeal of the Decision of:** \_\_\_\_\_

**D. Date of Decision Being Appealed:** \_\_\_\_\_

**E. Date Decision was Received by Party Filing Appeal:** \_\_\_\_\_

**F. Specific Grounds of Appeal:**

- Failure to comply with or arbitrary application of any Club, League, State, USYSA, USSF, or FIFA Bylaws, Rules, Regulations, or Laws of the Game- Must state and list rule violated.
- Failure of the organization whose decision is being appealed to provide the party appealing of proper notice or opportunity to be heard.
- Other \_\_\_\_\_

I hereby certify that all information given in this appeal is true and correct to the best of my knowledge. I have read all parts of this form. I have sent a copy of this notice to the organization names in paragraph B. I have included the following items. This information is to be sent certified mail.

- A non-refundable administrative fee of \$75 made payable to Oklahoma Soccer Association in the form of a cashier's check, certified check or money order.
- Appropriate appeal fee of \$75 made payable to Oklahoma Soccer Association in the form of a cashier's check, certified check or money order.
- Document Directory

Date \_\_\_\_\_ Signature of Person Filing Appeal \_\_\_\_\_

