

OKLAHOMA SOCCER ASSOCIATION

NOTICE OF PROCEDURE FOR APPEALS/GRIEVANCES

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/Grievance:

1. Appeals/Grievances 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 notice of appeal/grievance and payment must be postmarked within five (5) working days after your receipt of the decision you are appealing against or perceived violation of OSA bylaw or policy.
2. The notice shall be complete and shall be signed. It shall be sent by certified mail, return receipt requested to Oklahoma Soccer Association, 4520 Old Farm Rd, OKC, OK 73162. At the same time, a copy of the notice of appeal/grievance shall be sent by certified mail to the other party(s) in the controversy.
3. The notice of appeal/grievance shall include a list of all documents considered at the last level of appeal/grievance. Consideration of appeals/grievances will be limited to the specific facts, bylaws, policies, rules and procedures at issue and not to matters or documents irrelevant to your appeal/grievance. All appeal/grievance fees will be held until a decision becomes final.

B. Appeal/Grievance Documentation:

1. Within five (5) working days after mailing the notice of appeal/grievance, the appealing party shall send by certified mail or electronic mail the appeal/grievance documentation to OSA and to the OPPOSING PARTY. If sent by electronic mail, all parties' email addresses must be recipients of the email.
2. Appeal/grievance documentation shall include the following:
 - a. Copies of all documents stated on the Appeal/grievance document directory which are in the hands of the appealing party. Additional materials not included on the Appeal/grievance document directory shall not be submitted without the prior authorization of the hearing committee.
 - b. Arguments supporting the appealing party's position on each of the issues.
 - c. Copies of all club, league, association and state rules and regulations pertaining to the appeal/grievance.
 - d. A statement that a copy of the appeal/grievance 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/grievance the opposing party shall send OSA 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 by certified mail or electronic mail. If sent by electronic mail, all parties' email addresses must be recipients in the email.
2. Within five (5) working days after receipt of the appeal documentation, the opposing party shall send its arguments of the issues to OSA and the appealing party by certified mail or electronic mail. If sent by electronic mail, all parties confirmed email addresses must be a recipient in any email sent.

D. Powers of the Games, Discipline, and Appeals Committee:

The Games, Discipline, and Appeals Committee shall be empowered to return or reject any notice of appeal/grievance, appeal/grievance documentation or claim of appeal/grievance if this procedure is not followed. The committee may extend the appeal/grievance hearing if the proper procedure is not followed or if the proper information has not been provided to all parties in a timely manner.

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HEARING PROCEDURES FOR DISCIPLINARY ACTION, APPEALS, OR GRIEVANCES

Purpose: A hearing is held for two purposes: (1) to allow 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 with one opportunity to reschedule.
- B. Ask for written information prior to hearing (Notice of Appeal/Grievance form, Referee Abuse Form, etc.).
- 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
 - Committee should be made up of no less than three (3) or greater than five (5) impartial participants.
 - One person should be appointed as non-voting.
 - Each party(s) may bring up to three (3) witnesses.
- D. **DISCIPLINARY HEARING- Notice Letter sent by certified mail to all parties that must contain:**
 1. Who is being charged
 2. What the charges are and copies of bylaw, policies, rules, etc. violated.
 3. Documents stating possible consequences.
 4. When and where hearing will be held
 5. Procedural rules of hearing
 6. Their right to be assisted by counsel
 7. Names of witnesses
 8. Any written evidence provided
 9. Their right to have a record made of the hearing

III. Hearing Procedure

- A. Chairperson presides over hearing.
- B. All party(s) to meet in hearing room or main video conference room, including witnesses.
- C. Items described by chairperson.
 1. Statement of case to be heard, including:
 - Introduce committee members, parties involved, witnesses, etc.
 - Inquire about any conflict of interests or objections to committee members
 - Review hearing procedures that will be followed. OSA, USSF Bylaw 701.
 - Inquire about and objections or questions concerning rules and procedures
 - Event involved? (players, coach, game, etc.)
 - Date of occurrence
 - 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 wait outside hearing room.
 2. All written evidence should have been presented in advance to the committee for distribution. If not: All written evidence presented at the hearing will be passed to the committee. The committee will decide on its acceptance.
 3. Testimony will be addressed to the Chairperson and committee.
 - Plaintiff to present case (15 minutes)
 - Witnesses for plaintiff to be called individually (5 minutes per witness)
 - Chairperson and committee members question plaintiff and witnesses
 - Defendant to present case (15 minutes)
 - Witnesses to the defendant to be called individually (5 minutes per witness)
 - Chairperson and committee members question defendant and witnesses
 - Committee to recall any witnesses or hear additional witnesses, at Committee's discretion
 - Plaintiff closing statement (5 minutes)
 - Defendant closing statement (5 minutes)
 - Open meeting adjourned. All parties excused. Committee to deliberate. Charges and penalties should be no greater that what was in the notice letter.
 4. Decision will be made within forty-eight (48) hours by the Committee and both parties notified via confirmed email address and certified mail within seven (7) working days, including instructions for appeal to the next appellate level.

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NOTICE OF APPEAL/GRIEVANCE

O.S.A. GAMES, DISCIPLINE, AND APPEALS COMMITTEE

A. Individual/Organization Filing Appeal/Grievance:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email: _____ Telephone: _____

B. Principal Officer of Organization Rendering Original Decision:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email: _____ Telephone: _____

C. This is an Appeal of the Decision or Grievance of: _____

D. Date of Decision Being Appealed or Perceived Violation of OSA Bylaw or Policy: _____

E. Date Decision was Received by Party Filing Appeal: _____

F. Specific Grounds of Appeal/Grievance:

- Failure to comply with or arbitrary application of any Club, League, State, USYSA, USSF, or FIFA Bylaws, Rules, Regulations, Policy, or Laws of the Game- Must state and list rule violated. Attach additional pages as needed.
- 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/grievance 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 by certified mail.

- A non-refundable administrative fee of \$100 made payable to Oklahoma Soccer Association in the form of a cashier's check, certified check or money order.
- Appeal fee of \$150 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 _____

