



AMERICAN YOUTH SOCCER ORGANIZATION

XXXX Main St., Hometown, CA XXXXX
(XXX) XXX-XXXX www.websitegoeshere.org

If a person requests a review, the next letter should inform the person of the date, time and place of the review. Use the same mailing method use for notice. Normally, it is a bad practice to disclose the names of any disciplinary review panel members until the actual proceeding because last minute scheduling problems could require switching a review panel member. Disciplinary review panel members should avoid investigating the facts or circumstances and wait to learn more about the incident at the disciplinary review proceeding. It is unnecessary to mention whether a person may bring a lawyer to the proceeding. If the question is asked or if the person brings a lawyer, it should then be made clear the lawyer is welcome to attend but will not be permitted to address the disciplinary review panel or question witnesses. Here is an example of a letter in response to a request for a disciplinary review proceeding:

Date_____

Dear Mr./Mrs./Ms._____: [it is better to use a formal greeting rather than first names]
I am in receipt of your letter of [enter the date of the notice] in which you requested a formal proceeding be held to review the charges that have led me to suspend [remove] you from participating in all AYSO activities and events, either as a volunteer or as a spectator. Please be advised that I will conduct the review [OR, if a disciplinary review panel is to be used, say "a disciplinary review panel comprised of neutral members of the [enter whether it is a Region, an Area or a Section will be convened"] on [enter the date] at [enter the time] at [enter the location including the full address with zip code and any other particulars about it such as parking, meeting room name or number, if any].

I [OR The disciplinary review panel] will investigate allegations that you [Enter here some specifics of the offense(s).; i.e., verbally abused a referee in full view of players and spectators during a match on such and such a date. If there are multiple charges or incidents, use a numbered list.
This proceeding will be administrative in nature and not a court of law. As such, I [OR the disciplinary review panel] will receive any and all information from all interested parties and consider it. If you are unwilling or unable to attend the disciplinary review proceeding, you may submit a written statement. I reserve [OR the disciplinary review panel reserves] the right to refuse to consider or hear repetitive, argumentative or irrelevant material.

Any written statement(s) you submit must be received by me no later than [set a reasonable date for this submission allowing the individual sufficient time to prepare it and giving you sufficient time to make copies for any disciplinary review panel, but no more than five (5) days in advance of the proceeding]. Written statements should be addressed to me as follows: [provide the full address where the statements should be sent].

Upon hearing all the information, I will consider it all before reaching a decision about the final discipline to be rendered, if any at all [OR the disciplinary review panel shall confer privately and render to me its recommendation. I will take their recommendation under advisement before reaching a decision about the final discipline to be rendered, if any at all.]. You will receive written notice of that decision, which shall also be forwarded to [indicate the executive member who will be informed, i.e., RC (if not you), AD, SD, commission chair, etc.]. Please don't hesitate to contact me if you have further questions about this procedure.

Sincerely,

Regional Commissioner [Area Director, Section Director or Appointed DRP Chairperson]
Cc: Area Director [Section Director, NBOD]



EVERYONE
BALANCE
OPEN
POSITIVE
GOOD
PLAYERS
DEVELOP