



# AMERICAN YOUTH SOCCER ORGANIZATION

XXXX Main St., Hometown, CA XXXXX

(XXX) XXX-XXXX [www.websitegoeshere.org](http://www.websitegoeshere.org)

Date \_\_\_\_\_

Dear Mr./Mrs./Ms. \_\_\_\_\_: [it is better to use a formal greeting rather than first names]

This letter confirms conversation with you on \_\_\_\_\_. [Modify the wording to suit the facts: for example, discussion, telephone conversation, meeting, e-mail] At that time, I suspended [permanently removed] you from participating in all AYSO activities and events, either as a volunteer or as a spectator [Modify the wording if the person is suspended just from volunteering or is only suspended from a specific volunteer job. If a suspension is temporary, indicate here how long the suspension will be in force]. This suspension [removal] is imposed because I am informed that \_\_\_\_\_. [State here a brief but specific description of the reason. Reasons for suspending a volunteer might be a single unpardonable act at a specific time and place, or may result from failure to modify a pattern of conduct or series of events following previous counseling efforts] This behavior, as reported to me, is inconsistent with AYSO philosophy and endangers AYSO programs.

You may request a review of this decision. In that case, either I or a disciplinary review panel will consider all of the information submitted and present a recommendation. Among other things, the result of such a review can have any of the following results: recommendation not changing the original decision, terminating your suspension [removal], setting a specific time limit or other conditions on a suspension, or converting a suspension to a permanent ban from AYSO.

If you wish to have such a review, I must receive your written request on or before \_\_\_\_\_. [Select a date two weeks after the date the letter is mailed] The mailing address is \_\_\_\_\_.

If you fail to request a review, this decision will become permanent. [If the suspension is limited to, for example, one year and attendance at specific AYSO instruction courses, then replace "become permanent" with "will continue until \_\_\_\_\_ (enter a specific date) and until you complete the following AYSO instruction courses \_\_\_\_\_] Your suspension or removal from AYSO Region \_\_\_\_ [modify the wording if immediate suspension or removal is from an Area or Section, rather than a Region] will be enforced throughout AYSO and may be enforced as well by other member organizations of the United States Soccer Federation.

If you request a review, your suspension will continue in full force and effect pending further written notice. If you believe grounds exist to remove your suspension sooner, you may send me written information and written statements you think I should consider. However, you must request a review by the date fixed above unless you have received written notice from me that your status has been changed to your satisfaction.

Sincerely yours,

Regional Commissioner [Area Director, Section Director]

Cc: Area Director [Section Director, NBOD]

EVERYONE BELONGS  
BALANCED PLAY  
POSITIVE COACHING  
GOOD SPORTSMANSHIP  
PLAYER DEVELOPMENT

