



AMERICAN YOUTH SOCCER ORGANIZATION

XXXX Main St., Hometown, CA XXXXX

(XXX) XXX-XXXX www.websitegoeshere.org

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. After a decision is made on the disciplinary review panel's recommendation to the executive member, a letter must be sent informing the person of the outcome. Use the same mailing method described above. Following is an example of such a letter:

Date _____

Dear Mr./Mrs./Ms. _____: [it is better to use a formal greeting rather than first names]
As you are aware, a disciplinary review proceeding was convened on [enter the date] to review the charges against you that had led to your suspension [removal] as an AYSO volunteer. All the information provided at that time was considered [OR if a review panel was used, say "and the disciplinary review panel delivered to me its recommendation(s) for action]. As a result, I have rendered the following decision in the matter. [Indicate the details of the decision] I will also be forwarding notice of this decision to [indicate the executive member to whom the notice of the decision will be sent].

It is my sincere hope that you feel this matter has received a fair review and that you will accept the decision of the disciplinary review panel in the best interests of AYSO. However, you have the right to appeal this decision to [Area Director, Section Director or NBOD]. Such an appeal can only be based on an allegation by you that AYSO's due process procedure was not followed in this matter, or that you feel the decision in this matter was arbitrary or capricious or was in violation of an AYSO rule, regulation or policy. If you choose to make such an appeal, there will not be another proceeding. Instead, the [Area Director, Section Director, NBOD] will review written statements from you and from me [OR from the disciplinary review panel]. The [Area Director, Section Director or NBOD] will either decide to sustain my decision [OR the decision of the disciplinary review panel], or return the matter to me [OR to the disciplinary review panel] for reconsideration. If the [Area Director, Section Director, NBOD] sustains the decision, the decision will be final and there is no further right of appeal.

If you wish to submit an appeal, you must do so in writing by [select a date two weeks following the date of the letter]. Send your request for appeal to [indicate the name and mailing address of the executive member at the next level who will consider the appeal]. If you do not file an appeal in writing within the specified time period, the disciplinary review panel's decision in this matter will become final.

Very truly yours,

Title

EVERYONE BELONGS
BALANCING ACTING
POSITIVE COACHING
GOOD SPORTSMANSHIP
PLAYER DEVELOPMENT

