## (Sample Decision Letter)

#

# Date

## <<Name>> ORIGINAL SENT – FIRST CLASS MAIL

**<<*Team Name*>>** EMAIL - <<***email address***>>

# **<<*Address*>>**

**<<*City, TX Zip*>>**

#

Dear **<< *name*>>**:

The **<<*association name*>>** Appeals & Disciplinary Committee met on **<<**date of hearing**>>** to conduct a hearing regarding a report of allegations including <<***rules: association and/or NTSSA rules which apply & must be the same rule(s) included in the hearing notification letter* >>** ***occurred on*** **<<*date*>>**at <<***location of game***.>>

After consideration of the testimony given and evidence presented, it is the decision of this Committee, <<name>>, that you are found to be in violation of **<< *rule(s) found violated***>> in the following manner:

<< ***rule*** *&* ***details if how the decision was reached***>> **EXAMPLE:** The Committee took into account all testimony, reports, emails, and correspondence entered into evidence. It is the opinion of this Committee, based on the testimony and evidence presented, that the coach’s conduct was called into question when he had a confrontation with this player and may have been physical in nature. <<Coaches name>> should have conducted himself more appropriately. The Committee found there was not enough evidence to suggest acts of coach misconduct. This Committee however feels that though the decision was not in violation, <<Coaches name>> hopefully will learn from this experience and in the future not be compelled to touch an opposing player.

**It is the decision of this Committee, that you be placed on suspension for << length of suspension>> ending on <<date>>. You are suspended from (list all activities an individual cannot participate in until the suspension has been satisfied) (EXAMPLE: You are suspended from all << association>> soccer-related activities including playing indoor or outdoor; coaching or assisting; and administrating in any capacity.) –OR—You are placed on probation << date>> and if during the probation period, you commit any further acts of misconduct, you will be required to attend another hearing which may result in placing you on suspension for the remainder of the probationary period.)**

This decision may be appealed to the **<<*association*>>** ExecutiveCommittee. In the event that either party should appeal this decision, consideration of appeals will be limited to the specific facts and issues contained in the documents presented at the <<***association name***>> Appeals & Disciplinary Committee hearing and only the appellant, appellee and two representatives for each side may give testimony at the appeal hearing. This appeal must be in writing, within five (5) days from receipt of this letter. The appeal must be accompanied by a <<$ ***amount***>> appeal fee, payable to <<Association>>, in the form of cash, cashier's check, or money order. If you need additional information regarding the appeal process, please contact the <<Association contact>>.

Regards,

**<<*Name of Chairman, Association Name*>>**

Chairman, <<association name>> A&D Committee

Cc: <<**All involved parties names/position>>**

Elena Williams, NTSSA Appeals & Disciplinary Chairman via email A\_D@ntxsoccer.org

Enc: Appeal Form