## (Sample Hearing Notification Letter)

Date

##### <<Name>>

<<Team Name>>

##### <<Address>>

**<<City, ST, Zip>>**

 ORIGINAL SENT – FIRST CLASS MAIL

 EMAIL - <<Email Address>>

Dear. <<Name>>:

The <<association>> Appeals & Disciplinary Committee has received a report of allegedviolations that potentially violate some or all of the following: <<applicable association and/or NTSSA rules>> **NTSSA Code of** **Ethics for Coaches 11.1** in the following area: **Article 1. Responsibility to Players** and the seven paragraphs immediately following; **Article lV Responsibility to Officials** and the four paragraphs immediately following. These rules are available for download from the NTSSA website at [www.ntxsoccer.org](http://www.ntxsoccer.org) or a copy may be provided to you if requested. <<ASSOCIATION WEB SITE ADDRESS, IF APPLICABLE>>

These are the specific charges rendered against you by, <<complainant’s name(s)>> and will be argued as applicable in relation to the incident which occurred on <<game date>> while the <<team name>> was playing at <<location>>

All decisions will be made based on the specific charges listed above and any corresponding rule, bylaw, and policy that is found to have been violated.

Should you be found to have violated any of the aforementioned rules, your punishment could consist of as little as probation, or as much as suspension from all soccer activities for several years. If suspended from all soccer activities you would not be allowed to coach, play, referee or participate in any manner until the term of your suspension has been served or modified through the proper appeals process.

The <<association name>> Appeals & Disciplinary hearing has been **scheduled for** <<day and date>> **at <<**time>> at the <<location of hearing>>, <<address of location>>.

It is important that you be in attendance at this hearing to defend your position in this serious matter. **All parties are requested to send any additional written documentation supporting their argument and a list of witnesses you wish to participate in the hearing to <<Association>> office by <<time>> on <<Day>>, <<Date>>, in preparation for the hearing. Documentation may be scanned and emailed to** <<email address>>**. If you have any questions, please email <<name>>, <<email address>>**.

Regards,

<<Name of Chairman, Association Name>>

Chairman, <<Association>> A& D Committee

Cc: <<team coach>>

 <<team manager>>

Enc: Letters of Complaint/Emails/Misconduct Reports

(Send copies of all documentation to be used in hearing to all parties involved—Be certain to delete all personal information such as address, phone number, email address, and date of birth)

## (Sample Decision Letter)

#

# Date

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

**<<Team Nam>>** 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 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 finds 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 the all activities individual cannot participate until 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 NTSSA, in the form of cash, cashier's check, or money order. A copy of this letter is also being forwarded to you by regular mail. If you need additional information regarding the appeal process, please contact the <<association>> office.

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

***(Sample Appeal Hearing Notification)***

##### Date

**<<Name>>**

**<<Address>>**

**<<City, State Zip Code>>**

ORIGINAL SENT – FIRST CLASS MAIL

 EMAIL - <<Email Address>>

Dear << Name>>**:**

The <<association name>> Soccer Association Executive Committee has received your request to appeal the decision of the <<association name**>>** Appeals & Disciplinary Committee regarding the sanctions rendered against you.

The <<association name>> Executive Committee hearing has been **scheduled for** <<day, date>> **at** <<time**>>** at the <<location of hearing including address>> Texas.

It is imperative that you bring any witnesses with their written statements and/or other documentation pertinent to these charges to this hearing. In the event either party should appeal this committee’s decision, consideration of appeal will be limited to the specific facts and issues contained in the documents presented at the initial hearing and only the appellant, appellee, and two representatives for each side may give testimony at the appeal hearing.

A copy of this letter is also being forwarded to you by regular mail. If you have any questions, please call <<Association>>

Regards,

<<A&D Chairperson’s Name, Title>>

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

Cc: <<all parties and association affected>>

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

## (Sample Member Association Card Accumulation /Point Assessment Letter)

Date

**<<Team Name, Age Group>>**

**<<Player's Name>>**

# **<<Address>>**

**<<City, State Zip Code>>**

 ORIGINAL SENT – FIRST CLASS MAIL

 EMAIL - <<Email Address>>

**Re: A&D Hearing – Player:<<** Player’s Name>>

Dear **<<**Player's Name>>:

The **<<**Association Name>>Appeals and Disciplinary Committee met on<<date>> to review the matter of red cards(s) issued on<<game date>>.

<<Player's Name>>,we the committee issued adecision/penalty, <<reason for, location, and date**.>>** If you have any questions, please contact the <<association name>> office.

Regards,

<< Name & title>>

Chairperson, Appeals and Disciplinary Committee

cc**: <<**name of NTSSA A & D Chairman**>>** NTSSA A & D Chairman via Email – A\_D@ntxsoccer.org

 <<Team Coach>>

 <<Team manger>>

## (Sample Local Association Suspension Letter)

Date

**<<Team Name, Age Group>>**

**<<Player's Name>>**

**<<Address>>**

**<<City, State Zip Code>>**

 ORIGINAL SENT – FIRST CLASS MAIL

 EMAIL - <<Email Address>>

**Re: A & D Hearing – Player: <<**Player's Name>>

Dear **<<**Player's Name>>**:**

According to North Texas Soccer rule 3.11.2-3, you are hereby suspended effective immediately because of <<reason of the offense>>.

You will be notified of a hearing by the North Texas Soccer Appeals & Disciplinary Committee. Should you have any questions, please contact NTSSA at A\_D@ntxsoccer.org

Regards,

<< Name, Title>>

Chairperson, Appeals and Disciplinary Committee

cc:<<Name of NTSSA A & D Chairman**>>** NTSSA A & D Chairman – via Email – A\_D@ntxsoccer.org

 <<Team Coach >>

 <<Team Manager>>