

Memorandum

Date: March 13, 2001

To: State Presidents and State Offices

From: Jim Cosgrove, Director
Soccer Operations

Re: Disciplinary Action Report

After carefully reviewing the current procedures established for reporting disciplinary actions by State Associations, we have determined that a revision was necessary. In order to streamline the procedures and make the Disciplinary Action Report (DAR) a more effective tool for the membership, US Youth Soccer has prepared the attached Disciplinary Action Report Form and established the following procedures:

- ☞ The information fields in the form are standard and directly relate to the fields in the DAR.
- ☞ All information provided is to include only discipline of three months or more.
- ☞ The deadline date for submitting additions to the DAR and deletions, changes and corrections to the suspension imposed previously reported is physical receipt in the National Office by the last business day of each month.
- ☞ An updated DAR will be published by the 12th day of each month
- ☞ Completed forms can be submitted to the National Office via the US Postal Service, facsimile (972) 235-4480, or emailed to nationaloffice@youthsoccer.org.
- ☞ Information included in any form physically received after the deadline for one month will be included in the DAR published the month following the date the form is physically received.
- ☞ Copies of the form are available at www.youthsoccer.org.
- ☞ If necessary, multiple forms may be used to make a submission.

This memorandum and new form have also been forwarded to you electronically. We look forward to the implementation of the new procedures and hope that it provides the efficiency and timeliness necessary to manage. Please forward this information to the appropriate individuals that are involved with the disciplinary and risk management procedures.

If you have any questions or suggestions, please let us know.