



## Georgia Soccer - Ethics and Grievance Complaint Form (rev. 01/19)

Per Georgia Soccer Youth Rules and Regulations 760.4: The Ethics and Grievance Committee (E&G) will accept grievances within 30 days of the occurrence. Grievances do not require submittal fees.

**COMPLAINANT:** (Who is/are filing this Grievance?)

**Date:** \_\_\_\_\_

**Name: (1):** \_\_\_\_\_

**Email** (for communications): \_\_\_\_\_

Cell #: \_\_\_\_\_

Additional daytime contact # (optional): \_\_\_\_\_

**Name: (2):** \_\_\_\_\_

**Email** (for communications): \_\_\_\_\_

Cell #: \_\_\_\_\_

Additional daytime contact # (optional): \_\_\_\_\_

**Name: (3):** \_\_\_\_\_

**Email** (for communications): \_\_\_\_\_

Cell #: \_\_\_\_\_

Additional daytime contact # (optional): \_\_\_\_\_

Your Affiliate: \_\_\_\_\_ Team name: \_\_\_\_\_ Team age bracket & level: \_\_\_\_\_

Affiliate's Mailing Address: \_\_\_\_\_

**ACCUSED:** (Who is this Grievance Complaint against?)

Name: (1): \_\_\_\_\_

[ ] Individually;

or [ ] as Organization

Name: (2): \_\_\_\_\_

[ ] Individually;

or [ ] as Organization

Name: (3): \_\_\_\_\_

[ ] Individually;

or [ ] as Organization

Affiliate (if known): \_\_\_\_\_

Team (if applicable): \_\_\_\_\_

Date(s) of the incident: \_\_\_\_\_

(Per Georgia Soccer Youth Rule 760.4: The E&G Committee will accept grievances within 30 days of the occurrence).

### DOCUMENTATION:

For the Georgia Soccer Ethics and Grievance (E&G) Committee to consider your complaint, submit (as a **single PDF file**) the following:

#### A. **DOCUMENTATION REQUIRED to be submitted WITH GRIEVANCE FORM:**

##### **REQUIRED:**

**Written Statement from you.** Your written Statement must detail the following:

- the specific event(s) and circumstances, including names, dates, locations, conduct, etc. that establish the violation(s); and
- the precise **Rule number(s)** of the Georgia Soccer-Youth Rules and Regulations (and/or the precise item of the Referee Code of Ethics, if applicable) that you assert were violated.

- **Supporting documentation (if applicable).** Include all supporting documentation you believe is relevant to the allegations raised. All emails, texts, and/or photos should include dates whenever possible, and must be submitted in **PDF** format attached to as part of this Grievance Complaint form.

Note, your Grievance Complaint and supporting Statement and documentation, will be used in an initial screening process to determine the validity of your complaint, so please provide a clear and complete explanation and supporting evidence.

- Completed **Grievance Complaint Form**, including **Verification** (at end of page 2 herein) **signed by all Complainants.**
- The Grievance Complaint Form and all documents must be scanned (PDF) together and submitted as a **single PDF file.**

(continued on next page)

**B. DOCUMENTATION TO BE SUBMITTED BY FIVE (5) DAYS PRIOR TO HEARING DATE:**  
(details per Rules & Regulations, Policies, and Notices)

The following additional items (if any) must be submitted to Georgia Soccer for the E&G Committee no later than **12:00pm (noon) five (5) calendar days prior to the Hearing** (each scanned and submitted as a **PDF file**):

- REQUIRED: LIST OF WITNESSES** (if applicable): Written list of the name, phone number, and (if possible) the email address, of each and all witness(es) you may call upon during the Hearing.
- Optional: Written Statements from Witnesses** (if applicable). You may provide written witness statement(s) from individuals you wish to reference, describing their **direct knowledge** of pertinent events in sufficient detail, including date(s), location(s), and parties involved in the event(s).
  - Each witness statement should be **dated and signed**, and include their **contact information**.
  - If a witness then is not available (in person or by phone conference) for the Hearing, their written witness statement still *may* be considered by the E&G panel, in its discretion, but that evidence may be accorded less weight than if it had been given through live testimony.

Any supplemental information presented after the above-stated deadlines, may be declined/excluded, at E&G panel's discretion.

**PROCESS:**

- a) **After a Grievance is duly submitted**, it will be screened (**initial screening review**) to determine whether the matter falls within the jurisdiction of the E&G Committee; and whether the complaint has merit.
- b) If the initial review determines that these criteria are met and the matter warrants further inquiry, a **Notice of Grievance** will be sent to the accused.
- c) The accused then is entitled to receive the following information prior to any Hearing, to have the tools and time in which to mount a defense:
  - Copies of all materials submitted to and accepted by the E&G Committee (i.e., Grievance Complaint & supporting documentation); and
  - Names of all individuals who may or will be giving testimony against the accused (i.e., List of Witnesses).
- d) The parties will be provided a **Notice of Hearing**, specifying the date, time, and place to appear for a **Hearing** before an E&G panel.

**NOTE: The E&G Committee does not act as an accusatory or investigatory body.**

- **You are responsible for proving your case.**
- **You are responsible for arranging for witnesses to present evidence supporting your claim.**
- **You are responsible for providing the Committee with all the evidence you think will be necessary.**
- Evidence or witnesses presented for the first time at the hearing (or after the advance deadline stated above) may not be allowed or permitted to testify, as determined by the E&G Panel.
- **USSF Bylaw 701 (Hearing Procedures)**, which outlines the rights of the parties, is attached.

Don Kuperman is Chair of the Georgia Soccer Ethics and Grievance Committee. **Contact Kathy Layden, E&G Administrator, [klayden@georgiasoccer.org](mailto:klayden@georgiasoccer.org), 678-993-2106, with any questions.**

**VERIFICATION & Signature of ALL Complainants (required):**

- I have carefully read and reviewed all the instructions and information in this Grievance Complaint.
- I have carefully reviewed all allegations, statements, and supporting documentation included with it.
- To the best of my knowledge and belief, all statements and assertions are true and complete.
- I have carefully read and understand the specific written rule(s) and standards that I allege were violated, and I believe in good faith that the accused did violate such rule(s) and standards, as alleged.

Name: (1): \_\_\_\_\_  
(signature)

Name: (1): \_\_\_\_\_  
(signature)

Name: (1): \_\_\_\_\_  
(signature)

## **USSF Bylaw 701 Hearing Procedures**

*In all hearings conducted under these bylaws, the parties shall be accorded:*

1. Notice of the specific charges or alleged violations in writing and possible consequences if charges are found to be true;
2. Reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
3. The right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend;
4. A hearing before a disinterested and impartial body of fact finders;
5. The right to be assisted in the presentation of one's case at the hearing;
6. The right to call witnesses and present oral and written evidence and argument;
7. The right to confront witnesses, including the right to be provided the identity of witnesses in advance of the hearing;
8. The right to have a record made of the hearing if desired;
9. A written decision, with reasons for the decision, based solely on the evidence of record, issued in a timely fashion;
10. Notice of any substantive and material action of the hearing panel in the course of the proceedings;  
and
11. Equality concerning communications, and no ex parte communication is permitted between a party and any person involved in making its decision or procedural determination except to provide explanations involving procedures to be followed.