



# TUFC Discipline, Protest, and Grievance Procedures

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## I. Purpose

The purpose of the TUFC Discipline, Protest, and Grievance Procedures (“The Procedures”) is to promote and ensure uniformity and consistency in the application of the rules and procedures of TUFC, HYSA, STYSA, USYSA, USSF, and FIFA. Additionally, these procedures are intended to limit the frequency of unsportsmanlike and other unacceptable behaviors on the part of players, coaches, managers, parents and other supporters. All questions relating to The Procedures shall be referred to the TUFC D&P Committee. The final decisions of the D&P Committee shall be binding on all parties.

## II. The D&P Committee

The TUFC Discipline and Protest Committee (“The Committee”) is a three-member committee appointed by the TUFC board of directors to make fair, unbiased judgments regarding grievances submitted to TUFC. The



Committee shall be composed of persons having no conflict of interest in the matters being heard, and having no association with the principal parties in the matters.

### **III. Outline of Process**

An “incident” is an event related to a TUFC game, practice, or team regarding conduct that is perceived to be a violation of official rules, or otherwise may be considered unacceptable behavior in the judgment of TUFC or its affiliated organizations.

In the event of a perceived incident, the outline of “The Procedures” in response to such an incident is as follows:

1. Notification sent to TUFC of an incident
2. Filing of a grievance
3. Notification sent to those against whom the grievance is filed
4. Review of the grievance by The Committee
5. Ruling on the grievance by The Committee

Additionally, the process is extended with the following three points in the event of an (optional) appeal:

6. (Optional) Appeal of initial D&P ruling
7. (Optional) Hearing on the appeal by the The Committee
8. (Optional) Final ruling by The Committee

### **IV. Notification sent to TUFC of an Incident**

The person or persons who have witnessed, or otherwise intend to file a grievance regarding, an incident, shall first notify a TUFC official of the incident. The notification must be made as soon as possible after the incident occurs.

This notification must be written and in the form of one of the following:

1. Written notification sent via email to a TUFC official
2. Written notification on paper, sent via U.S. mail to the TUFC mailing address

Any of the following positions are considered a “TUFC official” for the purposes above:

1. TUFC board member
2. TUFC administrator

### **V. Filing of a Grievance**

After notification to a TUFC official, an official written grievance must be submitted to The Committee. This grievance must be filed within 7 days of the incident.

The official grievance must include the following:

1. Name, address, phone number and team affiliation (if any) of person(s) filing the grievance
2. A clear, written description of the incident on which the grievance is being filed
3. The name(s) of the individual(s) whose conduct is the basis of the grievance
4. Names and statements from any corroborating witnesses



5. The age level of play involved, teams, and any other pertinent facts

## **VI. Notification to those against whom the grievance is filed**

Upon receipt of the written grievance, the person or persons against whom the grievance is filed will be notified in writing by a TUFC official within seven (7) days of receipt of the written grievance.

This notification will be written, sent to all persons against whom the grievance is filed, and in the form of one of the following:

1. Written notification sent via email
2. Written notification on paper, sent via U.S. mail

## **VII. Review of the grievance by the D&P committee**

After receipt of the written grievance, The Committee will meet regarding the grievance. The Committee will review all documentation regarding the incident, and may, at their discretion, request additional information from any source that will allow for the clearest understanding of the incident.

## **VIII. Ruling on the grievance by The Committee**

After a full review of all information submitted to the D&P committee regarding the incident, the D&P committee shall make a judgment on whether a violation of the rules or guidelines of TUFC or its parent organization has occurred and, if so, what penalty is to be imposed on the individual(s) whose conduct is the subject of the grievance. While the committee will generally follow the TUFC written guidelines regarding types of unacceptable conduct and their associated penalties, the committee reserves the right to deviate from those guidelines when extraordinary circumstances warrant such action.

## **IX. Appeal of initial D&P ruling**

An appeal of the initial ruling made on an incident by The Committee may be made by an individual through another notification of such intent within ten (10) days of receiving the initial ruling. This notification must be in the form of one of the following:

1. Written notification via email to a TUFC official
2. Written notification via U.S. mail to a TUFC official, either in person or by phone

Additionally, a \$100 fee must be submitted to TUFC before the appeal hearing will take place. This fee is refunded to the appellant IF THE APPEAL PROCESS OVERTURNS THE ORIGINAL RULING. If the process does not result in a favorable ruling to the appellant, the fee is retained by TUFC.

## **X. Hearing on the appeal by the D&P committee**

Upon appeal, a hearing will be held in which a second review of the incident will be made by The Committee. The hearing may be (1) open or (2) closed at the discretion of The Committee.



In an open hearing, the principal parties and witnesses may submit their verbal testimony to the committee, either in person or via conference call. The principal parties shall be present for all proceedings except the deliberations of the D&P Committee.

In a closed hearing, any additional evidence that was not provided in the initial ruling must be submitted in writing to the committee for review.

Proper written notification of a hearing will be given whenever an open hearing is scheduled. All parties must receive notification no later than three (3) days before hearing. The notification shall consist of:

1. Reason for hearing
2. The case number
3. Role of the individual being requested to appear at the hearing (witness, plaintiff, etc. )
4. Date, time, and location of the hearing
5. A brief description of the procedures of the hearing.

The committee shall appoint one member to record the minutes of the proceedings.

All written evidence should be presented in advance for distribution in the evidence packet. All documented evidence of an official nature shall be the original. Copies shall be accepted only with justification and at discretion of The Committee. Written testimony of a witness will be accepted in lieu of their attendance at the hearing.

Movant/Appellant will each present their case. All questions and statements from involved parties will be addressed to The Committee; the latter will ask the appropriate individual for an answer/rebuttal if they deem it pertinent.

The Committee may question parties and witnesses as necessary. Witnesses may be recalled after initial testimony for further testimony and/or clarification as necessary.

The Committee reserves the right to limit the number of witnesses and other speakers regarding the case, the time allowed for speaking, and the admission of any evidence, at their discretion.

Movant/Appellant may make a closing statement.

## **XI. Final ruling by the D&P committee**

The decision of the committee regarding the appeal shall respond only to the specific grievance being appealed. Any other issues and/or rule violation, which may become known or apparent during the hearing, shall be referred to the appropriate authority, except for physical violence or abuse of a referee which shall go immediately to the STYSA Appeals Committee. This referral may be accompanied by a recommendation for appropriate action.

The parties will be notified of the decision in a reasonable amount of time after the hearing. Every effort will be made to make the notification within seventy-two hours after the hearing. The notice may be issued orally or in writing. The ruling is final and binding on all parties involved.