



FORM TO FILE A CHARGE/GRIEVANCE

This form shall be submitted to Florida Youth Soccer by a member (e.g., player, coach, board member, club, league) who seeks formal action against another member and/or affiliate. Members must first exhaust the process(es) afforded to them by the member affiliate with original jurisdiction (e.g., club and/or league).

Filing Date: _____

COMPLAINANT:

Full Name: _____ Email: _____

Phone Number: _____ Club/League Affiliation: _____

ON BEHALF OF:

(Only complete this section if the complaint is being filed on behalf of another individual [e.g., a parent/guardian for their child]).

Full Name: _____ Email: _____

Phone Number: _____ Club/League Affiliation: _____

ACCUSED:

Name: _____ in capacity [] as an individual / [] as an Organization

Name: _____ in capacity [] as an individual / [] as an Organization

Name: _____ in capacity [] as an individual / [] as an Organization

Date(s) of the incident(s)/occurrence(s): _____

FYSA Member Organization of the Accused (if known): _____

Team of the Accused (if applicable): _____

Age Group(s) (if applicable): _____

DOCUMENTATION:

A. DOCUMENTATION REQUIRED WITH THE GRIEVANCE FORM:

- ⇒ **Complaint Form** completed, including the **Verification** (at the end of page 2) signed by the Complainant.
- ⇒ **Written Statement** signed by the complainant. The Statement must detail the following:
 - i. The precise Florida Youth Soccer, US Youth Soccer, and/or US Soccer policy document, policy section name, policy number, and policy text that the complainant asserts was violated, and by whom; and
 - ii. The specific event(s) and circumstances, that establish the violation(s), including names, dates, locations, conduct, etc.
- ⇒ **Additional Supporting Documentation (if any)**, that the complainant believes 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 the Grievance Complaint Form.
- ⇒ **Filing Fee** made payable to Florida Youth Soccer Association in the amount of \$100 via cashier's check or money order and submitted via mail, and which may be returned upon discretion of the Review & Discipline Committee.

(continued on next page)

Your complaint form, Statement, Additional Supporting Documentation, and Filing Fee are the basis used in the review process by R&D to determine the jurisdiction and merit of your complaint. Provide a **clear, complete explanation and supporting evidence**.

This complaint form, with supporting documents, **must** be submitted together in **PDF** format as a single PDF file.

PROCESS:

- A. After Charges are filed, it will be submitted to Review & Discipline to determine whether the matter falls within the jurisdiction of FYSA and identifies applicable Policies.
- B. If the R&D Committee determines that these criteria are met and the matter warrants further process, a **Notice of Hearing** will be sent to the accused (and copied to the Complaining party).
- C. The accused then is entitled to timely Respond, and 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 R&D Committee (e.g., 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 a D&A panel.

NOTE: The Review & Discipline 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 duly providing the Committee with all the evidence and information you think will be necessary. Evidence, information, documentation, or witnesses not first presented until after the advance specified deadline, or first presented at the Hearing, may not be allowed or permitted, as determined by the Panel.

The Complainant will submit a [] Cashier's Check / [] Money Order in the amount of \$100 to Florida Youth Soccer Association.

VERIFICATION & SIGNATURE OF COMPLAINANT (REQUIRED):

I hereby certify this Form, Statement, and any Additional Supporting Documentation is true, and together with appropriate fee in the amount of \$100 (in the form of a cashier's check or money order), made payable to: FLORIDA YOUTH SOCCER ASSOCIATION, has been sent to:

Florida Youth Soccer Association
ATTN: Review & Discipline
2828 Lake Myrtle Park Road
Auburndale, Florida 33823

_____ *Complainant Signature*

_____ *Date*

This form and the required documentation shall be submitted to via email to Florida Youth Soccer Association via communications@fysa.com.