



# *Filing an appeal, protest or disciplinary action*

## **What type of action are you filing?**

- An **Appeal** is a request for reconsideration of a decision rendered by another body. Decisions rendered at the league level shall be appealed to your District. District decisions shall be appealed to CYSA. Decisions rendered by the CYSA appeals committee may be appealed to the United States Soccer Federation (a copy of their appeal form may be obtained by contacting USSF in Chicago, Illinois, at 312-808-1300). Appealable decisions rendered in state level competitions (State Cup, Association Cup, tournaments, ODP, etc) must be appealed to the CYSA appeals committee. Appeals to CYSA must be postmarked within 72 hours of receipt of the original decision. In general, the hearing on appeal shall be closed to the public, with the Chair having the discretion to allow the parties to participate by way of oral argument, if deemed appropriate by the Chair. No new evidence may be presented on appeal unless: (1) circumstances have materially changed, or (2) new facts are discovered that were unavailable at the time of the original hearing. In such instances, all parties to the appeal must be given notice and an opportunity to respond. Consideration of appeals will be limited to the specific facts, rules, and procedures at issue.
- **Protests** are complaints arising out of the misapplication of the Laws of the Game or misapplication of a league/district/state administrative rule.
- A request for **Disciplinary Action** may be filed by any member of CYSA (see PIM 96-1 of the CYSA Constitution and By-Laws). Disciplinary proceedings may be initiated against any player, coach, team assistant, league officer, referee or spectator. Parties against whom such proceedings have been brought may, with a proper hearing, be suspended, barred completely or otherwise disciplined. Disciplinary actions include referee assault and abuse cases.

## **How long will this take?**

Most cases take about 30 days to complete, from filing to hearing. Unfortunately, it is nearly impossible to speed this process and still give due process to both parties. There are certain events that

must happen in chronological order, with set time periods, before your hearing. This chain of events will be spelled out in your confirmation letter.

After your hearing, the decision will be mailed to you within seven (7) days. Your decision letter will include the decision, an explanation of the decision and instructions for filing an appeal. Your appeal, should you wish to pursue, must be filed within ten (10) days of receipt, an appeal with US Soccer.

## **What do I need to include?**

In any type of filing you need to include documentation. Verbal filings will not be allowed.

If you are filing an appeal, you need to include the CYSA filing form, documents to support your position, copies of the documents you received as part of the initial hearing, the filing fee and if you wish, a cover letter. All documents that are being sent to CYSA must also be mailed to the party of whose decision you are filing an appeal. All correspondence should be sent via certified, return receipt mail.

If you are filing a protest, you need to include the CYSA filing form, documents to support your position, the filing fee and if you wish, a cover letter. All correspondence should be sent via certified mail.

If you are filing a request for disciplinary action, you must include the filing form and any documentation that supports your request. All correspondence should be sent via certified mail.

## **Where do I send the information?**

All information to be submitted should be sent to: **1040 Serpentine Lane, Suite 201; Pleasanton, CA 94566; Attn: 1st Vice Chairman**. Additionally, all information submitted for appeals shall also be sent to the party whose decision is being appealed. It is recommended that all correspondence be sent via certified return receipt mail.

## **Questions.**

If you have any questions concerning the filing of an action, please contact the CYSA 1st Vice Chairman.