



## Georgia Soccer - Ethics and Grievance Complaint Form

(rev. 07/2020)

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 (required for communications): \_\_\_\_\_

Cell/ contact # (required): \_\_\_\_\_ Additional ph# (optional): \_\_\_\_\_

Name: (2): \_\_\_\_\_ Email (required for communications): \_\_\_\_\_

Cell/ contact # (required): \_\_\_\_\_ Additional ph# (optional): \_\_\_\_\_

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

Your Affiliate organization's official email address: \_\_\_\_\_

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

Name: (1): \_\_\_\_\_ in capacity [ ] as an individual / [ ] as an Organization

Name: (2): \_\_\_\_\_ in capacity [ ] as an individual / [ ] as an Organization

Name: (3): \_\_\_\_\_ in capacity [ ] as an individual / [ ] as an Organization

Date(s) of the incident(s)/ occurrence(s) (required): \_\_\_\_\_

GSSA Affiliate organization of the accused (if known): \_\_\_\_\_

Team of the accused (if applicable): \_\_\_\_\_

Official GSSA Age Group(s) (if applicable): \_\_\_\_\_

### 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 WITH GRIEVANCE FORM:

**Grievance Complaint Form** completed, including **Verification** (at end of page 2) **signed by all Complainants**.

**Written Statement signed by You.** Your written **Statement** must detail the following:

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

**Additional Supporting documentation (if any).** 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.

Your Grievance Complaint, Statement, and documentation are the *sole basis* used in an initial screening process by E&G to determine the jurisdiction and merit of your complaint. Provide a **clear, complete explanation and supporting evidence**.

This Grievance Complaint Form w/ supporting documents **must** be submitted together, in **PDF** format. as a **single PDF file**.

(continued on next page)

**B. ADDITIONAL DOCUMENTATION** to be submitted to Georgia Soccer for the E&G Committee:

[due at least **five (5) calendar days PRIOR TO HEARING DATE, unless otherwise specified in E&G Notice**]:  
(details as per Rules & Regulations, Policies, and Notices)

- REQUIRED: LIST OF WITNESSES** (if any): Written list (submitted in **PDF** format) of the Name, Phone number, and (if possible) the Email address, of each and all witness(es) that you may present during the Hearing. (List must be):
- OPTIONAL: *Witness Written Statements***: You may provide written Witness Statement(s) from individuals, 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 must be ***dated and signed***, in **PDF** format, and include **email and phone#** contact information.
  - If a witness then is not available for the Hearing, their written Witness Statement *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.
- OPTIONAL: *Supplemental Documents*** (if any): Must be submitted in **single file, PDF** format.
  - 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 GSSA E&G Committee, identifies applicable Rule(s)/ Standards, and has merit.
- b) If the Initial Screening Review determines that these criteria are met and the matter warrants further process, a **Notice of Grievance** 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 E&G Committee (e.g., 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.** If you do not do your job, the E&G Committee cannot do its job.
- **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 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 only 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: (2): \_\_\_\_\_  
(signature)

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

## **USSF Bylaw 701 Hearing Procedures**

Section 1. In all hearings conducted by the Federation and its Organization Members under these Bylaws, the parties shall be accorded:

- (1) notice of the specific charges, claims, or alleged violations in writing and possible consequences if the charges, claims, or allegations 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 respondent to attend;
- (4) a hearing before a disinterested and impartial panel;
- (5) the right to be assisted (including by counsel) 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 timely written decision containing findings of fact and with reasons for the decision, based solely on the evidence of record; and
- (10) notice of any substantive and material action of the hearing panel in the course of the proceedings.

Section 2. 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.