



In accordance with USSF policy, you have the right to appeal such suspension in the following manner:

**Appealing Disciplinary Decisions - The following procedures apply to appealing decisions at the local or district level.**

- a. All appeals shall be filed by certified mail or commercial delivery service where a signature is required, to the MSA State Office **within ten (10) calendar days** of receiving written notification of the resolution action by an Organizational, District, or MSA Disciplinary Committee.
- b. **Documentation and Appeal Fees** - A written appeal letter in duplicate, with all appropriate attached documentation and appropriate fees made payable to MSA, should be submitted to the to the MSA Disciplinary Committee Chairperson (for an appeal of a Organization Committee decision) certified mail or commercial delivery service where a signature is required, to the MSA State Office; and the MSA President (for an appeal of MSA Committee or MSA Council decision) via certified mail or commercial delivery service where a signature is required to the MSA State Office.

Appeals fees are used to offset the expense of convening Disciplinary Hearings and are not refundable.

Upon receipt of the required appeal correspondence, the receiving MSA official will hold a committee hearing within twenty-one (21) calendar days to resolve the matter. The Chairperson of the hearing committee shall verbally notify the appellant within twenty-four (24) hours of the committee's decision. The Chairperson will then mail a written notification letter within ten (10) calendar days to the appellant. This letter shall state the committee's decision, the basic reasons for the decision, and any applicable appeal rights and procedures of the appellant.

The Chairperson of the hearing committee will ensure a documented summary record is written and mailed with all appropriate attached documentation to the MSA State Office and all involved parties.

**5. Hearing Participant Rights:** The utmost objective in any MSA Administrative Protest or Disciplinary Hearing from the Organizational to the State level is to reach a just and equitable resolution of the alleged actions and/or violations while protecting all participants' rights in a fact

finding meeting by a body of fair and impartial knowledgeable and experienced Soccer volunteers. To this end, the following participant rights shall be observed by the hearing body members.

**6. Any party, who must defend themselves against protest and/or alleged misconduct actions, shall be entitled:**

- a. To participate in any and all levels of MSA hearings pertaining to the allegations against them.
- b. To present pertinent and applicable documents, personal statements, and witnesses at any such hearings.
- c. To question the party who requested the disciplinary action or initiated the protest. The party referred to herein may be a knowledgeable representative in the case of a team or an organization.
- d. To have an advisor participate with them at any such hearing. This advisor cannot be an attorney or any other member of the legal profession. This same requirement exists for any Soccer volunteer or paid organization employee who serves in this advisory capacity.
- e. To have all rules and procedures outlined in these by-laws observed by the hearing committee.

Any aggrieved party, who loses a protest or is disciplined for misconduct actions, shall be entitled to all items of recourse described in Section 3.12 except:

- a. Recalling the initiator of disciplinary or protest action, unless deemed necessary by the Committee chairman.
- b. To appeal a final MSA Council decisions to the next meeting of the MSA membership. If the aggrieved party is an Organization, it may appeal directly to the USSF Committee if it exercises this option within ten (10) days of receiving MSA written notice of an adverse final decision.