



Oklahoma Soccer Association

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HEARING PROCEDURES – APPEALS / GRIEVANCE

Purpose: A hearing is held for two purposes: (1) to allow any and all party(s) to present facts and any pertinent information to the hearing committee, and (2) to give all party(s) the right and ability to discuss the case with an impartial committee.

I. Determine rule(s) violated.

II. Notify all parties of hearing, its purpose and date.

- A. Give at least seven (7) days notice.
- B. Review written information submitted with the “Appeal Form” and listed on the “Document Directory”.
- C. Notify the following:
 1. Party(s) involved in rule violation or disciplinary action. (Player / Coach / Team / Club / League, etc.)
 2. Party(s) initiating action. This can be any of the above.
 3. Hearing Committee (tribunal)
 - a. Committee should be made up of no less than three (3) or greater than five (5) impartial participants.
 - b. One person should be appointed as non-voting (Chairperson). Each party(s) may bring witnesses up to three (3).

III. Hearing Procedure

- A. Chairperson presides over hearing.
- B. All party(s) to meet in hearing room, including witnesses.
- C. Items described by chairperson.
 1. Statement of case to be heard, including:
 - a. Names of party(s) involved (including teams, leagues, etc.) Names of party(s) initiating action
 - b. Event involved? (players, coach, game, etc.)
 - c. Date of occurrence
 - d. Rule number(s) and description of rules allegedly involved
- D. Hearing steps, including:
 1. Plaintiff (party initiating action) and Defendant (party being accused) allowed to remain in hearing room. All witnesses to wait outside hearing room.
 2. All written evidence should have been presented in advance to the committee for distribution. If not:
 3. All written evidence presented at the hearing will be passed to the committee. The committee will decide on its acceptance.
 4. Testimony will be addressed to the Chairperson and committee.
 - a. Plaintiff to present case (15 minutes)
 - b. Witnesses for plaintiff to be called individually (5 minutes per witness)
 - c. Chairperson and committee members to question plaintiff and witnesses
 - d. Defendant to present case (15 minutes)
 - e. Witnesses to the defendant to be called individually (5 minutes per witness)
 - f. Chairperson and committee members to question defendant and witnesses
 - g. Committee to recall any witnesses or hear additional witnesses, at
 - h. Committee's discretion
 - i. Plaintiff closing statement (5 minutes)
 - j. Defendant closing statement (5 minutes)
 - k. Open meeting adjourned. All parties excused. Committee to deliberate.
 5. Decision will be made within forty-eight (48) hours by Committee and both parties notified, in writing, within seven (7) working days, Including instructions for appeal to the next appellate level.