



GRIEVANCE COMPLAINT FORM

This form shall be submitted to New Jersey Youth Soccer by a member (e.g., player, coach, board member, club, league) who seeks formal action against another member. Members must first exhaust the grievance process(es) afforded to them by the member 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 grievance is being filed on behalf of another individual [e.g., a parent/guardian for their child]).

Full Name: _____ **Email:** _____
Phone Number: _____ **Club/League Affiliation:** _____
Team Name: _____ **Team Age:** _____

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): _____

NJYS 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:

- ⇒ **Grievance 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 NJ 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 New Jersey Youth Soccer in the amount of \$300 via cashier’s check or money order and submitted via mail, and which may be returned upon discretion of the Discipline & Appeals Committee.

Your Grievance Complaint Form, Statement, Additional Supporting Documentation, and Filing Fee are the sole basis used in an initial screening process by D&A to determine the jurisdiction and merit of your complaint. Provide a **clear, complete explanation and supporting evidence.**

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

- B. **ADDITIONAL DOCUMENTATION** to be submitted to NJYS for the Discipline & Appeals Committee at least seven (7) days prior to hearing date, unless otherwise specified in the Notice of Hearing:
- ⇒ **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.
 - ⇒ **OPTIONAL: Witness Written Statements:** You may provide written up to three (3) 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).
 - i. Each Witness Statement must be dated and signed, in PDF format, and include email and phone# contact information.
 - ii. If a witness then is not available for the Hearing, their written Witness Statement may be considered by the D&A 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.
 - i. Any supplemental information presented after the above-stated deadlines, may be declined/excluded, at D&A 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 NJYS Discipline & Appeals Committee, identifies applicable Policies, 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 D&A 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 a D&A panel.

NOTE: The Discipline & Appeals 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 D&A Panel.

The Appellant will submit a [] Cashier's Check / [] Money Order in the amount of \$300 to New Jersey Youth Soccer

VERIFICATION & SIGNATURE OF COMPLAINANT (REQUIRED):

I hereby certify this Grievance Complaint Form, Statement, and any Additional Supporting Documentation is true, and together with appropriate fee in the amount of \$300 (in the form of a cashier's check or money order), made payable to: **NEW JERSEY YOUTH SOCCER**, has been sent to:

New Jersey Youth Soccer
Attn: Samantha LaManna
3 Paragon Way, Suite 400
Freehold, NJ 07728

Complainant Signature

Date

This form and the required documentation shall be submitted via email to the NJYS Discipline & Appeals Committee. (safesoccer@njyouthsoccer.com).