

**EYSA Procedure for hearing Grievances, Disputes and Appeals****A. Disputes and Grievances by or among Members**

1. Petition. Any complaint by a Member against Eastside Youth Soccer Association (EYSA) or another Member, any complaint by EYSA against a Member, or any complaint by an individual or a Member which alleges that a Member has failed to comply with its membership requirements in EYSA shall be in the form of a written petition. The petition shall be filed with the Board of Directors of EYSA at PMB 323, 15600 NE 8th St., Suite B1 WA 98008 by certified mail with a copy served on the other parties at their regular business address by certified mail at the same time. The petition shall set forth the factual allegations, as well as the following:

- a. The names and addresses of the parties;
- b. The alleged grounds of noncompliance;
- c. A summary of the evidence and list of documents and witnesses that support and form the basis of the complaint; and
- d. The relief sought.

2. Mediation of Complaints. Within 20 calendar days of receiving a petition and on request of any interested party or upon his or her own initiative, the President, in consultation with the Board of Directors, has the option to refer any petition for mediation by the WYS Membership Advisory Committee (MAC) or another designated mediator. If a petition is referred in this way, any time requirements measured from the receipt or sending of the petition shall be extended by 45 calendar days to allow time for the mediation process. If a resolution is reached, the MAC or mediator shall promptly put the agreement in writing, which shall be distributed and signed by all parties and then sent to the Board of Directors.

3. Special Commission. Within 20 calendar days of receiving the petition or sending the petition to a Member, if EYSA is bringing a complaint, the President, in consultation with the Board of Directors, shall appoint a special commission composed of 3 individuals, including at least 1 member of the Board of Directors, unless all Board members are disqualified from such service. A person having a direct interest, either personally or by virtue of an organizational membership affiliation, in the outcome of the proceedings shall be disqualified from serving on the commission.

4. Notice and Location of Hearing. A hearing on the matter shall be held within 60 calendar days of the receipt of the petition. The parties shall be notified of the date, time and location of the hearing by certified mail at least 20 calendar days prior to the hearing. The commission may determine the location of the hearing, but shall make every effort to select a location that is convenient for the parties and witnesses involved.

5. Pre-Hearing Procedures. The members of the commission shall elect a Chair who shall facilitate the pre-hearing process. The Chair or entire commission shall determine what submission or exchange of evidence must occur prior to the hearing, the timing of any submissions or exchange, whether witnesses may be called at the hearing, whether cross-

examination will be allowed, the time allotted for each party at the hearing, whether parties may be represented by attorneys, and any other pre-hearing or hearing procedures deemed necessary to allow for a full and fair determination of the issues. The commission shall notify the parties of all pre-hearing and hearing procedures in the notice described in item 4 above.

6. Conduct of Hearing. The Chair of the commission shall facilitate the hearing. If witnesses are permitted, testimony will be limited to first-hand knowledge and principal parties. Limited cross examination may be allowed, or parties may be required to submit questions for the other party's witnesses to the commission, which may ask those or other questions it deems appropriate. Written testimony may be submitted in declaration or affidavit form. A list of all documentary evidence presented shall be maintained. The commission shall have the right to limit or otherwise determine the scope and nature of testimony, documents, and other evidence presented at the hearing. A written record shall be kept of the proceedings.

7. Decision. The commission shall send a written decision to all parties within 20 business days of the hearing by certified mail. The decision shall include findings of fact and conclusions on the issues presented and relief sought. A dissenting commission member may send a dissenting statement with the written decision.

8. Appeal. A party that is aggrieved by a decision of a commission shall have 10 business days from receipt of the written decision to file and serve a request for review by the Board of Directors of EYSA. The request for review must be sent to the Board of Directors and any other party by certified mail, shall be limited to 5 pages (including any attachments), and must set forth the findings of fact or conclusions upon which review is sought and all bases for that review. Any interested party may file a response limited to 5 pages (including any attachments) within 5 business days. Within 30 business days of receipt of the petition for review, the Board of Directors shall consider the Petition and determine whether the commission's decision should be affirmed, modified, set aside, or sent back for further evidence or other proceedings. A decision by the EYSA Board of Directors may be appealed to Washington Youth Soccer subject to WYS hearing processes.

9. Exhaustion of Remedies Required. No Member or individual may invoke the aid of the courts of the United States or of Washington State without first exhausting all available remedies within EYSA, Washington Youth Soccer, US Youth Soccer and USSF.