

# **MYSA HEARINGS & APPEALS**

These rules set forth the procedure for levying and appealing fines and suspensions, for grievances and complaints, and for conducting hearings and appeals.

## **1. Definitions**

The following definitions are intended as a guide to the MYSA Hearing and Appeal process. They are not intended to supersede specific definitions or meanings given to any of the following words in the Glossary or elsewhere in these Rules, including the remainder of this Section 9.

*Appeals Committee:* A standing committee of the MYSA, empowered to hear appeals from decisions of the MYSA Hearing Panels.

*Appellant:* The party filing a notice of appeal, regardless of their status at the hearing level.

*Complainant:* The person making a complaint under these policies, or in the case of an immediate suspension imposed under the rules, the MYSA official imposing the immediate suspension.

*Fine:* A monetary sanction that does not involve a suspension. A fee imposed by the MYSA for any reason is not a fine. Both fines and fees are identified in the MYSA Schedule of Fees and Fines.

*Hearing:* A procedure, as specifically set forth in these policies, to provide a person receiving or facing suspension with an opportunity to present their defense of the charges against them.

*Hearing Board:* The board created by the MYSA consisting of volunteers to hear complaints or to review imposed or proposed suspensions.

*Hearing Panel:* A panel selected by the Chair of the Hearing Board to hear a specific matter.

*Reviewer:* A person appointed by the MYSA Board of Directors pursuant to Section 3.3 to review complaints.

*Party:* Either the complainant or the respondent.

*Respondent:* The person against whom a complaint is made or, in the case of an immediate suspension imposed under these Rules, the person suspended. Also, the party responding to an appeal, regardless of their status at the hearing level.

*Suspension:* The loss of the right to participate as a coach, player, official, or otherwise from MYSA, US Youth Soccer, USSF or FIFA authorized or sanctioned activities.

## **2. Fines; Appeals of Fines**

### *2.1 Assessment and notice of fines*

Fines as set forth in these policies or in the MYSA Schedule of Fees and Fines may be assessed against any MYSA member by designated members of the Board of Directors. MYSA staff will send notice of the imposition of the fine to the MYSA member, and if the MYSA member is registered through a Member Club, also to that Member Club. The failure to accept or receive the notice does not affect or delay the imposition of the fine.

### *2.2 Procedure to appeal a fine*

The MYSA member against whom a fine has been assessed may appeal the imposition of such fine. A Member Club that would be ultimately responsible for the payment of the fine may also appeal the imposition of the fine. If both the individual MYSA member and the Member Club appeal the imposition of the fine, the appeals shall be consolidated and treated as one appeal. The appeal must be submitted in writing. An email is not a sufficient submittal. If a Competitive Representative assessed the fine, the appeal shall be filed with the Competitive Director. If a member of the Board of Directors assessed the fine, the appeal shall be filed with the MYSA Executive Director.

The appeal must be received in the MYSA office within ten (10) business days of the imposition of the fine. The appeal must set forth in detail the precise reasons why the appellant believes the fine was improperly assessed or should not be imposed.

### *2.3 Decision on appeal*

The person receiving the appeal shall review the appeal and determine whether the fine assessed should be confirmed, modified or withdrawn. The person receiving the appeal shall inform the appellant in writing of the final determination regarding the appeal. The decision of the person receiving the appeal is final and may not be appealed further.

## **3. Violations of MYSA Policies or Rules; Suspensions; Complaints**

Violations of MYSA Policies or Rules may result in the suspension of the violator(s) from participation in MYSA, US Youth Soccer, USSF or FIFA authorized or sanctioned activities. Suspensions may result from a complaint filed by another member of the MYSA, or at the instigation of authorized members by the MYSA Board of Directors. Except as provided in these rules, suspensions may only be imposed after the respondent is given the opportunity for a hearing under Section 9.4 below.

### *3.1. Suspensions*

Any coach, manager, player or MYSA member may be suspended for any violation of any of the rules of competition, or for any of the following offenses (as defined in the MYSA Policies & Rules Manual):

- a. Assault or other violence;
- b. Drug, alcohol, or tobacco use;
- c. Gambling;
- d. Harassment;
- e. Submitting false information, including but not limited to birth date or registration status, with respect to the registration, eligibility, record or past or present status of a player;
- f. Taunting or showboating; or
- g. Using an illegal or ineligible player in any MYSA, US Youth Soccer or USSF sanctioned activity, including without limitation an unregistered or overage player, a player not eligible to serve as a call-up, a player not presenting a proper member pass or a player under suspension.
- h. A hearing is not required prior to suspension in the event of:
  1. Referee assault;
  2. Suspension for a specific number of games pursuant to the rules of competition, such as a suspension due to a red card offense.

Even though suspension may be imposed prior to a hearing for the above offenses, the suspended party may request a hearing in accordance with these Policies and Rules for any suspension for alleged referee abuse or assault, or for a suspension based upon violent conduct.

### *3.2 Suspension Definitions*

- a. In this policy:
  1. "coach" means a coach, assistant coach, team manager, or other team official.
  2. "Federation" means the United States Soccer Federation, Inc.
  3. "Referee Assault" is an intentional act of a physical violence at or upon a referee, the referee's possessions or equipment.
    - a. For purposes of this policy, "intentional act" shall mean an act intended to bring about a result which will invade the interests of another in a way that is socially unacceptable.
    - b. Unintentional consequences of the act are irrelevant.
    - c. Assault includes, but is not limited to, the following acts: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee, head butting, kicking or throwing an object at the referee that could inflict injury, any action that damages the referee's uniform or property (including but not limited to vehicles, bag, supplies or equipment.)

4. "Referee abuse" includes a verbal statement or physical act that does not result in bodily contact with the referee which implies or threatens physical harm to the referee or the referee's property or equipment.
  - a. Abuse includes but is not limited to: using foul or abusive language towards a referee; spewing pouring any beverage on a referee's personal property; spitting towards (but not on) the referee; verbally threatening a referee.
  - b. Verbal threats are remarks that carry the implied or direct threat of physical harm. Remarks such as "I'll get you after the game," "Meet you in the parking lot," or "You won't get out of here in one piece" shall be deemed referee abuse.
  - c. Verbal statements that are not directly made to the referee but are overheard and reported to the referee may result in the referee filing a complaint alleging referee abuse.
5. "misconduct at a referee" means persistent statements of physical acts at a referee at a game, that do not constitute referee assault or abuse as provided under Federation Policy 531-9, but that mistreat the referee or are inappropriate or unacceptable statements or act, and include the following
  - i. Excessive incidences of foul or abusive language at the referee.
  - ii. Statements that diminish the authority of the referee.
  - iii. Statements or acts that serve to intimidate without threatening physical harm to the referee.

Examples of misconduct that arise under this paragraph include the following: confronting the referee without physically threatening the referee; spitting on the ground or in the air but not at the referee; throwing or kicking an item as a sign of disrespect or dissent but without the chance of hitting the referee; re-entering the field. These are only some of the examples of possible misconduct and are not all-inclusive.

6. "referee" means the following:
    - a. any currently registered Federation referee, assistant referee, 4<sup>th</sup> official, or other individual appointed to assist in officiating a game;
    - b. any non-licensed, non-registered individual serving in an emergency capacity as a referee as provided by Federation Policy 531-8;
    - c. any club assistant referee.
  7. "MYSA" means the Minnesota Youth Soccer Association, Inc.
- b. This policy only applies to a coach in the following situations:
    1. If a proceeding is brought against the coach for referee assault or abuse, or both, under Federation Policy 531-9; or
    2. If the coach is ejected from a game and, after the ejection, engages in conduct that is misconduct under this policy.
  - c. If a coach is found to have committed misconduct under this policy, the coach shall be suspended at least the next 3 scheduled games. This suspension is in addition to any other suspension that may be imposed on the coach by an Affiliate Member (club).
  - d. The Board of Directors of MYSA delegates to the MYSA Hearing Committee its authority to carry out this policy. In carrying out this policy, the Committee shall conduct hearings and follow hearing procedures applicable to allegations of referee abuse. A decision of the Committee is the final decision of MYSA. This decision may be appealed to USSF.

### *3.3 Complaints*

A participant member may file a complaint against any MYSA member for a violation of MYSA rules. A complaint must be made within 60 days of the alleged violation unless there are extenuating circumstances (for example, a player makes an allegation of sexual harassment at the end of a season and the incident occurred at the beginning of the season.) The MYSA President, Competitive Director and Chair of the Hearing Panel shall review a complaint filed more than 60 days after the alleged violation to determine if there are extenuating circumstances.

If two of the three decide there are extenuating circumstances, the complaint will be considered as being filed. A complaint is not permitted against an MYSA Board of Directors Member, committee member or volunteer who is acting within their official capacity unless the complaint is approved by the MYSA President or the Chair of the MYSA Hearing Committee.

In the event of an immediate suspension, the MYSA official imposing the suspension shall file a written report with the MYSA, which shall trigger a hearing under Section 4. The written report must be filed with the MYSA State Office within five (5) business days of the notification of the suspension. All complaints must be submitted in writing, using the form prescribed by the MYSA. The information requested in the form is essential to the proper review and investigation of a complaint. All complaints must state the complete rule alleged to have been violated and the behavior claimed to violate the rule. Complaints that do not allege a rule violation, that are not fully submitted or that deal with on-the-field judgment calls by referee will not be investigated. The complainant will be notified and may resubmit the complaint, provided the alleged violation is a rule violation and is not an on-the-field call by a referee. The 60 day period within which to file a complaint will be extended by an additional 10 days.

### *3.4 Review of complaints.*

All complaints, properly and fully submitted, will be reviewed by a person(s) designated by the MYSA Board of Directors. A complaint will be considered properly and fully submitted when:

- (a) all portions of the complaint form are filled out and is signed by complainant(s)
- (b) the allegations are relevant to MYSA bylaws, rules and/or policies
- (c) the alleged violation is not an on the field call by a referee

If the review determines the complaint is not complete and/or if the complainant does not request a hearing as provided herein, the complaint will be dismissed. If the review determines the complaint to be a grievance and not a rules violation, the complainant will be informed in writing. If the review of the complaint determines the complaint is complete, the matter shall be referred to an MYSA hearing panel for a hearing in accordance with these policies.

## **4. Hearings**

### *4.1 Scheduling of the hearing*

A reasonable time will be allowed to prepare for a hearing. No hearing will be held on less than ten (10) business day's written notice. These times may be modified by agreement of the parties or, for good cause shown, by the MYSA.

### *4.2 Waiving a hearing; failure to appear*

The person against whom an immediate suspension has been imposed, or against whom a suspension has been recommended, may by a writing submitted to the Chairperson of the MYSA Hearing Board, waive their right to a hearing. The written waiver of the right to a hearing shall operate as an acceptance of the recommended suspension. Failure to appear at a scheduled hearing shall operate as a waiver of the right to present oral witnesses and argument. A party not appearing at the hearing may present written testimony and evidence. Failure to appear or present any evidence shall operate as a waiver of the right to a hearing.

### *4.3 Makeup of the hearing panel*

A hearing panel shall consist of no less than three (3) nor more than five (5) members, chosen by the Chairperson of the MYSA Hearing Board. The Chairperson shall designate one of the panel members to serve as Chair of the panel. Panel members are selected from the Hearing Board and/or Board of Directors Members

### *4.4 Conduct of the hearing: general*

Hearings are not open to the public, nor to any member of the MYSA except as specifically authorized by these rules. A hearing is not a court of law. Legal rules of procedure or evidence do not apply and need not be observed. Individuals appearing at a hearing as either the complainant or respondent have the right to consult with counsel or an advisor. The counsel or advisor may attend the hearing and the individual(s) may consult with them during the hearing. If this consultation becomes excessive or disruptive, the Chair of the Hearing Panel may limit or deny

further consultation. The counselor or advisor may not participate in the hearing process, such as by asking questions, presenting testimony, or making statements, arguments or objections.

#### *4.5 Conduct of the hearing: evidence and testimony*

**4.5.1** The complainant, respondent and witnesses will appear before the Hearing Panel. Both sides have the right to call witnesses and present oral and written evidence and argument. The complainant and respondent have the right to be present for all the proceedings except the actual deliberations of the Hearing Panel. Witnesses may be present in the hearing room only during their own testimony and questioning by the Hearing Panel.

**4.5.2** Each side may present testimony from up to three (3) witnesses to an incident. The parties shall be accorded the right to confront witnesses, including the right to be provided the identity of witnesses in advance of the hearing. Only witnesses who have direct knowledge of the event or incident in question may testify. Testimony about an individual's character is not allowed. The Hearing Panel may limit the time allowed for any witness to testify.

**4.5.3** If the witness is a minor, a parent or guardian may be present during their testimony. The parent or guardian, however, may not testify unless called separately by a party.

**4.5.4** If a witness is unable to appear in person at the hearing, the party sponsoring such witness may submit their written testimony to the Hearing Panel. Such written testimony must contain the name, address and telephone number of the witness, must be dated and signed and the signature must be notarized. Relevant documents may be attached to and become part of the written statement. The Hearing Panel has the right to reject any written testimony that does not conform to this Rule. A witness testifying by writing shall count as one of the three witnesses allowed. The party sponsoring a witness unable to appear in person may request permission of the Hearing Panel to allow the witness' testimony by telephone, in lieu of, submitting written testimony.

**4.5.5** The complainant and respondent may not cross-examine witnesses presented by the other side. The Hearing Panel may, at its discretion, ask questions of the complainant, respondent or any witness.

**4.5.6** Either party may submit documentary evidence, such as member passes, team rosters, referee game reports, letters, birth certificates and other sources of written or printed information. All proof of age documents must conform to the rules of the MYSA. Any party submitting written evidence must list all such evidence on a Document Directory form available from the MYSA, and submit the Document Directory to the Hearing Panel at the start of the hearing. All documentary evidence will be retained by MYSA as part of the hearing record.

**4.5.7** The hearing will be tape-recorded. In the event of an appeal, the complainant or respondent may request a copy of the tape for the purpose of preparing their appeal, a copy of which will be made and provided by the MYSA at the expense of the requesting person(s). A party may, at its expense, have a court reporter present at a hearing, provided that the party makes a copy of the transcript of such hearing available at no cost to the other party and the MYSA.

**4.5.8** The complaint, hearing, all documentary evidence and the tape-recording of the hearing are considered private and neither the original nor copies are intended for release except as authorized pursuant to this section for an appeal. Release of the hearing material outside of this section may be considered as separate grounds for sanctions by the MYSA.

#### *4.6 Conduct of the hearing: hearing procedure*

**4.6.1** The Chair of the Hearing Panel will:

- a. call the hearing to order;
- b. introduce him or herself, other members of the panel and all hearing participants;
- c. provide all present with a copy of the hearing agenda, which will include the time allotted for each portion of the hearing;
- d. notify all present that decorum must be maintained at all times during the hearing;
- e. present a summary of the incident, giving the date, time, location and parties involved, the identity of relevant entities and persons, such as teams, players, coaches, and others; and
- f. identify the participants and witnesses to be heard.

**4.6.2** If the complainant or respondent is not an individual person, they must identify a primary spokesperson at the beginning of the hearing.

**4.6.3** Complainant shall proceed first, and shall follow this order of presentation:

- a. an overview of the case (no more than ten (10) minutes);
- b. testimony by witnesses (no more than ten (10) minutes each); and
- c. for each witness, questions by the Hearing Panel.

**4.6.4** Respondent shall proceed second, and shall follow this order of presentation:

- a. an overview of the case (no more than ten (10) minutes);
- b. testimony by witnesses (no more than ten (10) minutes each); and
- c. for each witness, questions by the Hearing Panel.

**4.6.5** The time allotted for any particular segment of the hearing may be extended at the discretion of the Hearing Panel if it believes a longer presentation is essential to the resolution of the appeal. If the time is extended, each party will be afforded equal additional time.

**4.6.6** Parties and witnesses may speak only when testifying before or called upon by the Hearing Panel. There will be no debate between or cross-examination by the parties.

**4.6.7** The Hearing Panel may recall any witness for further testimony or questioning. At the discretion of the Hearing Panel, either party may recall one or more of its witnesses.

**4.6.8** Following completion of testimony and questioning by the Hearing Panel, the complainant and respondent, in that order, may give a closing statement of not more than ten (10) minutes each. There shall be no rebuttal. The Hearing Panel may ask questions of the parties either during or after their closing statements.

**4.6.9** At the conclusion of closing statements and questions, the hearing is completed. No additional testimony or evidence may be presented or considered once the hearing is completed. The Chair of the Hearing Panel may, however, allow the submission of written evidence requested by the panel during the hearing. The party submitting such additional written evidence must provide a copy of the same to the other party at the same time it is submitted to the Panel.

**4.6.10** At the conclusion of the hearing, all parties and witnesses must leave the hearing room. The Hearing Panel may begin its deliberations at that time or may adjourn to a later date. Only the Hearing Panel members may be present during deliberations and voting. Deliberations must be concluded within five (5) business days from the final presentation of evidence.

#### *4.7 Determination of the panel*

The Hearing Panel may only consider the specific issues charged in the complaint or written report. This means, for example, that an individual charged with referee assault cannot, as a result of the hearing on that charge, be found guilty of harassment. This does not preclude a separate complaint on any charge that could have been but was not included in the initial complaint.

The Chair of the Hearing Panel will send written notice of the decision of the panel to the complainant and respondent within ten (10) business days of the conclusion of the deliberations. Verbal communication of panel decisions is expressly prohibited and is of no legal or procedural effect. The written notice will include a statement of the charges, findings of fact, the decision of the panel, and a statement of the procedure for appeal. If the written notice is not sent within ten (10) business days of the conclusion of the hearing, either party may submit an appeal to MYSA Appeals Committee.

The Chair of the Hearing Panel shall within ten (10) business days of the date of the written notice provide to the MYSA Executive Director the full and complete hearing file, including the final written determination of the panel.

## **5. Appeal to the MYSA Appeals Committee**

### *5.1 Filing a notice of appeal; fee*

The complainant or the respondent may appeal the determination of the Hearing Panel by filing a notice of appeal with the MYSA Appeals Committee. The notice of appeal must be submitted in writing, using the form prescribed by the MYSA, to the Chairperson of the MYSA Appeals Committee at the MYSA office address. The written notice of appeal must be accompanied by an appeal fee in the amount set by the MYSA and published in its Schedule of Fees and Fines. If on appeal the decision of the Hearing Panel is overturned, the entire appeal fee will

be refunded. If on appeal the matter is remanded for another hearing, one-half of the appeal fee will be refunded. If the decision of the Hearing Panel is upheld, the entire fee will be retained by MYSA. The written notice of appeal must be sent by certified mail to the Chairperson of the MYSA Appeals Committee within ten (10) business days of the date of the written notice of determination from the Hearing Panel. An appeal that is untimely, does not provide all of the required information, or does not include the appeal fee will be dismissed, with no further appeal permitted within the MYSA.

## *5.2 Scheduling of the argument*

Upon receipt of an appeal that complies in full with Section 5.1, the MYSA Appeals Committee shall schedule a time for argument of the appeal. A reasonable time will be allowed to prepare for the argument. No argument will be held on less than ten (10) business day's written notice. The argument shall be held within twenty (20) business days of receipt of the appeal. These times may be modified by agreement of the parties or, for good cause shown, by the MYSA.

## *5.3 Makeup of the Appeal Panel*

Upon receipt of an appeal that complies in full with Section 5.1, the MYSA Appeals Committee Chairperson shall appoint an appeal panel to hear the appeal. The appeal shall be heard by a panel of no less than three (3) nor more than five (5) members of the Appeal Committee. The Chairperson may designate one of the Appeals Committee members to serve as the chair of the Appeal hearing. If one or more members of the designated appeal panel cannot attend the hearing or otherwise participate, the parties may agree to proceed with the hearing as long as at least three (3) panel members are present.

## *5.4 Failure to appear*

Failure to appear at a scheduled argument shall operate as a waiver of the right to present oral argument.

## *5.5 Conduct of the argument: general*

The argument of an appeal is not open to the public, nor to any member of the MYSA except as specifically authorized by these rules. The MYSA Appeals Committee is not a court of law. Legal rules of procedure or evidence do not apply and need not be observed. The appellant does bear the burden of showing that the decision being appealed is clearly erroneous. The complainant and respondent have the right to be present for the arguments on appeal. Individuals appearing at an appellate argument as either the complainant or respondent have the right to consult with counsel or an advisor. The counsel or advisor may attend the argument and the individual(s) may consult with them during the argument. If this consultation becomes excessive or disruptive, the Chair of the Appeals Committee may limit or deny further consultation. The counselor or advisor may not participate in or make the argument.

## *5.6 Conduct of the argument: no additional evidence or testimony*

The appellate process is not intended as a second evidentiary hearing. The MYSA will provide the Appeals Committee with the hearing file from the hearing, including any written testimony and documentary evidence. No additional testimony, oral or written, or documentary evidence may be submitted to the Appeals Committee, unless circumstances have materially changed, or new facts are discovered that were unavailable at the time of the hearing from which the appeal is taken. In such cases, the Appeals Committee may allow that such new evidence be presented to it provided that all parties to the appeal have been given notice and are given an opportunity to respond to the materially changed circumstances or previously unavailable or undiscovered facts.

**5.6.1** The argument will be tape-recorded. In the event of a further appeal, the complainant or respondent may request a copy of the tape to prepare for the appeal, which copy will be made and provided by the MYSA at the expense of the requesting person(s).

## *5.7 Conduct of the hearing: hearing procedure*

**5.7.1** The Chair of the Appeals Committee will:

- a. call the meeting to order;
- b. introduce him or herself, other members of the Appeals Committee and others present;

- c. provide all present with a copy of the argument agenda, which will include the time allotted for each portion of the argument;
- d. notify all present that decorum must be maintained at all times during the argument;
- e. present a summary of the incident, giving the date, time, location and parties involved, the identity of relevant entities and persons, such as teams, players, coaches, and others; and
- f. identify the participants to be heard.

**5.7.2** The argument shall follow this order of presentation:

- a. Argument by the party filing the notice of appeal (no more than twenty-five (25) minutes);
- b. Argument by the other party (no more than thirty (30) minutes); and
- c. Rebuttal argument by the party filing the notice of appeal (no more than five (5) minutes).

**5.7.3** The time allotted for any particular segment of the argument may be extended at the discretion of the Appeals Committee if it believes a longer presentation is essential to the resolution of the appeal. If the time is extended, each party will be afforded equal additional time.

**5.7.4** Parties may speak only when arguing to or called upon by the Appeals Committee. There will be no debate between the parties.

**5.7.5** The Appeals Committee may ask questions of the parties either during or after their arguments.

**5.7.6** At the conclusion of arguments and questions, the appellate argument is completed. No additional testimony, evidence or argument may be presented or considered once the appellate argument is completed. The Chair of the Appeals Committee may, however, allow the submission of written material requested by the Appeals Committee during the argument.

**5.7.7** At the conclusion of the argument, all parties and witnesses must leave the meeting room. The Appeals Committee may begin its deliberations at that time or may adjourn to a later date. Only the Appeals Committee members may be present during deliberations and voting.

**5.7.8** The appeal request, appeal hearing, all documentary evidence and the tape recording of the appeal hearing are considered private and neither the original nor copies are intended for release except as authorized pursuant to this section for an appeal. Release of the hearing and appeal material outside of this section may be considered as separate grounds for sanctions by the MYSA.

### *5.8 Determination of the Appeals Committee*

The Appeals Committee may only consider the specific issues raised in the notice of appeal. This means, for example, that an individual who appeals one issue from a written hearing determination cannot obtain or be granted relief on any other issue contained within the hearing determination. The Appeals Committee must affirm, reverse, or remand the determination of the Hearing Panel on each issue raised in the notice of appeal. A remand may consist of a question to be answered by the Hearing Panel and returned automatically to the Appeals Committee when answered. If a question is remanded to the Hearing Panel, it shall be answered in writing within ten (10) business days, and the issuance of the appeal decision shall be placed on hold pending the completion of the remand. If there is a remand of an issue for a new hearing, the hearing panel is to issue a new decision on that issue which will be final unless separately appealed.

The Chair of the Appeals Committee will send written notice of the decision of the Appeals Committee to the appellant and respondent within ten (10) business days of the conclusion of the argument. Verbal communication of committee decisions is expressly prohibited and is of no legal or procedural effect. The written notice will set forth the decision of the panel and include a statement of the procedure for appeal. If the written notice is not sent within ten (10) business days of the conclusion of the hearing, either party may submit an appeal to the USSF if allowed to do so by the rules of the USSF.

The Chair of the Appeals Committee shall within ten (10) business days of the date of the written notice provide to the MYSA Executive Director the full and complete appellate file including the final written determination of the Appeals Committee.

## **6. Appeal to USSF**

Any party dissatisfied with the decision of the MYSA Appeals Committee may appeal such decision to the United States Soccer Federation. The procedure to be followed is that established by the USSF and set forth in its Appeals Manual.