

MSA GRIEVANCE, DISPUTE AND APPEAL POLICY

101. General.

1. The purpose of the GRIEVANCE, DISPUTE AND APPEAL POLICY is to promote and ensure uniformity and consistency in the application of the rules and procedures of MSA, including its Member Associations.
2. Grievances, disputes and appeals may be filed by a currently registered player [and their legal guardian(s)]; rostered MSA coach; an elected / appointed MSA administrator or committee member; current employee of MSA; any administrator / governing board member appointed or elected by a Member Association or Club in good standing.
3. MSA will not prosecute the case for you. This is the responsibility of the filing party. MSA will provide the hearing, forum and adjudication only. Grievances, disputes and appeals must be filed using the proper forms established by the MSA Council and contain:
 - a. The specific MSA, USYS, or USSF bylaw or rule that has been violated. If the rule or bylaw has more than one subsection then the specific subsection must be noted. Please quote the rule by number and wording in the charging document.
 - b. Name and contact information for all parties.
 - c. Information detailing how the charged party has violated the rule(s) as outlined in 3.a above. Each point must be specifically documented by the facts and/or actions of the charged party.
 - d. Enough detail or evidence for an impartial commission or committee to determine if hearing requirements have been met.
4. Once a grievance, dispute or appeal has been properly filed, the MSA Executive Director shall notify the MSA President and all involved parties within ten (10) days of receipt of the grievance, dispute or appeal, the nature of the grievance, dispute or appeal, the names of all parties, and a copy of the grievance, dispute or appeal.
5. In the event the MSA President is the petitioner or a named participant in the grievance, dispute or appeal by the complainant, the MSA Executive Director shall notify the next senior MSA Council Member unnamed in the grievance, dispute or appeal and all responsibilities contained herein shall be assumed by that MSA Council Member.
6. All necessary hearings shall be scheduled no later than 30 days from receipt of the properly filed dispute or appeal.
7. All necessary hearings shall be conducted within 90 days of receipt of the petition, and a written decision or resolution shall be issued within 120 days of receipt of the petition.
8. The conduct of the hearing shall be as determined by MSA governing documents.
9. A written notification of the decision shall be sent to the MSA President and all involved parties in a timely fashion. This notice shall be sent by certified mail.
10. All appeals must be properly filed, using the proper forms established by the MSA Council no more than (10) days after receiving written notification of decision. The appeal must be accompanied by a \$300.00 non-refundable filing fee, in the form of a cashier check or money order.

102. Grievances

1. Grievance is any complaint which is not a dispute or an appeal, but in the opinion of the complainant is a violation of MSA, USYS or USSF governing documents. A grievance may also be a cause for complaint or especially unfair treatments to individuals defined in rule 101.2. by

individuals defined in rule 101.2. A grievance may not require a hearing or encompass allegations of violations of FIFA Laws of the Game or matters of referee judgment

2. The MSA President will review all properly filed grievances and in his / her sole discretion take whatever action is deemed appropriate. At a minimum all grievances will be acknowledged at the next scheduled, regular MSA Council Meeting. Such additional action may include:

- a. No action required.
- b. Request from the MSA Council for a formal hearing;
- c. Any other action the MSA Council deems appropriate considering the circumstances.

103. Disputes

1. A dispute is defined as a disagreement, argument, or debate between individuals defined in rule 101.2. by individuals defined in rule 101.2., requiring a formal hearing by a special commission.

2. Within 30 days of receiving the petition, the MSA President, in consultation with the MSA Council, shall appoint a special commission composed of three (3) or five (5) MSA Council members.

3. Each special commission may prescribe appropriate procedures for resolving the dispute, except that a hearing shall be conducted within 90 days of receipt of the petition, and a written decision or resolution shall be issued within 120 days of receipt of the petition.

4. The decision of the special commission is final and binding on all parties.

5. The MSA President may require the disputing parties to participate in mediation before the appointment of the special commission, in which case the deadlines provided in Policy 101 are extended by not more than 30 days.

6.. With respect to all other disputes, MSA:

- a. favors the resolution of disputes through mediation whenever possible;
- b. shall provide for the prompt resolution of disputes; and
- c. shall prescribe policies to carry out this section.

104. Appeals

1. Appeals may be submitted following a decision from a MSA formal hearing or lower-level appeal. Only those parties to the original action shall be allowed to appeal.

2. Upon notification of the properly filed appeal, the MSA President will forward all documentation to the chairperson of the MSA Discipline and Appeals Committee.

3. The decision of the Discipline and Appeals Committee is final and binding on all parties.