

**Alaska Youth Soccer Association**  
**200 W. 34th Ave # 21**  
**Anchorage, AK 99503**

**Request for Hearing/Grievance Process**

Name: \_\_\_\_\_

Club/Team: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ (O, H or C)

Incident for Hearing:

Explanation of request: *On separate sheet, include person(s), team or club and exact reason for grievance/hearing request.*

Date of Incident:

Requested Outcome of Hearing:

Signature \_\_\_\_\_ Date \_\_\_\_\_

1. Please complete all paperwork and supporting documents. Send to the AYSA Office via USPS certified mail or Email: [alaskayouthsoccer@gmail.com](mailto:alaskayouthsoccer@gmail.com)  
AYSA  
200 W. 34th Ave # 21  
Anchorage AK 99503
2. The AYSA Office will determine if this is grievance to be heard on the local level or state level.
  - A. If the determination is it is under the local level jurisdiction, the complaint will be sent to that body and the individual will be notified. They will be responsible for informing the State Office the outcome. Only after the local level has made a decision can their decision be appealed to the state if needed.
  - B. If the determination is the matter is an AYSA issue, the State will proceed with the hearing process.
3. The AYSA within 30 days of the complaint. Action regarding the grievance can include, but not limited to:
  - A. Deny the Grievance
  - B. Accept the grievance and hold a hearing with the individual (s) named in the grievance
  - C. Send it to the Discipline Committee, AYSA Board of Directors or Executive Board (in the case of misconduct of a board member).
4. All parties will be notified in writing of the outcome.