

SYSA Disciplinary Procedures

The SYSA Disciplinary Committee (Committee) manages the disciplinary process through the RidgeStar Misconduct Project (RidgeStar). RidgeStar is integrated with the Seattle Soccer Referee Association referee assignment tool. Referees file match reports, misconduct reports and supplemental reports on the assignment system, which are then made available to the Committee for adjudication.

Committee Operating Procedures

The Committee is responsible for the review and disposition of reports of misconduct, irresponsible behavior, supplemental reports and match protests. Each type of review has its own procedure.

Summary

Each week during the SYSA season and more frequently during the City Tournament, Committee members will:

1. Check for new misconduct reports at Committee > Misconducts > Vote
2. Check for new Supplemental reports at Committee > Supplemental
3. When necessary, collect input from relevant parties when a matter involves a team from the club the Member represents.
4. Participate in the discussion and voting as described below.

Schedule

For Cautions, vote by 9:00 pm Thursday unless determined otherwise during the discussion.

For Send-Offs, anticipate closing discussion and motions by 9:00 pm Wednesday and voting by 9:00 pm Thursday, unless determined otherwise during the discussion.

Misconduct

The Committee will take the following action with respect to Cautions and Send-Offs. Irresponsible Behavior by coaches may be reported this way as well, or on a Supplemental report.

1. Referees file misconduct reports 2-24 hours following a match. On RidgeStar, these reports are available under Committee > Misconducts:

The screenshot shows the 'Misconducts' management interface. On the left is a navigation menu with options like Authority, Chapter, Committee, FAQ, Members, Misconducts, Field Layout, Overview, Materials, Status Values, Vote, Tools, Supplemental, Forums, Information, Services, and Logoff. The main content area is titled 'SYSA' and contains a form for 'Misconduct Criteria' with fields for Key, Offense, Offender, Referee, Match#, Gender, Location, EnteredBy, Status, Origin, Reason, OffenderID, Filed, Date(s), Level, Division, SanctionedBy, Explanation, Authority, Team, Home, Away, Suspended, Suspension, Reinstated, Sort, Start at., and Action. A 'Show' button is circled in red. Below the form is a table with columns: Key, Match, Location, Date, Offense, Team, Gender, Offender, Reason. One row is visible with the following data: 105437, 118018, Addams 1 E/W, 9/8/2018, Caution, Mag Fireballs B, Willis, Owen, Unsporting Behavior. Below the table, it says 'Displayed 1 to 1 of 1'.

Change the data shown in the table by selecting checkboxes in the top portion. Use the Misconduct Criteria to filter the results. If you want to save a default view, such as the one shown above which defaults to show only reports with a status of New, click the Save button (circled) when you are satisfied with your criteria. If you want to see reports with a different Status from time to time, you may do that by selecting a different Status without changing your default view. Committee members do not take any immediate action on Cautions at this stage.

- As early as possible on Monday morning, the Chair will update the status of all new reports to Pending. These reports will no longer show in the default view, as illustrated here:

This screenshot shows the same 'Misconducts' management interface as the first image. The 'Misconduct Criteria' form is identical. However, the table below it is empty. A red message banner at the bottom of the table area reads: 'There are no Misconduct Reports that meet the criteria you have specified!'. The 'Show' button in the 'Action' field is still circled in red.

- Committee Members check the queue by the end of the day Monday. The queue is located at Committee > Misconducts > Vote, as shown here:

Vote

SYSA

The following **Misconduct Reports** are currently Status=Pending and waiting for your Committee to adjudicate. You can cast a vote to Uphold, Deny, or Abstain by clicking the appropriate Symbol in the Action column. If you would like to cast or change your Vote and/or provide additional thought associated with your Vote, click the appropriate Key in column 1.

Key	Misconduct	Filed	Origin	Type	Reason	Gender	Level	Division	Offender	Tally	Action
1	105437	9/8/2018	SSRA	Caution	Unsporting Behavior	B	U13	Gold	Willis, Owen	0-0-0	

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- Members may study the facts of the matter by selecting the number in the Misconduct column. On the resulting page, select the Report Tab to read the report.

Misconducts

SYSA

Misconduct Report #105437

The following information is on file as **Misconduct Report #105437** as of Saturday, September 15th, 2018 at 2:03pm PDT, but is subject to change by appropriate personnel according to applicable administrative procedures.

Status Source Match Report Committee All

Misconduct #105437

Offender Player: Owen Willis, #6, Id: 95608-085602

Team Mag Fireballs 104169006

Offense Caution

Reason Unsporting Behavior

Field Spot 3E

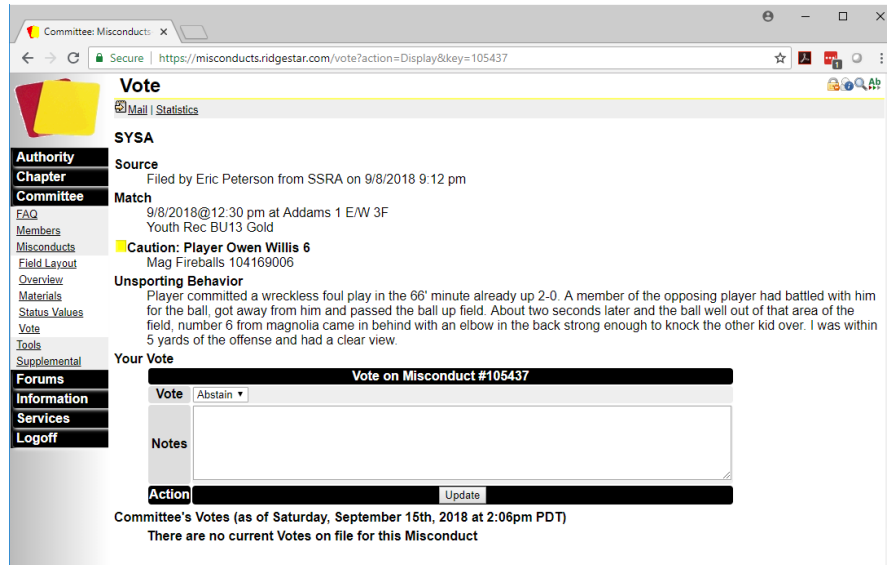
Minute 66

Description Player committed a wreckless foul play in the 66 minute already up 2-0. A member of the opposing player had battled with him for the ball, got away from him and passed the ball up field. About two seconds later and the ball well out of that area of the field, number 6 from magnolia came in behind with an elbow in the back strong enough to knock the other kid over. I was within 5 yards of the offense and had a clear view.

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Return to the voting page by selecting Vote from the menu on the left.

- To initiate or participate in discussion, click the number in the Key column. Note that the report is summarized on the resulting page:



Note the drop down labeled Vote. To initiate or participate in a discussion, select Abstain and type your question or comment in the Notes section. At the end of discussion, the Member may come back and change the value of their Vote to Uphold or Deny. For Cautions, members may vote straightaway or start a discussion. For Send-Offs, do not vote right away. Use the Notes for the discussion using the method described here and hold your vote until the Chair calls for a motion. When a motion is made, another member will second the motion and the Chair will call for a vote.

6. A Member may ask for a meeting if an issue seems difficult to resolve through this discussion format.
7. For matters that relate to club a Member represents, the Member may participate in the discussion, make and second motions but must abstain from the vote.
8. When voting is complete, the Chair completes the Explanation and Feedback and updates the status as appropriate (Upheld, Denied). For send-offs, the Suspended and Reinstated dates are also indicated.

Supplemental Reports, Irresponsible Behavior and Protests

When significant events occur in matches that require the attention of the Committee the referee files a Supplemental Report. Members should look for new Supplemental Reports each week. Supplemental Reports are found under Committee > Supplemental. Similar to misconduct reports, set a default search to show New supplemental reports.

Supplemental

Please specify the Criteria you would like applied to display your **Supplemental Reports** and click the "Show" action.

Supplemental Criteria

Key	Origin	Authority
<input checked="" type="checkbox"/>	All	All

You can also select a specific **Supplemental Report** for review by clicking on the "Key" value in the appropriate row.

Key	Authority	Origin	Match	Filed	Status	User	Action
3466	SYSA	SSRA 99910	12/9/2015	New	Larry Metz		
3465	SYSA	SSRA 100167	12/8/2015	New	Andrew C Birkbeck		
3464	SYSA	SSRA 100047	12/5/2015	New	Nathan E Lloyd		
3461	SYSA	SSRA 99891	12/2/2015	New	Jeffrey Wilson		
3459	SYSA	SSRA 99990	11/30/2015	New	Richard Ruby		
3447	SYSA	SSRA 97812	11/18/2015	New	Michael D Ritscher		
3439	SYSA	SSRA 97879	11/15/2015	New	Cathy Echert		
3425	SYSA	SSRA 97489	11/14/2015	New	Todd Linton		
3403	SYSA	SSRA 97483	11/8/2015	New	William P Barrett		
3380	SYSA	SSRA 98379	11/1/2015	New	Larry Metz		

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The procedures for processing Supplemental Reports will be determined by nature of the report, and therefore is not established in advance.

Match Protests are processed in a similar manner.

The Committee may conduct a hearing according to the SYSA By-laws to adjudicate any matter before it.

References

Members must assess matters according to the Laws of the Game, established Washington Youth Soccer guidelines and common standards of safety, fairness and equality.

The relevant references include:

Reference	Link
SYSA By-laws	http://www.sysa.org/doclib/BY-LAWS.pdf
SYSA Rules of Competition & Administrative Regulations	http://www.sysa.org/doclib/SYSARulesAndRegs2017-18.pdf
WYS Disciplinary Process and Procedures	http://www.washingtonyouthsoccer.org/resources/administrators/judicialdisciplinary/
FIFA Laws of the Game	https://football-technology.fifa.com/media/1245/lotg_17_18_en.pdf

Committee Members

The Committee is made up of Disciplinary Representatives appointed by each neighborhood association. The Committee is led by a Chairperson ("Chair"). The duties of the Chair and the Committee are specified in the SYSA By-laws.

New members to the Committee must first register on RidgeStar to participate in committee proceedings. The Chair facilitates this by inviting new members to complete the registration form here: <https://misconducts.ridgestar.com/register>. The new member should provide contact details in the upper portion of the form and complete the Responsibilities section as shown below, adding the name of the club they represent to the Title.

Register

If you are not already involved with **RidgeStar Misconduct Project** and would like to become involved as an **Authority**, **Chapter** and/or **Committee** member, please complete the following information and click "Update". When you have successfully completed the required information, you will be presented with a "Register" button to complete the registration process.

Register with the Misconduct Project Site	
Name	<input type="text"/>
Address	<input type="text"/>
City, State Zip	<input type="text"/> WA <input type="text"/>
Phone	Home <input type="text"/>
Email	<input type="text"/>
Notes	<input type="text"/>
Responsibilities...	
Authority <input type="checkbox"/>	SYSA <input type="text"/> Title <input type="text"/>
Chapter <input type="checkbox"/>	SSRA <input type="text"/> Title <input type="text"/>
Committee <input type="checkbox"/>	SYSA <input type="text"/> Title <input type="text"/>
Action	<input type="button" value="Update"/>

All Referees should file Misconducts and Supplemental Reports for use by the RidgeStar Misconduct Project through their local Referee Chapter websites.

There is NO requirement that a Referee register with the Misconduct Project!

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Once Registered, the Chair will approve the new member by logging into RidgeStar and Selecting > Committee > Members. Find the new Member in the list and Approve their membership by using the appropriate button in the Action column.