



**NOCRA
(North Orange County Referee Association)**

**INVESTIGATION & DISCIPLINARY COMMITTEE
(IDC)**

MANUAL OF OPERATION

IDC Mission Statement: The purpose of the Identification and Disciplinary Committee is to influence a change in the behavior of NOCRA referees when allegations of misconduct are made. NOCRA will make sure that all referees will be treated fairly and impartially.

NOCRA IDC Manual Revised January 16, 2010

Summary

The IDC committee is designed to investigate infractions of the rules and if necessary take the appropriate action to correct the issue.

The basic process is summarized below, for the “detailed” information please read the complete document.

Process Summary:

- 1) A member notifies the Chairman of the IDC (via email) on an allegation on an infraction of the rule that they witnessed. The member must submit a “detailed” report of the infraction and any supporting documents.
- 2) The Chairman has the options to temporally suspend members during the process based on the allegation.
- 3) The Chairman determines if a committee needs to be formed to review the issues or can be handled by the standard guidelines.
 - a. Collects all pertinent information (emails, reports, etc.)
 - b. Talks with both parties to discuss the allegation.
- 4) If a “committee hearing” is needed the Chairman will select members, schedule an investigation of the allegations.
- 5) If deemed necessary by the committee a hearing will be held with all involved parties.
- 6) After the hearing the committee will issue a ruling on the infraction allegation and any penalty that will be applied.
- 7) It is the goal to complete this process within seven days of receipt of the allegation. In some cases the process could take longer based on the situation.

1. GENERAL

- 1.1. NOCRA is a referee organization that assigns USSF referees to games with multiple playing circuits. The only authority NOCRA has is the ability to assign games and allow membership in the organization. NOCRA has no authority regarding the licensing or disciplinary matters concerning USSF (USSF Policy 531-10 -- Misconduct of Game Officials -- Section 2).
- 1.2. IDC Committee. The Investigation and Disciplinary Committee (IDC) is a standing Committee of NOCRA organized to meet the requirements of NOCRA Bylaws. The IDC Committee shall serve as the body to investigate, review and/or hear grievances, review administrative actions and disciplinary actions by sanctioned member organizations, negotiate and/or hold hearings to determine if alleged violations of bylaws or rules occurred and if so, to determine suitable sanctions.
- 1.3. Director of IDC. The Director of IDC shall be appointed by the President of NOCRA, subject to ratification by the Board of Directors.
- 1.4. The Director of IDC shall be the chairman of the IDC Committee and oversee the operations of IDC committees throughout NOCRA.
- 1.5. The Director of IDC shall provide a monthly report on IDC Committee activities to the Board of Directors of NOCRA.
- 1.6. Members of IDC. Membership in the IDC Panel shall be by appointment by the Director of IDC, or by the President of NOCRA.
- 1.7. Code of Ethics and Conflicts of Interest. All IDC members shall adhere to the USSF Code of Ethics and remove themselves from any hearing where this is a conflict.
- 1.8. Jurisdiction. There are two levels of jurisdiction in matters appeal and discipline. Those levels are:
 - 1.8.1. Level 1 shall be the first level of adjudication and shall hear allegations of misconduct arising from events within their sphere of responsibility.
 - 1.8.2. Appeals of Level 1 decisions shall be directed to Level 2.
 - 1.8.2.1. Level 2. NOCRA Board of Directors.

2. Definitions

- 2.1. An *Appeal* is a request by one of the principal parties to review the result of a protest hearing, administrative action, or disciplinary hearing.
- 2.2. A *Ban* is a disciplinary action that restricts participation within specific and/or limited types of sanctioned activities within NOCRA.

- 2.3. A *Disciplinary Hearing* is an administrative action in response to a written allegation(s) of misconduct and normally held by an appointed committee to review the facts and determine a response to the (alleged) misconduct.
- 2.4. A *Grievance* is a complaint of a general nature which is not based upon a specific rule violation and/or specific administrative decision or lack of decision.
- 2.5. A *Non-Public Hearing* is a hearing or portion of a hearing that has been held in such a matter to protect sensitive privacy rights.
- 2.6. An *Open Hearing* is an administrative action held to review a grievance, allegation of misconduct, or appeal in which the principal parties and witnesses are present either in person or telephonically, evidence is presented, and persons are asked and able to answer questions.
- 2.7. *Probation* is an official period of warning wherein any further violations of NOCRA's, Rules and Regulations or By-Laws may result in an immediate hearing without regard to stated time limits in this manual. The adjudicating authority may place conditions of Probation.
- 2.8. A *Suspension* is a complete cessation of an official period wherein any and all activities with NOCRA must cease.

3. GRIEVANCES or MISCONDUCT

- 3.1. A Grievance/Misconduct shall be filed in writing.
- 3.2. A grievance/misconduct shall specify the situation, any and all persons involved, references to supporting documentation, and a complete description of the circumstances.
- 3.3. All parties involved shall be given an opportunity to present arguments either in person or in writing to the adjudicating authority.
- 3.4. There is only one adjudication level for a grievance/misconduct, and the decision produced is final. An appeal may be submitted to the NOCRA BOD.

4. MANDATORY CONDITIONS

- 4.1. Hearing and adjudication of any allegation of misconduct or grievances should be completed within thirty (30) business days of confirmation of the cause of action.
- 4.2. If a decision is not reached within the thirty (30) business day period, the matter may be submitted to the next higher Level of jurisdiction without determination.
- 4.3. At all levels of the process, if a decision is not reached within thirty (30) business days of receipt of the written appeal, the misconduct or grievous is dismissed.

4.4. The act of filing an appeal shall not in and of itself stay the execution of any decision and/or disciplinary sanction.

4.5. Decisions and/or disciplinary sanctions imposed shall be binding on all Levels.

5. FILING PROCEDURES

5.1. Procedure and Format.

5.1.1. A grievous, appeal, or allegation of misconduct shall be filed in writing and include at a minimum:

5.1.1.1. The nature and specifics of the complaint.

5.1.1.2. A listing of rules or procedures that have been violated.

5.1.1.3. A statement of the desired result.

5.1.1.4. All supporting documentation.

5.1.2. Notification

5.1.2.1. The original document of the allegation, along with all supporting documents, shall be forwarded by any method that provides proof of delivery.

5.1.2.2. In the case of an appeal, the appeal must be placed in the mail and postmarked within ten (10) business days of the receipt by the appellant of the decision in question.

5.1.2.3. Upon receipt of the appeal, the lower level board shall submit a copy of the official document directory, all evidence, and any additional documents reviewed to the higher level appeal board.

5.1.3. Filing Fees and Documentation.

5.1.3.1. The Level 2 (appeal) filing fee shall be Fifty hundred dollars (\$50.00) for appeals. Filing fees shall be refundable should the appeal be upheld.

6. PRE-HEARING PROCEDURES

6.1. Validation and Review

6.1.1. Upon the filing of an appeal, grievous or allegation of misconduct, the receiving authority shall conduct the following validation and review to determine the appropriate response or action to the filing. The Chairman of IDC may delegate all or portions of this validation and review to the NOCRA BOD.

6.1.1.1. Identify the principal parties involved.

- 6.1.1.2. Determine that the parties involved in an appeal are in good standing with NOCRA and are not on a previous suspension. If the parties are not in good standing, the filing is void.
- 6.1.1.3. For an appeal, determine if the appeal is directly related and germane to the lower authority's decision. If not, the appeal is rejected and returned to the filing party.

- 6.1.1.4. In the case of an allegation of misconduct, determine that charges made are specific, that rules allegedly violated are cited and sufficiently described, and a desired result is stated. For these purposes, a request for disciplinary action shall be an acceptable desired result.

6.1.1.5. Determine that the proper authority has been addressed with the filing.

- 6.1.1.6. Determine that necessary information to adjudicate the matter has been included, including names, addresses, telephone numbers, previous hearing minutes, applicable rules, referee game reports, and witness statements.
- 6.1.1.7. Determine if filing time requirements have been met.
- 6.1.2. If the filing is properly validated and sufficient to adjudicate the matter, the principal parties are to be notified of the receipt of the complaint and the date, time, type and place of the hearing if one is to be held.
 - 6.1.2.1. Normally, five (5) business days should be sufficient time for the conduct of the validation review.
 - 6.1.2.2. If an accused individual is serving a suspension pending a hearing, the hearing shall be conducted within thirty (30) days of receipt of the filing.
 - 6.1.2.3. If a hearing cannot be held within thirty (30) business days, the accused individual may be temporarily reinstated on probation until the hearing process can be completed. This determination shall be made by the Director of IDC.

6.2. Notification of Hearing

- 6.2.1. Notifications of receipt of a complaint and notification of the hearing date, time, and place may be made in separate notifications.
- 6.2.2. Notification of hearings shall be made and received a minimum of seven (7) working days prior to a hearing unless the accused waives their rights to this notice in writing.
- 6.2.3. Notification shall be communicated to the principal parties at the same time and method, and shall be accomplished by any means that provides proof of delivery.
 - 6.2.3.1. Refusal to accept or sign for deliver shall not be grounds to claim lack of proper notification. NOCRA has held honest attempt to deliver a certified notice is an acceptable attempt to notify.
 - 6.2.3.2. Confirmation of receipt (proof of deliver) at the email or mailing address of record for the parties involved shall establish the date of delivery of the notification.
- 6.2.4. Notifications shall contain the following at a minimum:
 - 6.2.4.1. A condensed statement of the cause of action.
 - 6.2.4.2. A copy of the rules or procedures allegedly violated.

6.2.4.3. Reference to the applicable portions of the IDC Manual, which is available on-line at the NOCRA website.

6.2.4.4. The date, time, place and type of hearing.

- 6.2.4.5. If a closed hearing, the date by which written testimony must be received. Written testimony shall be signed under penalty of perjury and the author must still be available for questioning via telephone.
 - 6.2.4.6. Limits or restrictions (if any) that will be imposed on testimony. In general, limits on testimony may include a limitation of three witnesses and five minutes of testimony per witness.
 - 6.2.4.7. Any special requirements or reminders such as minors must be accompanied by an adult.
- 6.2.5. One complete copy of all documentation received by the hearing authority shall accompany the Notification Letter. Striking addresses, telephone numbers, and in some cases names from statements may be acceptable provided the originals are maintained intact.
- 6.2.6. Defendants may request one reschedule of a notified hearing.
- 6.3. Negotiated Solutions to accusations of misconduct by the accused individuals may be established by the Director of IDC as a means of expediting resolution of allegations.
- 6.3.1. Commonly known as a “plea bargain”, a negotiated solution shall include a voluntary admission to the circumstances of the allegation and a voluntary acceptance of the decision.
 - 6.3.2. Negotiated Solutions should target minimum punishments under the guidelines of this IDC Manual.
 - 6.3.3. Negotiated Solutions may include a period of probation following any negotiated suspension, during which if a second offense is alleged and deemed valid through investigation and a hearing the negotiated suspension may be modified.
 - 6.3.4. Negotiated solutions shall be documented and the documentation retained with the filing package of the allegation of misconduct.
 - 6.3.5. Negotiated solutions shall not be appealed.

7. HEARING PROCEDURES

7.1. Committee Composition and the Hearing Panel.

- 7.1.1. The Director of IDC shall constitute a Hearing Panel from the membership of the IDC Committee taking into account the training status of the member, potential conflicts of interest, and the background and experience of the committee member.
 - 7.1.1.1. The Director of IDC should make an effort to comprise a panel that includes members with expertise and experience relative to the type of accusations made.
 - 7.1.1.2. The Director of IDC should make an effort to rotate assignments to Hearing Panels among the IDC Committee members.

7.1.2. Each Hearing Panel shall be comprised of three members one of whom may act as a chairman. There may be a recording secretary who is not part of the panel.

7.1.2.1. The Hearing Panel Chairman shall manage the hearing.

7.1.2.2. The Director of IDC may serve as the Hearing Panel Chairman.

7.1.2.3. No Hearing Panel Member may serve on more than one Hearing Panel for the same incident or offense.

7.1.2.4. Hearing Panel Members shall not have any material connection to the hearing or those involved as either accuser, accused, or witness, and shall not participate as a witness.

7.2. Recordings of the Proceedings. All hearings shall have a record generated and maintained for the proceeding.

7.2.1. Open Hearings may be recorded by an electronic system. The recording secretary shall operate the recording device, and shall also keep written notes as necessary. Both the electronic recording and the written notes shall become part of the hearing record. No one other than the recording secretary shall be authorized to make any audio or video recording of the hearing.

7.2.2. A transcript may be prepared upon the request of a party or NOCRA, and at the expense of the requestor.

7.3. Hearing Scope

7.3.1. The scope of any hearing, either open or closed, shall be limited to the specific grievous, appeal, or allegation of misconduct.

7.3.2. Should additional allegations of misconduct be encountered during the course of an investigation or hearing, a separate allegation shall be filed specific to the new allegations of misconduct.

7.3.3. Witnesses, testimony, and evidence shall be limited to the specific allegations of misconduct or the specific case.

7.4. Evidence and Testimony

7.4.1. Documentary evidence may be presented at a hearing in support of either side of the issue at hand.

7.4.1.1. Documentary evidence shall either be given to the defendant in advance of the hearing or the defendant shall be given an opportunity to examine the documents prior to acceptance of the documentary evidence by the Hearing Panel.

7.4.1.2. Appeal hearings may use copies of the original evidence packet unless the originals are required in order to assure a fair and accurate assessment of the case.

7.4.2. Verbal Testimony and Witnesses

- 7.4.2.1. Testimony shall be limited to the principal parties, eyewitnesses, and recognized authorities on the subject such as a registrar or referee assessor.
- 7.4.2.2. All individuals have the right to question their accusers (if telephonically, through the Hearing Chairman)
- 7.4.2.3. Written testimony may be accepted in lieu of oral testimony when the hearing panel is able to question the writer via conference call during the hearing. The writer is subject to cross examination by the defendant in the action.
- 7.4.2.4. Oral testimony may only be taken via telephone with prior approval of the Hearing Panel Chairman. An accused shall have the opportunity to question any whose testimony is taken via telephone or the testimony shall not be considered in making any decisions.
- 7.4.2.5. Accused individuals may be allowed to testify via telephone if absolutely necessary with the prior approval of the Director of IDC.
- 7.4.2.6. Testimony and the number of witnesses may be defined by the Hearing Panel Chairman due to time restraints as stipulated in the Notification of Hearing sent to the principal parties.

7.4.3. Document Directory. A document directory and hearing packet shall be established and maintained at each hearing level.

- 7.4.3.1. All documentary evidence received and accepted shall be listed.
- 7.4.3.2. The recording of the hearing shall be included in the document directory and hearing packet.
- 7.4.3.3. The Minutes of the proceedings and a copy of the Decision Notification Letter shall be listed as the final documents for each hearing.

7.5. Hearing Procedures

7.5.1. General Rules of Conduct

- 7.5.1.1. Minors under the age of 18 must be accompanied by a parent or legal guardian.
- 7.5.1.2. In the event the defendant refuses to attend, or fails to attend after being duly notified, the hearing may proceed at the discretion of the Hearing Panel Chairman using the evidence on hand to produce a decision. A defendant may request prior to the
- 7.5.1.3. Plaintiffs and Defendants are allowed to remain in the hearing room throughout the testimony phase of the hearing.

- 7.5.1.4. Plaintiffs and Defendants shall be allowed to examine all documentary evidence presented and accepted at the hearing.
- 7.5.1.5. Copies of all written evidence (also known as the evidence packet) shall be given to the hearing committee, defendant, and plaintiff. Witness addresses and telephone numbers should be redacted from packets provided to the defendant and the plaintiff.
- 7.5.1.6. All questions or statements from involved parties shall be addressed to the Hearing Panel Chairman, who will ask the appropriate individual for an answer or rebuttal should the Hearing Panel Chairman deem the question pertinent.
- 7.5.1.7. An attorney or other advisor may counsel either party at a hearing; however, this advisor may not participate directly in the proceedings and shall restrict their comments and advice to the party they are advising.
- 7.5.1.8. An attorney or advisor shall not question witnesses, present oral arguments, interrupt, or object to the conduct of the proceedings. A disciplinary hearing is an administrative hearing, not a court of law.
- 7.5.1.9. The Hearing Panel Chairman may order an advisor out of the hearing room if he or she fails to properly conduct themselves according to this rule.

7.5.2. Open Hearings shall be conducted according to the following procedure:

- 7.5.2.1. All parties including witnesses are brought into the hearing room.
- 7.5.2.2. All parties and the Hearing Panel shall sign an attendance sheet and introduce themselves.
- 7.5.2.3. The Hearing Panel Chairman shall describe the case to be heard, including:
 - 7.5.2.3.1. Names of parties involved including teams, leagues, competition, etc.,
 - 7.5.2.3.2. Event involved,
 - 7.5.2.3.3. Date of the incident, and
 - 7.5.2.3.4. Rule numbers and a description of the rules allegedly violated.
- 7.5.2.4. Witnesses are excused to an outer room, taking into account the requirement of minors to be accompanied by their parent or legal guardian.
- 7.5.2.5. The Hearing Panel Chairman shall ask all parties to submit additional written documentation if available. Copies shall be made and/or opportunity given for review of additional documentation.

- 7.5.2.6. Oral testimony shall then be presented according to the following order. Testimony shall consist of an opening statement followed by questioning by the Hearing Panel.
 - 7.5.2.6.1. Plaintiff presents their case. If the case is built on the match report of the referee, the referee may be cross examined by the defendant through the hearing chairman.
 - 7.5.2.6.2. Witnesses for the plaintiff are called individually.
 - 7.5.2.6.3. Defendant presents their case. Defendant is subject to cross examination by the Hearing Chairman. Hearing panel members may ask questions through the Hearing Chairman.
 - 7.5.2.6.4. Witnesses for the defendant are called individually.
 - 7.5.2.6.5. Witnesses are recalled as necessary. Hearing panel members may ask questions through the Hearing Chairman.
 - 7.5.2.6.6. Plaintiff provides a closing statement.
 - 7.5.2.6.7. Defendant provides a closing statement.
 - 7.5.2.7. The Hearing Chairman advises the defendant of the sequence of events following closure of the hearing. This includes dates for formal notification of results and the appeal rights of the defendant should there be an adverse ruling.
 - 7.5.2.8. The Open Hearing is then adjourned and the parties excused.
 - 7.5.2.9. The Hearing Panel deliberates. Each charge is discussed and voted upon and entered into the record of the hearing. If guilty, sentences are determined as appropriate.
 - 7.5.2.10. The Hearing Chairman will instruct the recording secretary on the format and content of all decision letters. The decision letters will be reviewed and approved by the Hearing Chairman prior to their being sent to the defendants.
 - 7.5.2.11. The Hearing Panel Chairman shall ensure the evidence packet including all decision letters and related documents are retained for a minimum of the length of the sentence (including probation) plus one year.
- 7.5.3. Closed Hearings shall be conducted according to the following procedure.
- 7.5.3.1. The Hearing Panel Chairman shall assemble the Hearing Panel and describe the case to be heard, including:
 - 7.5.3.1.1. Names of parties involved including teams, leagues, competition, etc.,
 - 7.5.3.1.2. Event involved,

- 7.5.3.1.3. Date of the incident, and
- 7.5.3.1.4. Rule numbers and a description of the rules allegedly violated.
- 7.5.3.2. The Hearing Panel Chairman shall ask the Hearing Panel to review all written documentation. The Hearing Panel Chairman shall call for a vote to accept written documentation, and then number the evidence packet for future reference.
- 7.5.3.3. Written testimony shall be reviewed. Questions of those providing testimony may either be asked or answered via telephone or via written questions and responses.
- 7.5.3.4. The Closed Hearing is then adjourned and the Hearing Panel deliberates.
- 7.5.3.5. The Hearing Panel Chairman shall ensure the evidence packet including all decision letters and related documents are retained for a minimum of one year.

7.6. Hearing Decisions and Deliberations

7.6.1. Committee Voting

- 7.6.1.1. The members of the Hearing Panel shall decide each issue arising from the hearing by a voice vote.
- 7.6.1.2. The Hearing Panel Chairman may participate in the discussion of the evidence but shall not cast a vote unless a panel member has been recused.
- 7.6.1.3. The Director of IDC may participate as an observer only, unless the Director of IDC is serving as the Hearing Panel Chairman.
- 7.6.1.4. The Hearing Panel shall respond only to the specific issues and allegations contained in the complaint.
- 7.6.1.5. Other potential offenses arising from the investigation and hearing shall be afforded a separate complaint and hearing process, although notice of such referral may be included in the decision rendered.

7.6.2. Written Decisions shall be provided for all Hearing Panel decisions.

7.6.3. Notification of Decisions should be forwarded to the principal parties within seven (7) business days of the conclusion of deliberations.

- 7.6.3.1. Notification shall be accomplished by any means that provides proof of delivery.
- 7.6.3.2. Notification of the decision shall include a statement of the procedure for appeal.

7.7. Appeal Rights shall be communicated to each defendant upon notification of a final decision.

- 7.7.1. The statement of appeal rights shall clearly indicate the appropriate level of jurisdiction for the appeal, including the identity and address of the person and/or office to which the appeal must be directed including any applicable fees.
- 7.7.2. A sample notice of appeal document is provided in the Appendices to this IDC Manual.

8. PENALTIES AND FINES

8.1. Guidelines for Sentencing are provided for Hearing Panels. Minimum and maximum sentences are generally provided.

8.1.1. See “Infractions and Penalties Guidelines” for more detail.

9. APPEAL HEARINGS

9.1. Filing an Appeal is the right of any party to an original action who has been assigned a penalty or sentence. No appeal may be filed by any other party with the exception of a minor child, for whom an appeal may be filed by their parent or legal guardian.

9.1.1. Appeals must be filed in writing in accordance with the filing procedures and fees of this IDC Manual.

9.1.2. The filing of an appeal shall not stay or suspend either decisions or sanctions imposed by a Hearing Panel.

9.2. Scope and Authority of Appeals Hearings.

9.2.1. An appeal hearing may be either a closed or an open hearing at the discretion of the appeal authority.

9.2.2. An appeal is not a retrial. The Hearing Panel for an appeal shall limit itself to a review of written evidence and testimony of the hearing under appeal, the procedures used at the lower level, and decisions and sanctions imposed.

9.2.3. Both parties involved in the hearing at the lower level may submit arguments in support of their position to the appellant Hearing Panel.

9.2.4. Appeal filings shall be validated and reviewed under the procedures of Section XXX of this IDC Manual to determine:

9.2.4.1. The legal standing of the appellant to appeal.

9.2.4.2. The appeal has been filed with the proper authority.

9.2.4.3. Necessary documentation, copies, and fees have been submitted.

9.2.4.4. The appeal states a factual basis for the appeal and requests a specific outcome if the appeal is upheld.

9.2.5. Validated appeal filings will then be processed by the Director of IDC to assemble a Hearing Panel, schedule a hearing, and make the necessary notifications per the procedures of this IDC Manual.

9.2.6. Review standards for Hearing Panels in the evaluation of an appeal include:

- 9.2.6.1. Credible evidence to support the appeal that was contained in the original hearing record. Some credible evidence must be present that would lead a reasonable person to the same conclusion as the appellant requests and does not require a preponderance of the evidence.
 - 9.2.6.2. Established rules and procedures have been followed, including all applicable procedures of NOCRA. Minor procedural errors may be present and the standard is defined as errors that would have materially and/or significantly affected the appellant's right to a fair process.
 - 9.2.6.3. Decisions may not be arbitrary or capricious. Decisions shall be compared to the hearing record, and punishments shall be compared to the violations committed and relevant to other similar violations and decisions.
 - 9.2.6.4. Decisions may not contradict higher authority, including League, Gaming Circuit, or Tournament Rules and Procedures; Cal South Rules and Procedures; USYSA Rules and Procedures; USSF Rules and Procedures; and the U.S. Amateur Sports Act.
- 9.2.7. Hearing Panels may uphold a guilty verdict yet reduce the penalties, as warranted by the hearing.

10. APPENDICES & RELATED DOCUMENTS

- 10.1. Notice of Hearing (Sample Form)
- 10.2. Notification of Decision (Sample Letter)
- 10.3. NOCRA Infractions and Penalties Guidelines (separate document)

John W. Doe, NOCRA Referee
March 13, 2007
Jane E. Doe, Parent
123 Main St
Anywhere, CA. 99999

NOCRA Investigation and Disciplinary - Open Hearing Notification

John W. Doe, you are directed to appear at an open hearing to adjudicate charges in a complaint alleging violation of the following rules and policies:

NOCRA Rule 3.5 – Arriving on time to a game
NOCRA Rule 3.5.1 – Not being nice to your AR

Date and Time: Sunday March 25, 2007 – 6:00PM

Location: Joe's Bar

1029 S. Placentia Avenue

Fullerton, CA 92831

Your appearance at this hearing is mandatory; failure to appear will not stop or delay adjudication.

The allegations stem from an Open Cup Soccer match on March 2, 2006 at 3:30PM in Rialto. A copy of the Complaint Report and Supplemental Report are attached and detail the issues that occurred during and following the match.

The hearing will be conducted in accordance with NOCRA Investigation and Disciplinary Committee manual (IDC) Hearing Procedures and you will be afforded due process including: proper notice, the right to bring up to three (3) witnesses (who have firsthand knowledge of the incident) in your defense and you will have an opportunity to cross examine (through the hearing chairman) your accuser.

Copies of the IDC Manual and Hearing Procedures are available on the NOCRA Website. An impartial panel will adjudicate this matter.

If you are a minor child (under the age of eighteen years) YOUR PARENT OR LEGAL GUARDIAN must accompany you and give their permission for you to testify. THERE ARE NO EXCEPTIONS.

NOCRA does not provide interpreters. If you need an interpreter, you must provide one in order to properly communicate with the IDC Committee and Hearing Chairman.

All parties have the right to have an advisor/attorney present at the hearing. The advisor may not directly participate in the proceedings and will restrict his/her comments and advice to the party being advised. The advisor may not question witnesses, present oral arguments, interrupt or object to the conduct of the hearing. Please see the IDC Manual about the Hearing Procedures.

Following the conclusion of the hearing, the panel will deliberate and render a verdict. Written notification of the results will be mailed to you within seven (7) days. Please note that a guilty finding may subject you to a letter of reprimand, probation, fines, suspension and/or any alternative disciplinary action deemed appropriate.

Your decision notification letter will include an explanation of your right to appeal any adverse decision or disciplinary action rendered by the hearing panel.

Be advised of the following: Per NOCRA Rule XXX, any person who directly or indirectly attempts to, or threatens, dissuades, interferes, influences or impedes any witness, complaining party or member of the NOCRA IDC Committee is subject to the sanctions of additional probation, suspension and/or fines.

Your conduct and demeanor during the hearing process is expected to be polite and courteous. As hearing chairman, you may contact me for additional information or support with respect to the procedures. I cannot discuss the evidence or issues related to the charges against you.

Thank you,
Mr NOCRA Man:
Date: 03/27/2007
IDC Hearing Chairman

Attachments:
Copies of all Notification Letters
Complaint Report, Supplemental Report
Documented Evidence
Copy of Rules – <http://www.NOCRA.com/XXXX>

John W. Doe, NOCRA Referee
March 13, 2007
Jane E. Doe, Parent
123 Main St
Anywhere, CA. 99999

NOCRA Investigation and Disciplinary – Decision Notification

NOCRA Investigation and Disciplinary Committee (IDC) held an open hearing to adjudicate charges of misconduct by you, John W. Doe, on Sunday March 25, 2007. You were in attendance and participated in the proceedings. The hearing panel deliberated and discussed the evidence, testimony and personal statements made by you and the witnesses.

The panel found you guilty of eating sunflower seeds as defined by NOCRA Rule XXX. It was determined that your sentence will include a six month suspension from NOCRA and all affiliated activities beginning on March 26, 2007. Following the period of suspension you will be placed on probation for one year, during which time, you are subject to immediate suspension for a minimum of three years if found guilty of any act of abuse or assault on any person.

The charge of Ugly Socks misconduct was dismissed for lack of supporting evidence.

Based on the adverse ruling and ensuing penalties, you have the right to request a Level 2 Appeal of this decision. The NOCRA IDC Manual, Section XXX, describes the procedures in detail. Your Appeal must be delivered to NOCRA within ten days of receipt of this decision letter. Please include a filing fee of \$50.00 (refundable if your appeal is successful) with your request.

Mail the request to:
NOCRA IDC Committee
1029 S. Placentia Avenue
Fullerton, CA 92831

The filing of appeal shall not stay or suspend the decisions or sanctions imposed by this hearing panel.

Thank you,
NOCRA Guy
Date: 03/26/2007
IDC Hearing Chairman