

## **Seven Key Steps in Due Process** (Handout No. 3)

There are seven (7) essential steps in Due Process. Due Process means notice plus an opportunity to be heard. The process needs to be fair.

See the detailed Handout No. 4 entitled Steps for Due Process for specifics to each step as specified by the Legal Commission.

Step 1 – Fact-finding: determine the facts using an independent investigator.

Step 2 – The facts must be reviewed by one of two options.

Option 1 – The RC conducts the review

Option 2 – A review panel conducts the review

Step 3 – The opportunity to be heard. The person(s) involved need to tell their side of the story.

Step 4 – A decision is recommended to the RC who then decides to close the situation with no action required, or that his or her participation in AYSO is being limited, suspended or terminated.

Step 5 – Written notification must be given regarding whether the situation is closed with no action required, or that his or her participation in AYSO is being limited, suspended or terminated.

Step 6 – If participation in AYSO is being limited, suspended or terminated, the person(s) has the right of appeal.

Step 7 - If appealed, the AD reviews the proceedings to confirm whether or not due process was provided. If yes, the decision by the RC stands. If no, the decision is held in abeyance until the RC ensures due process is followed.