

## *Memorandum*

**Date:** October 12, 2007  
**To:** State Presidents and State Offices  
**From:** Jim Cosgrove, Executive Director  
**Re:** Disciplinary Action Report

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As we continue to streamline our procedures and make the Disciplinary Action Report (DAR) an effective and efficient tool for the membership, it has come to our attention that additional information would be useful to track individuals participating in US Youth Soccer programs. Attached is a revised Disciplinary Action Report Form with added features:

- The information fields in the form have been revised and directly relate to the fields in the DAR.
- The Date of Birth of the individual against whom disciplinary action has been taken is a new element of information to be included when submitting the form.
- We have added a column for the last four digits of the social security or a member number while understanding that this may or may not be provided due to privacy concerns.
- The new Date of Birth column and the addition of a partial social security number will aid our collective ability and efforts to track individuals as they move across state lines and through different roles.

All other reporting conditions remain the same:

- All information provided is to include only discipline of three months or more or termination of membership or ban on membership.
- The deadline date for submitting additions to the DAR and deletions, changes and corrections to disciplinary action previously reported is physical receipt in the National Office by the last business day of each month which is unchanged.
- An updated DAR will be published by the 12<sup>th</sup> day of each month
- Completed forms can be submitted to the National Office via the US Postal Service, facsimile (972) 334-9960, or emailed to [kcrawford@usyouthsoccer.org](mailto:kcrawford@usyouthsoccer.org).
- Information included in any form physically received after the deadline for one month will be included in the DAR published the month following the date the form is physically received.
- Copies of the form are available at [www.usyouthsoccer.org](http://www.usyouthsoccer.org).
- If necessary, multiple forms may be used to make a submission.

Please forward this information to the appropriate individuals that are involved with the disciplinary and risk management procedures in your Association.

If you have any questions or suggestions, please let us know.