

Kansas Youth Soccer

Chapter 4: Policies

1.0. POLICIES GOVERNING GAME PLAY

1.1. PLAYER UNIFORMS

Section 1. Each field player shall wear a numbered jersey. The number shall be affixed to the back of the jersey and shall be clearly visible. Each player must wear a different number. Numbered jerseys for goalkeepers are optional.

Section 2. Goalkeepers must wear colors which distinguish them from other players and game officials.

1.2. SUBSTITUTIONS

1.3.

Section 1. Substitutions shall be unlimited except where specified otherwise in the rules and regulations for a special competition.

Section 2. Substitutions shall be made in accordance with USYSA rules.

1.3. LENGTH OF GAMES, OVERTIME PERIODS AND BALL SPECIFICATIONS

A. The length of games, ball sizes, ball weights and ball dimensions for each age group shall be as follows:

<i>Group</i>	<i>Game Length</i>	<i>OT Periods</i>	<i>Size</i>	<i>Circumference</i>	<i>Weight</i>
Under 19	Two 45' halves	Two 15' halves	5	27-28	14-16 ozs.
Under 18	Two 45' halves	Two 15' halves	5	27-28	14-16 ozs.
Under 17	Two 45' halves	Two 15' halves	5	27-28	14-16 ozs.
Under 16	Two 40' halves	Two 15' halves	5	27-28	14-16 ozs.
Under 15	Two 40' halves	Two 15' halves	5	27-28	14-16 ozs.
Under 14	Two 35' halves	Two 10' halves	5	27-28	14-16 ozs.
Under 12	Two 30' halves	Two 10' halves	4	25-26	11-13 ozs.
Under 10	Two 25' halves	Two 10' halves	4	25-26	11-13 ozs.
Under 8	Two 20' halves	Two 5' halves	3	23-24	11-12 ozs.
Under 6	Two 20' halves	Two 5' halves	3	23-24	11-12 ozs.

B. In cup or tournament play, if the game is still tied after overtime periods, FIFA "Kicks from the Penalty Mark" rules apply in order to determine the winner.

1.4. SEND OFFS FOR SERIOUS FOUL PLAY

A. Serious foul play is when a player commits one of the offenses punishable by a direct free-kick and uses disproportionate and unnecessary strength in a manner likely to hurt or injure an opponent. It also includes the following: deliberately impeding an opponent who is thus denied an obvious goal-scoring opportunity; a player anywhere on the field (other than a goalkeeper within their own penalty area) deliberately handling a ball to prevent it going

into the goal.

- B. Any player who is sent off the field of play for serious foul play shall be suspended for two (2) games.

1.5. SEND OFFS FOR VIOLENT CONDUCT

- A. Violent conduct is the aggression of a player towards an opponent who clearly has no intention of playing or fighting for the ball. The ball can be in or out of play. It is also violent conduct when a player attacks a teammate, the referee, an assistant referee, a spectator, etc. The offense of spitting at someone, no matter whom, is also regarded as violent conduct.
- B. Any player who is sent off the field of play for violent conduct shall be suspended for two (2) games.

1.6. SEND OFFS FOR ABUSIVE LANGUAGE

- A. Any player, coach, or team official guilty of using foul or abusive language directed at an opponent, colleague or spectator shall be suspended for one (1) game.
- B. Any player, coach, or team official guilty of using foul or abusive language directed at a game official, which shall not amount to referee abuse, shall be suspended for two (2) games.
- C. Any player, coach, or team official guilty of referee abuse shall be suspended for a minimum of three (3) games.

1.7. SEND OFFS FOR SECOND CAUTIONABLE OFFENSE AFTER HAVING RECEIVED A CAUTION

Any player who is sent off the field of play for committing a second cautionable offense after having received a caution will be suspended for a minimum of one (1) game.

1.8. FAILURE OF COACH TO CONTROL FANS

A coach who is sent off for not making every reasonable effort to control his/her spectators, when requested to do so by the referee, will be suspended for two (2) games.

1.9. REFUSAL TO PLAY

A team or club, which refuses to play a scheduled game or games as directed by higher authority shall forfeit said game or games and shall be held liable for payment of all applicable referee fees.

1.10. ABANDONMENT OF GAME

- A. A game shall not, under any circumstances, be prematurely terminated by any one or both of the competing teams.

- B. Should a team terminate a game without the permission of the referee, it shall forfeit said game and be held liable for payment of all referee fees.
- C. Should competing teams concur and terminate a game without the permission of the referee, both teams shall be held liable for payment of an amount equal to the referee fees for that game, and the game shall be replayed.

2.0. APPEALS & PROTESTS

2.1. DEFINITIONS

- A. **GRIEVANCE.** A *grievance* is a complaint of a general nature, which is not based upon specific rule violations or upon a specific administrative decision (or lack of a decision).
 - 1. Grievances are not handled through protest, appeal or disciplinary hearing processes.
 - 2. Grievances may be heard on an informal basis by the appropriate competition authority (tournament, club, league), the District Commissioner and/or the KSYSA Board of Directors.
- B. **PROTEST.** A *protest* is a formal written objection lodged with an official of a league, club, association, etc. of any violation of established rules, policies or procedures.
 - 1. Protests are usually related to a specific game or administrative action and are filed by one of the involved team officials. Only those teams involved are permitted to protest a game result. Third parties, i.e., coaches from other teams, state administrators, cannot file protests on a specific game.
 - 2. Protests must be based upon a violation of the published rules of the organization (league, state, national), competition, or FIFA Laws of the Game.
 - 3. All protests must be filed in accordance with the protest rules and procedures of the competition or organization.
- C. **APPEAL.** An *appeal* is a request to transfer the matter from one jurisdiction to another for reexamination of the decision made by the lower body.
 - 1. Appeals arise as the result of an adverse decision from an administrative action, disciplinary hearing, protests hearing or lower-level appeal.
 - 2. Only those parties to the original action, who are adversely impacted by such decisions, shall be allowed to appeal.
 - 3. In the case of an appeal, no rehearing is possible. Only a review of written evidence and testimony and lower level decisions will be conducted at this level.
 - 4. An appeal shall not have the effect of staying a previous ruling. Previous decisions remain in force, pending the result of the appeal.

D. DISCIPLINARY HEARING

1. A *disciplinary hearing* will usually result from allegations of misconduct. Such misconduct must be a violation of a published rule, regulation or procedure.
2. A disciplinary committee shall only hear allegations of misconduct, which are lodged against individuals or entities within the jurisdiction of the convening authority.
3. Only the elected and/or appointed officials of duly constituted clubs, leagues, tournament committees or KSYSA administration may bring charges of misconduct. Referees are recognized as officials of such organizations in matters regarding game misconduct.

2.2. LINE OF JURISDICTION

The line of jurisdiction for protests, appeals, and disciplinary hearings, in ascending order, shall be:

A. LEVEL ONE: CLUBS, LEAGUES, TOURNAMENT AUTHORITIES

1. These bodies shall hear original protests, appeals and allegations of misconduct arising from events within their jurisdiction.
2. These bodies shall establish their own protest, appeal and disciplinary hearing procedures. Such procedures must be in writing and must include notification of the right to appeal to higher authority and the procedure for doing so.

B. LEVEL TWO: DISTRICT APPEALS AND PROTESTS COMMITTEE

1. The District Commissioner is the chairman of the District Appeals and Protests Committee, which shall hear original protests, appeals, or allegations of misconduct filed by those persons, clubs, leagues or tournaments under their jurisdiction.
2. Matters arising from game protests will not be heard at Level Two until Level One protest and appeal procedures have been exhausted.

C. LEVEL THREE: KSYSA APPEALS AND PROTESTS COMMITTEE

1. The KSYSA Appeals and Protests Committee shall hear appeals of Level Two decisions and such other matters as covered under the rules of USSF/USYSA/KSYSA/, or as directed by the KSYSA Board of Directors.
2. The original jurisdiction to adjudicate all official protests concerning recruitment of registered players shall be the KSYSA Appeals and Protests Committee only in the event there is no Level One rule governing recruitment, or the rules and/or regulations of various Level One Authorities are in conflict.

D. LEVEL FOUR: USYSA BOARD OF DIRECTORS

Appeals not involving activities sponsored by the USSF, State Associations or their members may be appealed to the USYSA Board of Directors.

Note: For matters involving the Olympic Development Program or National

Championships see present USYSA Bylaw 703.

E. LEVEL FIVE: USSF APPEALS COMMITTEE

The USSF Appeals Committee shall hear and determine appeals from decisions rendered by State Associations relating to activities sponsored by the Federation and the State Association or its member. The decisions of the USSF Appeals Committee are final.

2.3. MANDATORY CONDITIONS

- A. The original jurisdiction to adjudicate any allegation of assault or abuse on a game official is vested immediately in the responsible State Association. When the State Association verifies an allegation of assault, the person is automatically suspended until the hearing on the assault. A hearing must be held within thirty (30) days of the verification of abuse or assault. The minimum suspension for assault is as follows:
 - a. for a minor or slight touching of the referee or the referee's uniform or personal property, at least 3 months from the time of assault;
 - b. except as provided in clause (i) or (ii), for any other assault, at least 6 months from the time of the assault:
 - (i) for an assault committed by an adult and the referee is 17 years of age or younger, at least 3 years; or
 - (ii) for an assault when serious injuries are inflicted, at least 5 years.Shorter periods of suspension may not be given, but, if circumstances warrant, KSYSA may provide a longer period of suspension. See, KSYSA Rule 5.3.9 (Amended November 11, 2007).
- B. At all levels of the appeal process (State or National), if a decision is not reached within 30 days of receipt of the written appeal, the party filing the appeal may submit the appeal to the next higher level without determination. The appeal fee submitted will be applied at the next level.
- C. All decisions at all levels of the appeal process shall stand and be of full force and effect until changed by a higher authority.
- D. Suspension of clubs, teams, players and officials shall be imposed only for stated reasons, and for a definite period of time, and no player or official of any club or team so suspended shall continue under suspension for an offense committed by the management of the club or team unless proof is submitted connecting such player or official with the offense committed.
- E. A suspension imposed by the USSF or any affiliated division or association shall be recognized by all affiliated organizations after proper notification.
- F. The decisions of an affiliated division or association or other organization may be reversed or varied, but the Appeals Committee shall not increase the penalty unless so directed by the rules of the organization.
- G. In accordance with KSYSA/USYSA/USSF rules, no National State Association, official, club, league, team, coach, referee, or player or their representative, may invoke the aid of the Courts of any State or of the United States without first exhausting all available remedies within the appropriate soccer organizations.

- a. Any hearing of a protest, appeal or allegation of misconduct must be as the result of a properly submitted written cause of action. No hearing or other administrative action shall result from circumstances or charges, which are only communicated verbally.
- b. No new evidence may be presented on appeal by any of the parties. There are the following exceptions:
 - i. where circumstances have materially changed, or
 - ii. new facts are discovered that were unavailable at the time of the original hearing.

2.4. HEARING COMMITTEE COMPOSITION

- A. The composition of the hearing committee at each level shall be as defined under the rule of the organization. It is recommended that the number of persons on a hearing committee be an odd number with no fewer than three (3) members plus the Chairman.
- B. All hearing committees shall be composed of persons having no conflict of interest in the matters being heard and having no association with the principal parties in the matters.
- C. Committee members should be readily available from a time and geographic standpoint.
- D. No person shall adjudicate a matter at more than one level.

2.5. FILING PROCEDURES

- A. All Level One authorities must establish well-defined procedures for disciplinary and protest hearings within their own organizations. Such procedures shall be published and distributed to their membership prior to the start of each competition season.
- B. A protest, appeal, or allegation of misconduct must be filed in writing and should include:
 1. The nature and specifics of the complaint.
 2. A listing of the rules, policies, or procedures, which have been violated.
 3. A statement of the desired resolution.
- C. A form for this purpose is included in this manual. Use of this form is not mandatory, but doing so assures that the necessary information is presented in the proper manner.
- D. Due to some competition rules, filing requirements preclude using the form. Referee's game reports, while conforming to a different format, shall also be accepted.
- E. It is highly recommended that the original document of the protest, appeal or allegation of misconduct, along with all supporting documents, be sent by Registered or Certified
- F. U.S. Mail - Return Receipt Requested. At some levels the rules of the organization state that a specific number of copies of the above documentation are required at the time of filing.
- G. In an appeal of a lower-level decision, one (1) copy shall be sent to the

- chairman of the lower-level hearing committee. This copy shall serve as notice of the filing of an appeal.
- H. Upon such notice, the chairman of the lower-level hearing board shall immediately submit all retained evidence and documentation to the next-higher level. This submittal should also be made by Registered or Certified U.S. Mail - Return Receipt Requested. The filing fee at each level shall be as specified under the rules of the organization.
 - I. Except as otherwise provided, all grievances, protests, and appeals are to be filed with the appropriate level of review within 15 days of the action or decision that is the basis of the grievance, protest or appeal.

2.6. DOCUMENTATION PROCESSING

- A. The filing of a protest, appeal, or allegation of misconduct shall be in accordance with the provision of Policy 2.5 of this document.
- B. Upon receipt of a protest, appeal, or allegation of misconduct, the receiving authority shall institute the following procedure:
 - 1. Conduct a validation/review. Forty-eight (48) hours is considered sufficient time for conducting a validation-review.
 - a. Identify the principal parties involved. Are they affiliated members in good standing? In the case of a protest, do these parties have a right to lodge a protest as specified under Policy 2.1 - Definitions - Protests?
 - b. In the case of a protest, is the issue protestable, or is it just a grievance? If it is determined that it is just a grievance, it should be returned to the filing party with an explanation and instructions as to whom it should properly be submitted.
 - c. In the case of an appeal, is the appeal directly related and germane to the decision of the next-lower authority? If not, the appeal should be rejected and returned to the filing party with an explanation.
 - d. Determine if all the information necessary to adjudicate the matter and reach a decision is included. Such information might include the notice of charges or hearing, copies of all rules, procedures and bylaws used to support the charges, all documents exhibits and other evidence, etc., names, addresses, phone numbers, minutes of any previous hearings, the decision of the hearing body and any appeal decisions. All documentation and records must be in English.
 - e. Determine whether the matter has been filed with the proper authority under the rules.
 - f. Determine that specific charges are made, the rules allegedly violated are cited and the desired resolution has been stated.
 - 2. Upon completion of the validation/review, the principal parties should immediately be notified of receipt of the complaint. If possible, notification of receipt and notification of hearing should be done at the same time.
 - a. The notification shall be communicated to the principal parties at the same time, and by the same method.
 - b. This notification shall be accomplished by one of the following methods (in order of preference):
 - (1) By telephone with written follow-up. Written follow-up should be

sent by Registered or Certified U.S. Mail - Return Receipt Requested.

(2) By Mailgram or telegram, with confirming copy.

3. Notifications of receipt/hearing should contain the following:
 - a. A condensed restatement of the cause of action, which should contain specific charges or alleged violations in and possible consequences.
 - b. The date, a time and place of the hearing, which allows reasonable time to prepare a defense.
 - c. The type of hearing to be held. (See Policy 2.7)
 - d. If the hearing is an open hearing:
 - (1) The right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend.
 - (2) The right to be assisted in the presentation of his/her case at the hearing.
 - (3) The right to call witnesses and present oral and written evidence and argument.
 - (4) The right to confront witnesses, including the right to be provided the identity of witnesses in advance of the hearing.
 - (5) The right to have a record made of the hearing if desired.
 - e. What limits or restrictions (if any) will be imposed on testimony?
 - f. Whether or not testimony must be in written form and the date by which such written testimony must be received.
 - g. Any other special requirements.

2.7. TYPES OF HEARINGS

- A. The method of holding a hearing may vary due to distance, time and the level of appeal. There are two basic types of hearings. Hearings, which are local in nature, are usually open hearings. Hearings at the state level and higher are quite often closed hearings, which are held by conference call.
 1. **OPEN HEARINGS** shall be held with the principal parties, witnesses for both sides, and all necessary evidence, actually appearing before the members of the committee.
 2. **CLOSED HEARINGS** require that all testimony and evidence (including rules) be submitted in writing. Committee members on an individual basis may consider testimony and evidence with a decision reached by conference call.
- B. The original hearing of any protest or allegation of misconduct must occur in an open hearing. Subsequent appeal(s) may be heard in either open or closed hearings.

2.8. CONDUCTING A HEARING

Although the method of conducting a hearing may vary, the guidelines (and recommended time frame) presented in this section are recommended for use when conducting the initial open hearing.

- A. The Chairman should hold a closed briefing of the committee. (10 minutes)
- B. All parties, including witnesses, should be brought into the hearing room. The chairman of the committee should then hold an open briefing and describe the following items: (10 minutes)

1. Statement of case to be heard, including:
 - a. Names of parties involved and their team/club affiliation
 - b. Specific event involved (game, tournament, etc.)
 - c. Date of occurrence
 - d. Rule numbers and description of rules allegedly violated
2. Instructions as to procedures for the hearing, including:
 - a. Plaintiffs and defendants allowed to remain in hearing room. All witnesses to wait in another room or area. (It is sometimes advisable to hear both parties separately in order to avoid unnecessary confrontations.)
 - b. All written evidence should have been presented in advance so that it could be distributed to the committee prior to the hearing.
 - c. Any written evidence presented at this time will be passed to the Chairman. A determination will be made by the committee on its acceptance as proper evidence (criteria to include notarization of signatures, pertinence as to eyewitness accounts, etc.)
 - d. Number of witnesses allowed for both parties and any time limits on testimony. (Both parties should have been notified of these limitations in their notice of hearing.)
 - e. All questions/statements from involved parties will be addressed to the Chairman who will ask the appropriate individual for an answer/rebuttal if he deems it pertinent.
 - f. Decisions shall be made, and notifications will be made in writing within forty-eight (48) hours to both parties, including instructions for appeal. Initial notification may be made verbally to both parties, but must be followed up by written notification.
 - g. Witnesses will then be asked to leave the room.
- C. The case under consideration will be presented as follows:
 1. Plaintiff will present case. (15 minutes)
 2. Witnesses for plaintiff will be called, individually. (20 minutes)
 3. Defendant will present case. (15 minutes)
 4. Witnesses for defendant will be called, individually. (20 minutes)
 5. Any witnesses will be recalled as necessary. (10 minutes)
 6. Plaintiff will make closing statement. (5 minutes)
 7. Defendant will make closing statement. (5 minutes)
- D. Open hearing adjourned. All parties excused. Committee will deliberate.

2.9. EVIDENCE AND TESTIMONY

- A. All evidence, such as identification cards, team rosters, referees, game reports, letters, proof of age documents and other sources of written or printed information, shall be original or official only. No copies (e.g., photo, xerographic or other reproductions) shall be acceptable.
- B. Proof of age documents shall conform to the rules of competition under USYSA/KSYSA rules.
- C. Notarized documents shall attest to the validity of the signatures thereon, and shall not attest to the validity of the information contained in the document.
- D. All testimony shall be limited to the principal parties, eyewitnesses and

- recognized authorities on the subject (such as registrar on registration matters).
- E. If a witness cannot appear at an open hearing, written testimony shall be accepted. Notarization may be required at the option of the hearing authority, but only if such requirement was communicated in the notification of hearing.
 - F. Character witnesses and other third-party witnesses shall not be allowed.
 - G. In the case of open hearings, testimony may be restricted with respect to time.
 - H. A document directory shall be established at Level 2 and maintained at each level thereafter. The establishment of this document directory at Level 1 is strongly recommended.
 - I. All documentary evidence received shall be listed in the document directory. The minutes of the proceedings and a copy of the notification of decisions shall be listed as the final documents for each hearing.

2.10. DECISIONS

- A. The committee hearing a protest, appeal, or allegation of misconduct shall decide each issue arising from the hearing. The chairman shall vote only when necessary to break a tie.
- B. The decisions of the committee, and any disciplinary sanction imposed, shall respond only to the specific issues and allegations contained in the complaint as filed.
- C. Any other issue and/or rule violation, which may become known or apparent during the hearing, shall be referred to the appropriate authority. When such matters are referred, notice of the referral shall be included with the notification of decisions rendered.
- D. Decisions shall be reduced to written form and shall be sent to the principal parties within forty-eight (48) hours of the conclusion of deliberations (Sundays and holidays excepted).
- E. If a suspension is imposed upon an affiliated player or administrator (or on appeal, a suspension is overturned), the KSYSA President/Youth Commissioner shall also receive a copy of the decision. Suspensions of players for less than thirty (30) days duration are exempt from this requirement.
- F. Notification of the decisions of the committee shall be communicated to the principal parties at the same time and by the same method. Notification shall be communicated in writing by one of the following methods (in order of preference):
 - 1. Certified or Registered U.S. Mail - Return Receipt Requested
 - 2. Mailgram or telegram, with confirming copy
- G. Verbal notification of decisions may be made to both parties, but this must be followed by the written notification. Consideration should be given to ensure that the method chosen provides adequate notice to teams, which are impacted by the decision(s).
- H. Written notification should include the following:
 - 1. The decision
 - 2. The reason for the decision and applicable rules

3. Procedure for appealing to the next level (person to whom it should be sent, time limit, fee, etc.)

2.11. GENERAL GUIDELINES AND SUGGESTIONS

- A. Organizations should have clear, easily understood and easily interpreted rules.
- B. All rules should be in writing and should be communicated to all members.
- C. Don't make rules and apply them retroactively just to alleviate a situation.
- D. When making new rules, be sure that they are made in accordance with the procedures outlined in the organization's Constitution and Bylaws.
- E. Have clear rules governing protests and appeals procedures, including time allowed for filing, to whom it should be sent, etc..
- F. Apply rules to all individuals fairly and equally. Don't allow politics and personal prejudices to enter into the decision-making process.
- G. The objective of the disciplinary/protest/appeals committee should be to provide a fair, swift, and just hearing for all protests and appeals. Decisions should be made in a judicial manner based on existing rules, not emotions.
- H. It is the responsibility of each level to ensure that the appellant has access to all information, minutes of hearings, rulings or other documents necessary to complete the appeal.
- I. When making a judgment, be sure that it is based on existing rules that are in writing and can be quoted in the judgment.

2.12. USSF APPEAL FILING PROCEDURES

- A. The party making the appeal must submit the notice of appeal along with the appeal fee in the form of money order or cashier's check within 10 days from the date of the official receipt of the decision. The present fee is (\$300).
- B. Copies of the notice of appeal shall be sent to:
 1. the USSF Appeals Committee
 2. all opposing parties
 3. the body whose decision is being appealed.
- C. Within 20 days of the date of the notice of appeal, the appealing party shall submit to the Secretary General any argument it wishes to make in support of the appeal and shall furnish copies of the argument to all opposing parties, the USSF Appeals Committee, and body whose decision is being appealed.
- D. Within 30 days of the notice of appeal, all opposing parties shall submit to the Secretary General any argument they wish to make in opposition to the appeal.
- E. Any controversy involving the opportunity of any athlete, coach, manager, or official to participate in any amateur athletic competition will be submitted to the American Arbitration Association for binding arbitration.

2.13. SUGGESTED FORM OF A NOTICE OF PROTEST/APPEAL

NOTICE OF PROTEST/APPEAL

CHECK ONE: () PROTEST () APPEAL

A. INDIVIDUAL/ORGANIZATION FILING PROTEST/APPEAL

Name _____

Address _____
 _____ City

_____ State _____ Zip _____

Telephone: Home (_____) _____ Work (_____) _____

Affiliation of person or organization filing protest or appealing a decision:

Check one: () Player () Coach () Team () Club () League () Other (describe)

B. NAME OF PERSON OR ORGANIZATION PROTEST FILED AGAINST OR PRINCIPAL OFFICER OF ORGANIZATION RENDERING ORIGINAL DECISION:

Name _____

Address _____
 _____ City

_____ State _____ Zip _____

Telephone: Home (_____) _____ Work (_____) _____

C. IF PROTEST, THE FOLLOWING INFORMATION IS REQUESTED:

(Complete additional data on separate sheet if necessary.)

1. Nature and specifics of the complaint:

2. Listing of rules, policies, or procedures, which have been violated:

3. Statement of the desired resolution:

D. IF APPEAL, THE FOLLOWING INFORMATION IS REQUESTED:

1. This is an appeal of the decision of : () Club () League () District
2. Date of decision being appealed:

3. Date decision was received by party filing appeal:

(Notice of Appeal must be postmarked within 5 days after receipt of decision.)

4. Grounds for appeal (check as many as apply):
 - () Failure to comply with Bylaws, Rules, Regulations or Laws of the Game
 - () Disagreement as to facts as determined by the organization whose decision is being appealed
 - () Failure of the organization whose decision is being appealed to provide the party appealing with .due process.
 - () Other _____

I hereby certify that all information given in this document is true and correct to the best of my knowledge. I have included the appropriate protest/appeal fee.

_____ Date _____ Signature of Person Filing Protest/Appeal