

TEMPLATE

Notice of Hearing
District (#)-(Conf.)
District Executive Committee

(Date – no less than 5 business days before the hearing)

(Name of student/school employee/school supt.)
(Address)

The District (#)-(Conf.) District Executive Committee will hold a hearing on **(day, date, time and location)** to consider allegations regarding the following:

(Insert General Topic of the alleged violation)

(Example) Violation of eligibility rules for varsity athletics.

(Brief description of the allegations)

(Example) A hearing will be held on the dates and times listed above to consider allegations that you are in violation of *(relevant section and if need be, subsection)* Section 400 (g), *Student's Eligibility for All UIL Contests (name of section)*, of the UIL Constitution and Contest Rules. It has been alleged that you enrolled in ninth grade more than four years ago.

(Or – another example)

(Insert general topic of the alleged violation)

(Example) Engaging in recruiting of a student from another school.

(Brief description of the allegations)

(Example) A hearing will be held on the dates and times listed above to consider allegations that you are in violation of Section 1201, (a)(7), *Athletic Codes*, of the UIL Constitution and Contest Rules. It has been alleged that you (and/or name of school) engaged in the recruiting of students to participate in your school's volleyball program.

You are encouraged to attend the hearing. If you do attend, you will be given a reasonable time to present your side of the story. You and others that you ask to appear at the hearing on your behalf, such as parents or other persons with knowledge of relevant facts, may present testimony, documents and other forms of evidence that explain or support your position in this matter. You will be given *(give a reasonable amount of time given topic, etc. typically 30-45 minutes)* to present your case. At the Chair's discretion, irrelevant or repetitive testimony or other evidence may be limited.

The district executive committee does not have the authority to compel anyone to appear before them or to require anyone to provide documents or otherwise participate in the

hearing. You are responsible for bringing (*number of copies needed for all DEC members to have one plus two extra*) copies of any documents that you wish the committee to consider and for having all witnesses that you wish to have testify present at the time of the hearing.

A hearing may be rescheduled at the discretion of the committee chair but only for good cause shown. In cases where eligibility is at issue or participation in activities is at risk, a student or school employee whose hearing is rescheduled at their request may not participate in the event or activity in question until a hearing is held and a decision rendered.

The district executive committee expects the following documents or other tangible items to be considered at the hearing:

(list documents and attach copies that the DEC has in its possession that will be relied on/considered during the hearing)

(Example) A certified copy of your birth certificate.

A video of you and Coach Smith meeting at a local park.

Emails between you and Coach Smith.

In addition to yourself and others you may ask to appear at the hearing, the district executive committee expects the following persons to testify and otherwise provide evidence at the hearing:

(Example) Ms. Smith

Coach Jones

If you have any questions regarding the hearing process, please contact (name of district chair) at (phone number) or (email address).

Sincerely,

Chair,
District (#)-(Conf.) District Executive Committee