



## ***YOUTH INDOOR LEAGUE POLICIES AND PROCEDURES:***

### **REGISTRATION:**

Registration can be done through our website, front desk or via phone. All registrations must be accompanied by complete registration information, 50% deposit, and a credit card to be kept on file in our secure database. Registration must be submitted during the registration period. Late registrations will be accepted at the discretion of management on a case to case basis provided there is room remaining in the program of interest.

### **PRIORITY REGISTRATION:**

Teams participating in our first session will receive priority in registration for our subsequent sessions. It is **not** assumed that every team will register for Winter 2, therefore, you will be required to go through the registration process a second time for a second session. Priority registration deadlines are outlined on our website. No priority registration is guaranteed outside of this deadline. A 50% deposit is required at the time of registration for priority registration to be guaranteed. No spot will be “reserved” without a deposit.

### **SESSION FEES:**

All session fees are due in full no later than the 2<sup>nd</sup> weekend of play. Outstanding balances after this deadline will be charged to the card on file. In the event we are not able to collect these funds by way of credit card, one attempt to collect will be made with the manager. Thereafter, teams will be removed from the schedule and all funds collected to date will be retained by Ultimate Soccer Arenas.

Session fees include game play, scheduling, officiating, and field time. Numbers of games per session are outlined in detail on our website.

### **LEAGUE DIVISIONING:**

Ultimate Soccer Arenas reserves the right to promote or relegate a team from one division to another regardless of registration request from a team. It is our goal to put divisions together to provide best pairing of equally matched competition between the teams involved. We respectfully request that you register your team at the appropriate level of competition. We do not guarantee multiple divisions (A/B) within age groups as that the ability to do so relies on registration numbers.

Teams may not play more than one age group up for ages U14 and under. Ages U15 and up may be permitted to play up more than one year with prior approval of Ultimate Soccer Arenas administrative staff.

Under no circumstances will any team be permitted to play at a level below their age.

Division Guidelines:

A – premier/select level

B – select/recreational level

C – recreational/house level

It is rare that we offer recreational or house level play in our leagues. Our leagues primarily service mid to upper level travel teams.

If teams have 1 more game than everyone else in session, last game will not count toward their record. Due to uneven amount of teams in age bracket, a team might have 10 games in a 9 week session. Game will have to be played so their opponent can get the proper amount of games but it will not go towards record.

#### **CANCELLATION OF LEAGUE REGISTRATION:**

Any team withdrawing from a league after registration has been closed will be at the discretion of the Ultimate Soccer Arenas. Refunds will only be given if USA can fill the spot..

#### **ROSTERS:**

Managers will be required to submit a roster electronically through our website. Upon registration, a confirmation will be sent to the manager which includes a roster link. Rosters will remain accessible for the length of the session through the link provided in your confirmation email. Players can be added through the course of the session so long as they follow required guidelines for participation. (Added to roster with complete information a membership status up to date.)

We do not cap the number of players a team can place on a roster. We do require that every player placed on a roster as a full time player has a membership processed through our front office. Memberships are required yearly for a \$10 processing fee.

*Guest Players:* We understand that due to school vacations, holidays, etc it will be necessary for teams to occasionally bring in guest players. A guest player is defined as a player participating in no more than 2 games for a session. After 2 games a player is considered a full time player for the team and must be added to the roster and get a player pass card through our front office. Any team utilizing a guest player must get authorization through the front desk to receive a guest player card. Authorization requires that the player is added into our system, birth date verified, photo taken and parents must agree to our waiver to be eligible to play. The player will receive a guest player card to give to our referees.

\*Any team wanting to protest a roster of their opponent has up to half-time of the game in question. A referee must be asked to involve management at which time a roster will be reviewed and players will be identified. Teams fielding players who do not have a pass card or guest player card will be forced to forfeit the game in question.

### **PARTICIPANT WAIVERS:**

All participants in any league at Ultimate Soccer Arenas are required to have an electronic waiver on file with our front desk no later than the first scheduled date of participation. At the time of registration, managers will generate their roster electronically through a link that is sent to them. By including an email for each participant, a link will be sent to that individual allowing them to electronically accept our waiver. A waiver can also be verbally agreed to in person through our front desk. During membership processing, waiver acceptance is assumed and noted as such in the computer.

### **GAME CANCELLATIONS:**

Teams cancelling games after the season schedules have been published should expect that there will be no refunds offered for the game. We will do what we can to reschedule, however once leagues start we have very limited open time. There are no guarantees that these games will be made up. All game cancellations must be made within 48 hours of the game.

It is rare that Ultimate Soccer Arenas will cancel games. In the event that this should happen due to inclement weather, power outages, etc, we will make every attempt to reschedule games. A prorated refund for that game only will be issued should we not have the availability to reschedule a game that we have chosen to cancel.

### **FORFEITS:**

Ultimate Soccer Arenas reserves the right to forfeit any team/person from any league/program for failure to follow any of the policies and procedures as outlined here without refund of deposits/session fees.

If a roster is challenged by an opponent, the team being challenged will be required to forfeit the game if they are found to have non-authorized players playing in that particular game. The remaining team, providing that their session fees are paid in full, will be given use of the field for the scheduled time.

Teams will have up to 10 minutes after the start of a scheduled game to field a team with the appropriate number of players. The clock will start at the scheduled game time regardless of the number of people a team has ready to play at that time.

Minimum players: 11v11 = 8 players, 9v9 = 7 players, 7v7 = 5 players

Teams/players exhibiting overly aggressive play, fighting by players, coaches or parents, blatant fouls and repetitive displays of unsportsmanlike conduct are grounds for forced forfeiture.

Forfeiture based on this behavior is subject to the discretion of the staff and referees of Ultimate Soccer Arenas.

Refunds will not be given for forfeited games for either team involved. Teams whose opponents forfeit should expect that we will do everything possible to re-establish/reschedule that game for them somewhere else in the season provided time, opportunity, and an opponent is available.

### **REFUNDS:**

It is rare that we will give refunds once league play has started. Refunds of session fees will be left to the discretion of management. Refunds will not be given on deposits for league registrations if the date of withdrawal is within 1 week of the start of a league. Full refunds will be given in the event that a program/league/tournament does not have enough participants enrolled to occur which will result in the cancellation of the league.

### **SCHEDULING REQUESTS:**

Please make note that we respectfully ask that all of your special scheduling requests are submitted in writing via email to Dawn at dawn@ultimatearenas.com. We will send out a scheduling request email. You must reply to the email to have the request taken into consideration. We reserve the right to refuse any scheduling request submitted after the start of the season.

### **Scheduling Request Guidelines:**

***Ultimate Soccer Arenas WILL CONSIDER scheduling changes ONLY for the following purposes:***

#### ❖ **Coaches with multiple teams**

- Our primary goal is to avoid conflicts between the teams.

#### ❖ **BYE weekend** request are limited to 2 per session. We will grant request for:

- Out of town travel for tournaments
- Team that cannot field a team for a game due to activities such as banquets, Bar/Bat Mitzvahs, birthday party. I generally try to schedule on the opposite end of the day from the event rather than give a BYE. Please include time of the event so I can try to avoid a BYE if possible
- Avoid certain time frames due to a **TEAM** commitment such as training on the same day as league play. We will also consider requests due to certain coach's conflict however, we cannot guarantee all games will be accommodated. We would respectfully ask that a stand in coach be found in the event of a coach's conflict instead of requesting a BYE.

***Ultimate Soccer Arenas WILL NOT CONSIDER:***

- ❖ Request for a BYE due to a coaches absence or 1-2 players. If a team or the majority of the team is available to play, we respectfully request that you find a stand in coach or guest players for those people missing a specific date
- ❖ Requests for game to be scheduled within a limited time frame such as “We can only play at 2pm and 3pm only.”
- ❖ Our policy is to rotate all teams through the course of the day in order to avoid any one age group bearing the burden of the early morning, late night or church hours.
- ❖ Any request after the stated request submission deadline, regrettably cannot be satisfied.
- ❖ Any schedule changes requested during the session unfortunately cannot be fulfilled.

**BYES**

Please keep in mind when requesting a BYE, each session is scheduled respectively for the same number of weeks as you have games. Although this is a common request, a BYE impacts another team in the league as well. By granting a bye to your team it allows you freedom in your schedule but it forces another team in the league into playing a double header and having a BYE weekend as well when most teams want to play each game of their season consecutively. Please when at all possible keep your requests for this option to a minimum.

1. We cannot grant more than 2 BYES for any team through the course of a season.
2. BYEs requested to allow a team to participate in a tournament will be taken into consideration only if these requests are submitted before the start of the season. Thereafter any team needing a bye for a weekend of out of town play will forfeit the game as well as their game fees.
3. Requests for a BYE due to Spring Breaks, Winter Breaks, school dances, ACTs, Superbowl, team fundraisers, birthday parties, etc are likely not to be granted.
4. We request that if ONLY the coach of your team is going to be out of town for a game, you make arrangements to have someone fill in for your coach instead of asking for a BYE.