

## **LEAGUE POLICIES AND PROCEDURES:**

### **REGISTRATION:**

Registration can be done through our website, front desk or via phone. All registrations must be accompanied by a completed registration form, 50% deposit, and a credit card to be kept on file in our secure database. Registration must be submitted no later than 10 days prior to the start of any league. Late registrations will be accepted on a case to case basis provided there is room remaining in the program of interest, but a \$25 late registration fee will be assessed in most cases.

### **PRIORITY REGISTRATION:**

Teams participating in our first session will receive priority in registration for our subsequent sessions. 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 3<sup>rd</sup> game of the session. Any team with an outstanding balance at this time should expect that their remaining balance will be charged to the credit card kept on file unless other arrangements are made at time of registration. Any team not paid in full will be removed from the schedule and all funds paid to date will be retained by Ultimate Soccer Arenas. Deposits will not be refunded in the case of a non-payment by the deadline indicated.

Session fees include:

Adult leagues: 8 game season (unless otherwise advertised), scheduling, officiating and field time

Youth leagues: 10 game season (unless otherwise advertised), scheduling, officiating, and field time.

### **LEAGUE DIVISIONING:**

Ultimate Soccer Arenas reserves the right to promote or relegate a team from one division to another, after the completion of each session. 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 highest level of competition possible.

**YOUTH LEAGUES:** 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

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

Any team withdrawing from a league one week prior to the start of the league will be assessed a \$100 cancellation fee. Refunds will be issued on deposits less the \$100 cancellation fee.

### **ROSTERS:**

We respectfully ask that you submit a full legible roster, to the front desk no later than the first scheduled game of the season. Roster forms are available through our website and front desk. Teams may make additions to their roster up to the third scheduled game of the season.

Teams participating in multiple sessions may add players after the initial season at the start of each new session. Roster forms with just the new players may be submitted as an addendum to the original roster.

\*Any team wanting to protest a roster of their opponent should do so before the start of the game in question. A referee must be asked to involve management at which time a roster will be pulled and players will be identified. Teams fielding players who are not on their roster will be forced to forfeit the game in question.

\*Managers should plan to turn in the team roster and individual waivers paper clipped into a packet to our front desk please! This will make it easy for us to keep them organized and accessible should there be emergencies, roster questions, etc.

### **PARTICIPANT WAIVERS:**

All participants in any programming at Ultimate Soccer Arenas are required to have a waiver on file with our front desk no later than the first scheduled date of participation. It is requested that waivers for a team be submitted with the roster as a packet.

### **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. Any cancellations made after this 48 hour time frame will be accompanied by a \$50 cancellation fee.

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. Should we not have the availability to reschedule a game, a prorated refund amount will be offered.

#### **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 outlined here within 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-rostered 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.

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.

Forfeiture fees: Should a team forfeit a game for any of the above reasons Ultimate Soccer Arenas will assess a fee which will be collected. A portion of this fee will be given to the opposing team. The other portion will be retained to cover referee and hourly field maintenance expenses.

6v6 \$50      8v8 \$75      11v11 \$100

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 collect the above stated forfeiture fee and award it to the team manager.

#### **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 at the time of registration. We reserve the right to refuse any scheduling request submitted after the start of the season.

Scheduling requests will be taken into consideration based on the following prioritization. These requests are not guaranteed to be granted but we will always do our best to accommodate as many **reasonable** requests as possible.

1. Back to back games for coaches with multiple teams in the SAME age group
2. Back to back games for coaches with multiple teams in DIFFERENT age groups. This is sometimes particularly difficult because we schedule leagues for certain time frames, but we will try to accommodate this request whenever possible.
3. Specific time frames for games. Sometimes teams have training sessions during the course of the season. We will try to schedule around these time frames. Please give as wide a time frame as possible (3-4 hours is preferred). Adult leagues have a limited time frame so this may not be a reasonable request for this age group.

Requests we CANNOT accommodate:

1. Games at a particular time every week. We are not able to grant any requests as specific as 2pm every Saturday.
2. Having your season shortened by any amount of games and the price prorated. Request such as these skew the schedule of all of the other teams in the league.

### **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 affects not only your team but also all of the other teams in the league. 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.