

Policy and Procedures for Inside Sports

March 2003

Registration

Policy: To make registration opportunities as widely available as feasible. To provide an efficient and regulated registration process.

1. Registration will be provided on site for two consecutive weekends.
2. Mail-in registration forms will be available at various locations in the surrounding communities of Fortuna, Eureka, Arcata, and McKinleyville. These locations will be identified in flyers, ads, and public service announcements. Mail-in registration forms must be postmarked the date of the Monday following the last registration weekend.
3. Registration forms may also be downloaded from the Inside Sports website and mailed in. Registration deadline is the same as item number 2.
4. Any registration forms received following the last registration deadline will be placed on a waiting list and organized according to divisions. Any payments received with the waiting list registration forms will be held and not deposited. Payments for registrants not accepted within three weeks following the registration deadline will be returned.

Special Requests

Policy: To provide the possibility of accommodating individual requests that will result in the player's greater enjoyment of, or attendance at, Futsal games.

1. Parents and adults may make special requests such as player placement with other players on a team. Inside Sports will attempt to accommodate these requests, but cannot guarantee them.
2. With Board permission, youth teams may play in the adult leagues.

Team Assignments

Policy: To achieve balanced competition. To promote competitive play.

1. A minimum of 5 players and a maximum of 8 players per youth team are required. A minimum of 7 players and a maximum of 10 players per adult team are required. The differing minimum requirements reflect the variant referee costs for youth and adult leagues.
2. Inside Sports encourages whole teams to sign up. In these circumstances, the coach/captain should submit a team roster and the individually completed and signed forms. Payment may be a total amount, or made by each individual and

attached to his/her form. **Failure by a team to provide individually completed and signed forms and prompt and full payment for its registered players will result in the non-acceptance of the concerned players and the possible substitution with other players by Inside Sports.**

3. Special requests may be indicated on the registration form. Inside Sports will attempt to accommodate the special request, but cannot guarantee it.

4. Parents may request that their child be placed in a division that is higher or lower than the child's appropriate age division. **This request must be made in writing with the reason given and attached to the registration form.**

5. Except in the instance of whole team registration, player assignments will be informed by special request(s), level of background experience, and coach recommendations.

6. When a division has an even number of teams who have the maximum number of players per team, any additional registered player(s) will be placed on a waiting list. When a division has an odd number of teams, and extra registered players, Inside Sports will try to recruit players to establish an even number of teams.

7. When a division has teams whose members are fewer than the player maximums, additional players will be assigned according to these prioritized criteria: a.) team with the fewest players; b) team requested by player; c) team requested by coach. Teams who have fewer than the maximum number of players are subject to player additions, regardless if the session has already commenced. This does not apply to a team that has registered as a whole team.

8.

No youth player, unless otherwise stipulated, may play in the adult leagues.

9. The Program Director will make all final decisions on player assignment.

Refunds

Policy: To restrict refunds to specific instances. Inside Sports' Board of Directors must approve each and every refund.

1. If a player withdraws his/her registration request before the date that uniforms are ordered, a full refund will be issued.

2. Partial refunds will be given for Futsal-related injuries, or in the case of unforeseen catastrophic family events.

3. Approved refunds will be prorated according to games played after fixed costs for uniforms and Futsal insurance are deducted. A schedule detailing prorated refunds is available upon request.

Player Replacement/Addition

Policy: To make reasonable attempts to maintain 7 players per team.

1. Whenever a team falls below 7 players, or is not able to recruit at least 7 players, Inside Sports will accept a replacement or an additional player(s) provided that:
 - (a) the player has a completed and signed registration form, and;
 - (b) pays the appropriate prorated Futsal fee before playing on the team.
2. Replacement and additional players will be recruited first from the waiting list. When a division has a team(s) whose members are fewer than the player maximums, additional players will be assigned according to these prioritized criteria:
 - a) Team with fewest players;
 - b) Team requested by player;
 - c) Team requested by coach.
3. Teams who have fewer than the maximum number of players are subject to player additions, regardless if the session has already commenced. This does not apply to a team that has registered as a whole.
4. **The Program Director must approve player replacement/addition before player plays first game.**
5. Approved replacement/additional players will be assessed a prorated fee after fixed costs for Futsal insurance and uniforms are deducted. A schedule detailing prorated fees is available upon request.

Player Substitution

Policy: To conform to standard Futsal rules and regulations regarding competitive league play. To provide whenever possible the opportunity to continue play if these rules and regulations for competitive play cannot be met.

1. When a team has fewer than 5 players show for a game, it may substitute another Futsal registered player(s) from the same division thereby forfeiting the game. In this case, the game is played for fun, but does not count toward league standings. The substitute player(s) must wear a pinnie(s). Due to insurance requirements, only players currently enrolled in the ongoing Futsal session may be substituted for absent players. Any player allowing his/her Futsal T-shirt to be worn by another player who is not currently enrolled in the ongoing Futsal session is automatically suspended from further play for the rest of the session. No refund will be given.
2. Anytime a team accepts player substitutions from another registered Futsal team, the game is automatically forfeited.
3. If a game is played after it is forfeited, a registered Futsal referee must still referee it.
4. No youth player may substitute in an adult league.

Replacement Games

Policy: To provide play opportunity for scheduled games even if one team is absent.

1. No replacement game will be scheduled for a team that misses its game. If the other team shows, it has the choice to:

a) Not play; or,

b) Divide itself into two groups; and/or

c) Add extra registered Futsal players enrolled in the current session who are in the appropriate youth or adult division, subject to referee approval.

The team may then either play or practice, provided a registered Futsal referee is present.

Uniforms

Policy: To provide a uniform identifying player by team in accordance with Futsal rules and regulations.

1. Futsal T-shirts will be provided for each team in each division. Team T-shirts will be identified by color.

2. To facilitate flexibility in team assignments and player substitutions/additions, 9 T-shirts will be ordered for each youth team, and 10 T-shirts for each adult team.

3. T-shirt sizes will be ordered in accordance with the team roster information.

For those teams who have fewer players than the 9 or 10 T-shirt allocation, additional generic sizes will be ordered to accommodate the possibility of player addition/substitution.

Court Safety

Policy: To ensure that Futsal games are safely played.

In all instances, players and spectators are advised that the Futsal referee's judgment and decisions govern safe play and conduct in and around the court.

The Futsal referee is the final authority. For questions concerning referee decisions, please see Suggestions/Complaints.

1. Spectators, including young children, must remain behind the court's black sidelines during game time. Failure to follow this instruction will result in game stoppage with the timeclock continuing to run until spectators are removed from the court.

2. Please refrain from blocking the court's entry doors.

3. The first row of bleachers is reserved for players and coaches. Spectators should remain seated behind this row during game time.

4. Any player who kicks a ball onto the white section of the gym (upper walls and ceiling) will receive a two-minute time-out. Any person who repeatedly kicks a ball at any time into the white section of the gym will be asked to sit down or leave.

5. **All players must wear shin-guards.**

Policy: Soccer balls hitting the ceiling.

The following policy is implemented in order to reduce the possibility of hitting the lights and creating a possible safety hazard from broken glass.

Any time a ball is kicked into the ceiling the team kicking the ball into the ceiling will play one man short for a period of 2 minutes or until the opposing team has scored one goal.

The player taken out of the team will be the player who kicked the ball into the ceiling unless it is the goalie. When the goalie kicks the ball into the ceiling, the goalie may remain in the game and another player may be chosen in his stead to sit out the 2 minute penalty or until the opposing team has scored a goal.

There will not be a penalty condition when the ball hits the ceiling because of a deflection that comes of any part of the body other than the feet. Included in the definition of deflection is a goalie deflecting a shot with his hands that hits the ceiling.

Sportsmanship

Policy: To conduct play in a manner that models good sportsmanship.

1. Players, coaches, captains, and spectators are reminded that despite the competitive nature of team play that can sometimes heighten emotions, the intent is for everyone to have fun. Anyone who behaves in a manner ill-suited to the goal of modeling good sportsmanship will be asked by the referee to leave the game and the gym facility. As in other instances, the referee is the final authority.

Policy: Yellow Cards (Sitting out 2 minutes).

It is the policy of Inside Sports to promote good Sportsmanship. As a way of communicating to the players its commitment to this policy, Inside Sports referees will enforce the following policy;

Any time a yellow card is issued, the team with the player receiving the yellow card will play one man short for a period of 2 minutes or until the opposing team has scored one goal. The player receiving the yellow card will be the player who sits out. This also applies to the goalie.

Suggestions/Complaints

Policy: To provide a suggestion/complaint process for players, parents, referees, or visitors. To facilitate communication with Inside Sports administration.

1. Suggestion/complaint forms will be made available either at the gym site or through request. A locked receptacle for completed forms will be located on site. Forms will be located on site. Forms may also be mailed to Inside Sports.

2. Suggestion/complaint forms will be forwarded first to the Inside Sports Administrator; reviewed; directed to the appropriate Board Director and/or Board Members and a written acknowledgement/response will be sent.

3. Forms will be processed according to content. If the issue concerns:

- a) A referee call or behavior, the form will be forwarded to the Referee Director.
- b) Registration or team assignments, the form will be forwarded to the Program Director.
- c) Public Relations, Volunteer Recruitment, or Grants/Funding, the form will be forwarded to the appropriate Director.

d) Any other subject matter, the form will remain with the Director Of Inside Sports for the proper direction and acknowledgment.

* Please Note: A player/coach may politely ask the referee a question for clarification about a play or laws of the game. Referees are the final authority on calls made during a game. All players are to abide by this procedure.

[Download Adobe Reader](#)

Inside Sports · P.O. Box 1176 · Blue Lake, CA 95525 · Ph: 707-839-6554 · Fax:707-839-4315
E-mail: insidesports@shasta.com
© 2003