

COPA Play Leagues and Tournament

Handbook

2022-2023 Season





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COPA Play Mission

COPA Play always strives to cultivate a fun, safe, and unique community of athletes that creates opportunities for everyone to thrive in a balanced and welcoming environment. COPA STC is more than just a soccer training facility, it is a philosophy that embodies experimentation with new ideas and concepts, new approaches to skills development, and new ways to thrive as a more capable human in any environment. You'll find that COPA STC has something for everyone. We are constantly evolving and innovating, welcoming new ideas for all. As the hub of soccer in the Bay Area, COPA Soccer Training Center has the unique and unprecedented opportunity to redefine the culture of sports and be at the forefront of social, technological, and developmental innovation in the sports industry.

Guided by our Mission, COPA Play's purpose is to set the highest standards for soccer to grow and develop as a sport.

Membership at COPA Soccer Training Center is considered to be an automatic acceptance of our rules, policies, and procedures. Our competitions are governed by regulations approved by COPA Soccer Training Center and are written in this handbook. The COPA Soccer Training Center shall rule on all disputes and issues pertaining to COPA Play competitions. COPA Soccer Training Center may overrule stated rules, policies, or procedures in this handbook if it is determined to be for the good of the game. COPA Soccer Training Center's Code of Ethics must be adhered to at all times.



Definitions

As used herein, the following terms shall have the following definitions:

Adult: Any individual 18 years of age or older.

Participant: Any individual that is actively participating in or spectating a COPA Play Event.

Player: Any Player holding a valid membership at COPA Soccer Training Center and currently playing for a team.

Team: an organization of greater than 5 people (including athletes, team managers, and coaches) that exists for the purpose of competing in COPA Soccer Training Center events.

Team Manager: A person chosen or appointed to manage, direct, or administer the affairs of a team or group of teams.

Club: Any entity (such as Club or academy) admitted as a member of an organization

Coach: Any individual engaged in Coaching or training Players on behalf of a Team or Club, whether in a paid or voluntary, permanent, or temporary capacity.

COPA Play: The COPA STC Department that directly oversees all leagues, tournaments, Open Play, and other events dictated by COPA Soccer Training Center.

Event Coordinator: The Manager on Duty that is in charge of overseeing the events of COPA Play on a given day.

Referee: Any Referee licensed for the current year by the United States Soccer Federation or otherwise sanctioned by COPA Soccer Training Center to officiate a game.



Code of Ethics

As a COPA Soccer Training Center Member, your adherence to the Code of Ethics signals your commitment to the basic laws of the organization, and thus basic moral standards of the soccer community at large.

Purpose: This code of ethics has been developed to clarify and distinguish approved and accepted ethical and moral behavior from that which is detrimental to the development of soccer within the soccer communities of which COPA Soccer Training Center represents and leads.

Adult Members and Players of COPA Play

- a. Nobody will have or consume any federally illegal substances during any COPA Play.
- b. Any person participating in a COPA Play event found guilty by the COPA Soccer Training Center PAD Committee of knowingly using an ineligible player(s) (improperly registered, or under disciplinary suspension) will be suspended from participation in all COPA Soccer Training Center activities for the current season

Responsibilities of Participants:

1. Nobody shall ever place the value of winning over the safety and welfare of others.
2. Players shall play within the laws of the game and within the spirit of the game at all times.
3. Nobody shall seek an unfair advantage by using deliberately unsporting behavior.
4. Nobody should ever encourage others to violate COPA Play rules or policies.
5. Participants shall direct individuals to seek proper medical attention for injuries and follow the physician's instructions regarding treatment and recovery.
6. Teams should always place the individual's safety and wellbeing above team success.
7. Comments regarding an official should be made in writing to the event coordinator
8. It is unacceptable for players, officials, team managers, or spectators to have any verbal altercation with other participants before, during, or after the game



For All Members

- A. Know, respect, and follow the letter and spirit of the Laws of the Game.
- B. Treat others with respect and courtesy.
- C. Adhere to the rules and policies of COPA Soccer Training Center.
- D. Recognize the rights, dignity, and worth of all.

For Teams and Clubs

- E. Require sporting conduct at all times.
- F. Address issues with other Teams or Clubs in a respectful manner.
- G. Ensure that all Adults and Players on your team are familiar with the rules and expectations of COPA Soccer Training Center.
- H. Respect the Facilities. This includes but is not limited to:
 - a. Do not cause intentional damage to the facility
 - b. Do not leave any garbage at the facility
 - c. Envision using the facility in 10 years and how you want it to look
 - d. Treat it like a community space.

For Team Managers and Coaches

- I. Place your Player's physical, mental, and emotional development and well-being ahead of all else.
- J. Model and teach good sporting behavior.

For Players

- K. Participate for your own enjoyment and development.
- L. Take responsibility for your behavior and exhibit sporting behavior.





Section 1 - Team Policies and Administration

1.1 - Team Eligibility

In order for a Team to participate in a league at COPA Soccer Training Center, the following conditions must be satisfied:

1. All teams participating in COPA Soccer Training Center Leagues must have all dues paid and all players must have a valid membership for a team to be eligible to participate in a COPA Event.
2. All teams participating in a COPA Soccer Training Center league must have a team name that meets COPA Soccer Training's Code of Ethics.
 - a. When entering a team and adding a team name, you are submitting a request for that team name which is subject to approval.

In order for a team to participate in a tournament at COPA Soccer Training Center, the following conditions must be satisfied:

1. All teams participating in a tournament at COPA must have all dues paid by the posted payment deadline.
2. All teams participating a COPA Soccer Training Center tournament must have a team name that meets the COPA Soccer Training Center's Code of Ethics.
 - a. When entering a team and adding a team name, you are submitting a request for that team name which is subject to approval.

1.2 - Required Team Contacts

Each teams Day Smart Recreation account must be kept up to date with the proper contact information. You can do this by updating your Day Smart Recreation Profile. Please keep in mind that this is the primary method by which COPA Soccer Training Center communicates with your team. Failing to have the proper contact information may result in your team missing vital league communication. COPA Soccer Training primarily uses the Day Smart Recreation broadcast to communicate with teams. If a player or team has opted to not received emails or texts from Day Smart Recreation your team could miss vital information.

1.3 - Team Management

In order to compete in COPA Soccer Training Center events, each team must have at least one team manager whose duties may include, but are not limited to: scheduling games, confirmation of scores, and communication with appropriate league officials. All team managers must have access to a current email address that is checked consistently and a working telephone number.



1.4 - Communication

Communication between teams and COPA Soccer Training Center is vitally important for all COPA Soccer Training Center events. Teams must have at least 2 different contacts listed on their Day Smart Recreation team page and ensure that both contacts have a current email address and phone number listed. All team scheduling communication should be done through the [COPA Play Request Form](#) so that there is a proper record of the communication. Team contacts must respond to communication within 48 hours. Listing the wrong email or phone number will not be a valid excuse for not responding to communication and may result in a fine if a forfeit or no-show occurs.

If communication breaks down, please reach out to the appropriate event coordinator for assistance.

1.5 - Match Scheduling

The COPA Soccer Training Center will provide dates for all matches along with scheduling deadlines. *Teams are expected to be available to play any time on the game dates provided with the expectation that the majority of a team's Adult League 5v5 weekday games will be played between 8pm and 11pm for 5v5. 7v7 Sunday games will almost always be played between 4:30pm-10:30pm.*

All schedule changes must be requested (time and date) by the deadline provided by the COPA Soccer Training Center. Teams unwilling or unable to attend games will forfeit the game. Any unplayed games will be documented by league officials and may result in a team being removed from COPA Soccer Training Center.

There is a 10-minute grace period for kick-off if a team arrives late. COPA Soccer Training Center encourages games to be completed, but the subsequent scheduled game(s) should not be impacted by a late-game start. If it is necessary for a game to be shortened due to a late start, both teams and the Referee shall agree on having two equal shortened halves.

1.6 - Rescheduling Games

Once a game has been scheduled by COPA Soccer Training Center, a team that wishes to reschedule a game must make the request at seven days in advance by filling out the [COPA Play Request Form](#) and emailing play.wc@copastc.com. After the scheduling deadline passes, the date and time is set and cannot be moved.

In the event of a forced reschedule due to unforeseen circumstances, COPA STC will review the request and get the approval of the other team's manager to reschedule the game.



1.7 - Cancellation/Forfeit Policy

Teams must give their opponent a 96-hour warning if forfeiting any match or they will be required to pay Referee costs.

- 1. Forfeit** - A forfeit occurs when a team is unable to attend a scheduled game and the teams are unable to come to terms on a time to reschedule (after the scheduling deadline has passed). A forfeit will result in a 3-0 win to the team not at fault. If they inform the opponent less than 96 hours before the scheduled game time. A team unable to attend a scheduled game because of an accident or uncontrollable circumstances should immediately notify the opponent and the Event Coordinator. In these circumstances, the COPA Soccer Training Center will review and rule on the situation.
- 2. No-Show** - A no-show occurs when a team willfully does not show up to a game. The penalty for a no-show shall be a forfeit to the opposing team with a 0-3 score as well as a \$60 fine imposed on the team. Any no-show from a team may result in the offending team being removed from the competition by the COPA Soccer Training Center.



Section 2 - League and Tournament Officiating Method

2.1 - Violation of League Rules

The COPA Soccer Training Center Protest, Appeals, and Discipline Committee (“PAD”) and the COPA Soccer Training Center shall have the authority to suspend, fine, disqualify or otherwise impose sanctions on Players, team officials, or competing Clubs for violating COPA Soccer Training Center Rules, Policies & Code of Ethics, or for any action or conduct not in the best interest of soccer or the COPA Play event.

2.2 - Red Cards

If a Red Card is shown, it will result in a minimum one (1) game suspension. This includes a Red Card as a result of two cautions. If a Player is sent off, they may not play the remainder of the week, regardless of the event in which the Red Card was issued. Sitting out of a game or games in the same week the card was issued will not count against the suspension. Any Player used during a suspension will be considered an illegal Player and the team and team manager will be sanctioned accordingly.

2.3 - Reporting Process

3. Any breach of COPA Soccer Training Center Rules outlined in this Handbook should be reported to the appropriate event coordinator or Field supervisor on site, who will then refer it to COPA Play Policy and Procedures outlined in this handbook. Any incidents or breaches of the COPA Soccer Training Center Rules, Policies & Code of Ethics should be reported through the PAD Incident Report system which is started by filling out our [COPA Play Request Form](#)
4. In any game where a Red Card is issued, the lead field supervisor will fill out the [Incident Report Form](#)

2.4 - Suspensions

It is the team’s and/or team manager’s responsibility to ensure their Red Carded Player/Coach/Team Manager serves the minimum 1 game suspension. It is also their responsibility to ensure that their Player/Coach/Team manager serves any additional suspension determined by the COPA Soccer Training Center PAD committee.

There shall be two types of suspensions:

1. Minor Offenses – These include send-offs for normal soccer actions, 2nd yellow cards, etc. Minor offenses will be given suspensions for a number of games.
2. Major Offenses – These include send-offs for violent actions. Major offenses will incur suspensions for an amount of time.



Suspensions for both minor and major offenses, for all participants, shall be served immediately in upcoming COPA Soccer Training Center games, regardless of the COPA Soccer Training Center competition. The participant shall serve the suspension with the team with whom the violation occurred. Players may not compete for another team in COPA Soccer Training Center competitions until their suspension is served in full.

COPA Soccer Training Center has the ability to postpone or re-allocate suspensions in the best interests of the game and the integrity of the competition. For the avoidance of doubt, Tournament games do not count towards suspensions for participants in leagues games.



Section 3 - General Competition Rules

3.1 - Playing Rules

All games under league jurisdiction shall be played according to the rules and regulations recognized by the COPA Soccer Training Center Premier League which shall be the same rules set by FIFA Fustal Laws of the Game

3.1.1 COPA Play Adult League Rule Exemptions and Points of Emphasis

COPA Leagues Rule Exemptions	COPA League Point of Emphasis
Running Clock- the clock does not stop unless there is a prolonged stoppage and the clock is stopped at the referees discretion.	All Players must be properly and legally equipped. No Jewelry, Shin Guards Must be Warn
No Timeouts	Free Kicks are direct per Fifa Laws of the Game
Goal Keeper can throw the ball anywhere on the field	All Players must have a number on the back of their Jerseys.
The ball can be played back to the goal keeper without restrictions	All Players must be 3 yds back from kicks and Corners. 5yds from a Free kick
No Slide Tackles	The clock is run by the referee and the scoreboard is a point of reference and not the official clock.
No Playing on the ground	Zero Tolerance to swearing- Any swearing in any language or aggressive language towards a participate may result in a yellow card.
No Blue Cards	All players have four second to inbound the ball



3.2 All Gendered League Rules and Explanation

Rule: A team must have a minimum of two players active on the field at all times who identify as different genders.

Explanation: Overall, this is an update to the COED league rule that a team must have a certain number of female players on the field. Our previous rule was that a team needed to have one female on the field at all times. All teams that participate can still have one female or male on the field and fulfill the requirements of the rule. We believe that if you are registering for an all-gendered league that you are committed to always having players with different genders on the on the field. Our referees will not be asking players to identify their gender and will not assume that somebody is a certain gender because of how they look.

Our staff will be monitoring the games to do our best to ensure fair and balanced leagues. If we believe a team or player may be abusing this new rule than we will have a conversation with the team quickly.

This update to the COED rule and league name is an attempt to create a welcoming environment at COPA for everyone which is a fundamental tenant of soccer and COPA.



3.3 - Game Details

	5v5 Turf	7v7	5v5 Playoffs	7v7 Playoffs	5v5 Futsal
Field Size (yds)	32 L 20 W*	32 W 64 L	32L 20W	32W 64W	30 L 18 W
Number of Refs	1	2	2	3	1
Number of Players	5	7	5	7	5
Minimum # of Players	3	5	3	5	3
Goalkeeper	Yes	Yes	Yes	Yes	Yes
Playing Time	2x20	2x25	2x20 Extra Time 2x5	2x25 Extra Time 2x5	2x20
Half-Time	5 min	5 min	5 min	5 min	5 min
Ball Size	5	5	5	5	4 futsal
Substitution Style	On the fly	Stoppages	On the fly	Stoppages	On the fly
Offside	No	Yes	no	Yes	no
Fouls (free kicks)	Indirect & Direct	Indirect & Direct Free Kicks			
Free Kick clearance	5 ft	8 yd	5 ft	8 yd	5 ft
Kick-in or Throw-in	Kick in	Throw in	Kick In	Throw-in	Kick-in
Penalty Kicks	Yes	Yes	Yes	Yes	Yes

3.4 - Equipment

1. Player Uniforms

Opponents must wear colors that distinguish them from each other, and also the Referee and the assistant Referees. As a member of our COPA Play Adult Leagues, you are provided with two jerseys based on your current team colors. The home jerseys are black and the away jerseys are the team color. It is recommended that the home team wears dark uniforms while the away team wears light uniforms. Each goalkeeper must wear colors that distinguish them from the other Players, the Referee, and the assistant Referees. All Players on a team except the goalkeeper shall wear identical jerseys

- a. If there is a conflict in the uniform color, the home team shall change uniforms.



- b. Player numbers must be affixed to the back of the uniform shirt. Each Player on a team shall wear a unique number.

2. Safety

A Player must not use equipment or wear anything which is dangerous to themselves or another Player.

- c. **Casts** - No orthopedic (hard) casts, air splints, or metal splints may be worn. Players will be allowed to play in a soft cast at the discretion of the Referee.
- d. **Jewelry** - Absolutely no jewelry, including rings, chains, watches, jewelry, hair clips, bobby pins, earrings, bracelets, rubber bracelets, or excessively long fingernails may be worn while participating in any COPA Soccer Training Center games. Only Medical Alert Warning Bracelets may be worn and shall be taped to secure them to the Player's body. Earrings and other piercings can be taped.
- e. **Shin Guards** - All Players are required to use shin guards at all times. They must be worn properly and be professionally manufactured and unaltered. Socks must completely cover shin guards.
- f. **Braces** (e.g. knee, elbow) - It is strongly recommended for the safety of the Player, that a Player does not wear a brace during COPA Soccer Training Center games. Braces are allowed as long as the Referee decides that the brace will not or cannot hurt the Player wearing the brace or any other Player. All metal, metal-like, or plastic brace supports are to be properly covered for the duration of the match. Elastic-type supports without any metal, carbon fiber, hard plastic, or like devices are permitted provided the Referee does not deem the support to be potentially harmful to other Players.
- g. **Eyeglasses** - Players who must wear eyeglasses are encouraged to wear sports goggles. Lenses must be unbreakable and frames must be unbreakable plastic or sturdy metal.

3. Game Ball

The game balls will be provided by COPA Soccer Training Center

3.5 - Protests

All protested games should be sent to the appropriate Event Coordinator, who will forward it to the COPA Soccer Training Center for a ruling.

3.6 - Point System

All COPA Play Leagues and Tournaments shall operate under a point system. The point system shall award three points for a win, one point for a tie, and no points for a loss.



3.7 - League Standings

Official standings of teams, the keeping of which is the responsibility of the COPA Play, are tabulated on a regular basis and displayed on each players Day Smart Recreation Profile.

3.8 - Ties

If a regular season league game is tied after regulation, the tie stands and will be posted as a tie.

3.9 - Tie Breakers

In case of a tie on points in the standings within a league, the following will be used as tiebreakers:

1. "Head-to-head" points (win/lose/draw) between teams
2. Overall Goal Differential
3. Goals for
4. Goals against
5. Most points against the highest non-tied team in the group
6. Best goal differential against the highest non-tied team in the group
7. Most shutouts
8. Fewest red cards
9. Coin toss

If more than two teams are tied, the tie-breaking process will be used until a winner is determined. The tie-breaking procedure does not revert to previous criteria if one team is eliminated.

In a situation where a season/group cannot be completed due to exceptional circumstances, and teams have played an unequal number of games, COPA Play may use Points Per Game (PPG) to decide standings.

3.11 - Playoffs for League

For matches that need a winner, the team with the most goals after regulation time will be the winner. If the match is tied after regulation, two 5-minute periods will be played. After 5 minutes, teams will change sides, with no break, and play the remaining 5 minutes. If the game is still tied after the two overtime periods, then kicks from the Penalty Mark per FIFA rules will determine the winner.

Please make sure you arrive for your game knowing if the game can end in a draw or if a winning team is required.

3.12 - Incomplete games

In the event that a game cannot be completed, the game will stand if at least half of the game was played; provided, however, that if any team is directly responsible for the termination of the game, no matter how much of the match remains, due to poor sportsmanship towards a Referee, opposing fans, or opposing Players, the team will be required to forfeit the match. This could also lead to other sanctions set forth by COPA Play or the COPA Soccer Training Center PAD Committee. If there is no



result, and the match is suspended prior to the expiration of one half, the game shall be replayed at a time agreed upon by the competing teams in consultation with the COPA Play. *Referees are required to submit an incident report for all matches that end early.*

3.13 - No Re-Entry Protocol (for Head Injury and SCA)

Any Player removed from the Field for a suspected head injury or SCA (sudden cardiac arrest) will not be allowed to return to the Field.

3.14 - Substitutions

Unlimited substitutions are allowed. In 5v5 games, a substitution may be made at any time, whether the ball is in play or not. The player being substituted does not need to obtain the referees permission to leave the pitch. The substitute only enters the pitch after the player being replaces has left the pitch. However, 7v7 teams may substitute only with the Referee's permission. Substitutes must wait at the halfway line (off of the Field of play) until the Field Player has left the Field of play and/or the Referee has indicated the substitute may enter the Field of play.

Substitutions in 7v7 games by either team are allowed at any stoppage of play with the permission of the Referee. Referees will be instructed not to allow substitutions that are deemed "excessive" or of a "time-wasting" nature. Please be respectful of the integrity of the game and do not use the free substitution rules as a means to disrupt the match.



Section 4 – Rosters and Payments

4.1 - Player Registration

Players shall be registered through Day Smart Recreation according to COPA Soccer Training Center Policy.

4.2 Adult League Team Fees

A team can make their team payment in a number of ways. It is important to know that the team manager, not the individual player or team, is responsible for the payment of the team. COPA Play requires that all team fees for adult leagues by week 3 and 2/3rds of team fees are due by the start of week of one. Team managers can either individually split fees within Day Smart Recreation or the team manager can make the payments themselves. A team manager can evenly split fees within their team dashboard. If you add a player after splitting dues please go in and redistribute the fees. COPA STC will not issue refunds for dues that were incorrectly split within the team unless the overall team fee was overpaid. It is the team's responsibility to resolve that issue. The other options are to have the team manager collect the fees from the team and pay the cost themselves.

4.3 - Game Roster

Only Players who are listed on the official Game Card will be eligible to play in COPA Play League matches. If any Player is not listed on the Game Card, they must be added electronically to the roster before the Player is eligible to play. Team rosters may contain up to 14 players for 5v5 and 16 players for 7v7, and there is no limit to the number of changes that can be made to the roster, provided the Players are active COPA Soccer Training Center Adult Programs Members. All league rosters are closed after the 6th week of the season. For tournaments, players cannot be added to the roster after the tournament has started.

Players may not play for 2 teams in the same division of play, ie: two teams with the same team manager may not share Players if they're playing in the same set of division standings).

Team managers and coaches must be on the roster to be eligible on the sideline. If the team manager or coach is not playing for the team, then they do not count towards to total team roster size. If they do play when they were designated to only coach or be the team manager, they will be considered an illegal player.

4.4 - Guest Players

No guest Players are allowed to play in COPA Play League competitions.



4.5 - Illegal Players

Any Player who does not appear on the official Game Card or have a valid COPA Soccer Training Center Adult Programs Membership shall be considered an illegal Player. Any team using, or attempting to use, an illegal Player shall forfeit the game, the coach or team manager of the team using the illegal Player will be suspended from all COPA Soccer Training Center competitions for one season.