

COPA Play
Adult Futsal League Handbook
2023





COPA Play Mission

COPA Play always strives to cultivate a fun, safe, competitive, and reliable 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.

Participation at COPA Soccer Training Center is 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 always adhered to.

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.

Responsibilities of Participants:

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

Definitions

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

- **Adult Player:** Any individual, 18 years of age or older, who is rostered on a team and playing in the COPA Adult Futsal League.
- **Team:** an organization of greater than 5 players but also potentially including team managers, and coaches that exists for the purpose of competing in COPA Soccer Training Center events.



- **Club:** Any entity (such as Club or academy) admitted as a member of an organization.
- **Team Manager:** A person chosen or appointed to manage, direct, and/or administer the affairs of a team or group of teams.
- **Coach:** Any individual engaged in coaching or training players on behalf of a Team or Club, whether in a paid, 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 oversees the events of COPA Play on a given day.
- **Referee:** Any Referee currently licensed with United States Youth Futsal (USYF) and sanctioned by COPA Soccer Training Center to officiate a game.
- **Day Smart Recreation (DSR):** recreation management platform used by COPA Soccer Training Center for league operations, facility management, and player/team registration.



Section 1 - Team Policies and Administration

1.1 - Team Eligibility

For a Team to participate in a league or tournament at COPA Soccer Training Center, the following conditions must be satisfied:

1. All teams participating in COPA Soccer Training Center Leagues or tournaments must have all dues paid for teams and/or individuals to be eligible to participate in a COPA Event. All team fees are due by Week 3 of the season.
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. When entering a team and adding a team name, you are submitting a request for that team name which is subject to approval.
3. All Teams must have a team manager and/or coach with at least 5 players listed on the roster. Rosters may have up to 16 players listed on the roster, however a max of 12 players are permitted to play in any one Adult Futsal match.

1.2 - Required Team Contacts

Each team's Day Smart Recreation (DSR) account must be kept up to date with the proper contact information. You can do this by updating your DSR 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 DSR broadcast to communicate with teams. If a player or team has opted to not receive emails or texts from DSR, your team could miss vital information.

1.3 - Team Management

To compete in COPA Soccer Training Center events, each team must have at least one team manager and/or coach whose responsibilities may include, but are not limited to: roster management, scheduling requests, rescheduling requests, communication, team check-in, and volunteer requirements for futsal games. All team managers must have access to a current email address that is checked consistently and a working telephone number.

Team Manager Responsibilities:

- Manager registration and payment processing for team
- Ensure that team roster is accurate and up to date
- Manage all team communication and be the point of contact for any and all team matters
- Confirm schedule is accurate and communicate any re-schedule requests through the COPA Play Service Request Form.
- Review and understand Adult League Handbook
- Ensure team members check-in prior to your first game at the front desk and present COPA Membership Badge.
- Check-in team with the referee at the field/court
- Manage team during any and all league matches
- Ensure team players are wearing proper equipment

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 one team manager and/or coach who are responsible for the team listed on DSR 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](#) for proper record of any and all communication. Team contacts must respond to communication within 48 hours. Listing the wrong email or phone number will not be a valid reason for not responding to communication and may result in a fine if a forfeit if no-show occurs. If communication breaks down, please reach out our League and Tournament at play.wc@copastc.com or (925) 357-8974.

1.5 - Match Scheduling

COPA Soccer Training Center will provide dates and times for all matches scheduled in league play and play-offs. All games are expected to start on time. In the event that a team does not have enough players to start a match, there will be a 15 minute grace period allowed for the team to arrive. Once a team has 3 players, the game will start. COPA STC encourages games to be completed, however due to the subsequent scheduled game(s) staying on schedule, if the referee deems it necessary, the game will be played with two shortened halves of equal length.

In the event that your team cannot play in a match under the 96 hour window, with 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 5-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, the event coordinator will decide on having two equal shortened halves.

1.6 - Rescheduling Games

Once the league schedule has been created, team managers will need to review the league schedule for any possible conflicts. All schedule changes and reschedule requests must be requested 4 days (96 hours) prior to your scheduled match. Please note, COPA STC will pay our Referees for their services for all league matches on the schedule unless within this 96 hour window. If a team is requesting a reschedule request with less than 96 hours notice, there will be a \$90 cost to the team requesting the change to have this match rescheduled to a later date and time. Please use the following [COPA Play Request Form](#) for all reschedule requests.

1.7 - Cancellation/Forfeit Policy

Team managers are required to notify COPA STC in the event they are forfeiting a match.

- 1. Forfeit** - A forfeit occurs when a team is unable to attend a scheduled game. A forfeit will result in a 3-0 win to the team that is able to be play the match as scheduled. In the event that neither team is able to play the match as schedule, the score will be posted as a 0-0 draw. team can be present the game is a draw. A team unable to attend a scheduled game because of an accident or uncontrollable circumstances should immediately notify COPA STC.
- 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 posted. Any no-show from a team may result in the offending team being removed from the competition by 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 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 participate in COPA Soccer Training Center events until the suspension has been fully served with the team that the red card was awarded. This is regardless of the event in which the Red Card was issued. Sitting out of a game or games for another team in which the red card was not issued will not count against the suspension. Any Player used during a suspension will be considered an illegal Player, the team and team manager will be sanctioned accordingly, and any game that the illegal player participated in will be forfeited. Any suspension that is great than 2 games will be communicated via email from the COPA STC PAD Committee.

2.3 - Reporting Process

1. Any breach of COPA Soccer Training Center Rules outlined in this Handbook should be reported to the appropriate Director of Competitions, Program Manager, and/or Field Supervisor. 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](#)
2. In any game where a Red Card is issued, the Referee assigned to that match will complete an Incident Report to be process and filed with the COPA STC PAD Committee.

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. When a player has been issued a red card and has multiple games on the same day that player must serve the red card suspension regardless of a potential appeal.

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.

Major Offenses and their subsequent suspensions:

3. Physical Altercations or hateful derogatory language: any person found to be acting violently with the intent to harm others, whether it be physical or otherwise, or using derogatory or hateful speech is subject to a minimum of a one season ban.
4. Inappropriate behavior or language: any person who is found to be behaving inappropriately or uses inappropriate or predatory language of any kind is subject to a minimum of a one-



year suspension from all COPA Soccer Training Center events and is not allowed in the facility for any reason or under any circumstance.

5. Intentional destruction or damage of property: any person found to be damaging any property at COPA Soccer Training Center is subject to a minimum of a one-year suspension from all COPA Soccer Training Center events and is not allowed in the facility for any reason or under any circumstance.
6. 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.
7. 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

COPA Adult 5v5 Leagues will follow [FIFA Futsal Laws of the Game](#)

General Points of Emphasis:

Please see FIFA Futsal Laws of the Game for Official Rules above. These rules below are not the official rules, but more reminders and points of emphasis to easily digest and understand futsal rules.

- Teams are comprised of four outfield players and one goalkeeper.
- The goalkeeper must wear a different color jersey than the outfield players.
- There is no offside in futsal. There is no overtime, injury time or stoppage time.
- 4 Second Rule: the kick must be taken within 4 seconds of placing the ball down on line/spot.

Substitutions

All substitutions are on the fly, this includes goalkeeping substitutions. Referees will not stop play for goalkeeping substitutions. A substitute may not enter the pitch until the player leaving the pitch leaves through the substitution zone in front of his/her teams' bench. Any substitute who enters the pitch before the player being replaced has completely left the field of play may be shown a yellow card. All substitutions must take place through the substitution zone in front of his teams' bench -- *not* at the half-way line.

Both teams will switch benches (and ends) at the beginning of halftime, ensuring that all substitutions take place in the defensive half.

Restarts

- **Kick-Offs:** A goal may be scored directly against the opponents from the kick-off. The ball is in play when it is kicked and clearly moves. Tapped balls are not in play – the ball must move.
- **Kick-Ins (No Throw-Ins):** are indirect. The ball must be placed on the line and the kick must be taken within 4 seconds. (A kick-in that goes directly in the opposing goal is a goal clearance for the opposing team. A Kick-in that goes directly in the defensive goal is a corner kick of the opposing team.) If the kick-in does not enter the pitch or if the kick is not taken within 4 seconds the kick-in is taken by the opposing team.
- **Goal Clearances:** are taken when the ball fully crosses the goal line and not under the crossbar and between the goalposts and after being touched last by the attacking team. The ball is thrown or released from any point within the penalty area by the goalkeeper of the defending team. The ball is in play when it is thrown or released and clearly moves. The ball must be put into play within four seconds of the team being ready to put the ball into play or the referee signaling that the team is ready to put it into play. Opponents must be outside the penalty area until the ball is in play.
- **Corner Kicks:** are direct. The ball must be placed directly on the corner arc and the kick must be taken within 4 seconds. If the kick is not taken within 4 seconds the restart becomes a goal clearance for the opposing team.
- **Free Kicks:** may be indirect or direct. The ball must be stationary before the kick may be taken.
- **Penalty Kicks:** are taken from the penalty spot and must be taken by a clearly identified kicker. Defenders may not be nearer to the ball than 16 feet and even or behind the ball when the kick is taken.



Fouls & Misconduct:

- **Indirect Free Kicks:** when a player plays in a dangerous manner, impedes an opponent, prevents the goalkeeper from releasing the ball with his/her hands, goalkeeper takes more than 4 seconds to release the ball when in possession in his/her own half, plays the ball again within his/her own half after releasing the ball and the ball doesn't touch an opponent or has gone out of play, or commits any offense for which play is stopped to caution or eject a player.
- **Direct Free Kicks:** When a player kicks an opponent, tackles an opponent, trips an opponent, jumps at an opponent, charges an opponent, strikes an opponent, pushes an opponent, holds an opponent, spits at an opponent or handles the ball deliberately.
- **Yellow Card/Caution:** The offending player is shown a yellow card. If a player is shown two yellow cards in a match, he/she is shown a red card.
- **Red Card/Send-Off:** The offending team plays with one less player for two full game minutes or unless scored upon before the two-minute penalty expires. The offending player serves a minimum one-match suspension.
- **Accumulated Fouls:** All direct free kick fouls are recorded on the scoresheet and on the scoreboard. If one team accumulates 6 or more direct free kick fouls in one half, the opposing team will take a direct free kick without a wall. All Direct Free Kicks Without a Wall must be kicked with the intention of scoring a goal by a clearly identified kicker. The defending team may not make a wall and may not be nearer to the ball than 16 feet and even or behind the ball when the kick is taken. The goalkeeper may be off the goal-line but may not be nearer than 16 feet from the ball. Accumulated fouls are reset to zero at the beginning of the second half and carry over into extra-time if being played.
- **Penalty Spot:** 20 feet from goal-line and the center of the goal and placed at the top of the penalty area line
- **Advantage:** Advantage is applied in Futsal. Direct free kick foul will count as accumulated fouls if advantage is applied even if play is not stopped by the referees. If the referee gestures with both arms, the foul was a direct free kick foul and will be counted accordingly. If the gesture is with one arm, the free kick would have been indirect and will not count as an accumulated foul.

Goalkeeper

- Must wear a different color shirt.
- They may wear long pants and/or other padding as deemed safe by the match referee.
- May receive a kick-in directly.
- May kick the ball directly over the half-way line.
- May score directly with his/her feet during the run of play.
- May not possess the ball for more than four seconds in his/her own half.
- Cannot touch the ball again in any way within his own half after releasing the ball into play unless an opponent has touched it or it has gone out of play.



3.2 - Game Details

Rule	U8-U12	U13-Adult
Court/Field Size (Yards)	30L x 18W	30L x 18W
Number of Referees	1	2
Ball Size	Size 3	Size 4
Number of Players	5v5	5v5
Minimum Number of Players	3	3
Goalkeeper	Yes	Yes
Playing Time	2 x 20 minutes (running clock)	2 x 20 minutes (running clock)
Half Time	2 minutes	2 minutes
Offside	No	No
Substitutions	Unlimited	Unlimited
Time-Outs	1 per team per half	1 per team per half (Youth) 0 per team (Adult)

3.3 - Equipment

Player Uniforms

Opponents must wear colors that distinguish them from each other, and also the Referee and the assistant Referees. 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.

- If there is a conflict in the uniform color, the home team shall change uniforms.
- Player numbers must be affixed to the back of the uniform shirt. Each Player on a team shall wear a unique number.
- Player(s) and/or Team(s) looking to borrow pennies with numbers for any match, can check-out a set at the front desk. There will be a \$35 fee (per Pennie) applied for each to the team account in the event pennies are not returned.



Safety

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

- **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.
- **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.
- **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.
- **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.
- **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.
- **Shoes:** all players must wear either futsal shoes, indoor shoes, or athletic shoes with a rubber sole. COPA recommends futsal shoes to be worn on both Futsal and Turf services. Adult league matches may be played on Futsal or Turf. COPA STC is a no cleats facility.

Game Ball

The game balls will be provided by COPA Soccer Training Center.

3.4 - Protests

All protested games should be sent to the Director of Competitions, Programs Manager, and/or Field Supervisor.

3.5 - 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.

3.6 - 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 league's Day Smart Recreation Profile.

3.7 - Ties

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

3.8 - Tie Breakers

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

1. Overall Goal Differential



2. Goals for
3. Goals against
4. Most shutouts
5. Fewest red cards
6. 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.

3.9 - 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.

Top 4 Seeds from each Adult League Division will qualify for play-offs. Teams should expect to play a Semi-Final match and Finals match (for the SF winner) on the same evenings in Week 8 of the season.

3.10 - 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.*

3.11 - 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.

3.12 - Substitutions

Unlimited substitutions are allowed. All substitutions are on the fly, this includes goalkeeping substitutions. Referees will not stop play for goalkeeping substitutions. A substitute may not enter the pitch until the player leaving the pitch leaves through the substitution zone in front of his/her teams' bench. Any substitute who enters the pitch before the player being replaced has completely left the field of play may be shown a yellow card. All substitutions must take place through the substitution zone in front of his teams' bench -- *not* at the half-way line. Both teams will switch benches (and ends) at the beginning of halftime to ensure that all substitutions take place in the defensive half.



Section 4 – Rosters

4.1 - Player Registration

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

4.2 - 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 16 players 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. A maximum of 12 players are permitted to play in any one league match. All league rosters are locked after the 4th week of the season.

Players may not play for 2 teams in the same division age group/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 and can coach from the technical area 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 the manager does plays in a match. They will be designated as a player/manager.

4.4 - Guest Players

Teams are not allowed to use Guest Players. Players must be active on the team roster to be cleared to play.

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.