

COPA Play Leagues and Tournament

Handbook

2026 Season

COPA *PLAY*



Table of Contents

(Click to topic to jump to page)

COPA Play Mission	4
Definitions	5
Code of Ethics	6
Section 1 - Team Policies and Administration	7
1.1 - Team Eligibility	7
1.2 - Required Team Contacts.....	7
1.3 - Team Management.....	7
1.4 - Match Scheduling	8
1.5 - Rescheduling Games	8
1.6 - Cancellation/Forfeit Policy	8
Section 2 - League and Tournament Officiating Method	10
2.1 - Violation of League Rules.....	10
2.2 - Red Cards	10
2.3 - Reporting Process	10
2.4 - Suspensions	10
Section 3 - General Competition Rules	12
3.1 - Playing Rules	12
3.2 - Equipment.....	12
3.4 - Point System	13
3.5 - League Standings	13
3.6 - Ties	13
3.7 - Tie Breakers	13
3.8 - Playoffs for League.....	14
3.9 - Incomplete games.....	14
3.10 - No Re-Entry Protocol (for Head Injury and SCA)	14
3.11 - Substitutions	14
Section 4 – Rosters.....	15
4.1 - Player Registration.....	15
4.2 - Game Roster	15
COPA Play Leagues & Tournament Handbook	2



4.3 - Illegal Players 15



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.

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 17 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.

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



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 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.
3. All teams must have a designated Team Manager and at least 5 players listed on the roster.

1.2 - Required Team Contacts

Each team's 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 receive 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.

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 website.
- 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 - Match Scheduling

The COPA Soccer Training Center will provide dates for all matches along with scheduling deadlines.

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 5 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.

1.5 - 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 least 96hrs in advance by filling out the reschedule form located at www.copastc.com/adult-leagues 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.

1.6 - 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 has not notified COPA Play prior to 96hrs before the game. A forfeit will result in a 3-0 win to the team not at fault. 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. 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, and that game will be forfeited. Any suspension that is greater than the 1 game minimum will be communicated to both the team manager and offending player via email.

2.3 - Reporting Process

4. 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 located at www.copastc.com/adult-leagues info form.
5. In any game where a Red Card is issued, the referee assigned to that match will be responsible for completing an incident 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.



Major Offenses and their subsequent suspensions:

1. 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.
2. 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.
3. 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.

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

COPA Adult 5v5 Leagues will follow FIFA Futsal Laws of the Game

General Points of Emphasis:

- 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.

3.2 - 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

3.3 - 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.

3.4 - 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.

3.5 - 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.

3.6 - Ties

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

3.7 - 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.

3.8 - 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.

3.9 - 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.*

3.10 - 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.

3.11 - 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

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. All league rosters are closed after the 5th 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 nor on the same night of play without prior COPA Play approval.

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.

4.3 - 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.