



# **O.C.F.L**

## **Ottawa Carleton Futsal League By - Laws Rules and Regulations**

01.01  
December 13, 2010

## **I FUTSAL/FIFA RULES**

1. All games will be run under normal Futsal/FIFA Rules unless specified as otherwise in the following Rules and Regulations.

## **II FORMATION OF DIVISIONS**

1. The League shall consist of teams split into playing divisions, the number and size of which shall be determined by the Divisional Director / Coordinator.
2. The Director / Coordinator will consider feed back from the Pre-Season General Meeting, sort-outs and pre-season exhibition games, and the previous season's standings in making its decisions.
3. In all League games, three (3) points shall be awarded for a win and one (1) point shall be awarded for a tie. The team with the most points in each division at the end of the regular season play will be the Divisional Champions. In the event that two teams in the same division have the same number of points, the team with the better goal difference shall be declared the Divisional Champions. Goal difference is defined as goals scored minus goals conceded. In the event that this fails to break the tie, the team scoring the greatest number of goals during regular season play will be declared the Divisional Champions.
4. Subject to paragraph 1, the two (2) teams with the greatest number of points in each division below division 1 at the end of the regular season play shall be promoted to the next highest division for the following season. The two (2) teams with the lowest number of points in each division at the end of regular season play shall be relegated to the next lower division for the following season.
5. No new team shall be accepted into the League until it can prove to the satisfaction of the League Executive, if requested, that it will fulfill all its obligations to the League.
6. New teams shall be accepted into the lowest division only, except by special dispensation of the League Divisional Director.
7. In the event of a team withdrawing from the League and/or failing to complete its schedule, the entire record for that team shall be expunged from the League standings.

## **PLAYER REGISTRATION / ELIGIBILITY**

All players shall be registered with the League in accordance with the current season's Registration Policy. All team rosters must be current, valid and up to date.

Player identification if requested by a game or league official can be of the following format:

- OSA player card
- Quebec region player id (for players from the Quebec side)
- Official Ontario government issued identification with valid picture
- Official Quebec government issued identification with valid picture

All players shall be registered with the OSA in accordance with EODSA regulations.

Players may not be registered with more than one team that plays on the same night.

Where it comes to the attention of the League that one or more unregistered or ineligible players has/have allegedly participated in a game, the League will investigate and take appropriate corrective action.

## **TEAM**

Registration of Teams into the League shall be made annually on a form supplied by the League Registrar. In order to participate in a current season, the Registrar shall receive properly completed Registration/Application forms with the team entry fee, no later than the deadline set by the League. A team shall not play an unregistered player, or one not registered with the League, or a player who is currently under suspension. A team shall not play a player under the name of one of its registered players.

Team or players not complying with the above requirements will be subject to Article XVI – Discipline Policy.

## **ASSIGNMENT OF SPARE PLAYERS**

The League shall assign, by blind dispersal draft, spare players to a team that does not have enough players to make up a full team. If there are enough players to make up a full strength of twelve (12) players from the spare list a team will be formed and a team official, manager or representative shall be assigned.

Once assigned to a team, a player shall be subject to the League Play-up rules.

### III PLAY-OFF CUP RULES / YEAR END

1. A registered player shall not play for more than one (1) team in the Cup. The draw for the cup shall be based upon the team standing during the regular season and will be seeded in their respective division. Any team found guilty of playing an illegible player will automatically default the game. Further discipline action against the team may also occur.
2. Teams may decline a place in the cup by informing the League Administrator in writing 30 days before the play-offs.
3. All teams who enter the Cup and withdraw after the deadline will be fined and subject to discipline by the League.
4. Duration of the games shall be two (2) equal time periods of duration in accordance with Rule 5. If the games are tied at the end of the regulation time, 5 minutes extra time sudden death will be played in accordance with FIFA/Futsal rules. If after extra time the scores are still level, a penalty shoot out will occur in accordance with the rules.
5. Teams who default Cup Games may receive a fine following consideration of the Discipline Committee.
6. No Callups will be allowed for the Cup.

### IV NUMBER OF PLAYERS AND SUBSTITUTIONS

A **minimum** of five registered players, four players and a goalkeeper, will constitute a team on a given roster. If in the event of a player being sent off, fewer than 3 players are left in either of the teams, the match shall be abandoned.

**SUBSTITUTES:** Maximum 9 substitutes per team.

### V DURATION OF GAME

**Duration:** It will be 50 minutes of 2 equal 25-minute halves. All games will start on the hour. If for some reason the game should start late, the playing time will be shortened accordingly by the referee.

**Timeouts:** A team captain may request a timeout of 1 minute in length per half. Timeout cannot be carried over from one half to another.

### VI UNIFORMS AND EQUIPMENT

Players' Equipment/Uniform must consist of a short sleeves (*assigned color* team) jersey with a unique number, shorts, knee socks, shin guards

and non-marking rubber soled footwear. Players must wear jerseys assigned by the League.

Goalkeeper uniform must be of a different and distinguished color, and long pant is allowed.

Anything that is dangerous to other players is strictly prohibited.

In all games under the jurisdiction of the League, players' shirts shall be numbered. The numbers are to be at least eight (8) inches high. No two (2) players on the same team shall wear the same number. The player's number shall be indicated on the Game Report Sheet beside their name and no-player shall change their number during the course of a game without the express permission of the referee.

Every team shall ensure that an adequate First-Aid kit is available at each game.

The League Official will provide the game ball at the start of the game.

Players must wear jerseys assigned by the League. Each player MUST wear shin pads.

All players must be fully and properly uniformed. Uniforms must be numbered and all must be of the same type and style issued by the league. No duplication of numbers is permitted. Uniforms must be clean and presentable.

## **VII GAME OFFICIALS**

1. Only duty-qualified referees registered with the OCFL shall be scheduled for use in any game under the jurisdiction of the League. Referees shall wear the league colors supplied by the league. NO other color can be worn to officiate a game without approval by the league executive. The official Referee Jersey is TEAL with black trim. The ONLY exception is during a tournament hosted by the league where teams from outside the OCFL league have color conflict the Referee may wear a different Jersey approved by the league executive.

2. Referees shall receive fees for their services in the amount determined by the League Executive at the start of each season.

a) Main Referee

The Referee's decisions on points of fact to the play shall be final, so far as the result of the game is concerned.

b) Assistant Referee

This applies to games assigned by the league.

c) Scorer-Timekeeper

This is done by the Referee

3. The referee shall be responsible for the conduct of the game in accordance with Futsal/FIFA Laws and the Rules and Regulations of the League (OCFL).

4. The referee shall have the power to rule on the fitness of the gyms in all matches and the referee's decision shall be final.
5. At the conclusion of the game, the referee shall ensure that all sections of the Game Report Sheet are completed and shall be forwarded together with any supplementary sheets, to the League within twenty four (24) hours.
6. Referees who are also registered players and/or team officials may not referee matches in their own division or any other match in which there might be a conflict of interest.
7. Games where the officially appointed referee fails to appear will be rescheduled unless a mutually agreeable stand-in, conforming to paragraph 1 and 6 can be employed instead.

## **VIII UNPLAYABLE AND ABANDONED GAMES**

1. Any team failing to field four (3) players within ten (10) minutes of the scheduled kick off time shall be considered to have failed to appear and they shall default the game. They may be fined in the amount set by the Discipline Committee, which shall include the amount of the referee's fees for that game and gym cost. The score for the game will be recorded as 3-0 in favor of their opponents.
2. If both teams fail to appear they shall both be fined as in paragraph 1 above and no points shall be awarded but each team will have one (1) loss added to its record.
3. Defaulted games shall not be rescheduled.
4. If a game is abandoned by the referee for reasons of gym conditions, it shall be rescheduled.
5. If a game is abandoned by a referee for reasons other than the ones stated in section VIII paragraphs 1 - 4, before two equal halves have been played, the Discipline Committee shall rule on the status of the game.

## **IX POSTPONEMENT AND RESCHEDULING OF GAMES**

1. The League Executive may postpone any game at any time.
2. The League may move a game to another location at the last minute due to cancellation by the facility. Rescheduled Games Policy is relevant for that season. Refer to the XIX – Rescheduled Game Policy.

## **X GAME REPORT SHEETS**

1. Game Report Sheets are required for all scheduled games. If a game is not played, the Game Report Sheet shall be filled in as fully as possible including the reason given for not playing the game.
2. Game Report Sheets shall be provided to the referee prior to the start of the game containing a list of players and their corresponding shirt numbers.
3. Registered players who arrive late may participate and be added to the Game Report Sheet, customarily at halftime or at the end of the game.
4. The Game Report, when completed, shall show the final score, scorers and full details of any incident that resulted in a caution or ejection of a player or team official or any other incident that might require action by the Discipline Committee.
5. The home team is responsible for providing the Game Report Sheets. Failure to provide the referee with an official Game Report Sheet shall result in disciplinary action being taken and possible default of the game against the offending team.
6. Games sheets must be filled out completely, including player names and numbers, by the 2 teams on the same sheet.

## **XI ANNUAL TROPHIES AND AWARDS**

1. Annual Trophies awarded by the League remain the property of the League.
2. Trophies will be awarded to the League champions of each Division, and the play-off winners. The winning teams shall return these trophies to the League Administrator.
3. The League will award medals for each player registered with the winner and runners up teams of each Division, and the play-off champions and runners up, up to a maximum of 14 medals per team.
4. The League will present the Golden Boot awards to the Top Goal League Scorers in each Division.
5. The League will present the Fair Play Award to the team considered by the Coordinator to be the most Sporting Team in the League.
6. The League will present a Most Valuable Player Goalkeeper Award for each team with least goals against average in U12 and up.
7. The Executive may make special awards as they see fit.
8. All awards and trophies will be presented at the Annual play-off held at the end of season.

## **XII TEAM OFFICIALS**

1. At every game each team shall designate an individual to act as manager, assistant manager or coach.
2. The home and away manager/coach shall identify themselves to the referees.
3. No manager/coach may enter the field of play except where they are a player, unless requested to do so by the referee.
4. The manager/coach shall restrict their activities to their own bench or technical area.
5. Manager/coaches are recognized to be participants in games the same as players and as such are bound by the rules and regulations of the League and its affiliates.

## **XIII PLAYER TRANSFERS**

1. A player may transfer once per season between teams in the league. No transfers will be permitted after the player registration cut off date.
2. All player transfers must be registered in writing with the League Administrator. See **OSA Policy 14.0 - TRANSFERS**

## **XIV TOURNAMENT**

1. Any tournaments organized by the League will run under its own rules.

## **XV ADDITIONAL RULES**

1. The League Executive may make emergency rulings on any matter not explicitly covered by these Rules and Regulations at any time. The League Executive may also overrule items in these Rules and Regulations at any time, provided it is in the best interests of the League.
2. The League shall be notified within seven (7) days of any change in a team's Executive.

## **XVI DISCIPLINE POLICY**

1. The Discipline Committee shall function as stated in the OCFL Constitution and is scheduled to meet weekly and/or as necessary during the Futsal season.

2. Referees will be advised to interpret the Laws of the Game in accordance with Futsal/FIFA Rules or as modified by OCFL.
3. Referees are required to complete the back of the Game Report and/or supplementary sheets as necessary to provide details of all discipline related incidents, and forward to the OCFL Administrator within 24 hours of the game to which they pertain.
4. The Discipline Committee shall be empowered to bond, fine, suspend, or deal with in any other way it shall deem fit, those teams, players, or officials whom it shall find guilty of misconduct, unless prohibited or limited by the constitution or Rules and Regulations of any higher body (EODSA/OSA/CSA).

The Discipline Committee will review the disciplinary report and rule on the discipline action to be taken prior to that team's/player's/official's next scheduled game. The action taken by the Discipline Committee will be communicated by phone/email or registered mail to the concerned party within 24 hours of the disciplinary hearing. A record of all disciplinary incidents will be kept by the OCFL Discipline Chair.

5. The Rules and Procedures followed for discipline shall be those as established by the League and the Ontario Soccer Association (OSA).
6. If a player or official receives one (1) RED card or two (2) YELLOW cards in one game, he/she will automatically miss the next game.
7. A player, or official who has accumulated 3 yellow cards during the season will automatically miss one (1) game.

Sentencing of players/officials will be subject to the guidelines established by the OSA and OCFL League, for the offense for which they were disciplined. The team/player under discipline will be notified of the length of the sentence.

#### **8. Disciplinary Fouls**

This includes those in the outdoor game and illegal "flying" substitution. The player/substitute is cautioned. The game is restarted with an indirect free kick by the opposing team from the place where the offence occurred.

#### **9. Ejection**

Player ejection is the same as those in the outdoor game. Once expelled, the player concerned may not be permitted to reenter the game, nor may he sit on the substitutes' bench. The game is restarted as in Disciplinary Fouls.

His or her team may replace him or her 2 minutes after the expulsion, unless a goal has been scored before the 2 minutes have elapsed by the opposing team, which has at least the same number of players as his team. At no time of such substitution of ejected player may this team gain player advantage numerically over the opposing team.

10. In general, the following guideline applies:

- a) both teams will increase by one player if both teams have less than 5 players and have the same number of players;
- b) if the goal is scored by the team with more players, the opposing team may be increased by one player only; and
- c) if the goal is scored by the team with fewer players, the game shall continue without changing the number of players.

## **DISCIPLINARY HEARING - APPEAL**

A disciplinary hearing will be scheduled at the earliest convenience of the Discipline Committee and the manager/player/official under review.

The manager/player/official **MUST** attend their scheduled hearing, unless special mitigating circumstances dictate otherwise. Failure to attend the disciplinary hearing or give adequate notice otherwise will result in the loss of appeal and automatic suspension. The suspension imposed will be subject to the guidelines established by the OSA and the Futsal League (OCFL).

Players who appeal but lose (i.e. are still found guilty of the offense for which they were disciplined), but who receive a reduced sentence will still forfeit the hearing fee.

Players have a right of further appeal to the EODSA in the event they are not satisfied with the OCFL verdict and should consult the EODSA appeal procedures.

**NOTE:** If a player/manager/official receives a RED card for VIOLENT CONDUCT that manager/player/official shall stand suspended until their case is reviewed by the Discipline Chair. For all other offenses, the player is eligible to continue to play until their discipline hearing has been held.

The OCFL Discipline Chair shall notify all League teams affected by suspension.

OCFL teams are responsible for ensuring that suspended players do not play for their teams. Any team found playing a suspended player shall forfeit that game and will be subject to further disciplinary action by the Discipline Committee and/or the League Executive.

The OCFL Discipline Committee/Chair reserves the right to conduct random inspections of game sheets of any team with its members under suspension.

Any team which has accumulated THREE (3) suspensions during a playing season may be called to a review by the League Executive and may have a minimum of TWO (2) points deducted from its accumulated total in the League standings. Each additional suspension shall result in the deduction of a minimum of ONE (1) additional point in the League standings.

The League Executive will conduct a disciplinary hearing and impose the following suspensions on all individuals who incur the following cautions during the Futsal season and tournaments:

- 3 Yellow cards in League (Minimum 1 game suspension)
- 5 Yellow cards in League (Minimum 2 games suspension)
- 6 Yellow cards in League (Minimum 3 games suspension)
- 2 Red cards in League (Minimum 3 games suspension)

All outstanding fines levied against managers/ players/officials must be paid in full to the OCFL League.

The League Executive reserves the right to double all outstanding fines that are not paid in full after the date set by the Executive.

The League states clearly: It is the responsibility of the team from whom the player/official received a fine, to ensure that all outstanding monies are paid in full to the League before or at the date imposed by the League. A player simply refusing to pay, or the team indicating that that player is no longer registered as part of the team, will not be considered as a valid reason for failure to pay.

A team with outstanding unpaid fines will be considered by the League Executive to be a team that is not in good standing with the League. As a result, all unpaid fines will be appended to the registration fee for that team which is not in good standing. Any team that is not in good standing with the league may have their registration as a member of the OCFL rejected until all outstanding fines, and levies imposed by the League are paid in full.

The League Executive reserves the right to waive this policy on an individual team basis when mitigating circumstances dictate. These circumstances will be judged by the League on the merits of each circumstance.

## **GENERAL TEAM RESPONSIBILITIES**

Every team is responsible for the proper behavior and the use of fair play with its players, officials and spectators. Every team is required to take all necessary measures to prevent the threatening or assaulting of officials and opposing players, before, during, and after the matches.

## **SUSPENDED PLAYERS AND TEAM OFFICIALS**

It is the player's/team's/Official's responsibility to ascertain their status with regard to discipline matters such as the date when the individual becomes eligible to participate or the number of cautions (yellow cards) accumulated, etc. The coach/ manager of any team having a player serving a suspension will be required to include that player's name on the game sheet with the notation "UNDER SUSPENSION" or

“SUSPENSION” beside the name. Suspended players listed on the game sheet without either notation beside his/her name will be considered to have participated in the game and will be subject to disciplinary action. Suspended players not listed on the game sheet are not considered to have sat out the game - the player’s name must be listed on the game sheet as noted above in order for the suspension to be considered served.

## **INELIGIBLE PLAYERS**

Further to the OCFL Rules and Regulations, Article XVI Discipline Policy: Any team playing a player not registered in accordance with the OSA Published Rules or one who is ineligible to compete at the level of the team, or a player who is serving a “time suspension” as a player or from all soccer activity, or is specifically suspended for the game(s) in question shall forfeit all games in which he/she participates.

Any player listed on the game sheet is deemed to have played in the game, except if a line is struck through the player’s name or the words “suspended”, “suspension” or “under suspension” are written beside the player’s name. Where a suspended player’s name appears on the game sheet without the above notation the player will not be able to claim that he/she sat out a game of his/her suspension.

Any team playing such an ineligible player will be subject to corrective action in addition to the forfeiture of points. Any team playing an ineligible player under the name of one of its registered players will be subject to the above fine as well as possible expulsion from the League Competition”.

If the legitimacy of any player is questioned, it should be noted by the referee, and the player concerned **MUST SIGN THE GAME SHEET** and the matter will be looked into by the League office upon receipt. Discipline action and fines may be assessed as required

Players who arrive after the start of the first half, but before the second half starts, may play in the game.

## **PLAYERS RECEIVING A DISMISSAL**

Any Player that is reported to have received a red card, and has not requested a hearing within 48 hours of the incident will serve the penalty established by the league procedures. He/she shall be subject to at least the mandatory minimum penalty as outlined in the Constitution’s Standard Penalties for Misconduct. Discipline shall be rendered using the Discipline committee unless a hearing is requested following the appropriate guidelines. Note that there is no appeal process of a decision done by the discipline committee.

Individuals who have been red carded are to wait until the club receives notification of their suspension from the League before serving the suspension. It is the Coach/Manager responsibility to communicate the information to the appropriate player. Please note there is an automatic suspension as a result of receiving 3 yellow cards. The notification of player suspension(s) will indicate the number of games that the player is under suspension for.

He/she shall be levied an administrative fee of \$50.00 for each misconduct that results in a suspension. Failure to pay will result in the individual remaining under suspension until the administrative fee is paid. Players who resume play without paying the \$50.00 administrative fee are considered 'ineligible' and are subject to disciplinary actions. A team may not exceed a total of four (4) red cards in one season. A team who receives more than four (4) red cards in a single season will be required to attend a discipline hearing. The team will also be subject to corrective action.

If you choose to accept the penalty as indicated on the Discipline Committee then you are accepting the suspension or fine and your case will go to the discipline Chair.

## **APPEALING A DISCIPLINE HEARING PANEL DECISION**

Refer to **OSA Guidelines Section 10.0.**

## **FILING A COMPLAINT**

Complaints filed against players, team officials, team managers and game officials shall be forwarded to the League. The League will review the complaint and determine if it is within their jurisdiction to take action.

The League must forward all referee complaints to the District.

If the League or District determines that a hearing is warranted then the complainant must attend if the hearing is to proceed.

## **SUSPENSIONS**

Suspensions are handed out as per the requirements of the League's Constitution and Bylaws and as determined by the EODSA and OSA.

1. Note if you are suspended from all soccer related activity you cannot participate in any soccer activities under the scope of the OSA. This includes administering, practicing, coaching, playing, officiating, or any other activity related to soccer under the OSA guidelines.

2. Assault against a game official carries an automatic suspension from all soccer-related activity and you will be contacted by the EODSA.
3. When the District suspends you under the Decision By Review system you are charged an administrative fee of \$50.00. This must be paid in order to return to play after a suspension.

## **PROTESTS**

The League Executive shall hear all protests arising out of any game, within the jurisdiction of the League. The protests shall be sent to the Administrator in writing with the required fee, within forty eight hours of the game to which it refers. The postmark on the letter shall be considered to be the date sent. The League assumes no responsibility for proper delivery of the letter unless it is sent by registered mail.

Any protests relating to the playing area, goal posts, crossbars, ball, or other appurtenances of the game shall not be entertained unless notice of complaint was lodged with the referee prior to the game or at the time it was discovered during the game. The referee shall require the team responsible to rectify the cause of the objection if this can be accomplished without unduly delaying the game. The referee may abandon the game if rectification is not possible and to continue would, in his/her opinion, be dangerous or otherwise unfeasible.

The decision by the League Executive on a protest may only be overturned by appeal to the EODSA or higher body in accordance with that body's rules. In the event that a protest is upheld, the protest fee shall be returned.

## **DISCIPLINE COMMITTEE RESPONSIBILITIES**

The League shall have a Discipline Committee responsible to deal with all reported violations of the Laws of the game, the Rules and Regulations of the League, or any causes of improper behavior or incidents of unfair play, or any action bringing the game or League into disrepute.

## **DISCIPLINE COMMITTEE MEMBERS**

The Discipline Committee shall consist of the Discipline Chair, in consultation with the Referee in Chief, and up to three (3) additional Board of Directors, and impartial team officials, managers in good standing, may be added to the Committee to enable the forming of a quorum.

## **DISCIPLINE COMMITTEE POWERS**

The Discipline Committee shall have the power to summon to appear at a hearing any team player, team official, team representative or member for the purpose of inquiring into any alleged offense.

The Discipline Committee shall have the power to suspend for a stated period, and levy a fine against a team, a team player, a team official, a team manager, a team representative or League member found guilty.

The Discipline Committee will issue a full Discipline Policy for each season to the Executive and the EODSA.

## **DISCIPLINE OF BOARD / COORDINATOR MEMBER**

A member may be fined, censured, suspended or expelled from the League for cause in accordance with the League's published Constitution, Bylaws and Rules and Regulations and a hearing was held in accordance with the League's Bylaws and Rules and Regulations and OSA Guidelines.

An individual whose membership has been suspended loses all rights of membership until the suspension has been served.

A player, team official, team manager, team representative or member who brings the organization into disrepute may be reprimanded, suspended or expelled from the League after a hearing is held by the Board of Directors and upon the recommendation by the Discipline Committee. The party in question is entitled to attend the hearing.

## **APPEAL**

A member of the League directly affected by a decision may appeal such decision.

A non-member may appeal the denial or termination of membership in the League.

A decision of the League may be appealed to the EODSA. The appeal shall be conducted in accordance with the OSA and EODSA published rules.

An individual shall not appeal a decision made by the Board of Directors regarding the appointment, on-appointment, re-appointment or revocation of an appointment of an individual to any team official or administrator position within the League's operations, where the selection, appointment and relocation process outlined in the League's published Constitution, Bylaws or Rules and Regulations has been followed.

There is no appeal of a decision made by the League regarding a player's team assignment.

## **FAILURE TO ATTEND A HEARING**

Failure of a person to attend a scheduled hearing will be charged a \$100.00 administrative fee and will be suspended until a hearing is requested and heard.

## **MANAGER AND COACH RESPONSIBILITIES**

The manager and coach are responsible for the conduct of their players, and spectators (OCFL Rules and Regulations Article XVI Discipline Policy). Teams are responsible for ensuring that players are made aware of the above information. They must also be aware of this information and the discipline status of their players and other team officials.

## **GAME SHEETS**

The OCFL game sheet can be printed directly from the OCFL web site [www.futsalottawa.com](http://www.futsalottawa.com)

## **XVII PLAYING UP PERMIT**

Approval of the call-up will be made by email. Place the person's name on the game sheet at game time and have the person initial it. The Registrar will then place the call-up into the system. By sending the form you acknowledge that you agree with the following terms:

1a) Your team will have 6 or fewer players from your original roster. The only exception is if you do not have your goalie a goalie may be called up. (Youth U14Rec and below and Women's Div 3 and below may not use this exception)

1b) A Coed team can call up so they have one sub per gender

2) A player can only be called up 9 times per season, but only 3 times per team.

3) A maximum of 2 call-ups per game.

4) The player called up will be from a lower division than yourself  
The following is the order of divisions (All call ups are subject to the division coordinator to decide on the skill level of the division and the player being called up) Players can be called up across and from a

lower division as depicted by the Callup Table posted on the OCFL website: [www.futsalottawa.com](http://www.futsalottawa.com)

## **XVIII REGISTRATION POLICY**

1. Each player who plays in the League must be registered in accordance with Section II - FORMATION OF DIVISIONS, Section PLAYER REGISTRATION/ELIGIBILITY.
2. Each new player must complete a League registration and OSA player form. These must be completed and given to the League Registrar before the player may play.
3. Registration deadline for adding individual players is the last day of December. Registration deadline for adding players to a registered team is the last day of January.

## **XIX RESCHEDULED GAME POLICY**

1. To request a rescheduled League game you must make a request in writing detailing reason to the League scheduler and also contact the opposing team for agreement no later than 7 days before the game is due to be played.
2. When both teams have agreed on the date, both teams have to email and phone the scheduler to inform the League that they have accepted the date. At this point the game will be rescheduled.
3. If the request was rejected the game will be played as scheduled.
4. If neither team can agree the League scheduler will select the date of the game.

## **XX REFUND POLICY**

- The executive will set a non-refundable Administration fee and cut-off date each year.
- All requests for refunds must be submitted in writing to the League Registrar or Administrator.
- Players who withdraw from the League prior to the Cut-Off Date will be assessed on the following: Administrative Fee, uniform cost, games played, OSA fees, after the assessment the balance returned.
- Players who withdraw after the Cut-Off Date will not receive a refund.

- Full refunds: - will be considered for situations such as: - moving out of the district or where a player suffers a season ending injury.

## **XXI WEBSITE AND LOGO**

The OCFL must first authorize any item posted on the OCFL web site. Only the Website Manager can authorize any items to be posted. Any other Director can authorize posting items that relate directly to their responsibilities and programs.

All items are posted by the Website Manager.

At least 2 days should be allowed to post an item on the web site. The web site manager may be able to make faster updates or revisions if required.

### **WEB SITE CONTENT**

Phone numbers and email addresses should only be posted if the individuals give their permission. No inappropriate ads such as gambling or pornography should be displayed on any site linked with our web site.

The site will not contain any information that is detrimental to the image of the Ottawa Carleton Futsal League.

### **LOGO**

The purpose of the OCFL theme and logo is to identify programs, communications, publications, activities, and services. The acronym OCFL and the logo may be used only for the express purpose of signifying membership (for the league) and affiliation.

### **COLOR**

The OCFL League colors are teal, black, white and red.

### **GENERAL RULES**

- The designs must not be altered. Each must be used as designed.
- The logo may not be used as a background or watermark.
- The logo may be reduced or enlarged in size, but size changes must be proportional. Do not “stretch” or distort all or parts of the logo by drawing it out horizontally or vertical, when using the OCFL colors and logo in print media, only black and white or the original colors of the logos may be used., providing that there is no infringement to the logo and color, the logo may be used for promotion, letter head, communications, and marketing purposes.