



Plex Policy and Procedures

Revised: 3-14-08

Team Managers and Players; in order to provide consistency and improve your overall Soccer experience, Plex Management has defined the following policies and procedures. It is your responsibility to make your team aware of these procedures in order to keep things running smoothly for everyone.

Early Bird Discounts – All teams wishing to receive the \$50 Early Bird discount must put down a \$100.00 deposit 2 weeks prior to the beginning of a new season to get this discount.

Registration Deadlines – **ONE WEEK** prior to the beginning of a new season, team registration forms must be received by Plex with the \$100.00 deposit. Please validate your team listing on the Plex Web Page and notify the Director of Soccer () immediately if there is a discrepancy. A \$25 late fee will be assessed for all teams registering after the deadline.

Schedules – Every attempt will be made to post the full season schedule on the Plex web page prior to the start of your division's games. This attempt is contingent upon all teams signing up in a timely manner.

Deposits/ Payments – Final Payment is due **PRIOR** to the **FIRST GAME** of each session. Any team that has not been able to collect all of the players' fees by the first game can leave a copy of a major credit card with Plex in order to be able to play the first game of the session (Plex will not run the card without notifying the card holder). **If a team does not pay in full or does not leave a copy of a credit card they will not play until this criterion is met.**

Rosters/Waivers – Each team is **REQUIRED** to turn in a Team Roster and signed waivers for each player by the First Game. For the next two weeks, teams will have the ability to change/alter their rosters. Final Signatures will be taken at the 3rd game – **NO EXCEPTIONS**. Roster Integrity is crucial for fair, competitive play – therefore, any team found abusing this will forfeit their games.

ID cards – All Players must have a valid player card in order to play at Plex. Seasonal and Yearly options are available and can be purchased at the front desk. These cards are used by the Plex staff and the Referees to validate rosters each season.

TEMP. ID Cards: -- If a player forgets his/her card – a temporary card will be issued for **ONE GAME** with a charge of \$2.00 during the season – otherwise an additional card will need to be purchased for \$10.00 or reprint for \$6.00. **NO TEMP ID CARDS WILL BE ISSUED DURING THE PLAYOFFS AND FINALS!!!**

Coaches of youth Teams will be provided with an ID card at no Charge. Youth Teams are considered ages U-6 through U-14.

Refunds – No refunds will be issued unless the event or division is cancelled by Plex. Credits will be issued and must be approved by the Director of Soccer on a case-by-case basis for future seasons.

Schedule Changes: Please make every attempt to notify the league administrator prior to the season starting if you have conflicting dates and/or times during the upcoming season. **Schedule Changes are not allowed once the season has started, unless it has been reviewed and approved by the Director of Soccer and/or the League Administrator.**

Game Schedule & Make Up Games: If a team is unable to play a scheduled game and wants to explore the possibility to have the game, reschedule the following steps must be followed.

1. Contact the Director of Sports to let them know that you will be looking into rescheduling the game.
2. Check the schedule of the opposing team, and check with the team rep of the opposing team to see if they are open to the game being rescheduled, instead of taking a 3-0 forfeit win. If Answer is yes then proceed to the next step in this process.

- 3 Ask the opposing team rep what time best fits their schedule.
4. Contact the Director of Sports () at minimum of 7 days prior to the game and pay the \$25.00 reschedule fee and submit in writing the following information; 1.) Present Date 2.) date of game that you want reschedule 3.) Teams Involved 4.) and suggested dates for rescheduled game. 5.) Team Reps of both teams and contact info (e-mail & Cell Phone)
5. Director of Sports has final approval of Game Reschedule and will adjust the change and contact Proper officials.
6. IF NO DATE OR TIME CAN BE AGREED UPON, BY BOTH TEAMS THEN THE GAME WILL STAY AS ORIGINALLY SCHEDULED AND/OR FORFEITS WILL BE ASSESSED ACCORDINGLY.

Note: If the opponent team can not accommodate or accept a game time, the game will be recorded as a forfeit win 3-0 for the opposing team. THERE WILL BE NO RESCHEDULES OF AN ALREADY SCHEDULED GAME.

Delay of Game Time: Plex referees will start the game clock at the scheduled game time with 22 minute halves for adults. Please have your team arrive at least 15 minutes prior to your game time to ensure everyone has time to dress and stretch. Any team that is not ready with at least 4 players on the field will have a 10 minute grace period before they have to forfeit the game. The clock will not be re adjusted for this 10 minute loss of time. This allows the Plex to keep other teams on schedule for the rest of the evening and not to penalize them for the lateness of other teams.

Forfeits: Out of respect and courtesy for Plex and other teams, please notify Plex as soon as possible if you are forfeiting a match. The following consequences will occur for a team that forfeits anytime during a session at Plex.

- 1st forfeit:, Team takes loss in Standings
- 2nd forfeit: Can complete season but cannot play in post season play
- 3rd forfeit: Done for the season

The opposing team has the option to practice or scrimmage during that hour. Plex will make every attempt to notify the opposing team as soon as they receive the forfeit notice from the other team.

Girls playing in Men's Divisions: This policy will be under review during the summer 06 sessions and a decision made for the fall sessions. While we encourage multiple gender teams to play in the Co-Ed League, we also understand the interest from women to play in a more competitive environment. All women that choose to play in the current divisions are accepting the risk and responsibility of this level of play.

Red Cards: If a red card is issued, that player MUST leave the facility immediately. The player who has been ejected must leave his player card with the referee. It is the Team Rep's. Responsibility to help with this process of acquiring the card. All Red Cards are reviewed and consequences determined according to the foul. The player and team rep will then be contacted. The player will not be able to play again until they hear back from the Plex's Director of Sports. See Soccer Rules and Regulations for Red Card Penalties.

(Two Red Cards for one individual during one season and the player is done for the season. Fighting is a min three game suspension. If this happens during the last game of the season then suspensions carry over to the next Session the player plays in. A listing of players being suspended will be posted on the Plex web site.)

Divisions: Teams are allowed to choose to play in the Division that they feel best represents their level of abilities and the level of competition they are looking for in a session. However, the Plex reserves the right to move any team for the following reasons:

1. Team wins prior season's Division Championship
2. Team abilities and strength of players are not representative of the division that they are currently in, and they are making the games unsafe and unfair for their own team and/or for their opponent.
3. Players may not play for more than one Team in the "SAME" Division.

Player Boxes: Only players and coaches that are listed on the roster are allowed to be in the player box during the games. This is for safety.

Complaint/Suggestion Process:

- Formal Complaints: All complaints need to be in writing from the Team Rep only. Please do not discuss them with the Manager on Duty (MOD) or front desk staff as they will not be able to assist you with league matters. Send them to Plex Indoor Sports, ATTN: Director of Soccer, or e-mail them to Info@plexindoorsports.com.
- Suggestions: We welcome suggestions from all players and team reps and can be left in the front office. Plex is always looking to improve our leagues and facility. Suggestions are welcomed from all players and team reps and can be left at the front desk.
- Referee: A referee comment/complaint form is in the works and once completed it can be picked up at the front desk. These can be mailed to Plex Indoor Sports, attn: Dennis R. Cook, 741 Fashion drive, Columbia, SC, 29229, or left at the front desk.
- Red Card Appeal Process: If one of your players receives a red card and you feel that the consequences are not appropriate and wish to appeal there is a \$30.00 charge and the appeal will be taken to the Appeal Committee* and a final decision made within 48 hours.

*The "Discipline & Appeal Committee" is made up of Plex Management, Referee Representative, Soccer League Administrator and Player representatives.