



MANCHESTER
FUTSAL
YOUTH LEAGUES

Team Handbook

Introduction

Congratulations on joining the Manchester Futsal Youth Leagues and becoming part of the Futsal family. On behalf of the league I am delighted to give you further information for your team to compete.

The league has been confirmed and will be staged at **Powerleague Soccerdome Trafford** from the **23rd September**.

This handbook will explain everything you'll need to know about the league and help your team to get playing and enjoying our league format. If you need any further information or help please do not hesitate to contact us:

simon.wright@manchesterfutsal.com

I look forward to welcoming you to the league.



Simon Wright

Manchester Futsal Youth Leagues Secretary



Manchester Futsal Youth League Framework

Our league consists of U8/U9, U10, U11, U12 and U13/14 teams that play in a league format with breaks on specified weeks. The format has been designed to balance playing commitments of all of the teams for futsal and football.

Manchester Futsal Youth Leagues and matches must follow the Manchester Futsal Youth Leagues rules and policies. In situations or incidents that are not covered by these rules and policies, The FA Rules and Regulations, including The FA Small Sided Football Disciplinary Policy, must be adhered to.

Manchester Youth Futsal Leagues are appropriately affiliated and sanctioned by Manchester FA.

Team and Player Registration

Teams are required to register their players at the start of the season. It is important to have a list of players at our league on any given night for security and for teams' protection should any disciplinary issues arise. Registration rules are as follows:

1. All registered players must play within their appropriate age group.
2. Academy and Grassroots players are eligible.
3. All Manchester Futsal Youth Leagues will ensure satisfactory insurance arrangements are made in respect of public liability and professional indemnity. Participating teams are responsible for their own insurance requirements for travel, personal accident, liability, and medical matters.
4. No team must enter this competition in the name of another affiliated team without the full knowledge and authority of that club.
5. No Team may play in this competition with a name that is deemed to be offensive or potentially offensive as judged by the League Organiser.
6. A team is allowed to register an unlimited number of players throughout a season, 8 of these players can be used in a match squad.
7. Player registration should be completed with the League Coordinator prior to any games taking place. Teams should be asked to arrive earlier if they have players to register.
8. To be eligible players must be signed on using the official Manchester Futsal Youth League Player Registration Form.
9. Players are not allowed to transfer to other registered teams within the league during the league season.
10. Any team found with unregistered players or suspended players on the field will forfeit that match and have any points gained from that match deducted. There will be no refund of the match fee and relevant charges may be applied by the local County FA.
11. Any team found to be falsifying team sheets will have their points deducted for that match and will forfeit the game in a 3-0 defeat. They will also lose their team deposit and have the relevant charges applied by the local County FA.
12. The Manchester Futsal Youth League Coordinator reserves the right to deduct additional points if they suspect teams are deliberately attempting to gain an advantage, by playing unregistered or suspended players, they can also remove teams from the league if continued breaches occur.
13. The Manchester Futsal Youth League Local Organising Committee will have the powers to resolve disputes on registrations and transfers and their decision will be final.

Manchester Futsal Youth League Fixture Confirmations

All league fixtures must be confirmed in advance of the league night. We will endeavour to provide teams with a fixture list at the start of the season. Any team not confirming should be treated as a cancellation or 'no show' and the opposing team should be informed immediately.

The fixture confirmation procedure is outlined below:

- Team Co-ordinator emails 72 – 48 hours in advance of the game to confirm kick off time and opposition.
- A reminder call / text / email on the day of the game if required.
- You can specify whether they wish to receive their confirmation via telephone or email.
- If the Team Co-ordinator is unavailable the second contact or other squad player's will be called.
- Should you cancel without appropriate notice (within 24hrs or fixture) or 'no show' on the night they will incur a fine of one week's match fee of £30
- League fixtures will not be replayed under any circumstances.

Manchester Futsal Youth Leagues Full-Time League Page

The leagues will be registered on Full-Time all teams will be able to view fixtures, results and player statistics through a dedicated web site. Further information will also be provided via

<http://www.manchesterfutsalournaments.com/>

Payments and Cancellations

1. Teams are required to pay a match fee **£30** in cash each week to the League Coordinator. This must be done before the scheduled match in order for the match to take place.
2. In some cases, the League Coordinator may be able to take card payments for match fees which can be arranged a week in advance.
3. If the match fee is not received on more than one occasion, the League and League Coordinator reserve the right to remove that team from the league with immediate effect and all debts will be passed to the local County FA for collection. This will result in all players, managers, coaches etc involved with that team being suspended from all forms of football including 11v11.
4. Teams are required to fulfil all fixtures and the match fee will be required whether the game is played or not. This is relevant in the following cases:
 - i) – If a match is abandoned. Please note if just one team is responsible for the abandonment of the game, they may be required to pay the match fee for both teams, at the League Coordinators discretion.
 - ii) – If one team has cancelled or has failed to turn up. The present team's match fee will be carried forward to their next league fixture. The missing team will be charged £30 for that week and may be required to pay the match fee for both teams, at the League Coordinators discretion.
6. Cancellations by teams must be minimised within Manchester Futsal Youth Leagues and every attempt should be made by the League Co-ordinator to get the team to play. In

exceptional circumstances teams will be allowed a maximum of 2 cancellations per league season. The team will still lose the fixture 0-3.

7. If paid on the day the cancellation fee will be charged at a flat rate of £30. If not paid on the day the team is liable for their game fee which must be paid within 72 hours or the team will be removed from the league.
8. However should a team still cancel and not pay the cancellation fee the cancellation should be noted on the team records and a bill posted to the team organiser.
9. No team owing money should be allowed to enter a new season. Records of any teams owing money will be kept by the League Coordinator.

Team Replacements and Withdrawals

If a team wishes to withdraw from the league, they must provide the Manchester Futsal League Coordinator with at least two weeks' notice. This can only be done when a season concludes. The League Coordinator must then check to make sure no outstanding money is due and that all fixtures have been fulfilled before the deposit is return.

If a team withdraws without notice during the season, they will lose their team deposit and will also be billed for their remaining fixtures that will not be completed. This money will be passed to the local County FA and the team and all involved will be placed under Sine Die Suspension from all football.

If a space in the league becomes available during a season Manchester Futsal Youth Leagues reserves the right to enter teams from a designated waiting list into vacated spaces. New teams entering midway through a league season will inherit the previous teams' points, goals and results. However they will not be liable for the previous teams' debt.

Match Day Protocol

1. Teams are expected to arrive 15 minutes before their allocated kick off time. Team wishing to register new players should complete the relevant form with the League Coordinator during this pre-match period.
2. On arrival teams will be required to pay their match fee to the League Coordinator who will then provide the team with a match team sheet.
3. The team co-ordinator should complete the weekly match sheet with the League Coordinator.
4. Teams should be ready to go onto the pitch 5 minutes before kickoff.
5. Match team sheets must be provided to the League Co-ordinator by both teams before the game can commence.
6. Failure to provide a match team sheet to the official will result in the game being delayed and potentially forfeited by the offending team.
7. Where possible teams should be expected to have numbered shirts which correspond to the team number registered on the match sheet.
8. A team failing to have less than 3 players for a game will not be able to take part in their fixture and a 3-0 will be awarded to the opposing team.

9. If a match is abandoned or postponed through causes which neither club has control, the FA Futsal League organisers will take the action they deem necessary.

Manchester Futsal Youth Leagues Official League Rules

Manchester Youth Futsal Leagues play to an abbreviated version of FIFAs Futsal Laws of the Game to make them more appropriate and relevant to this Futsal league format. These playing rules have been approved by The Football Association as appropriate for the Manchester Futsal Youth Leagues.

The league have tried where possible to maintain the ethos and integrity of Futsal within these playing rules, but due to the format and construct of the leagues it is impossible to play these leagues in line with the full Futsal Laws of the Game. These adapted playing rules are only applicable in the Manchester Futsal Youth Leagues, and it is important for players and teams to note that in other Futsal competitions they will be expected to play to the full FIFA Futsal Laws of the Game. To see the full Futsal Laws of the Game please visit www.TheFA.com or www.FIFA.com.

General Rules

1. These are adapted playing rules specific for the Manchester Futsal Youth leagues. Any situation not covered within these rules will automatically revert to either FIFAs Futsal Laws of the Game or where appropriate The FA Rules and Regulations.
2. All players, including goalkeepers, must wear shin-pads at all times when on the pitch.
3. A player must not use equipment or wear anything that is dangerous to himself or another player, including any kind of jewellery. Jewellery should be removed.
4. Players must wear appropriate flat-soled, non-marking footwear.

Playing Squad and Substitutions

5. All players must be registered to the team with the Manchester Futsal Youth League Coordinator before being allowed to play for the team.
6. Each team must accurately complete a team list prior to each match.
7. Five players may be on the pitch for each team at any one time, unless players have been dismissed from the pitch.
8. A team may consist of up to 8 players for each game, and up to three substitutes can be named.
9. Substitutions can be made at any time during the game, and the number of substitutions is unlimited. A player that has been substituted may return to the pitch as a substitute for another player.
10. The player being substituted must leave the pitch via the substitution zone, which is the area in front of their team bench. The substitute can only enter the pitch once the player being replaced has left, and they must enter the pitch via the substitution zone.
11. Up to a maximum of three team officials (non-players) may sit in the technical area during a match.
12. A match may not start if a team has less than 3 players, and a match will be abandoned if a team has less than three players on the pitch.

Duration of Play and Timeouts

13. Matches will be divided between two equal periods of between 15 minutes at the discretion of the referee and/or League Coordinator.
14. Games will play to a running clock, which means that the clock will not be stopped when the ball goes out of play or there is a stoppage in the game.
15. At half-time the interval should not exceed 2 minutes, and it is at the referee's discretion to allow less time for the half-time interval.
16. One Timeout is permitted per game and game be taken in either half.

Technical Rules

17. In order to restart the game after a ball has gone out of play the ball is kicked back into play from the touchline and from corners.
18. For kick-ins, free kicks, goal clearances and corner kicks the player in possession of the ball has 4 seconds to restart play which the referee will count with their fingers in the air.
19. For a kick-in, the player must have one foot on the touch line or behind it and the ball must be stationary.
20. A goal may not be scored directly from a kick-in.
21. From corners, kick-ins and free-kicks opponents must be a distance of at least 5 metres from the ball.
22. Goalkeepers are allowed to come out of the penalty area and players are allowed to go into the penalty area.
23. The goalkeeper is not allowed to control the ball with either hands or feet for more than 4 seconds in their own half.
24. A goal clearance must be thrown out and the goalkeeper cannot touch the ball again unless a member of the opposition has touched the ball or if the goalkeeper receives the ball in the opponents half.
25. If the ball touches the ceiling of the hall a kick-in will be awarded against the team who last touched the ball.
26. There is no offside in Futsal.

Fouls and Misconduct

27. A team may concede five fouls (direct free-kicks) in each half of the game. On the sixth and any subsequent fouls that the team commits a direct free kick will be awarded to the opposition from the 10m penalty mark. The defending team may not place any players other than the goalkeeper to stop the shot.
28. The foul count will revert back to zero at the end of the playing half.
29. If a player is sent off then the team to which the player belongs must remain with 4 players until either two minutes have passed, or the opposition have scored a goal. The player that has been sent-off is not able to play in the remainder of the match and will face further suspension in line with the league rules.

Manchester Futsal Youth League Disciplinary Procedures

The Manchester Futsal Youth Leagues follow the FA's an abbreviated version of FIFAs Futsal Laws of the Game and operate under the FA's disciplinary procedures for small-sided football. This provides protection and peace of mind to teams playing in our leagues.

Offenses which will not be tolerated and will result in removal from a Manchester Youth Futsal League, and will result in further disciplinary sanctions by the County FA include (but are not limited to):

- Assault on any Referee or Manchester Futsal employee.
- Any form of racial abuse or discrimination.
- Threatening physical harm to a referee.
- Violent conduct towards another player.
- Foul and abusive language or gestures towards a referee.
- Spitting at or unseemly behaviour towards a staff member, referee or player.
- Serious foul play towards another player.
- Foul and abusive or threatening language directed at another player.

Further match based suspension is shown in Appendix B.

The FA Respect Code of Conduct

The Manchester Futsal Youth Leagues will actively promote and endorse the FA Respect Campaign by encouraging team captains to work with Referees to ensure that all league games are played in the right spirit.

Team Feedback

On competing in the league teams and their players will have opportunity to feedback their thoughts on their Manchester Youth Futsal League experience. The League Secretary will issue a feedback request to team co-ordinators prior to the last week of the season. This feedback should be reviewed and considered by the League Secretary to review good practice and customer service.

Manchester Futsal Youth League Complaints Procedure

Manchester Futsal Youth Leagues are committed to providing excellent customer care and providing a professional service to its customers.

All league teams have the right to complain with regards all league matters, including; league set up, opposing teams, management decisions, providing an accurate and factual written appeal is submitted. All appeals must be made in writing and submitted directly to the League Co-ordinator no later than 48 hours after the fixture.

Any subsequent bans/and or fines issued by the relevant County Football Association must be taken up separately. Therefore all appeals should be made directly to their respective Disciplinary Department.

Health and Safety & Behaviour Policy

In the interests and safety of all our teams and players, Manchester Futsal Youth Leagues will adhere to the following polices on health and safety and behaviour to ensure that our leagues operate to professional standards:

- All League Co-ordinators hold an Enhanced FA CRB and First Aid Certificate.
- All of our venues have access to First Aid Equipment.
- The League Co-ordinator will conduct a full risk assessment of the league venue and regularly check all equipment and goals to ensure their safety.
- In the event of a fire, players and guests will be escorted by the League Co-ordinator to the nearest clearly marked exit.
- Glass or inappropriate items will not be allowed to be taken onto the court.
- Smoking will not permitted in within any venue.
- Racial Abuse and/or acts of Discrimination will not be tolerated and will be referred to the Police and necessary authorities.
- Players must obey notices and signs on display in the League venue and any children under 16 must be supervised at all times.
- All teams will be responsible for the suitable behaviour of supporters of their team and the League have the right to remove spectators from the league venue.
- Details of any accidents or injuries will be recorded by the League Co-ordinator.

Manchester Youth League Futsal Referees

All referees that are appointed to officiate within the Manchester Futsal Youth League will be experienced in refereeing youth futsal matches. In matters pertaining to a specific game, the refereeing of the game and application of the rules during that game, the referee's decision will be final.

End Of Season

At the end of the season, Manchester Futsal Youth Leagues will provide prizes to the top placed teams in the division. These prizes will be confirmed by your League Co-ordinator. The process for end of season is as follows:

- League position shall be decided by: a) Total points b) Goal difference c) Goals scored
- As the Manchester Futsal Youth Leagues grow the format will be adapted appropriately based on the feedback and views of the teams competing and the League Secretary.