

# ***Planet Futsal Team Registration Instructions***



Please follow the Step by Step instructions to register your team for Planet Futsal's Winter League

1. Complete & Submit [Team Registration](#)
2. Send Check for Team Registration, \$650 payable to: PLANET FUTSAL, PO Box 3144, Los Altos, CA 94024
3. Register Coach, Team & Players with United States Futsal Federation (USFF). They must be registered in the order of Coach, Team & Player. There will be a cost of \$12 to register as a coach. Please follow the link to the USFF [Registration](#) Page. For a more detailed user's guide to the USFF website, please follow this [link](#) for instructions.
4. Provide a copy of a proof of age document (i.e. Birth Certificate), and a completed & signed Planet Futsal player participation agreement for every player on the roster. The Planet Futsal player participation agreement can be downloaded from the website. The proof of age document and waiver can be sent via email (as an attachment to [tombrough@planet-futsal.com](mailto:tombrough@planet-futsal.com)) or via mail (PO Box 3144, Los Altos, CA 94024).
5. Team Managers will receive Player Cards in the mail, once payment and documentation have been received. Managers are responsible for attaching the player's head shot to each card and then laminating the cards.
6. A copy of the roster must be printed off the USFF website and presented along with the player cards on the first game day and every game after. Players' USFF individual registration forms must also be printed off and signed. These forms must be at every game and Planet Futsal has the right to ask for these forms at any time.
7. Planet Futsal must be notified if you decide to add players to your roster (player adds must be done by game day #2). The new player must be registered with USFF and a new roster must be provided. A player card will also need to be produced as described above.

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## **Important information**

**Proof of age document:** Either a copy of a player's birth certificate or passport must be provided as proof of age.

**Player Cards:** The Coach and all Players must be registered with United States Futsal Federation before participating in the games. The cost to register as a Coach will be \$12. The USFF Player cards must be presented along with a USFF roster before all the games.

**Player Participation Agreement:** Every Player must complete the Planet Futsal participation agreement before participating in the games. Parents and Players must follow the [Planet Futsal Rules and Code of Conduct](#).

**Game Schedules:** All teams will be scheduled for one game a week as shown in the league schedule. Games are two (20) minute halves with a five minute half time break.

**Reschedule Requests:** We will accept reschedule requests although they will only be granted if a team is unable to play because of a conflicting game schedule. For example teams may enter Association Cup in January and may be unable to make the Futsal schedule that particular weekend. All rescheduled games will be held at St Lawrence Academy (2000 Lawrence Ct, Santa Clara, CA 95051) at a date and time agreed by both Coaches and Planet Futsal. Teams must give a minimum of 7 days notice if they are unable to fulfill a scheduled game. Teams entered in Association Cup or any other competition that could potentially have a conflicting schedule should communicate their schedule to Planet Futsal ASAP.

**Refund Policy:** Teams that cancel before October 15<sup>th</sup> will receive a full refund minus a \$50 cancellation fee. Teams that cancel after October 15<sup>th</sup> will not be entitled to a refund.

## **Equipment Requirements:**

- Indoor/Futsal Shoes or Tennis Shoes required
- Shin Guards are Required
- Water is the only drink allowed into the gym. No sportsdrinks or food will be allowed

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