



918.249.0044  
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## Welcome to SoccerCity!

We appreciate your business and thank you for registering your team to play in our 8-week session. We want your weekly experience with us to be enjoyable and have put together this welcome packet for your reference. Should you have any questions regarding the rules of play, reschedule policies or anything else feel free to contact us at 918-249-0044. Our office opens at 8:30am Monday – Saturday and at 10am on Sundays.

Listed below are a few basic rules for our leagues:

- **A roster is required for every team, every session** that you register.
- Each player on your team must be listed on the roster.
- Your team roster is due by the first week of each session. If one is not received, your team will forfeit all games until it is turned in. Rosters are frozen after the third week of play.
- Each player must have a digitally signed waiver on file.
- All team fees **MUST** be paid in full on or by the first game. A \$50 late fee will be assessed to all remaining balances after the first week.

Schedules will be posted on our website at [www.soccercitytulsa.com](http://www.soccercitytulsa.com) approximately 48 hours prior to the league start date. ***Please note, we urge everyone to check the website the day of your game for the first two weeks to ensure schedule changes have not been made.*** If any changes are necessary after the first two weeks your team rep will be contacted to verify the change.

As mentioned above, we want your time with us to be a pleasant experience. We welcome your comments, suggestions or concerns which can be emailed to us at [shawna@soccercitytulsa.com](mailto:shawna@soccercitytulsa.com).

Thank you again and best of luck!

**SoccerCity Staff**



## RESCHEDULE GUIDELINES

If you choose to reschedule a game, SoccerCity must be notified **48 hours** in advance to have your game rescheduled without penalty. If you reschedule within the 48 hour window, your team will be responsible for paying the **entire referee fee** of **\$20 cash** before your game can be put back on the schedule.

**EMAIL OR VOICEMAIL DOES NOT CONSTITUTE NOTIFICATION. IT MUST BE VERBAL VIA A SOCCERCITY STAFF MEMBER.**

Our referee assignments are given out days in advance and are accepted based on the number of games scheduled. When a team “no shows” or cancels at the last minute, the scheduled referee is affected. Due to the overwhelming number of “no shows” and last minute cancellations, we feel this policy is more than fair.

**Follow the below guidelines to get your game rescheduled:**

- 1. Notify your opponent that you wish to postpone the game and reschedule. (*\*Your opponent must agree otherwise you will not be allowed to reschedule.*)**
- 2. Check the website for available play dates and times. The selected day and time must work for both teams.**
- 3. Contact SoccerCity so the new game can be put on the schedule and website.**

It is important to keep us in the loop on all correspondence. Our open time slots usually fill up very quickly so we encourage everyone to reschedule as soon as possible. ***Remember – field time is on a first come, first serve basis and there are no guarantees there will be open field time for reschedules during Winter 1 and Winter 2.***

Thank you,

***SoccerCity Staff***