

East Texas Premier League (ETPL) Procedure Manual

1. Team Registration Procedures

1.1 Registration Timeline

1. Team registration opens annually on July 15 and closes on August 15th.
2. Late registrations may be accepted with league approval and are subject to a late fee.
3. All teams must be available to play five of the eight game dates designated for the league season.
4. Schedule requests must be made at the time of registration.

1.2 Required Paperwork

All teams must submit the following documents by the registration deadline:

1. Completed ETPL Team Registration
2. Official Team Roster (signed by club registrar)
3. Medical release forms for all players (retained by team but subject to inspection)

Note: All players must have a completed and approved Competitive Registration form, photo, and Birth Certificate uploaded and approved in the team's Home Association Registration prior to being added to an ETPL team roster.

4. Performance Bond (see Section 3)

1.3 Registration Fee

- All fees must be paid in full by the deadline. Payment methods include check, money order, or online payment through GotSport.

2. Team Forfeit / Missing Game Procedure

2.1 Notification Requirements

If a team is unable to attend a scheduled match:

- The coach or manager must notify the ETPL League Director and 1st VP **in writing** no later than 5:00 p.m. on the Wednesday before the scheduled Saturday game.
- Failure to comply will result in a \$100 fine for the first offense and \$150 fine for the second offense. A third offense will result in automatic suspension from the league. Any unpaid fees will carry over to the next season.

2.2 Forfeit Penalties

- A forfeit within 72 hours of the game will result in the loss of the match and a **\$100 fine**.
- A no-show without prior notice will result in a **\$200 fine** and review of the team's standing in the league.

2.3 Rescheduling

- Games may only be rescheduled for weather-related, field-closure, or tournament participation issues unless a league-approved reason is provided.
 - All reschedule requests must be submitted to the ETPL Director no less than 2 weeks prior to the date of the participating tournament.
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3. Performance Bond

3.1 Bond Requirement

Each registered team must submit a **\$200 refundable performance bond** at the time of registration.

3.2 Bond Forfeiture

The performance bond may be forfeited for:

- Unexcused forfeits or no-shows
- Repeated unsportsmanlike conduct
- Field abandonment or team dismissal by the referee

3.3 Bond Refund

At the conclusion of the season, any unused performance bond will be refunded within 30 days.

4. Club Pass Player Procedures

4.1 Club Pass Policy

- ETPL allows **club pass players** (players from the same club participating on a different team within the club) to be used for roster flexibility and development.
- A maximum of **3 club pass players** is allowed per game.

4.2 Request Deadline

- Club pass players must be submitted no later than **5:00 PM on the Tuesday before the scheduled weekend game.**
- Submit via GotSport
- All teams submitting a club pass player must notify the ETPL director for player approval before the deadline.

4.3 Approval and Eligibility

- Players must be in good standing and not rostered on another team playing in the same division.
 - Club pass players must be listed on the game day roster and carry a valid player pass.
 - Receiving teams must ensure that club pass players have matching uniforms. Any player not in a matching uniform will not be allowed to play.
 - Final approval is at the discretion of the ETPL League Administrator or TSA Board member on duty.
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5. Contact & Communication

All communication regarding scheduling, forfeit notices, club pass requests, and league concerns must be directed to:

ETPL Director

Email: dmariabel023@gmail.com

Phone: 903-343-3181