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NORTH AMERICAN SOCCER LEAGUE
2012 LEAGUE OPERATIONS MANUAL





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2012 NASL Standard Fines



SECTION 1: DEFINITIONS

Active Roster. Active Roster shall mean the list of a Team's Players who are eligible to play in any Game.

Championship Series. The series of Games which are organized by the NASL to determine the champion of the League.

Coach. Coach shall mean the coach or any assistant coach of Team.

Commissioner. Commissioner will mean that person who holds the office of commissioner of the NASL.

CONCACAF. CONCACAF shall mean the continental governing body for association football in North America, Central America and the Caribbean.

Contract. Contract shall mean any agreement or understanding of whatever nature, written or oral, formal or informal.

CSA. CSA shall mean the Canadian Soccer Association.

Cup Competition. A domestic cup competition such as the U.S. Open Cup, Amway Canadian Championship, the Caribbean Football Union Championship or the CONCACF Champions League.

NASL. The North American Soccer League, the U.S. Soccer Federation's Division-2 Professional League that is operated by the North American Soccer League, LLC.

Disciplinary Committee. The Disciplinary Committee shall mean the committee established by the League Office to administer the discipline rules set forth in Section 11 of this manual.

Employees. Employees shall mean managers, Coaches, Players and all other persons performing services which are in any way connected with the operations, administration, or promotion of an NASL Team, or the League Office as an entity.

Exhibition Game. Exhibition Game shall mean any Game between an NASL Team and a non-League Team (including international Teams), either during the League Regular Season or during the off-Season, where admission is charged or a donation is collected, or that is openly promoted. It shall also mean any Game between two NASL Teams prior to the start of the League Regular Season.

FIFA. FIFA shall mean the Fédération Internationale de Football Association.



F.P.F. FPF shall mean Federación Puertorriqueña de Fútbol.

Game. Game shall mean any soccer game, including but not limited to all Regular Season, Exhibition, Playoff, Championship, and Cup Competition Games in which any NASL Team participates, other than practice games.

Game Officials. Game Officials shall consist of the Referee, assistant Referee 1, assistant Referee 2, and a fourth Official.

Game Operations Manual. Game Operations Manual shall mean this 2012 NASL League Operations Manual.

Game Roster. Game Roster shall mean the 18 Players nominated by each Team from the Active Rosters of both Teams who are eligible to play in a specific Game.

Home Game. Home Game shall mean any Game in which a Team participates in its home city or location designated by the Home Team, including a Pre-season Game, Exhibition Game, Regular Season Game, Playoff Game, Cup Competition Game or Championship Game.

Home Team. Home Team shall mean a Team, which is playing a Game at home or designated as the Home Team by the League Office.

Inactive Roster. Inactive Roster shall mean the Players appearing on a Team's Master Roster that have been designated by the Team to the League Office as being listed on the Inactive Roster.

Ineligible. Ineligible shall mean one is unable, due to NASL policy, to participate in any way in the affairs of any Team or of the NASL or the League Office, including without limitation acting as a director, or alternate, or a manager, Player, Coach, or Game Official, with respect to any soccer Game in which any NASL Team is participating.

League. League shall mean the outdoor professional soccer league known as The North American Soccer League (NASL), the USSF Division-2 Men's Professional League.

League Office. League Office shall mean the administrative office of the NASL, located in Miami, Florida.

League Schedule. League Schedule shall mean those games that comprise the League season and that are included in calculating the League Standings.

League Standings. League Standings shall mean the standings compiled by the League Office based on the results of each Regular Season Game and which are used to determine who qualifies for, and the seeding of, the Playoffs.



Master Roster. Master Roster shall mean each of the Players under Contract with a Team.

Player. Player shall mean any individual who has signed a Player agreement/contract or otherwise plays the game of soccer on behalf of an NASL Team.

Playoffs. Playoffs shall mean the series of Playoff Games, including the Championship Series, which are used to determine the NASL Champion.

Player/Coach. Any NASL Team may designate an individual a "Player/Coach." Such individual's name must appear on an Official Game Roster to enter a game as a player. Regardless of whether or not his name appears on the game roster, the Player/Coach shall be considered a Coach while on the Team bench.

Playoff Game. Playoff Game shall mean any game scheduled by the League Office after the Regular Season to determine the NASL Champion.

Practice Game. Practice Game shall mean a game that is essentially an unadvertised scrimmage, closed door or otherwise, at which no admission is charged or monies collected.

Preseason Game. Preseason Game shall mean a Game between a NASL Team and a League or non-League Team, during the League's preseason, where admission is charged or a donation is collected, or that is openly promoted.

Referee. Referee shall mean the game official in charge of all affairs conducted by Players on field during competition in each individual Game.

Registrar. That person at the League Office designated by The NASL to receive, verify and recorded all Player registration materials.

Regular Season. Regular Season shall mean that part of the League Season extending from the opening Game of the League Schedule until the last Game on such schedule, which is not an Exhibition Game, Practice Game or Playoff Game.

Regular Season Game. Regular Season Game shall mean any NASL game that is included as part of the League's regular season and is counted in the League Standings.

Stadium Field Plan. Stadium Field Plan shall mean the diagram submitted by each Team to the League Office (in the form attached hereto as Exhibit B) that indicates field dimensions, Team bench locations, warm up area, field board diagram and the access points for Game Officials and Teams to the field.



Suspension. Suspension shall mean a loss for a period of time of all rights of the Team, Player, or other person suspended, including the right but not the obligation at the League Office's request, to participate in hearings or meetings, the right to arbitrate or appeal any decision of the League Office (other than request, arbitration or appeal of the suspension), and loss of the right to act as a manager, Player, Coach, or Game Official with respect to any soccer Game in which any Team is participating. Suspension shall not terminate the obligations of any Team, or individual, under the 2012 League Operations Manual, and any agreements entered into, including the obligation of a Team to field a Team and play regularly scheduled Games.

Team. Team shall mean each of the 8 Teams competing in the NASL during the 2012 Regular Season.

USSF/U.S. Soccer. USSF/US Soccer shall mean the United States Soccer Federation (U.S. Soccer).

Visiting Team. Visiting Team shall mean a Team which is playing a Game in another city or designated as the Visiting Team by the League Office.



COMPETITION

2.1 ROSTER COMPOSITION. Each Team's Master Roster shall be no less than 20 and no more than 35 total Players. Players can compete on a maximum of TWO (2) Teams per season.

2.1.1 ACTIVE ROSTER AND INACTIVE ROSTER. At no time may any Team name more than 30 eligible Players on its Active Roster. Only Players listed on an Active Roster are eligible to play in any Game. Once a Player is listed on a Team's Inactive Roster, that Player must remain on the Inactive Roster for at least 30 days. In order for a Team to change a Player from the Active Roster to the Inactive Roster or vice versa, the Team must notify the Registrar, in writing, at least 48 hours prior to the Game for which the Team intends for such change to take effect. The League Office will make the final determination on whether Players are on the Active Roster or Inactive Roster for any Game.

2.1.2 DOMESTIC PLAYERS. A domestic Player for the United States and Puerto Rico is either a U.S. citizen, a permanent resident (green card holder) or the holder of other special status (e.g. refugee or asylum status). A domestic Player in Canada is either a Canadian citizen, a permanent resident, a holder of a landed immigrant or a U.S. citizen (proof of passport or birth certificate).

2.1.3 INTERNATIONAL PLAYERS. Each Team may list up to 7 non-domestic Players on its Master Roster.

2.2 PLAYER REGISTRATION. In order to register a Player, a Team must submit the following documentation to the Registrar within 3 business days of entering into a contract with a Player:

- (i) Fully-executed NASL Standard Player Contract;
- (ii) Federation Registration Form;
- (iii) Proof of Domestic/International Status (Passport, Green Card, Birth Certificate etc.); and
- (iv) Proof of work permit (if applicable).

2.2.1 REGISTRATION DEADLINES. The Registrar must receive a complete copy of all registration materials no later than 2 business days prior to the first Game that the Team would like the Player to be eligible for. In the event that a Team has 30 or more players on its Master Roster when a new Player registration is submitted, the League will automatically add the Player to the Inactive Roster unless instructed otherwise by the Team. Notwithstanding the foregoing, in order for a Player to be eligible for the first Game of the Season, the League Office must receive a complete copy of the registration materials by no later than 5:00 PM Eastern time on March 30, 2012. In addition to the foregoing, please reference Section 2.3



2.2.2 REGISTRATION PROCESS. If a Team is registering 5 or fewer Players at any given time, the Team may submit the registration materials to the Registrar by email/scan. If a Team is registering more than 5 Players, the Team must submit the registration materials in paper to the Registrar. Once the Registrar receives the registration materials, the Registrar will submit the appropriate materials to the relevant Federation.

2.2.3 ROSTER FREEZE DATE. The League Office will issue a Roster Freeze Date for each year. Following the Roster Freeze Date, no transactions except Player releases or transfers will be permitted.

2.2.4 PLAYOFF ELIGIBILITY. In order to be eligible for a Team's Playoff Roster, Players must be on a Team's Active Roster on the Roster Freeze Date. Any Players which are on loan from MLS Clubs must have played in at least three Regular Season Games for the Team wishing to include the Player on their Active Roster for the Playoffs; provided, however, the League Office may make exceptions for MLS goalkeepers on loan in the event a Team's primary goalkeeper is injured.

2.3 TRANSFERS AND LOANS. A Player may be transferred or loaned at any time to a Team outside the League (subject to the applicable Federation's transfer windows). The registration windows - the dates between which the applicable Federation may request the international transfer certificate of a Player - are as follows:

United States

January 24 - April 16 Primary Window

June 27 – July 27 Secondary Window

Canadian

January 24 - April 16 Primary Window

June 27 – July 27 Secondary Window

Puerto Rico

February 13 – May 4 Primary Window

July 2 – July 31 Secondary Window

2.3.1 Loaning Player To/From Another Team. Loans may not extend beyond current contract term. A Player loan may be canceled at any time by the loaning club by forwarding a properly completed notice of loan cancellation to the other Team, The other Team's Federation, and the U.S. Soccer Federation.

A. Domestic Loan. To loan a Player to another Team, complete the loan portion of a new player Federation registration form with a start date and end date. Submit the registration form along with an executed copy of the Loan Agreement to the Registrar. Upon receipt and approval, the Registrar will provide the completed loan package to the applicable Federation for approval.



B. International Loan. To loan a Player to another Team, complete the loan portion of a new player Federation registration form with a start date and end date. Submit it to for approval along with a copy of a written loan agreement signed by both Teams and the Player. Upon signed approval, the registration form and loan agreement (signed by the Registrar) will be forwarded to Team's Federation with a copy of the applicable loan agreement. The Team the Player is being loaned to must submit a request for International Clearance to their Federation in order to receive the ITC from your Team's Federation. All loans must be completed within the transfer window of the Federation of the Team receiving the Player.

2.3.2 Transferring Player to Another Team

A. Domestic Transfer. To transfer a Player to another Team, a Team must complete the transfer portion of a new registration form and submit it to the Registrar for approval along with a copy of the applicable transfer agreement signed by both Teams and the Player. If the Player is being transferred pursuant to a new contract, attach the new contract to the signed registration form.

B. Domestic Transfer to Amateur Team. Player transfers to amateur Teams are not permitted.

C. International Transfer. If a Player is being transferred to an international Team, a Team must submit a Player release to the Registrar with a copy of the transfer agreement signed by both Teams and the Player. The Federation will process the release and upon request by the foreign association, will release the international clearance.

2.3.3 MLS to NASL Teams

1. Each NASL Team is permitted a maximum of FOUR (4) MLS players on its Active Roster at any time. There is no limit on the total number of MLS players which compete on a given NASL Team during the course of the season.
2. In order to add a Player via loan, the NASL Team must have available Active Roster space.
3. All loan Players are still subject to NASL foreign Player limits.

2.4 RULES OF COMPETITION

2.4.1 Structure. The eight (8) competing NASL Teams are divided into one table of eight (8) Teams: Atlanta Silverbacks; Carolina RailHawks; FC Edmonton; Fort Lauderdale Strikers; San Antonio Scorpions; Minnesota Stars FC; FC Tampa Bay and the Puerto Rico Islanders.

2.4.2 Schedule. Each Team plays a 28-game Regular Season schedule. Each Team must play 14 Home Games and 14 Away Games. Each Team must play the other seven (7) Teams four (4) times.

2.4.3 Point System. Teams will receive three points for a win, one point for a tie and zero points for a loss.



2.4.4 Referees. All Referees are assigned by the Professional Referee Organization, except that the CSA assigns Referees for all games played in Canada and the FPF will assign Referees for games played in Puerto Rico.

2.4.5 Game Clock. The official game time for all NASL games will be managed on the field by the Referee. If necessary, the Referee may also allot extra time (a.k.a. "stoppage time") at the end of each period (first half, second half, and if applicable, first overtime period and second overtime period during Playoff Games) to allow for injuries, time-wasting or other disturbances.

The stadium clock will display the time from 0:00 to 45:00 and from 45:00 to 90:00 (plus stoppage time where applicable in each half). For statistical purposes, the minutes for goals, substitutions, yellow cards, etc., will be listed from the first minute until the 90th minute. A goal scored at 15 minutes 10 seconds will be listed as having been scored in the 16th minute. Events occurring during stoppage time will follow the international norm by being demarcated with a "+" sign and the extra minutes. For example, a goal scored three minutes into first half stoppage time will be officially identified as happening at "45+".

2.4.6 Game Day Rosters. Each Team may nominate 18 players from its Active Roster for a Game Roster. Teams are allowed THREE (3) substitutions per game.

2.4.7 Cautions and Suspensions. A Player will be suspended for one game upon receiving his fifth yellow card - regardless of the nature of the infraction which resulted in his being awarded the yellow card. After a Player has accumulated 5 yellow cards, he will earn an additional 1 Game suspension for each additional 3 yellow cards he accumulates. Reference Section 11.3.1

2.5 LEAGUE STANDINGS TIE-BREAKING PROCEDURES. The Team awarded the highest position in the League Standings will be the Team with the greatest number of points (3 points for a win, 1 point for a tie, 0 points for a loss). In the event that two Teams finish the regular season with an equal number of points, the following system will be used to break the tie:

2.5.1 If the Teams are still equal in the standings, the highest position shall be awarded to the Team with the greater goal difference against all other Teams during the Regular Season. (Goal Differential)

2.5.2 If the Teams are still equal in the standings, the highest position shall be awarded to the Team scoring the greatest number of total goals against all other Teams during the Regular Season. (Total Goals)

2.5.3 The highest position shall be awarded to the Team with the better win/loss record in current Regular Season games against all other Teams equal in points. (Head-to-Head Competition)

2.5.4 If the Teams are still equal in the standings, the procedures described in this section shall be applied only to games played on the road by each Team against all other Teams during the Regular Season.



2.5.5 If the Teams are still equal in the standings, the procedures described in this section shall be applied only to games played at home by each Team against all other Teams during the regular season.

2.5.6 If the Teams are still equal in the standings, the highest position in the standings shall be determined by the toss of a coin.

2.5.7 The first tiebreaker in a three-way tie is also Goal Differential. If the three Teams are also tied in Goal Differential, the next tie-breaker is Goals scored. If the three Teams are still equal in the League Standings, the next tie-breaker will be points achieved (3 points for a win, 1 point for a tie, 0 points for a loss) in all Head to Head Games between the three Teams so tied.

NOTE: If two Teams remain tied after another Team with the same number of Points advances during any step, the tie breaker reverts to step 1 of the two-Team format.

2.6 PLAYOFFS FORMAT

2.6.1 Who Qualifies. The top six (6) Teams in the League Standings at the conclusion of the Regular Season will make the Playoffs.

2.6.2 Playoff Format. The two highest seeded Teams have first round byes. The first round Playoff Games are one Game Playoffs at the home of the higher-seeded Team. The semifinal is a home and home playoff format and the Championship Series is a home and home playoff format. For each semifinal round pairing, the Team with the higher seed shall have the option to select whether they play the first leg of the semifinal round at home or away. The Team with the highest seed that qualifies for the final round shall have the option to select whether they play the first leg of the final round at home or away. The Team that scores the most goals in the home-and-home series advances to the next round. If Teams are tied after 180 minutes in either semifinal series or Championship Series, a 30-minute extra time period (divided into two 15-minute periods) will be played, followed by kicks from the penalty mark, if necessary. In each home and home series, the Team with the higher position in the League Standings at the conclusion of the Regular Season will have the choice of whether to play at home or away in the first leg of the series.

2.6.3 Quarterfinal Round:

The quarterfinal round will consist of 2 single game matches: one between the 3rd-place team and the 6th-place team and one between the 4th-place team and the 5th-place team. The winner of each quarterfinal match will advance to the semifinal round. In the event that the teams are tied at the conclusion of the match, then a mandatory 30-minute extra time period (two 15-minute halves) will be played at the conclusion of regular time. There will be a 5-minute rest period between the conclusion of regular time and the commencement of extra time. There will be no rest period between the 2 halves of the extra time period. In the event the teams are tied after the extra time period, the teams will progress directly to a penalty shootout. The format of the penalty shootout will be the format prescribed by the FIFA Laws of the Game.



2.6.4 Semifinal Round:

The semifinal round will consist of 2 home-and-home series. Following the conclusion of the quarterfinals, the 1st-place team will be paired with the lowest place team to qualify from the quarterfinals (either the 4th-, 5th- or 6th-place team) and the 2nd-place team will be paired with the highest place team to qualify from the quarterfinals. Each home and home series will be decided by aggregate goals scored. In the event that the teams are tied on both the number of aggregate goals after both matches, then a mandatory 30-minute extra time period (two 15-minute halves) will be played following the second match. There will be a 5-minute rest period between the conclusion of regular time and the commencement of extra time. There will be no rest period between the 2 halves of the extra time period. In the event the teams are tied after the extra time period, the teams will progress to directly a penalty shootout. The format of the penalty shootout will be the format prescribed by the FIFA Laws of the Game. The winner of each semifinal round will advance to the final round.

2.6.5 Final Round:

The final round will consist of a home and home series between the winners of each semifinal series. The winner will be the team that has scored the greater number of goals between the two matches. In the event that the teams are tied on both the number of aggregate goals after both matches, then a mandatory 30-minute extra time period (two 15-minute halves) will be played following the second match. There will be a 5 minute rest period between the conclusion of regular time and the commencement of extra time. There will be no rest period between the 2 halves of the extra time period. In the event the teams are tied after the extra time period, the teams will progress directly to a penalty shootout. The format of the penalty shootout will be the format prescribed by the FIFA Laws of the Game.

2.7 COMPETITION. NASL Teams play in various types of competitions including but not limited to: NASL League Season Games, Lamar Hunt US Open Cup Games, International Exhibition Games, Practice Games, charity games and games played outside the United States. Playing rules as well as operational procedures vary for the different types of competition.

2.8 NASL LEAGUE SEASON GAME. Regular Season Games and Playoff Games comprise the NASL season. An individual Team's league season will conclude with its last Regular Season or Playoff Game, which may be prior to the conclusion of the League Season.

2.9 NASL REGULAR SEASON GAME. All Regular Season Games shall be played according to the 2012 edition of the FIFA Laws of the Game and the regulations imposed by this Game Operations Manual between two NASL Teams, the results of which count toward the League Standings. Regular Season games are exclusive of all Playoff Games.

2.10 NASL PLAYOFF GAME. A Playoff Game shall be played between two NASL Teams, which have qualified for the playoffs pursuant to Section 2.6.1 of the League Operations Manual.



2.11 EXHIBITION GAME. Any non-League Game between two NASL Teams, or between a NASL Team and a non-NASL Team, which is promoted and/or which generates revenue is classified as an Exhibition Game. All Exhibition Games require League approval and submittal of a letter to the League Office requesting approval at least TWO (2) weeks prior to the Game.

2.12 GAME PROTESTS. (NASL League Season Games only) The NASL League Office will have the absolute authority to resolve any Game irregularities or disputes, and may reverse a result, require a replay, declare the Game forfeited, or take any other action it deems appropriate. The NASL League Office may take action or respond to a Game protest from a Team. However, it will not entertain protests involving game officials' judgment calls (e.g. yellow cards or send-offs) or other discretionary decisions (See "FIFA Laws of the Game," Law 5) and will limit its actions to the most compelling of circumstances. Fines or suspensions pursuant to an incident the subject of a Game protest will reside in the first instance with the Disciplinary Committee. League Office decisions are final and not appealable.

2.13 GAME OFFICIAL FEES. Game Officials' fees, travel reimbursement, per diem, etc., are negotiated between the League Office and the USSF, the CSA and the FPF and are not determined by Teams. Teams will not attempt to subvert the established fees in any fashion. Referee game fees for non-Regular Season games will be distributed to Teams under a separate cover.



SECTION 3: STADIUM & SECURITY

3.0 STADIUM & SECURITY. Each Team must execute a stadium lease for each Team's home stadium. Teams must provide a copy of the stadium agreement to the League Office prior to the commencement of the Regular Season.

3.1 STADIUM FIELD PLAN. Each Team shall submit to the League Office a Stadium Field Plan indicating field dimensions, bench locations and field board locations, etc. using the form attached hereto as Exhibit B. Stadium set-up will be pursuant to the Stadium Field Plan, and the League Office must approve any changes in writing.

3.1.1 STADIUM SECURITY. The Home Team must provide a sufficient number of uniformed security and law enforcement officers to assure that only authorized persons with the proper credentials are at field level or in the vicinity of the Teams' benches before, during and after a Game. The security force must also be sufficient to assure the safety of all Players, Game Officials and Team officials in the stadium, including entering and/or leaving locker rooms and the stadium. Security must also be provided in the vicinity of spectator seating, ticket sales gates, parking lots, concessions, press/VIP entrance, and press/VIP seating.

3.1.2 CREDENTIALS. Credentials must be designed to indicate the area to which the bearer is entitled access, and the credential will be highly visible. The Team shall provide local credentials to Team staff, Referees assessors, Game Officials, game day's staff and local media. The NASL League Office will produce ALL VENUE credentials for their staff for the 2012 Season. Each stadium must recognize and honor all applicable credentials/passes.

3.2 GAME RELOCATION & RESCHEDULING. No Team may change the location of any game without the full review and written approval of the League Office pursuant to Section 12 of the 2012 League Operations Manual.



SECTION 4: FIELD REGULATIONS

4.0 FIELD REGULATIONS. Each Team must comply with field standards established by the NASL. To assist Teams with field standards, each Team's stadium field dimensions are provided in Exhibit A. No changes must be made to the Stadium Field Plan unless approved by the League Office in writing. A representative from the home Team must meet with the Referee at least SIXTY (60) minutes prior to the kickoff to assure the field is properly marked and in proper condition, the goals are in place and secure, the nets are properly fastened, the corner flags are in place, and the balls are properly inflated.

4.1 PLAYING RULES. Each Game must be played in accordance with the most recent edition of the FIFA Laws of the Game and any rules of competition established and approved by USSF, CSA or FPF.

4.2 PLAYING FIELD DIMENSIONS AND MARKINGS. The Game must be played on a field that remains the same size throughout the League season, unless a change is approved by the League and the Visiting Team notified at least SEVENTY-TWO (72) hours in advance of the game. The dimensions and markings of the field must conform to NASL standards and the FIFA Laws of the Game and are included in Exhibit A. No logos on the field, goal nets or corner flags will be allowed without prior League Office approval. Except where stadium design deems it unreasonable, the playing field must be at least SEVENTY (70) yards wide by ONE-HUNDRED TEN (110) yards long. Each Home Team must obtain documentation from its venue hosting NASL League Season Games confirming the field dimensions for NASL League Season Games. Each Team must provide such documentation to the League Office, via the Stadium Field Plan (Exhibit B) signed by the appropriate stadium personnel and submitted to the League Office, no later than March 26th at 5:00pm EST.

4.2.1 Color and Width of Soccer Lines. All fields must be marked according to FIFA specifications. All soccer lines shall be painted white. If non-soccer lines are present and deemed absolutely necessary, Teams must provide advance communication to the League Office and paint soccer lines in yellow. The recommended color is a canary yellow (Pantone 803c). No lines may be more than FIVE (5) inches wide.

4.3 CONDITION OF THE FIELD OF PLAY. Each Team must work with its stadium management to ensure that the field is in the best possible condition for all Games.

4.3.1 Stadium Field Specifications. Each Team must work with its stadium to keep the grass length as short as possible to ensure the optimal conditions for an attractive competition.

4.3.2 Corner Flags, Midfield Line, and Center Circle. Corner flags must be on posts not less than FIVE (5) feet high with non-pointed tops. Corner flags must not have logos. A midfield line must be marked across the center of the field. The center of the field must be so marked and have a circle, which has a TEN (10) yard radius, drawn around it.



4.3.3 Goal Area. At each end of the field, lines perpendicular to the goal line must be drawn parallel to each other, on each side of the goal and SIX (6) yards from each goalpost. These lines must extend SIX (6) yards into the field of play from the goal line. A line running parallel to the goal line must be drawn connected to TWO (2) perpendicular lines forming the "goal area."

4.3.4 Penalty Area. At each end of the field, lines perpendicular to the goal line must be drawn parallel to each side of the goal and EIGHTEEN (18) yards from each goalpost. These lines must extend for EIGHTEEN (18) yards into the field of play from the goal line. A line running parallel to the goal line must be drawn to connect the two perpendicular lines, which must form the "penalty area." A penalty mark must be made on the field in the penalty area. The mark must be placed at the end of an unmarked line, which is perpendicular to the goal line and TWELVE (12) yards from the midpoint of the goal line. Using the penalty mark as its center, an arc of a circle, which has a radius of TEN (10) yards, must be drawn outside the penalty area.

4.3.5 Corner Area. At each of the four corners of the field, measuring from the corner flag post, an arc having a radius of ONE (1) yard must be drawn inside the field of play.

4.3.6 Encroachment Mark. A mark must be made off the field of play ELEVEN (11) yards from the corner flag (TEN (10) yards from the corner area) and at right angles to the goal line and sideline to help the Referee ensure that this distance is observed when a corner kick is taken. These marks must be made outside of the field and must not touch the lines marking the field.

4.3.7 Goals. Each goal must be centered on the goal line and an equal distance on each side from the corner flags. Game day goals must be the size approved by FIFA and The NASL League Office. Goals must be free of advertising. International style goals are strongly preferred. All goals must be properly anchored.

4.3.8 Bench Areas. Both the Home and Visiting Team benches must be placed on the same side of the field, on each side of midfield. The Home Team must designate Team bench locations (Home and Visitors) pursuant to the Stadium Field Plan, and may not change these locations during the League Season without the prior written consent of the League Office. The bench area must be marked according to FIFA's technical area markings. The technical area (designated by hash marked lines) must be a box consisting of a line extending ONE (1) yard on either side of the bench, and joined by a line ONE (1) yard from the touchline. In stadiums where the benches do not sit on a paintable surface, non-paintable surface tape must be used to mark the technical area (see "FIFA Laws of the Game"). Sufficient room to accommodate the fourth official's table between Team benches should be factored in before setting the technical area. Each technical area should be a minimum of SIX (6) yards from the mid-field line.



4.3.9 Advertising Field Boards. (Around playing area) Field boards may be used at all Games. Field boards must be positioned no less than FIVE (5) yards from the touchlines and goal lines. Under no circumstances may advertising boards be (a) located in positions where they could constitute a danger to Players, Game Officials and others; (b) erected in any fashion or be any shape or material which could endanger Players; (c) Constructed of any surface material that could reflect light to such an extent that it could distract Players, Referees, or spectators; or (d) erected in any fashion, which could obstruct spectators in the event of an emergency evacuation into the playing area. Each Home Team shall ensure that the center field board is the official NASL center board.

4.4 FIELD AND GAME EQUIPMENT. All field area and game equipment must be approved by the League Office. Such equipment must be maintained by the Team and kept in top condition regarding safety and appearance.

4.4.1 Visiting Team Equipment. The field manager must supply each Team with TEN (10) official game balls (can be previously used game balls) for practice and pre-game warm-ups (which the Visiting Team must promptly return following the game), and must supply the Referee with a minimum of EIGHT (8) official game balls. All game balls must be delivered to the Referee locker room at least SIXTY (60) minutes prior to kick-off to pass Referee inspection. Each Home Team must provide equipment to each Visiting Team: Ten official game balls (which may be previously used), 48 bottles of water, 48 of (Gatorade or Powerade), and 48 Granola bars. Home Team must provide such equipment to the Visiting Team at the Visiting Team's hotel prior to the Visiting Teams arrival.

4.4.2 Bench Equipment. For each Game, each Team bench area must be equipped with benches to seat a maximum of FOURTEEN (14) people and a table (placed behind or at the end of the Team bench). Each Home Team shall provide a cooler full of ice and cold drinking water to each Visiting Team the following should be provided to both Home and Visiting Teams: ice, cold drinking water, and Home Team should provide the Visiting Team with the same amenities the Home Team must receive. All products must be replenished during the game, especially at half-time. Bench areas should be kept clean and maintain a professional appearance at all times. The Home Team must ensure that both bench areas are equally prepared and equipped.

4.4.3 Fourth Official's Equipment. The Home Team must provide a six-foot table and THREE (3) chairs (to be positioned at midfield between the Team benches) for the fourth official. The Home Team must also provide a substitution board or manual substitution paddles for use by the Referees.

4.5 FIELD SECURITY. No one other than authorized personnel with the appropriate credential or authority must be allowed on the playing field or the surrounding area on the field level once Teams arrive at the stadium and until the Game Officials and Players have exited the area at the end of the game.

4.5.1 Team Benches. Only Coaches, Trainers and Players on the game day roster must be permitted on the Team bench. Up to SEVEN (7) game day roster Players from which THREE (3) substitutions may be made may sit on the Team Bench. In addition, a maximum of SEVEN (7)



non-playing personnel are allowed on each Team bench. These persons can either be Coaches or medical staff. Team owners, general managers, and other executives are not permitted to sit on the bench unless they are a recognized Team Coach. Suspended Players and/or Coaches may not sit on Team benches. Injured players are allowed on the Team Bench.

4.5.2 Entering the Field. When beckoned by the Referee, only a Team's athletic trainer and/or Team physician may enter the playing field to attend an injured player. Coaches are not permitted to enter the field.

4.5.3 Approaching Game Officials. Coaches, assistant Coaches and other Team personnel may not enter the playing field to approach the Game Officials before, during, at halftime, or at the conclusion of any Game. Similarly, Team personnel must not confront Game Officials in the locker room, corridor, parking lots or any area surrounding the Game Officials' locker room. Game Officials should report such behavior in the Competition Incident Report Form (Exhibit I), and any such behavior is subject to League disciplinary action.



SECTION 5: LOCKER ROOMS

5.1 ACCESS. Only authorized Team staff, players, and credentialed individuals are allowed in the locker rooms. The Team's media relations staff must coordinate with the head Coach to determine any post game locker room media access. Media access to the locker room prior to the game and at halftime is prohibited.

5.1.1 MEDIA CREDENTIALS. Public Relations directors must ensure that only credentialed, working media are allowed into Team locker rooms. "Media" consists of the following categories of people who have proper credentials: writers, photographers, radio and television sportscasters and their crews - regardless of gender.

5.2 SHOWERS. Separate shower facilities and rooms for Coaches and Game Officials must be provided. Team shower facilities must be available with hot water and soap.

5.3 TOWELS. The Home Team must provide no less than THIRTY (30) towels to the Visiting Team and no less than EIGHT (8) towels to the Game Officials. The Visiting Team and/or Game Officials must be responsible for the return of the towels. Damage to or theft of any towels must be charged to the responsible party.

5.4 DRINKS, ICE AND MISCELLANEOUS. The Home Team must provide an identical set-up in each Team's locker room; water, sports drink (Gatorade, Powerade etc.) coffee, coffee maker, cream, sugar, chairs or benches to accommodate TWENTY-FIVE (25) individuals, paper cups, training taping table, (1) six-foot table, trash receptacles, ice, ice bags, and a blackboard, chalk and eraser.

5.5 LOCKER ROOM SECURITY. The Home Team must ensure that the doors to the Teams' and Game Officials' locker rooms can be locked during the game and that the facilities must be under the protection of the stadium security throughout the game. Security must be posted outside the locker rooms at all times when the Teams and Game Officials are at the stadium.

5.6 GAME OFFICIALS' LOCKER ROOM. The Game Officials' locker room must be provided with a cooler containing ice, water, isotonic beverages, soap and towels.



SECTION 6: VISITING TEAM

6.0 VISITING TEAM. This section must be read in conjunction with Team travel to an away venue.

6.1 TRAVEL PARTY. The Visiting Team is responsible for their travel arrangements and payment. The head Coach must be in charge of the travel party, but may delegate this responsibility to another capable travel party member. As a general rule, spouses and friends should not travel to and from Games on the same airplane/bus as the Team.

No Team may travel to a Game with less than SIXTEEN (16) Players.

6.1.1 TRAVEL INTINERARY. The Visiting Teams must provide their travel itinerary to the League Office and Home Team FOURTEEN (14) days prior to traveling. All parties must be promptly informed if changes occur in the travel itinerary. The itinerary must include the airline routing, hotel, bus company name and information and practice times (if required).

6.1.2 TRAVEL DELAYS. If a Visiting Team experiences any significant travel delays or potential delays (i.e., cancelled airplane flight, severe delays), the travel party leader must notify the League Office and Home Team representative listed on the Game Notice. Every effort must be made to provide early notice, and proactively determine travel alternatives.

6.1.3 HOTEL & GROUND TRANSPORTATION. Home Team must provide TEN (10) complimentary hotel rooms for one night stay the day before the game. The Home Team must provide a preferred rate for the Visiting Team for additional room needs.

6.2 VISITING TEAM LIAISON. The Home Team must designate a Visiting Team Liaison that must be responsible for the needs of the Visiting Team during their stay. The Visiting Team liaison must have a cellular phone and be reachable at all times until the Visiting Team departs the Home Team's city. Upon arrival, the Visiting Team Liaison must meet with the Head Coach or his designee and provide him a copy of the Game day timeline and Game day information.

6.3 ARRIVAL AT STADIUM. It is the responsibility of the Visiting Team to arrive at the stadium at least NINETY (90) minutes before kickoff. The Visiting Team Liaison must be familiar with the routing to the stadium, and make inquiries to determine if additional time is needed to get to the stadium due to seasonal traffic, road construction, rush hour, etc.

6.3.1 DELAYED KICKOFF. If the kickoff is delayed because the Visiting Team arrived late, the Visiting Team and Coach may be fined accordingly. The League Office in consultation with the Home Team general manager, must determine the start time for any delays in excess of TWENTY (20) minutes, and the game may be cancelled pursuant to Section 12 of the Operations Manual.



6.4 PRACTICE FACILITIES. Each Home Team shall provide the Visiting Team with reasonable access to and use of its practice field while the Visiting Team is in the Home Team's city. The Visiting Team must practice outside the Home Team's regular usage schedule and may request the use of the practice field. All requests must be made at least ONE (1) week in advance.

6.5 STADIUM TRAINING POLICY

6.5.1 Walk-Through. The Visiting Team shall be entitled to a stadium walk-through (or light practice) prior to or on game day. The Visiting Team shall not use soccer balls or cleats during a walk-through and must adhere to the stadium's requests (i.e., do not move goals; do not train in penalty boxes, etc.). The walkthrough shall be limited to ONE (1) hour. The Visiting Team must submit their request in writing to the Director of Operations of the Home Team SEVEN (7) days prior to game. (The Home Team shall not be required to allow the Visiting Team with access to practice in the stadium). The Home Team must make best efforts on satisfying with Visiting Team's request.

6.6 UNIFORM. The Visiting Team shall travel with one kit designated on the Game Notice and the Home Team shall have both "Home and Away" kits at the stadium and ready for use. The Visiting Team shall travel with all three Goalkeeper kits.



SECTION 7: GAME DAY STAFF

7.0 GAME DAY STAFF. Game day staffing requirements must be dictated, to some extent, by the duties of stadium staff pursuant to the stadium lease. In addition, the Home Team should have a memorandum of understanding with its stadium outlining both the Team's and the stadium's responsibilities, including which entity is ultimately responsible for in-game equipment repair (e.g. goals), implementation of emergency medical and security procedures, spectator misconduct and contraband items, including pirated merchandise, knives, firearms, alcohol, etc.

In addition to the stadium's staff, each Home Team must have, at a minimum, the game day personnel outlined below. Some game day staff may be volunteers and others may be part-time employees. Unless otherwise indicated, each function must be filled by a separate individual.

All game day staff must be credentialed specific to their duties and only provided access to those areas necessary for their working functions. Credentials are not transferable and must be worn in a visible location at all times. The functions of the individuals outlined below may vary somewhat due to local stadium considerations or Team preferences. The total number of Game day staff required must be many more than indicated here.

7.1 DIRECTOR OF OPERATIONS. The Home Team's Director of Operations must have overall responsibility for the day of Game operations, including coordination with the stadium, security, TV, radio and ceremonies/entertainment. He/she may also fill the position of field manager.

7.2 GAME OPERATIONS

7.2.1 Field Manager. The Home Team must designate a field manager who must be wholly responsible for all organization and supervision of the field and bench areas, and activities occurring thereon. His/her responsibilities must include, but are not limited to:

- A. Providing the required lining and proper placement of equipment for the playing field including benches, goals, corner flags, game balls, fourth officials table, sideline product, beverages, proper stretcher and medical coverage and other Team needs.
- B. If used, supervise set-up and take down of sponsor field signage and signage positions.
- C. Supervising pre-Game and halftime ceremonies to assure that the Game starts and resumes at the designated times.
- D. Supervising security forces, liaisons, runners, and communications with the press box.
- E. Supervising the Players' paths to and from the field.
- F. Providing Game Officials with any assistance needed before, during, or after the Game.



G. Assuring compliance with the Game day timeline.

H. He/she must be responsible for overseeing the conduct of ball kids.

7.2.2 Game Day Producer. The Game day producer must be responsible for coordinating all Game activities including pre-game and halftime ceremonies. He/she must work with the PA announcer, video board operator and sound and light operators (if applicable) in the preparation and execution of ceremonies and entertainment. He/she must coordinate the timing sheet and cue music, announcements and be in direct communication with the Field Manager.

7.2.3 Home Team Liaison. The Home Team Liaison must be responsible for the needs of the Home Team at the stadium. He/she must provide a copy of the Game day timeline and Game day information to the Home Team Coach. He/She must give notice to the Home Team to ensure they take their position on time for opening ceremonies and that they return for the second half on time. He/she must assist with coordinating information on lineup changes and inform all necessary parties. He/she may also fill the position of Visiting Team Liaison.

7.2.4 Visiting Team Liaison. The Visiting Team Liaison must perform duties similar to the Home Team Liaison. His/her responsibilities are outlined in Section 6, "Visiting Team."

7.2.5 Referee Liaison. The Referee Liaison must assist the Officials with pre-Game, Halftime, and Post-Game requests and needs. Prior to the Game, the Referee Liaison must ensure that the locker room is equipped as specified in Section 5, "Locker Rooms." Additional duties of the Referee Liaison are listed in Section 8, "Game Officials".

7.2.6 Locker Room Security. The Home Team must designate uniformed individuals as Locker Room Security for the Home Team, Visiting Team, and Game Officials' locker rooms. Security must be posted outside the locker rooms at all times when the Teams and Game Officials are at the stadium.

7.2.7 Runners. Runners may perform a variety of duties that may include relaying information, gathering equipment, escorting selected individuals to the field, assisting with set-up, etc.

7.2.8 Ball Kids. The Home Team must have a minimum of EIGHT (8) Ball Kids, ages Thirteen (13) and above. The Ball Kids must be stationed around the playing field as such: TWO (2) behind each goal and TWO (2) on each sideline. Exhibit F provides guidelines for Ball Kids. Referees must monitor the situation and report any difficulties.

7.3 MEDICAL STAFF. All Home Teams must have on site a minimum of ONE (1) certified athletic trainer, ONE (1) licensed physician and ONE (1) EMS with Advance Life Support. In addition, the Home Team must arrange to have at least ONE (1) ambulance on site. At least one on site ambulance must be equipped with Advanced Life Support capabilities.



7.4 PRESS BOX OPERATIONS. The Home Team's press box must be staffed and managed by the Press Box Supervisor, who must report to the Team's Director of Media Relations.

7.4.1 Director of Media Relations. The Director of Media Relations must be seated in the Press Box and direct the Press Box Supervisor and the statisticians crew. He/she must be available to the media to respond to questions regarding the Team and the League. The Director of Media Relations must work with the Referee Liaison to ensure that the Referee Pool Reporter has been properly identified and the process is in place.

7.4.2 Press Box Supervisor. The Press Box Supervisor must be responsible for managing the operations and staffing the Press Box before, during, and after the Game. He/she may also be the Director of Media Relations. Responsibilities are listed in Section 15 Public Relations Guidelines.

7.4.3 PA Announcer. The Public Address Announcer is responsible for handling general announcements to the public that have been approved by the Home Team. He/she must work off a PA script prepared by the Home Team. In case emergency announcements are needed, PA announcements must be communicated in English or language deemed appropriate according to crowd demographics.

7.4.4 Statisticians/Spotters. Each Home Team must have at least a ONE (1) person stats crew to keep accurate Game statistics. The statisticians must keep Game statistics using Stat Crew software as provided by the League Office. The statistician must provide halftime and final stats to a runner for duplication and distribution to the Press Box (and TV as needed). The statisticians/spotters must be supervised by the Home Team's Director of Media Relations but under the employ of the League Office.

7.4.5 Stadium Clock Operator. The Stadium Clock Operator must start the stadium clock at the moment of kick-off at each half. The clock must count upward from ZERO (0) minutes to FORTY-FIVE (45) minutes in the first half and FORTY-FIVE (45) minutes to NINETY (90) minutes in the second half. The clock must be stopped at the end of the FORTY-FIFTH (45) minute in the first half and the NINETIETH (90) minute in the second half. The Fourth Official must indicate the amount of "added" time to be played in each half using the electronic substitution board or the manual substitution paddles.

7.4.6 Press Box Runners. The Press Box must have runners under the direction of the Press Box Supervisor. Runners must be available to copy and distribute day of Game Information to the field and within the Press Box or (TV truck) as needed, and generally assist the Press Box Supervisor in any other manner.



7.5 STADIUM/GRANDSTAND OPERATIONS

7.5.1 Usher Manager. The Usher Manager must be responsible for the overall supervision of the Ushers. He/she must assign them to their stadium location and explain their duties. This individual and other Ushers may be stadium employees.

7.5.2 Ushers. Ushers must direct patrons to their appropriate seats, checking the ticket stub to verify that the patron is in the correct area. They must keep the aisles clear of debris, obstructions and people, adhering to all fire and safety regulations. Ushers must be dressed in a stadium uniform or Team polo or colors.

7.5.3 Field and Grandstand Security. The Home Team must ensure that a sufficient number of uniformed security officers are present in the stadium, depending on the stadium size, estimated crowd size, and lease commitments. Field Security must ensure that only properly credentialed individuals are on the sidelines or in the vicinity of the Teams' benches before, during, and after the Game. Grandstand Security must be responsible for the safety of all Players, Game Officials, and Team Officials when entering or leaving the stadium.

7.6 TICKET OPERATIONS

7.6.1 Ticket Manager. The Ticket Manager must be responsible for the entire ticket inventory. He/she must reconcile the cash boxes at the end of the Game and supervise the Ticket Sellers and Ticket Takers.

7.6.2 Ticket Sellers. Ticket Sellers must sell tickets to patrons at the box office windows at the stadium. They are responsible for knowing the correct pricing for the seats, available seats, efficiently exchanging moneys for tickets and applying the correct codes and discounts applicable to the individual event. Ticket Sellers must resolve customer complaints/concerns when possible. At the end of their shift, they must balance the drawer to ensure no overages or shortages have occurred.

7.6.3 Ticket Takers. At assigned locations, Ticket Takers must tear tickets, collect ticket stubs and direct patrons to their appropriate seat location. They must be knowledgeable about stadium seating, the location of Will Call, etc.



SECTION 8: GAME OFFICIALS

8.0 GAME OFFICIALS. Game Officials for each Game must consist of the Referee, assistant referee 1 (AR1), assistant referee 2 (AR2), and fourth official. A USSF, CSA or FPF in-Stadium Observer and/or a coach/mentor might attend all Games. The League Office must notify Teams of the Game Officials and In-Stadium Observer assignments at least FIVE (5) days in advance of each Home Game by means of the Game Notice, as shown in Exhibit E, "Game Notice."

8.1 REFEREE. The Referee must have general oversight and control of the Game and must exercise the powers granted to him by the FIFA Laws of the Game. The Referee's duties to start the Game are outlined in Section 9.3 of this Manual.

8.2 ASSISTANT REFEREES. TWO (2) assistant referees must assist the Referee in controlling the Game. Upon their arrival at the stadium, the assistant referees must report to the Referee. The assistant referees are defined as the assistant referee 1 (bench side) or AR1 and assistant referee 2 or AR2 (Non-Bench Side).

8.3 FOURTH OFFICIAL. The fourth official must assist with administrative duties and procedures for substitutions. The fourth official must be situated at a table at midfield on the Team bench side of the field, between the two Team benches, even with benches (approximately FIVE (5) yards) outside the touchline. From this location, the fourth official and the field manager must coordinate field timing with the Day of Game Producer and the Referee. The fourth official does not signal the Referee to kick-off. Responsibilities of the Fourth Official are further outlined on the most recent FIFA Laws of the Game.

In the event there is a need for field communication with the Press Box/PA Announcer or Stadium Clock Operator during the Game, the fourth official must notify the field manager, who must communicate with the Press Box. In particular, the Fourth Official must clarify cautions and send-off questions for the Press Box, if necessary.

8.4 ROSTER COLLECTION. Not less than SIXTY (60) minutes prior to kick-off the Home Team Director of Operations must collect the Official Game Rosters. The remaining roster copies must then be distributed by the Home Team staff.

8.5 LOCKER ROOM EXIT/GAME TIMING. The Assistant referees must help ensure that Teams leave their respective locker rooms for the first and second halves in a timely fashion. Team staff to communicate final warnings to both Teams. However, the primary responsibility lies with the Home Team Staff. Any instances of Teams not leaving their locker rooms in a timely fashion should be detailed in a Competition Incident Report Exhibit I.



8.6 IN-STADIUM OBSERVER OR COACH/MENTOR. The In-Stadium Observer or Coach/mentor must make an official evaluation of the Game Officials on behalf of USSF, CSA or FPF. He may also make observations regarding overall Game management and conduct. The In-Stadium Observer or Coach/mentor must be provided with stadium seating, which provides a comprehensive and centralized view of the field. He must also have Referee locker room access. The In-Stadium Observer must be credentialed by the Home Team and be entitled to TWO (2) tickets and complementary parking to the Game to which he is assigned.

8.7 REFEREE LIAISON. The Home Team must designate a Referee Liaison to work with the Game Officials at each Home Game. The Referee Liaison must contact the Referee no later than THREE (3) days prior to the Game to confirm arrival and departure times, arrange transportation, and answer questions. If requested by the Referee, the Referee Liaison must ensure the Referees are at the stadium TWO (2) hours before kick-off. The Referee Liaison must meet the Game Officials at the Referee hotel THREE (3) hours before the Game, if requested. He must ensure that all Game Officials arrive at the stadium at least TWO (2) hours before kickoff, and that they have transportation after the Game. The Referee Liaison must ensure that the Referee has a Referee Game Report, Substitution Cards, and the Competition Incident Report, and that the appropriate forms are emailed to the email address listed on the Referee Game Report form immediately following the conclusion of the Game. The Referee Liaison must confirm security to escort Game Officials from the field to their locker room at the end of the Game and at halftime if requested by the Referee.

8.8 UNIFORMS. The Game Officials must wear a jersey that has a color distinctly different than the colors of the Teams. This jersey must be specified on the Game Notice sent to both Teams and the Game Officials prior to the Game and posted in the Game Official's locker room. The Game Officials must comply with the Official Uniform policy of their respective governing body and the NASL.

8.9 MATERIALS AND PROVISIONS FOR THE GAME. The Referee Liaison must provide the Game Officials with a Game Timing Sheet, Game Day Information, substitution cards and the Referee Game Report form upon their arrival at the stadium. They must receive TWO (2) complimentary tickets each. Each Game Official must also receive ONE (1) Parking Pass (if required) and ONE (1) All- Stadium credential for entry to the stadium for themselves through the Player's gate and locker room.

8.10 FIELD EQUIPMENT AND SAFETY CHECK. At least SIXTY (60) minutes prior to kickoff, the Game Officials must complete an inspection of the playing field and equipment, including the field itself, goals, netting, official Game balls, corner flags, and field markings. In the event any problem areas are identified, including loose or torn nets, out of place goals, improperly covered drainage, missing or incorrect markings, etc., the Referee must notify the Field Manager immediately. The Field Manager must be responsible for promptly correcting any problems. The Referee should report any and all field equipment problems accordingly. However, every consideration and effort must be made to start the game as scheduled.



8.11 REFEREE GAME REPORT. At the conclusion of the Game, the Referee must submit the Referee Game Report to the Director of Operations. The Referee must indicate the actual time of kick-off for the first and second halves and the Game's end. The Referee has a duty to report any rule violations or Game Day procedure comments on the Referee Game Report or Competition Incident Report forms (please see [Exhibit I](#)). The Home Team Director of Operations must email the Referee Game Report to the League Office. The Referee must and input Referee Game Report data into U.S. Soccer's Assignment Portal (GAMEOFFICIALS) within 24 hours of the conclusion of the game.

8.12 OFFICIALS' ASSIGNMENTS AND FEES. The League Office must work with USSF, CSA and the FPF on the assignment of Game Officials.

8.13 PROTECTION OF GAME OFFICIALS. Each Home Team must provide a separate dressing room with showers at its Home stadium for the exclusive use of Game Officials, and must take the necessary precautions to ensure that no person, without the permission of the Game Officials, gains access to this dressing room. Each Team must provide adequate security for the Game Officials at all times they are at the stadium. Any Team failing to comply with these provisions or any person affiliated with any Team contravening these provisions must be liable for a fine imposed by the League Office. Game Officials must report any breach of these provisions to the League Office.

8.14 COMPETITION INCIDENT REPORT. As an aid to the NASL Operations Department's assessment of Referee performances and to the League Disciplinary Committee, General Managers, Coaches, or other appropriate Team personnel are requested to submit a Competition Incident Report form to report unusual, mishandled and other pertinent events. Such events should be described in detail within TWO (2) hours following the conclusion of the Game. Such Competition Incident Reports (See [Exhibit I](#)) must be reviewed by the League Office and a written response must be issued. Game Officials are encouraged to use this form to describe competition related incidents to be reviewed by the League Office.

8.15 GAME OFFICIALS COMPLIMENTARY TICKET POLICY.

The Home Team shall provide each Game Official with TWO (2) complimentary tickets to the match.



SECTION 9: GAME PROCEDURES

9.0 GAME PROCEDURES. To plan, prepare and implement the game day operations in a consistent manner, an overall Game Procedures program has been developed. Each Home Team must comply with these Game Procedures for all Games.

9.1 GAME DAY PRESENTATION. Each Team must ensure a professional and consistent "look" for all Games. Each Team has the opportunity to create its own in-stadium entertainment package, introduce its own game presentation elements and develop local traditions/customs within the framework of consistent guidelines. The following procedures must apply to all Games.

9.1.1 Submissions. By no later than March 19, 2012, the following information must be provided to the League Office: comprehensive Team staff and stadium staff personnel list (including titles); comprehensive game day timeline, stadium rules, stadium security, medical, emergency, and evacuation plans, seating (including downsizing) and ticket scaling diagram. Updates must be provided to the League Office during the season if major changes from the original submissions occur.

9.1.2 Game Timing Sheet, Instructions, and Diagrams. All Home Teams must use the Game Day Timeline (Exhibit D) as a general guide, prepare Game Day Information and adhere to field layouts.

A. Game Day Timeline. The Game Day Timeline is a detailed timeline for the hours and minutes immediately preceding, during and following a Game (a sample Game Day Timeline is provided in Exhibit D). All pre-Game, in-Game, and post-Game activities must be dictated by the Game Day Timeline. At a minimum, the Game Day Timeline must be posted in Team locker rooms, the Game Officials' locker room, and Press Box. Copies shall also be provided to the Video Board/Entertainment Box, PA Announcer, Field Management, Stadium Personnel and Security. There may be variations in the Game Day Timeline from Team to Team if discussed with and approved by the League Office. Upon request, each Team must forward to the League Office for review a copy of their Game Day Timeline.

B. Game Day Information. In addition to the Game Day Timeline, a copy of pre-Game, in-Game and post-Game information must be provided to the Visiting Team, the Game Officials, the Press Box, the Video Board/Entertainment Box, PA Announcer and Timekeeper. The Game Day Information describes what is going to take place and how the execution of the event activities, including Team introductions, must be handled.

C. Game Notice. No less than FIVE (5) days prior to each Game, the League Office must distribute to each Team a Game Notice detailing Game time/date, Team uniform colors, television details, Game Official's assignments, Home Team and Visiting Team contacts, and League designated contacts (League Designees). A sample Game Notice is provided in Exhibit E. Items A, B, and C from this section must be provided to the Visiting Team and Game



Officials upon their arrival in the host city. If any changes occur, both Teams must be promptly updated upon arrival at the stadium on game day.

9.2 PRE-GAME PROCEDURES. Prior to kickoff, NASL pre-Game procedures, as described below, must be implemented. While these procedures must not vary, additional activities may be included based on the Home Team's Game Day program. NASL required procedures are as follows:

9.2.1 Roster Deliveries. Rosters must be delivered to Press Box, Referee and Teams as outlined herein:

A. The Official Game Roster from both Teams must be collected by the Home Team's Director of Operations SIXTY (60) minutes prior to the start of the game. The Home Team day of game staff must be responsible for promptly distributing the copies as follows:

1. ONE (1) copy to the Press Box
2. ONE (1) copy to the Referee or Fourth Official
3. ONE (1) copy to the Visiting Team
4. ONE (1) copy to the Home Team
5. ONE (1) copy to the TV Truck (if applicable)

If there are any changes to the Game Roster beyond the SIXTY (60) minute mark pursuant to Section 9.2.3A, the Home Team's Director of Operations (or another designated Team representative) is ultimately responsible for obtaining such information and relaying it immediately to the Press Box, the opposing Team and the Referee.

9.2.2 Roster Exchange. Home Team must fill out the line-up sheet first. The Director of Operations or home Team representative must collect the Visiting Team Roster.

9.2.3 Pre-Game Team Warm-Up Period. Each Team must be entitled to a concurrent and equal pre-Game warm-up period of not less than TWENTY-FIVE (25) minutes, this must begin and end pursuant to the Game Day Timeline. Only those individuals listed on the official Game Roster are eligible to participate in pre-game warm-ups. After the pre-Game warm-up period, the Field Manager must direct the Teams to the locker rooms.

A. Pre-Game Injury, Illness or Dismissal. After the exchange of the Official Game Rosters, roster changes by either Head Coach may be made only in case of injury, illness or dismissal during the warm-up period. A Player who is removed from the official starting lineup must not be eligible for substitution into the Game, with the exception of the goalkeeper. However, an eligible Active Roster Player may be added to the Official Game Roster to replace an injured or ill Player, not a dismissed Player. A starting Player's vacant roster position may only be filled by a current, named substitute from the Official Game Roster. The replacement Player can only be added to the list of eligible substitutions, not as a starting Player. Any Player dismissed prior to the Game is not eligible and may not be replaced on the roster (a named substitute may fill the



roster position of a starting Player who has been dismissed). No changes or additions to the Official Game Roster may occur less than FIFTEEN (15) minutes prior to the scheduled kick-off at which point the Game Roster becomes final.

B. Suspended Players. Suspended Players are not permitted on the field of play for pre-game warm-ups or during halftime. Furthermore, suspended Players are not permitted on the Team bench during the game. However, suspended Players are permitted access to their respective Team Locker Room during halftime. Players who fail to adhere to this policy may be sanctioned accordingly.

9.2.4 Officials and Starting Team Entry. The Game Officials and starting Players must enter the field FIFA style to the FIFA Anthem (Exhibit D, “Game Day Timeline”). The assistant referees must assist the Teams with getting Teams out of the locker rooms in a timely manner.

Ultimately, it is the Head Coaches' responsibility to make sure his Team enters the field on time, and any problems must be reported to the League Office by the Referee and Teams via Game reports. It is the Home Team's Game Day Staff's responsibility to treat both Teams equally using the uniform warning times in Section 9.3.1 and to alert both Teams when to exit locker rooms.

9.2.5 Coaches and Reserve Players Entry. Before pre-Game introduction ceremonies, Coaches and reserve Players must walk to their Team benches staying off the field.

9.2.6 National Anthems. For all NASL League Season Games, the National Anthems of the Teams participating in the competition must both be performed live or both be played via a recording (i.e. CD) according to the Game Day Timeline. In games where two national anthems are required, the anthem of the Visiting Team's country must be played first and anthem of the Home Team's country must follow.

9.2.7 Flag Protocol. For all NASL League Season Games, the country flags of the Teams participating in the competition must be displayed in the stadium. These flags must be equal in size and displayed in a comparable manner.

If the flags are displayed on field during the pre-game ceremonies, the flags must be placed in front of the respective Team benches.

9.2.8 Introduction of Game Officials, Coaches and Players. The Game Officials, coaching staff, and Players must comply with the introduction procedures designated in the Game Timing Sheet and Game Day information. It is recommended that the Visiting Team's starting line-up is introduced before the Home Team's starting lineup. The Head Coach shall remain on the sideline, but shall be introduced by the PA announcer. The Game Officials shall be introduced during the pre-game ceremony starting with the Fourth Official, Assistant Referees, and then Referee. The Home Team must script the introductions for the PA announcer, including the phonetic spelling where necessary. No introductions may occur while the FIFA Anthem is played.



9.2.9 Official Coin Toss. The official coin toss must take place immediately after the Team handshakes and Team photos (Exhibit D, “Game Day Timeline”). The Referee and Team captains must participate to determine the choice of ends to defend, as well as the kickoff.

9.3 GAME PROCEDURES. The Game must commence on the Referee's whistle. During the Game, the Referee is solely in charge of the Game on the field.

9.3.1 Uniform Warning Times for Locker Room Exits. For both pre-Game and halftime, consistent warning times for Teams to exit their respective locker rooms must be used as follows:

- FIVE (5) minute warning for Teams and Officials to exit locker room.
- ONE (1) minute warning for Teams and Officials to exit locker room.

The FIVE (5) and ONE (1)-minute warnings are not measured from kick-off time, but rather from when Teams must exit the lockers rooms and proceed to the field. The appropriate time, relative to each stadium, that it takes for Teams to walk from the locker rooms to the field should be factored in.

Ultimately the Head Coach is responsible to assure his Team departs from the locker room on time. Any incidences of Team delays leaving the locker room at the beginning of the Game or at halftime must be documented on the Referee Game Report, and by the Referee on the Competition Incident Report, and may result in a fine. The designated staff members in charge of alerting the Teams to exit the locker rooms must be mature, reliable, assertive and polite and announce via two-way radio to the Game Producer precisely when the Teams depart.

The Game Officials must be proactive in ensuring that the Teams leave the locker rooms on time and that each half starts on time.

9.3.2 Timing for the Game and Stadium Clock. The Stadium Clock Operator must start the clock at the kick-off for each half and the official game time must be kept on the field by the Referee. In the first half, the clock must begin at 00:00 and count up continuously until 45:00 and stop. At the conclusion of the first half, the stadium clock must be set to 14:00 and run down to 00:00.

Halftime is FIFTEEN (15) minutes in duration but the clock should still run down from 14:00. For the second half, the clock must begin at 45:00 and count up continuously until 90:00 and stop. The Fourth Official must indicate any "added time" added by the Referee at the end of each half (or OT period if applicable to the NASL Playoff Games) using the electronic substitution board or manual substitution paddles.

9.3.3 Official Game Rosters. A total of EIGHTEEN (18) eligible Players for each Team may be placed on the Team's Game Roster for any NASL League Season Game.



9.3.4 Player Substitutions. THREE (3) substitutions may be used at any time in any League Season Game. It is acceptable for the goalkeeper to change places with a field player as long as it is done in accordance with the requirements of "FIFA Laws of the Game," Law 3 which states:

A. The Referee is informed before the change is made.

B. The change is made during a stoppage in the Game (corner kick, throw in, etc.).

C. Delay or time wasting during this position exchange is not acceptable. The Game must not be held up to allow for a complete change of equipment by either Player. The former goalkeeper must leave the field to change his equipment. The equipment change may not be done on the field.

D. The change of positions is complete at the moment the new goalkeeper is given a goalkeeper shirt or jersey - which should be ready for him when the exchange is requested. If the former goalkeeper, who is now a field Player, is not ready to play in the basic compulsory equipment (same color jersey or shirt, socks and shorts, shin guards and footwear) as the other field Players on his Team, he may not re-enter the field until his equipment and uniform conform to "FIFA Laws of the Game," Law 4. During this interim period, his Team must play short-handed.

E. When the Player is ready to re-enter the Game, the Referee must beckon the Player onto the field at the next stoppage of play and check the former goalkeeper's uniform and equipment. If satisfied with the Player's uniform condition, the Referee must permit him to play.

9.3.5 Substitution Warm-Ups Areas. Designated areas must be pointed out to the Referees and Visiting Team upon arrival of stadium.

9.3.6 Putting a New Ball into Play. When the ball goes out of play beyond the touchline or over the goal line, the nearest ball kid must ensure that the Player putting the ball back into play has a ball for the restart as quickly as possible. Procedures for putting a new ball into play are outlined in Exhibit F.

9.3.7 Halftime Activities. Halftime must officially begin as soon as the Referee blows his whistle signifying the end of the first half. The duration of halftime for all Games must be FIFTEEN (15) minutes, from whistle to whistle, unless otherwise authorized by the League Office.

9.3.8 Sent-Off Players. A Player who is sent-off during a Game must be escorted from the field of play and bench area by a Game Day staff member designated by the Home Team. Each Team must be informed of the designated staff member prior to the Game. Although each Player is ultimately responsible for his actions, the Player's Team bench personnel must facilitate its Player's leaving the field without delay. The Home Team designee must work in concert with Team bench personnel, display a high level of sensitivity for each situation and ensure that the



Player is shown to the appropriate area (e.g., the locker room) for the remainder of the Game. The same procedure must be followed for any Coach or other bench personnel not listed as an eligible substitute who is dismissed from the field.

9.3.9 Game Officials' Security. At the request of the Referee, security must be available to escort them on and off the field.

9.4 POST-GAME PROCEDURES. At the conclusion of the Game, the following post-Game procedures must be followed. The Referee Game Report form must be emailed to the League Operations Department. Non-compliance with these deadlines may result in fines.

9.4.1 Referee Game Report. The Referee must complete and submit the Referee Game Report to the Home Team Director of Operations. Before leaving the stadium, the Home Team Director of Operations must scan the Referee Game Report and the two Team official roster forms (on one sheet of paper) and email it to individual(s) as indicated on the form. A copy the Referee Game Report form is included in Exhibit C.

9.4.2 Game Score Call-in. The Teams Public Relations Director must call-in the score post game.

9.4.3 Competition Incident Report Form. This form must be used by the Home or Visiting Team to request League Office review of Game incidents that may not have been dealt with by the Game Officials. The completed form and any applicable videotape shall be sent to the League Office as soon as possible and no later than FORTY- EIGHT (48) hours after the end of the Game. A "Competition Incident Report Form" is included in Exhibit I. This procedure must not be used to file a Game Protest (see Section 2.11 for such procedures).

9.4.4 Game Records. Following each Game, the Home Team's Director of Operations must distribute the appropriate number of DVD game records as follows.

1. One DVD must be given to the Visiting Team's head Coach or assistant Coach prior to leaving the stadium.
2. One DVD must be given to the Referee prior to his leaving the stadium.
3. One DVD must be retained by the Home Team.
4. For ALL Games, a fourth DVD must be within 48 hours, to the NASL League Office.

NASL Game Operations
Attn: Darren McCartney
501 Brickell Key Drive #405
Miami, FL 33131
Tel: 786.728.8973



A Home Team may be fined in a situation when the DVD Game record is not received by the League Office within TWO (2) business days following the conclusion of a Game. In case of a technical failure or other acceptable justification, the Home Team's Director of Operations must contact the League Office to provide an explanation.

9.5 PROHIBITED & RESTRICTED ITEMS. Generally, stadium rules must dictate what items are prohibited from being brought into the stadium, and the League Office expects such rules to be enforced by all Game personnel. Information about such prohibited items must be clearly communicated to patrons. Items such as whistles, plastic horns, fireworks, flares, smoke bombs or other safety hazards are strictly prohibited. Stadium security, ushers and Team staff must make every reasonable effort to prevent these prohibited items from entering the facility. Any individual caught attempting to bring these items into the stadium or ignite them should be immediately expelled from the stadium.

9.6 ADDITIONAL STADIUM POLICIES. In addition to NASL rules and procedures, each NASL stadium has additional rules that must be enforced, such as prohibited items, alcohol policies, fan searches, fan removal or arrest, seat migration, etc. In addition to providing the League Office with a copy of these rules, Teams must thoroughly discuss these matters with their stadium authority before the start of the League season so it is clear by whom and by what means all rules and procedures must be enforced.

9.7 LEAGUE OVERSIGHT. NASL staff must regularly monitor stadium procedures and other minimum performance standards and may recommend fines to the Disciplinary Committee when procedures and standards have been violated.



SECTION 10: EQUIPMENT & APPAREL

10.1 PLAYER DRESS CODE. Players and Team staff must maintain a neat, clean and professional appearance at all times while in public, especially during all Team travel, including travel to and from the Home Team city and stadium.

10.2 PLAYER UNIFORMS, EQUIPMENT, AND IDENTIFICATION Each Player must be uniformly dressed in jerseys, shorts, and socks for pre-Game introductions and the Game. Team supplied warm-ups may be worn over the uniform during pre-Game activities. The Game Notice, distributed by the League Office, is the official document designating appropriate game uniforms and colors. As a general rule, the Visiting Team uniform prevails, and Home Teams must adjust as necessary. However, the Match Referee has the final say as to all Team Color conflicts and/or adjustments. Non-compliance may result in a Team fine and, if appropriate, an individual fine.

10.2.1 NAME AND NUMBER. Each Player must be assigned a number, which must not change throughout the season. The number must have a maximum of two digits and appear on the back of the jersey and on the left side of the shorts. Each Player must have only their last name displayed on their jersey unless otherwise approved by the League Office. However, Teammates with identical surnames must have the first name initial appear before the surname.

10.2.2 BLEEDING PLAYER. If a Player is bleeding, he must leave the field immediately to have the bleeding stopped and his skin and uniform cleaned thoroughly. When the Player is ready to return to the Game, the Referee may delegate responsibility to the Fourth Official to inspect the injured area and the uniform for blood. Once inspected by the Fourth Official, the Player may re-enter the Game with the Referee's permission. The Player may be required to change his uniform prior to re-entry. Wearing an unnumbered jersey is permitted only under these circumstances. A Player must not wear a jersey with another person's name on it. If necessary, name information must be taped or masked, preferably in the same color as the Team uniform the number is taped or masked, preferably in the same color as the Team uniform, and b) the substitute's name must be removed from the Team roster (the roster must also be adjusted to show the replacement jersey number for the Player now wearing it). The Equipment Manager must have a second set of uniforms, and at minimum must have several extra jerseys nameless and number available at the bench.

10.2.3 GOALKEEPER UNIFORM AND EQUIPMENT. The goalkeeper's uniform should feature different colors than his Teammates, opponents and the Game Officials' uniforms. The Goalkeeper uniform and equipment must conform to the FIFA Laws of the Game. The Goalkeeper's uniform should be those designated on the Game Notice.

10.2.4 APPAREL UNDER SHORTS. Thermal shorts or pants (slide shorts) may be worn under uniform shorts if they are the **IDENTICAL COLOR** as the uniform shorts. Goalkeepers are excluded from these requirements and may, at their own discretion, wear long pants that distinguish them from the other Players and opponents.



10.2.5 APPAREL UNDER JERSEY. Players must not wear an undergarment that exhibits slogans or logos that are not of the same brand as the Team's uniform supplier. Inciting slogans, political messages or profane words are also banned. Players may be fined and/or suspended for violations of this policy. In addition, completely removing one's shirt over head as part of a goal celebration is strongly discouraged as such behavior must result in an official caution from the Referee. All apparel worn under the jersey must be the **IDENTICAL COLOR** as the Player's uniform jersey.

10.2.6 OTHER EQUIPMENT. All Players in uniform on game days must wear shin guards, covered by socks. Equipment deemed dangerous by the Referee must be removed and all FIFA Laws of the Game equipment rules must be complied with and enforced by the Referee. Players are not permitted to wear jewelry.

10.2.7 FOOTWEAR. Referees should inspect all footwear prior to a game and insure that all footwear is absent of anything that would render such footwear dangerous to a Player or his opponent.

10.2.8 UNIFORM DECORUM. Players must wear bibs of a neutral color. Teams must be responsible to provide their own bibs. Players must wear their uniforms with the jersey tucked in and the socks pulled up over their shin guards at all times on the field, adjacent and bench areas, and pre-Game and post-Game. Players on the bench who will not play (i.e. injured Players) may wear their Team warm-ups during the Game.

10.3 COACHES AND NON-PLAYING BENCH PERSONNEL ATTIRE. Coaches and assistant Coaches are strongly encouraged to wear a coat and tie, or polo shirt and slacks, during the Game. Coaches may not wear shorts during any game.

10.4 OTHER STAFF. Team employees working a NASL Game must not wear jeans, warm-up suits or athletic shoes unless their work responsibilities make it appropriate.



SECTION 11: PLAYER AND STAFF DISCIPLINE

11.1 LEAGUE DISCIPLINE. The League Office may impose discipline on Players, Teams, or Team staff, and Teams may impose discipline on their own Players and Team staff pursuant to this Section. Penalties may include a fine, suspension and/or other sanctions for a period of time. In assessing a penalty, consideration may be given to, among other factors, the specific conduct at issue, the harm that was done, other penalties for similar misconduct, whether an individual or Team has committed other misconduct, whether or not the behavior is part of a pattern of continuing misconduct, and other extenuating circumstances.

Suspensions may be either with or without pay. For certain major misconduct, the League Office may also impose discipline and declare a Player, or League Office or Team staff member, Ineligible, meaning such individual is banned from any further involvement with the NASL. NASL Owners/Team Operators/Front Office Staff and any others formally connected to the Team may also be disciplined.

11.1.1 Disciplinary Committee. The League Office has the power to establish a Disciplinary Committee, whose individuals must serve the goals of the League. The League Office may delegate to the Disciplinary Committee those League disciplinary powers it deems advisable.

11.1.2 General Discipline. Before discipline is taken, the League Office or Team must make reasonable investigations into the alleged violations, and may take note of any information available to them, including but not limited to Referee Game Reports, Competition Incident Reports, video tapes, written statements from individuals outside the League, and information from NASL staff.

The League Office may impose fines, suspensions and/or other sanctions for violations of the NASL Operating Agreement, 2012 League Operations Manual, other manuals promulgated by the League Office, as well as other directives from the League Office.

A. Discipline Notices. For any penalties imposed by the League Office, an individual letter must be sent relevant to the Team informing the Team of the (i) cause for discipline and (ii) the penalties to be imposed.

B. Fines & Payments. All NASL League Office-mandated fines will be fined to the Team following the discipline action any fines in excess of \$250 may, at the discretion of the League Office, be prorated on a reasonable installment basis, unless the staff member has been terminated, or the Player is released or his contract will expire within those periods. Fine NASL League Office in the name of the individual fined, within TWO (2) weeks of the fine notice. All checks must be made payable to “North American Soccer League” and be sent to:



North American Soccer League

Attn: David Cruz

501 Brickell Key Drive #405

Miami, FL 33131

Tel: 786.728.8990

C. Reporting Misconduct. Every Player, Coach, Game Official, Team, Team Owner or NASL employee must report cases of misconduct to the League Office or to their Team, which must then immediately inform the League Office. The League Office may discipline any of the aforementioned individuals pursuant to Section 11.1.3 for failure to report misconduct.

D. Penalty Waivers. The League Office may, in its discretion, waive penalties for minor misconduct, but may in each case provide a letter to the offending individual, pointing out and discussing such misconduct.

11.1.3 Major Misconduct – (League Discipline). The League Office must have authority to discipline NASL Teams, NASL Player(s) or Team staff for the major misconduct set forth in Subsections A through S outlined below. The League Office, in its absolute discretion, may impose fines and/or suspensions, or declare an individual ineligible for further involvement for such major misconduct. It shall be considered major misconduct to engage in any of the following:

A. Game Fixing. Offer, agree, conspire, aid, forecast, or attempt to lose or control the score, or cause any Game of soccer to result otherwise than on its merits. Failure to report a bribe, or attempt to fix or control the outcome of a Game in any manner shall be tantamount to attempting to fix such Game.

B. Gambling. Gambling, legally or illegally, formally or informally, on any Game, or any facet of any soccer game including any NASL Game is strictly prohibited. Gambling must constitute the wagering of any money, no matter how small, or anything of value.

C. Prejudicial Statements and Public Criticism. Give, make, issue, authorize or endorse any statement having or designed to have, in the League Office's opinion, an effect prejudicial or detrimental to the NASL, the sport of soccer including public criticism of its Teams, Game Officials or game officiating generally.

D. Prejudicial Conduct. Commit conduct, which, in the League Office's opinion, is prejudicial or detrimental to the NASL or the sport of soccer.

E. Tampering. Directly or indirectly entice, induce, persuade, or attempt to entice, induce or persuade any Player, Coach, or any other person who is under contract to any other NASL Team to enter into services, or negotiate to enter into services during the term of such contract.

F. Violation of Substance Abuse Policy. Violate in any manner the League substance abuse policy.



G. Heinous Acts. Commit a heinous act, a violent physical assault on another arising out of the scope of one's employment, or being convicted or pleading no contest to a major misdemeanor or felony.

H. Failure to Participate. Participate in the removal of a Team from the playing field during a Game; fail to take the field to play; fail to appear at the scheduled time and place to play a Game; or fail to play or complete any Game; or fail to field one's strongest Team which, in the opinion of the League Office, was intended to give the opposing Team a competitive advantage; NASL Teams are expected to field the best possible starting lineup and make every attempt to put forth a best effort to win each Game. The integrity of the League, fairness to fans and assorted competitive issues require strict adherence to this policy.

I. Illegal Players. Play an NASL Game with an ineligible or suspended Player, a Player that has not signed a Player Agreement, or a Player that was not on the Team's Active Roster.

J. Coaching Information. Provide any other Team owner or employee of such Team owner with coaching information regarding ones own Team, except for the exchange of videotapes, or other League-sanctioned Player information programs.

K. Improper Use of Video Tapes. Use videotapes or Game film in any type of public forum to question a Game Official's decision or to denigrate the work of a Game Official in any manner, or for personal gain from the sale of such videotapes without permission of the League Office.

L. Protection of Game Officials. Violate the provisions of this manual regarding the protection of Game Officials.

M. Failure to Act in the Best Interest of the NASL. Fail, in the opinion of the League Office, to act in the best interest of NASL, the League, or a Team, including but not limited to failure to comply with the rules and procedures of NASL and directives of the League Office; failure to fulfill one's contractual obligations to NASL; failure to report incidents of misconduct known to the individual; or the misrepresentation of any material facts to the League or a Team.

M. Other Conduct. Fail to abide by the rules, guidelines, procedures or directives including but not limited to the 2012 League Operations Manual or League Office directives.

O. Player Code of Conduct. The League Office shall follow the FIFA Player Code of Conduct. Each Team must distribute the FIFA Player Code of Conduct to its Players prior to the start of the League season, and to any Player added to the Team's roster during the League Season.

11.1.4 Team Imposed Discipline. Any Team may discipline its own Players and staff. For all Team discipline, a copy of the letter from the Team informing the Player or staff member of disciplinary action must be faxed to the League Office.

A. Additional Team Rules. Teams must submit in writing any proposed Team rules and penalty schedules to the League prior to the start of a NASL season that are in addition to the



Standard Fine Schedule, or modify previously approved Team rules. The League Office may review such rules, have discussions with the Team as deemed necessary, and approve, reject, or suggest modifications to such rules. No discipline may be levied for additional Team rules until approved by the League Office, and any such Team rules must remain in effect until modified pursuant to this procedure.

11.2 GAME MISCONDUCT. The first responsibility for disciplining Game Misconduct rests with the Referee pursuant to the FIFA Laws of the Game. In addition, Players, Coaches, and other Team staff may be disciplined by the League Office or their Team for Game Misconduct pursuant to this Section, and may be subject to further discipline pursuant to other rules or procedures. For the purposes of assessing red or yellow cards, only the Referee's Game Report will be considered. For any other Game misconduct the League Office may consider all information available, including videotapes of the conduct in question.

11.2.1 Cautions, Send-Offs, and Dismissals. The penalties set forth in this Section must apply to all cards awarded to a Player in any Game.

11.3.1 Yellow Card Accumulations. The NASL has a system of yellow card accumulation to determine suspensions and fines. Although the League Office distributes notices to Teams if one of its Players is within a yellow card of suspension and fine, it is ultimately each Team's responsibility to track player yellow card totals during the Regular Season and Playoff Games.

A. Regular Season Yellow Card Suspensions and Fines. Fines shall be levied against Players for yellow card accumulations during the NASL Regular Season as follows:

1. Player accrues FIVE (5) yellow cards:
\$100 fine and suspension from his next Game.
2. Player accrues additional THREE (3) yellow cards after having been fined and suspended for FIVE (5) cards: \$200 fine and suspension from his next NASL Regular Season Game.
3. Player accrues additional THREE (3) yellow cards after having been fined and suspended for a second game: \$500 fine and suspension from his next Regular Season Game.

B. Double Jeopardy. Should a Player be awarded a yellow card during the Regular Season or playoff that puts him over any of the suspension thresholds (thus suspending him from his next game) AND is later sent off from the same game for receiving a SECOND YELLOW CARD in the same match, that Player shall only be suspended for ONE (1) game and neither yellow card will be added to his yellow card total.

However, should a player be awarded a yellow card during any Regular Season or Playoff Games that puts him over any of the suspension thresholds (thus suspending him from his next game) AND is later sent off from the same game for receiving a STRAIGHT RED CARD (e.g., serious foul play, violent conduct, spitting, denying a goal scoring opportunity {handball or foul}, or abusive language/gestures) in the same match, that Player must be suspended for his next TWO (2) games and the yellow card must be added to his yellow card total.



C. Card Suspensions. Red card and yellow card accumulation suspensions collected in Regular Season Games must be served in a Player's next Regular Season Game. Any suspensions for yellow card accumulation earned in a Player's last Regular Season Game must carry over into the Playoff Games.

Any Player who receives a red card in his last Game of the season (NASL Regular Season or Playoff Games) must serve the one Game suspension during their next Game (whether it's during a Playoff Game, Championship Game, or in the next Regular Season Game of the following season). All card suspensions must, if necessary, follow a Player to a new Team. All fines associated with cautions or send-offs shall be collected in the current season (before the calendar year expires).

D. Suspension Manipulation. Players suspended from NASL League Season Games (Regular Season or Playoff Games) that are called in for national team duty shall have their suspensions held in abeyance until they return to their Team. Teams shall be responsible for informing the League Office of a Player's selection to national Team duty. Failure to provide the League Office with such notice or to withhold the use of a suspended Player when appropriate is subject to sanctions.

E. Cards in Playoffs. All Players must start the NASL Playoff Games with a zero yellow card total. Any unfulfilled suspensions incurred as a result of play during the regular season will be enforced during the playoffs. However, beginning with the quarterfinal round, each player's yellow card tally will be set to zero. Any player who accumulates three yellow cards during the playoffs will incur a 1-game suspension to be served in the next playoff match. Any player who is issued two yellow cards within a single game will be treated only as having received a red card; however, if a player is issued a yellow card and then subsequently issued a direct red card, the player will be treated as having received a yellow card and a red card. Any unfulfilled suspensions incurred during the playoffs resulting from a red card will carry over to the 2013 NASL regular season.

11.4 OTHER GAME MISCONDUCT. In addition to and irrespective of whether the Referee awarded a card for a particular misconduct; the NASL League Office may impose penalties for game misconduct as set forth below.

A. Game Official Assault or Abuse. In addition to enforcing NASL sanctions, the League Office has the right to impose additional fines and/or suspensions.

B. Coach/Staff Dismissal. Any Coach or Team staff member dismissed from an NASL Game by the Referee shall receive an automatic fine and suspension as determined by the League Office.

C. Coach/Staff Misbehavior. Any Coach or other Team staff member not acting in a professional manner in the opinion of the NASL League Office, whether or not the incident is reported in the Referee Report, may be subject to a fine and/or suspension.



D. Entering the Field. A Player, Coach, or Team Staff member entering the playing field during an NASL Game when not authorized to do so may be fined and/or suspended by the League Office.

However, the NASL League Office may consider whether, during an altercation, it was appropriate for a Coach and assistant Coach to be allowed on the field as "peacemakers".

E. Approaching Game Officials. Coaches and Team staff must not approach Game Officials prior to the Game, at the end of the half, on the way to, or from, or in the Locker room, or at any other time while the Game Officials are in the Home Team city, to lobby for a certain call or approach to the Game, or to criticize a Game Official's performance.

The NASL Competition Incident Report form is the proper vehicle to express such opinions. The Referee shall report all such incidents in the Referee Game Report and offending individuals shall be subject to a League fine and/or suspension.

F. Major Game Misconduct. In addition to those offenses set forth above, major fines or suspensions, at the sole and absolute discretion of the NASL League Office, may be levied against Players (whether or not they were awarded a card by the Referee), Coaches, or other Team staff for such Game conduct as fighting or provoking a fight, criticizing Game Officials with words or gestures, entering the Game Officials' locker room, physical contact with Game Officials separate from Referee assault, using excessive force, deliberate attempts to injure, spitting, provoking crowd disorders, profane language that can be heard by the crowd or broadcast audience, obscene gestures, improper conduct during the National Anthem, taunting, abuse of spectators and others, failure to leave the field when instructed by the Referee to do so, improper conduct following the award of a card, excessive delay tactics or excessive or obvious feigning of injuries, intentional dives, or other unsportsmanlike conduct detrimental to the NASL. The NASL League Office may levy fines and/or suspensions for such behavior whether or not it is reported in the Referee Game Report.

G. Starting Game/Second Half On-Time. Players or Coaches who refuse or neglect to leave their locker rooms on time to either start the Game or the second half may be fined.

11.5 APPEALS. In the event any individual or Team that is the subject of disciplinary action wishes to appeal the penalties imposed by the League Office, the disciplined party must notify the Commissioner of the intention to appeal no later than 48 hours after receiving notice of the disciplinary sanction. Appeals will not be heard for decisions that were the judgment of Game Officials. Appeals must be in writing and must include any additional evidence that the disciplined party wishes the League Office to consider and whether the disciplined party would like a live hearing. The League Office reserves the right to increase any penalties upon reviewing the additional evidence.



SECTION 12: GAME DELAY, POSTPONEMENT & CANCELLATION

12.0 GAME DELAYS, POSTPONEMENT AND CANCELLATION Game delays, postponements and cancellations are governed by this Section. Because of the possibility of Game delays or postponement, the Teams' Director of Operations must have direct means for communication (i.e. cellular phone) with the League Office. The League Office must provide these phone numbers prior to the start of the League Season, and this information must be included on Game Notices.

12.1 CHANGES TO THE GAME SCHEDULE. All Game dates and starting times must be established and announced by the League Office in the League Schedule. Game dates and or times may not be changed unless so approved by the League Office. Before deciding on a change, the League Office must consult both the Home and Visiting Team and must have the final say in the matter. The League Office must notify Teams in writing, but the Teams may not publish the change until permitted to do so by the League Office. Once permission is granted, both Teams' public relations staffs must use all reasonable means to communicate the Game time change information to the public.

12.1.1 Game Date Change. A request to change the date of a Game must be submitted to the NASL League Office in writing no later than March 31st. Any request submitted thereafter may result in a fee of \$50.

12.1.2 Game Time Change. A request to change the start time must be submitted to the NASL League Office no later than March 31st. Any request submitted thereafter may result in a fee of \$50.

12.1.3 Game Location Change. A request to change the location must be submitted to the NASL League Office no later than March 31st. Any request submitted thereafter may result in a fee of \$50.

12.2 AUTHORITY TO DELAY, POSTPONE OR CANCEL A GAME An NASL Game may be delayed or cancelled due to (1) the failure of one or both Teams to arrive, (2) a lack of preparedness of one or both Teams to begin or continue playing a Game, (3) serious incident, injury or fatality to a Player, Coach, Game Official, Team representative or spectator, or (4) unfavorable weather and/or other adverse conditions beyond the control of the participating Teams which would make the playing of the Game impractical or dangerous for the Players, other participants, or spectators. It is important that the rules and procedures of this Section are explicitly followed in determining whether to delay, postpone or cancel a Game.

For all potential Game delay scenarios, the Home Team, in conjunction with the stadium, local law enforcement and other applicable agencies, must have a detailed response plan prepared.

Applicable to this section, "Competition" is defined by the moment a Team arrives at the stadium on game day until the final whistle is blown (including pre-game dressing preparations, pre-game warm-ups, half-time, and all game action). If a Game requires rescheduling as a result of any of the above occurrences, the affected Teams and the League Office shall determine a



new date and time to replay the game in question. If a significant delay is experienced, the Game Officials and Teams must follow the guidelines set forth in this section before play is resumed. Furthermore, in case of a delay or a cancellation that requires rescheduling, the Home Team is responsible for informing the fans, via public address announcements, of the situation at hand. Such announcements must be prepared in advance, vaguely reference the situation (e.g. "the accident that has occurred on the field") and explain the delay or cancellation policy that governs the relevant situation.

12.2.1 Game Delay. If one of the conditions set forth above exists, the Home Team Director of Operations, in consultation with the League Office, the Head Coach of the Visiting Team and Referee, may delay the start of the Game for up to TEN (10) minutes.

12.2.2 Lightning and Severe Weather. Given the likelihood of lightning during the NASL season and the potential for personal injury and structural damages lightning can cause, each Home Team must have a detailed weather delay plan that includes the following:

1. Specific persons in charge of decision-making (one management level person from the stadium, one person from the Home Team, one person from law enforcement).
2. Direct contact with the U.S. Weather Bureau and/or Doppler radar.
3. Formation of a weather delay committee with pre-designated meeting location (and back-up location) that includes the Referee, Team representatives and TV producer
4. Immediate and consistent contact with the League's Game Notice Designee
5. Updates to spectators and media via PA announcement (and video if available)
6. "Standing Orders" (procedures) published and posted to accomplish the above In the event it is deemed safe to resume play, refer to Section 12.2.9, "Team Warm-Up Period Following Game Delay" for NASL guidelines.

12.2.4 Natural Disaster and Damage to Stadium Superstructure. Given the possibility of a natural disaster (e.g. earthquake) during the League season and the potential for personal injury and structural damage that may result, each Home Team must have a detailed emergency response plan that includes the following:

1. Specific persons in charge of decision-making (one management level person from the Stadium, one person from the Home Team, one person from law enforcement)
2. Formation of a crisis management Team with pre-designated meeting location (and back-up location) that includes the Referee, Team representatives and TV producer
3. Immediate and consistent contact with the League's Game Notice Designee
4. Updates to spectators and media via PA announcements (and video if available)



5. "Standing Orders" (procedures) published and posted to accomplish the above The decision as to whether the game shall begin or resume must be made in conjunction with Stadium Officials and local law enforcement, and other applicable personnel qualified to ascertain the safety of the event. Prior to making a decision, the affected Home Team must immediately contact the League Designee to discuss the situation and determine an appropriate and respectful course of action. Each incident that falls under this category must be treated on a case-by-case basis, although consideration must be given to play or resume the Game as scheduled.

12.2.5 Stadium Power Failure. Given the possibility of a partial or full power failure at a stadium, Teams must have a detailed response plan prepared. In such a situation, the game may be delayed if the power failure results in the following:

1. The Referee determines that it is dangerous for Players or Game Officials to continue the Game. This decision to stop play is in the sole discretion of the Referee.
2. The Referee determines that an unreasonable competitive advantage is created by continuing the Game under current conditions (e.g. unbalanced lighting favors one Team). This decision to stop play is in the sole discretion of the Referee.
3. Team and stadium officials determine that it is dangerous for spectators and/or stadium personnel to continue the Game. In such a situation, the Home Team Director of Operations must relay the information to the Referee must to stop play.

In the case of a power failure, every effort must be made to continue and finish the Game in its entirety once the problem has been adequately fixed or the integrity of the competition has been established or restored and the safety of spectators, stadium personnel, and Players have been assured.

12.2.6 Serious Injury of a Player, Coach, Game Official or Team Representative. If a Player, Coach, Game Official or other bench personnel suffers a serious injury (e.g. paralysis or heart attack) during the course of competition, every effort must be made to finish the game in its entirety once the injured person(s) is safely removed from the field area. It is the responsibility of the Game Officials to manage the Players and bench personnel during a delay caused by a serious injury. In such instances, the Home Team must immediately contact the League Office to keep the League Office informed of the situation and seek direction as necessary.

12.2.7 Fatality Before Game Day or Arriving at the Stadium. If a Player, Coach, Game Official, spectator, League member or Team staff suffers a serious or fatal incident before game day or prior to arriving at the stadium on game day, the affected Team must immediately contact the League Office to discuss the situation and determine an appropriate and respectful course of action. Each incident that falls under this category shall be treated on a case-by-case basis, although consideration should be made to play the game as scheduled. The decision as to whether the Game shall be played will be at the sole and absolute discretion of the League Office.



12.2.8 Fatality During Competition. If a Player, Coach, Game Official or other bench personnel is determined to have suffered a fatal incident during the course of competition, the game may end at that point and would be rescheduled and replayed in full if the incident occurs in the first half of play or the game must be considered final if the incident occurs in the second half of play. In such instances, the Home Team must immediately contact the League Designee to keep the League Office informed of the situation and seek direction as necessary.

12.2.9 Team Warm-Up Period Following Game Delay. NASL Teams and Players must be permitted a warm-up period using the below recommended guidelines following any game delay, due to weather or other unforeseen circumstances. The duration of any warm-up period must be determined by the length of the game delay as follows.

No warm-up must be permitted following a game delay of up to FIFTEEN (15) minutes.

- FIVE (5) minute warm-up must be permitted following a game delay between FIFTEEN (15) and THIRTY (30) minutes.
- TEN (10) minute warm-up must be permitted following a game delay between THIRTY (30) and SIXTY (60) minutes.
- TWENTY (20) minute warm-up must be permitted following a game delay of greater than SIXTY (60) minutes.

12.2.10 Guidelines for Resuming a Game. When resuming a Game that has been postponed, play must continue at the exact time at which it was stopped and Referees must utilize the appropriate restart. If the game is stopped at a dead-ball situation, it must resume by allowing the appropriate Team to take the restart they were awarded before play was suspended (e.g., throw-in, goal kick, etc). If the game is stopped during the run of play, it must resume with a dropped ball at the location on the field where the ball was positioned when the game was postponed.

12.2.11 Stadium Curfews. When deciding whether to resume play, Teams must be aware of local stadium curfews imposed by respective cities which may prohibit the start or continuation of play after a certain time. Such local curfews, which determine the point at which the game will be completed may affect the aforementioned guidelines for resuming a game.

12.2.12 Game Cancellation Prior to Game Start. Only the League Designee, after consulting with the Referee and a representative of the Home and Visiting Teams, may determine whether or not a Game will be cancelled. The League Designee must be informed of the possibility of a cancellation by the Home Team General Manager at the earliest possible time. Given the difficulty and cost of rescheduling, every attempt shall be made to complete the game that day irrespective of the length of the delay. Postponements should be considered only in an extreme situation such as a flooded playing field, structural damage, or serious injury/fatality as described in this Section. In the case of thunderstorms and lightning, play can generally resume after the storm has passed.



12.2.13 Game Cancellation After Game Start. Once a Game has commenced, only the Referee has the authority to stop play and cancel the Game, and may do so only for one of the reasons set forth in this Section. However, the Referee and Teams should make all efforts to play and complete the Game unless otherwise directed by the League Office.

A. Due to inclement weather: Unless a risk to personal safety exists, the Referee must wait a minimum of THIRTY (30) minutes (excluding halftime) and consult with the Team representatives and the League Designee before canceling the remainder of a Game. It is not necessary to wait an additional THIRTY (30) minutes if a second Game stoppage is caused by the same conditions.

12.2.14 Game Cancellation Criteria. Game cancellations should occur only in the most serious circumstances. However, the personal safety of the Game participants, Game personnel and spectators must always be of the highest priority. Other factors the Referee and League Office should consider include whether or not Teams have requested the cancellation, difficulty in rescheduling the Game, television broadcast considerations, current and forecasted weather conditions, travel conditions, the current whereabouts of Teams and Game Officials (if not at the stadium) and the likelihood of them reaching the stadium.

12.2.15 Rescheduling a Cancelled Game. The following rules govern the rescheduling of a cancelled Regular Season Game.

A. Games Cancelled Before Commencement of Play. Any NASL Game that is cancelled pursuant to this Section shall be rescheduled or cancelled permanently by the League Office at the earliest possible time.

B. Games Cancelled After Commencement of Play. If a Game is cancelled prior to the commencement of the second half of play, regardless of the score, the score and all statistics shall not count and the Game shall either be postponed or cancelled by the League Office. If a Game is cancelled after the commencement of the second half of play, regardless of the score, the score and all statistics shall stand as final.

C. Rescheduling Considerations. The League Office shall review all the facts, including fault on the part of either Team, unavoidable conditions, expense for both Teams, requests by a Team to take a particular action and the best interest of the NASL and the Teams, in determining whether a Game must be rescheduled and when, who should bear the financial burden as a result of the cancellation or rescheduling, whether the Game should be forfeited or cancelled permanently, and whether other sanctions should be levied.

The integrity of the NASL as well as the Home and Visiting Teams' schedules must be given considerable weight in the resolution of these matters. Unless the sanction or remedy is set forth specifically in any NASL rules or directives, the League Office shall decide what action to take, and its decision shall be final.



12.2.16 Preparedness to Play. In the event a Team: (a) does not arrive at the stadium on time, unless through no fault of their own, (b) is not prepared or does not commence playing an NASL Game at its scheduled kick-off time, or (c) does not complete the Game, and the Game is not played to conclusion on that day; the League may declare the Game to have been forfeited by such Team and it may not be rescheduled. In either case, further penalties may be imposed against the offending Team, including Game preparation costs and penalties against individuals pursuant to Section 11 (failure to participate) of the League Manual.

In the event neither Team is prepared to commence the playing of an NASL Game at the scheduled kick-off time or does not complete such Game, and the Game is not played to a conclusion on that day, the NASL League Office may reschedule the Game, or declare the Game to have been forfeited by both Teams with neither Team receiving any points for the Game, and may impose further penalties on the Teams.



SECTION 13: EMERGENCY MEDICAL & EVACUATION PLANS

13.0 EMERGENCY MEDICAL AND EVACUATION PLANS. Every Team must establish Game Day emergency medical and evacuation procedures in conjunction with its stadium authority. Above all, necessary precautions must be taken to ensure spectator, Team, and staff safety at all times. Medical activities and protocol must also be in compliance with the local emergency medical evacuation plans.

13.1 MEDICAL EMERGENCY PLAN. Medical emergencies create a need for immediate medical attention on the field, in the stands, and in press/VIP areas. The following are basic parameters to follow in developing Team policies. Responsibilities may vary, based upon the role stadium personnel want and are capable of assuming.

A. The Home Team must designate the Director of Operations as the medical response coordinator. He must assign separate Team representatives to be responsible for the field (Players), grandstand areas (spectators), Press Box and VIP areas. These Home Team representatives must be capable of making decisions and handling difficult situations.

B. Establish a mode of communication by which emergency personnel can be contacted quickly.

C. Staff must report initial problems to the Director of Operations, notify security and any on-site EMS agency immediately of the problem and location, and deploy a staff member to the scene.

D. Once the Medical Response Team arrives and relieves the staff member, the staff member must record initial information, including time, location, and who placed the injury call, before they leave the accident/injury area.

13.2 TEAM PHYSICIAN AND STRETCHER. In addition to the medical emergency plan, the Home Team must have a qualified physician, certified athletic trainer, stretcher, and a flat spine board readily available at each Home Game. At no time should a Player be subjected to risk or aggravation of an injury by removing him from the field. Referees must ensure that injured Players are removed from the field as soon as safely possible. In most cases, the Referee must initially call for the stretcher to be brought onto the field. The stretcher-bearers must consist of existing Team staff near the bench. The stretcher and flat spine board must be located at or near the Fourth Official's table. Additionally, an ambulance and crew must be available on site. If the ambulance and crew have to leave the stadium for any reason, best efforts must be made to have a replacement ambulance and crew available. The Team physician must remain at the stadium past the conclusion of the Game. It is each Team's responsibility to advise the Team physician if he/she is needed in the locker room after the Game. The Team physician must check with each locker room, and give each Team athletic trainer sufficient time to assess the injury situation before departing the stadium.



13.2.1 Appropriate Responding Physician. The Team physician or qualified designee must be in attendance at all Home Games; however, he should not be the appropriate respondent for spectator, press, VIP, or other staff members' injuries or emergencies. Emergency medical plans must factor this into their procedures. As Teams may not own their stadiums, it is imperative that security, stadium management, and the Team discuss and coordinate these procedures prior to the opening game.

13.2.2 Ambulance and EMT Crew. The Home Team must have at least ONE (1) ALS (Advanced Life Support) ambulance and one EMT Crew at each Home Game. Furthermore, at least ONE (1) ALS ambulance and one EMT Crew must be dedicated to the Players and the field of play at all times.

13.3 EVACUATION PLAN. In the event a stadium or parts thereof must be evacuated due to natural causes (i.e. earthquakes, floods), bomb or terrorist's threats, fire and smoke, etc., each Team must develop and implement, in conjunction with their stadium, an emergency evacuation plan. This plan must cover how to safely and quickly remove all spectators, Teams, and staff from the damaged area or venue itself; establish what equipment needs to be on hand; and include a notification system for law enforcement agencies, fire, or other emergency response departments.



SECTION 14: TICKET SALES AND RECONCILIATION

14 TICKET SALES AND RECONCILIATION. The Home Team's Ticket Manager and staff must oversee the ticket box office and outlying ticket booths/kiosks during each Game. In the event that the stadium management staffs the ticket office during Home Games, the Ticket Manager must remain in the ticket office for the duration of the Game and reconcile all ticket sales with the stadium personnel.

14.1 TICKET TAKERS AND USHERS. Team stadiums may provide Game Day Ticket Takers and Ushers, pursuant to the Team's stadium lease.

14.2 SEAT MANIFEST. By no later than March 31, 2012, Teams must submit a stadium seating manifest of their Stadium to the League Office.

14.3 CONDITIONS OF ADMITTANCE. Requests for tickets pursuant to this Section must be for official NASL or other soccer purposes only. Entertainment, recreational, or third party usage is not permitted. League and Team representatives must conduct themselves in a professional manner and must not show favoritism for a particular Team.

14.3.1 Scouting Games. Coaches and others in attendance to scout the Game must be given, at a minimum, available and suitable grandstand seating upon advanced requests. The Team associated with the scout attending the Game must request tickets (one ticket per scout) directly from the Home Team at least TWENTY-FOUR (24) hours in advance of the Game.

14.4 SCALPING. Teams should be aware that their tickets may be scalped on game day in or around the stadium. Policies already existing in the stadium's rules and operational guidelines should be explored as well as local ordinances and laws. Action regarding scalping should be addressed in the Home Team's game day plans. Team Staff or Players found scalping tickets are subject to major misconduct discipline pursuant to Section 12 of the 2012 NASL League Manual.

14.5 COMPLIMENTARY TICKETS. The NASL League Office will monitor the distribution of complimentary tickets. Complimentary tickets for all games should be kept to a minimum.

14.5.1 Distribution. The Home Team shall report to the League Office on a match-by match basis the total number on complimentary tickets issued.

A. Visiting Team. The Home Team must provide the Visiting Team with a minimum of THIRY-FIVE (35) complimentary tickets. Any Visiting Team requesting additional complimentary tickets shall do so no later than 5 days in advance of the game. However, the Home Team shall have no obligation to provide such tickets. The Visiting Team may request additional tickets. In such instances, the Home Team must be provided the request for additional tickets at least FIVE (5) days advance of the Game to fulfill the request. These tickets must be



given to the head of the Visiting Team's delegation upon their arrival as part of their Visiting Team Packet. Complimentary tickets provided to Visiting Teams shall be in high – quality seats and away from any designated supporter sections.

B. Game Officials. Each working Game Officials must receive TWO (2) complimentary tickets. These tickets must be distributed by the Referee Liaison. Referee Assessors will receive an all-stadium credential and two (2) complimentary tickets if they are requested. Referee Assessor family members or friends are not allowed in the press box or other VIP seating areas.

14.6 RECONCILIATION, REVENUE, ACCOUNTING & LEAGUE COLLECTION. At the end of the Game, or the time established on Game Day by the Home Team, the Home Team must settle all ticket accounts for that Game, including an accounting of advance, game day walk-up, full and partial season ticket sales, group and other discounted ticket sales, the issuance of complimentary tickets, and of surcharges and taxes.

14.6.1 Ticket Sales Receipt Game Statement. Within FORTY-EIGHT (48) hours after any Home Game the Home Team shall submit a Game Ticket Report form to the League Office.

14.6.2 Deadwood. All unused tickets must be retained and accounted for by the Home Team.

14.6.3 Ticket Audits. Each Team is required to maintain all supporting documentation necessary for substantiating the certified game statement. Supporting documentation includes, but is not limited to, Ticketmaster reports, sales tax returns, exchanged tickets, redeemed coupons or vouchers, lost ticket passes, ticket stubs, and turnstile or stub count information. Each Team must also maintain a reconciliation of all flexible voucher (or related) programs, including flexible voucher sales, redemptions and unredeemed passes. The League Office reserves the right to audit any or all game statements provided by the Teams at any time.



SECTION 15: PUBLIC RELATIONS GUIDELINES

15 PUBLIC RELATIONS GUIDELINES. It is the duty of the Public Relations directors the Teams in the North American Soccer League to follow these guidelines to their utmost ability. While it is realized that there are certain circumstances or events that may make following the guidelines difficult, it should be kept in mind by all PR staff that their goal is to promote the sport of soccer and to provide the media with the best environment in which to perform their professional duties.

15.1 PRINTED MATERIALS

15.1.1 Media Guides. Each NASL Team must produce a 2012 regular season media guide. The Teams may produce a printed version but must produce an electronic version that must be submitted to NASL in .pdf file format. In 2012, deadline for submitting the media guides is June 1, 2012 but in future years the deadline will be 7 days prior to each Team's first Regular Season Home Game.

Required Contents for the media guides are the following:

1. Table of contents
2. Regular season schedule
3. Team directory
4. Team history/overview ("About us")
5. Bios and head shots of Team executives
6. Staff listing
7. Bios of coaches and players
8. Rosters
 - a. Alphabetical
 - b. Numerical
9. Streaming video information
10. Principal media list and league media policies (section 15.5)
11. Training site information and schedule
12. Stadium information
13. Ticket pricing and information
14. League Information
 - a. NASL directory
 - b. Rules and Regulations
 - c. NASL logo must appear on the cover of Team media guides (min. 1"x 1")
 - d. Location of league schedule (link or web address)

15.1.2 NASL Media Contact List All Teams. All Team Public Relations departments must submit the names and contact information for the local media that covers their Team. NASL Communications shall provide a template in Excel format that must be filled out and returned to the League Office before the start of the season. New media contacts can and should be added during the course of the season.



15.1.2 NASL Media Contact List. All Team Public Relations departments must submit the names and contact information for the local media that covers their Team. The NASL Director of Public Relations will provide a template in Excel format that must be filled out and returned to the League Office before the start of the season. New media contacts can and should be added during the course of the season.

15.2 DISTRIBUTION OF INFORMATION

15.2.1 News Releases. Each Team should provide local media with regular (weekly) updates about the Team. The news releases should include, but not be limited to: results, practice schedules, injury reports, Team and individual Player news. All news releases regarding Player transactions or roster changes/updates require League Office approval. Such releases should be sent to the following email address **rsehgal@nasl.com** before given permission to be announced.

15.2.2 Game Notes. Teams must provide games notes to media on the day of a match so as to provide media members a background and relevant information regarding the upcoming Game.

15.2.3 Photographs. The Home Team is responsible for providing The NASL with at least five (5) photographs of game action within 48 hours of the match of a minimum resolution of 800 x 600 pixels.

15.3. CREDENTIALS

15.3.1 Media Credentials. All Teams must print local media credentials that must be distributed to all designated media members that will be working within the grounds of the Home Team stadium. There may exist single game or season long credentials. Photographers and/or videographers must be attached to a legitimate media organization to be credentialed.

15.4 CREDENTIAL MEDIA GAME DAY GUIDELINES

15.4.1 Locker Rooms. Locker rooms must open to media members 10 minutes after the conclusion of the match. Locker rooms must not be open to media prior to the game or during halftime. No still photography is allowed in the locker rooms and access to locker rooms is strictly prohibited to anyone not in possession of a Team media credential. Team Public Relations directors should be present to indicate the beginning and end of media access to locker rooms after the match. All regulations about media access to the locker rooms should be clearly communicated to Team staff and security to ensure a secure environment.

15.4.2 Stadium Access. Seating accredited media members must have access to the stadium, professional workrooms, stadium seating and locker rooms. During the Game, accredited media must have access to the press box which must be restricted to only those accredited media members. In addition, all accredited media members should be given a seat in the press box if possible.



15.4.3 Traveling Media. The Home Team shall provide seating for traveling media members at each Game in the press box and should keep in mind the needs of media members traveling from the Visiting Team's area. The PR Department of the Visiting Team should advise the Home Team 48 hours in advance if or how many members of traveling media plan to attend the Game.

15.4.4 Media Access to Training Sessions. If a training session is declared as a closed session, Teams must allow a minimum of 15 minutes after the session to media for interviews.

15.4.5 Home Team PR Staff Responsibilities. The Public Relations staff members of the Home Team should be in attendance on game day in order to attend to working media members before, during and after the match in the press box.

15.4.6 Press Box Requirements. At least one member of the Home Team's Public Relations staff, whom shall be easily identified as such, must be in the press box at all times, including halftime. In addition, a staff member must be present in the press box to watch all unattended equipment during postgame activities. It is suggested that the Home Team have members on hand to serve as runners that can distribute information from on-field crews, such as lineups or game status updates.

Other requirements:

- The Home Team's ticket office must have the Game attendance available to media members by the 80th minute.
- Radio capability for home and away broadcasters.
- T-1 line must be available for all home games.
- Wired or wireless internet access for media members in press box
- A computer with internet access, a fax machine and a scanner must be in the press box for submitting match reports and Referee reports.
- A printer or copier must be needed to distribute lineups and game notes to members of the media.

15.4.7 Statistics Crew. The Home Team must provide a stats crew of at least one person and ensure they have adequate seating whether they must be in the press box or not. If the statisticians are not seated in the press box, the Home Team must ensure media members have access to statistics. In addition, the Home Team is responsible for ensuring the accuracy of these statistics and integrity of the statistics crew. The NASL will pay each stats keeper directly but the direct supervision during game day falls to the Home Team Media/Public Relations Director.

15.4.8 Match Reporting Procedures. A finalized Lineup Sheet shall be picked up SIXTY (60) minutes before the start of the match by a member of the Home Team's Public Relations staff. It is the responsibility of the director of the Home Team's media relations department to ensure the accuracy of the lineups and distribute them to the media in attendance as soon as possible. It is suggested that lineups are given to media in the format of the template that must be provided by the League Office. The Lineup Sheet must be scanned and emailed to the League Office and visiting Public Relations Director by the Home Team's Public Relations staff FORTY-FIVE (45) minutes before the start of the match. The Referee Game Report must be submitted to the League Office by the Referee via fax and a copy must be scanned and sent via email to



dmccartney@nasl.com by the Home Team. The finalized Match Report must be sent by the Home Team via email to **kkrishnaiyer@nasl.com** and to the Visiting Team. The report must be sent in one email simultaneously and not two separate emails once the final statistics have been compiled. Each Home Team is responsible for entering the statistics into the database within 24 hours of the match's conclusion.

15.5 MEDIA POLICIES

15.5.1 Live Written Updates. Online or text reports (e.g., live blogs, twitter, etc.) concerning NASL games while they are in progress (“Live Written Updates”) are subject to following:

- While a Game is in progress, any forms of accounts of the Game must be time delayed and/or limited in amount so that the Game coverage provided cannot be used as a substitute for authorized play-by-play accounts.
- Any suggestion by an individual or entity that live updates are being provided as a substitute for authorized play-by-play accounts is strictly prohibited.
- Live updates may not use any audio, video or graphic simulations of NASL Games.
- Live updates must provide other broadcast information for that NASL League Game. For example: “Tonight’s NASL Game is being streamed live on (address of participating Teams website).”
- All live updates must be free of charge to readers.

Note: This policy does not prohibit the posting of the facts of a game (e.g., goals scored, cards given, game score, and time remaining).

15.5.2 Still Photography. Still photographers are permitted to shoot matches from behind the field sign boards in either end zone. At events where space allows, photographers may also shoot on the sideline opposite the benches between the end line and the 18-yard line. At no time are photographers allowed on the field of play.



SECTION 16: CONCUSSION EVALUATION & MANAGEMENT PROTOCOL

16.1 CONCUSSION EVALUATION & MANAGEMENT PROTOCOL

The NASL has created the following Concussion Protocol to provide state of the art professional care and treatment for NASL players and to reduce time lost due to injury.

The Return to Play (RTP) decision-making process is complex and dynamic. Although there has been a virtual explosion of research into the diagnosis and management of sport-related traumatic brain injury in the past 10 years, the RTP decision remains largely a clinical endeavor without firm empirically derived guidelines. The weight of clinical and empirical evidence suggests that the RTP decision-making process should be individualized rather than relying on generic RTP guidelines. Of significance is our current understanding from the research literature that the signs and symptoms of concussion are dynamic and evolve over time. Consequently, symptoms may not be present until hours or days following the initial blow(s).

The NASL defines concussion using the criteria set forth by the Concussion In Sport Group:

Concussion is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathological, and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

- Concussion may be caused either by a direct blow to the head, face, neck, or elsewhere on the body with an "impulsive" force transmitted to the head.
- Concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously.
- Concussion may result in neuropathological changes, but the acute clinical symptoms largely reflect a functional disturbance rather than structural injury.
- Concussion results in a graded set of clinical syndromes that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course.
- Concussion is typically associated with grossly normal structural neuroimaging studies.

16.2 Early Signs & Symptoms of Concussion

Cognitive features: unaware of game specifics (opposition colors, score of game, last play); confusion; amnesia (does not recall events prior to the hit or after the hit); alteration in consciousness; not oriented to time, place, or date.

Physical symptoms: Headache, dizziness, nausea, unsteadiness/loss of balance, feeling "dinged" or stunned or "dazed," "having my bell rung," seeing stars or flashing lights, ringing in the ears, and double vision.

Delayed symptoms: Sleep disturbance, memory disturbance, decreased information processing speed, fatigue, psychological disturbance (e.g. depression/anxiety/irritability/emotional liability).



16.3 Pre-Season Baseline Testing

All players must record a baseline ImPACT test score prior to the Team's first NASL Regular Season Game. If a Player joins a Team after the first Regular Season Game he must take the ImPACT test and record a baseline score prior to playing in an NASL Game for that Team, unless he has recorded such a baseline score this year for an MLS or a different NASL Team. ImPACT is a computerized concussion management tool that allows an accurate reading of each person's graded test before a concussion has occurred.

16.4 Acute Evaluation/Management

Players who are suspected of having sustained a concussion shall be removed from play immediately and evaluated by Team medical staff.

If after initial evaluation the player is diagnosed with a concussion he shall not be returned to play on the same day.

16.5 Management

An individualized and graded approach to RTP should begin after the player is asymptomatic at rest for at least 24-48 hours. During this time the player should have both physical and cognitive rest. The length of time a player must be symptom free must vary depending on the nature of the injury, the player's concussion history and psychological status.

Once symptom free, the player shall be referred to the Team neuropsychologist for a standardized neuropsychological evaluation. The Team neuropsychologist must communicate the results of the evaluation to the Team physician who is ultimately responsible for making the RTP decision using the guidelines contained herein. Once the player is symptom free at rest and deemed to be neurocognitively at or above baseline, he can begin the gradual process of light aerobic workout, followed by more intense aerobic workouts, strength training, non-contact sport-specific drills, contact sport-specific drills, heading training and finally, full RTP. At all times the player should be monitored for a re-emergence of somatic and cognitive symptoms. Symptoms should be monitored on a daily basis using the Post Concussion Symptom Checklist (SCAT2) and the results should be entered into the electronic medical record.

In accordance with current consensus guidelines, there is no mandatory period of time that a player must be withheld from play following a concussion. However, at minimum, a player MUST be symptom free at rest and upon exertion, and determined to be neurocognitively at baseline.

16.6 Neuropsychological Evaluation Period

All Players in NASL shall undergo baseline neuropsychological testing prior to engaging in full contact play. The baseline evaluation must consist of the ImPACT Test, and must be administered by the designated Team staff member(s) trained on the use of the software. Players diagnosed with a concussion shall be required to undergo a post-concussion ImPACT Test once they are symptom free at rest and prior to return to play. If the Player scores at or above the normal range for their baseline test, then they shall be referred to the Team physician for



clearance to return to play. If the Player fails to score at or above the normal range for their baseline test, they may retake the test (no more than once per day) until such time as they have scored at or above the normal range for their baseline test.

16.7 Team physician Authority

The Team physician has the ultimate and absolute authority to decide when a player should be removed for evaluation and whether that player is fit to return to play. The Team physician's authority in this regard shall not be challenged by Team coaching or administrative staff.

16.8 Graded Return to Play Example (Prague Modified):

- (1) Rest (cognitive and physical) until asymptomatic at rest (24 hours);
- (2) Light aerobic exercise (e.g. stationary bicycle) for 15-20 minutes.
- (3) Moderate intensity aerobic exercise (30 minutes).
- (4) Sport-specific training (ball handling, passing, light running, NO HEADING).
- (5) Non-contact training drills, including full exertion interval training (may start resistance training).
- (6) Begin Heading Training (steps 1 & 2 below)
- (7) Full contact training with heading steps 3 & 4
- (8) Return to competition (game play)

Typically, progression to the next level only occurs if the player remains symptom free for 24 hours (time frame may be lessened or lengthened dependent on individual Player symptoms and history). If symptoms re-emerge, the Player should begin with the previous step after being symptom free for 24 hours. Player should only progress to the next level when instructed to do so by the Team ATC or the Team physician.