



***2012 Lamar Hunt  
U.S. Open Cup  
Handbook***



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## **Changes for the 2012 U.S. Open Cup Tournament**

The following list highlights the changes made for the 2012 Lamar Hunt U.S. Open Cup Tournament:

- Home teams starting with the First Round until the Quarterfinal Round will be determined by random selection from among those clubs who have applied to host and meet the minimum venue requirements (see page 8). This method replaces the sealed bid process.
- The method for determining Hosting Fees from the First Round until the Quarterfinal Round has changed (see the Home Game Revenue Report Form on page 34). Fees for each match will now be set at 15 percent of the gross gate above \$100,000 plus \$12,000 for Third Round games, \$18,000 for Fourth Round matches and \$25,000 for Quarterfinal contests.
- First Round matches will be determined by pairing teams geographically (see page 6).
- The tournament hosts the largest field of teams (64) in the competition's modern era (1995 to present), eclipsing the previous record of 42 (set in 2005 and 2006). See page 5 for the allocation of slots among the various divisions and a list of participating teams.
  - All Division I, II and III professional clubs will participate in the tournament proper for the first time in the competition's modern era, resulting in the largest field of professional teams (32) over this same period (surpassing the previous record of 28 set in 2000 and 2001).
  - The expansion also results in the largest number of amateur teams (32) in the tournament proper in the modern era, exceeding the previous record of 21 set last year.
  - The 24-team overall expansion from 2011 is the largest single-year increase in the modern era.
- Minimum standards for home venues will now be enforced starting with the First Round (moving up from the Third Round... see page 21).
- The First Round of the tournament will take place May 15, four weeks earlier than the traditional mid-June start of the last decade.
- The Final will be held either August 7 or 8, the earliest date for the Final since 1994 (the last year before modern-day professional teams entered the competition). The earlier conclusion is meant to help teams also competing in the 2012-13 CONCACAF Champions League avoid overloaded schedules.



## **2012 U.S. Open Cup Committee**

<b>Todd Durbin</b>	Co-Chair and Division I Representative
<b>Tim Holt</b>	Co-Chair and Division III Representative
<b>Werner Fricker, Jr.</b>	Amateur Representative
<b>Marcelo Balboa</b>	Athlete Representative
<b>David Downs</b>	Division II Representative
<b>Tom King</b>	Committee Liaison
<b>Paul Marsteller</b>	Committee Liaison

## **2012 U.S. Open Cup Adjudication and Discipline Panel**

<b>Todd Durbin</b>	Co-Chair (non-voting member)
<b>Tim Holt</b>	Co-Chair (non-voting member)
<b>TBD</b>	Amateur Representative
<b>TBD</b>	Athlete Representative
<b>TBD</b>	Division I Representative
<b>TBD</b>	Division II Representative
<b>TBD</b>	Division III Representative
<b>Tom King</b>	Panel Liaison
<b>Paul Marsteller</b>	Panel Liaison

## **2012 U.S. Open Cup Staff**

<b>Tom King</b> (tking@ussoccer.org)	Commissioner	(312) 528-1229
<b>Paul Marsteller</b> (pmarsteller@ussoccer.org)	Competition Secretary	(312) 528-1284
<b>Neil Buethe</b> (nbuethe@ussoccer.org)	P.R. / Communications	(312) 528-1270
<b>Steve Hoffman</b> (shoffman@ussoccer.org)	Sponsorship / Marketing	(312) 528-1254
<b>Mike Koeshartanto</b> (opencup@ussoccer.org)	Open Cup Assistant	(312) 528-1281



## **2012 U.S. Open Cup Competition Calendar**

Wednesday, April 25	Team Entry & Information Form deadline; Venue Declaration Form deadline
Friday, April 27	Team Entry Fee due
Sunday, April 29	Final day of qualifying for all divisions
Monday, April 30, 11 a.m. CT	Home Game Application deadline for First and Second Rounds
Tuesday, May 1	Deadline for teams entering at First Round to submit initial roster Open Cup Initial Pairings Announcement
Tuesday, May 8	Deadline for teams entering at Second Round to submit initial roster
Wed., May 9, 2 p.m. CT	Home Game Application deadline for Third, Fourth and Quarterfinal Rounds
Tuesday, May 15	First Round Deadline for teams entering at Third Round to submit initial roster
Tuesday, May 22	Second Round
Tuesday, May 29	Third Round
Tuesday, June 5	Fourth Round
Wed., June 20, 2 p.m. CT	Deadline to submit bid to host Semifinal Round
Tuesday, June 26	Quarterfinals
Tues., July 3, 2 p.m. CT	Deadline to submit bid to host 2012 Lamar Hunt U.S. Open Cup Final
Tuesday, July 10	Semifinals
Tuesday, August 7 or Wednesday, August 8	2012 Lamar Hunt U.S. Open Cup Final



## 2012 U.S. Open Cup Participating Teams

- Major League Soccer (Division I): All 16 U.S.-based teams, entering in the Third Round:

Chicago Fire*	Houston Dynamo	Portland Timbers***
Chivas USA	Los Angeles Galaxy	Real Salt Lake
Colorado Rapids	New England Revolution	San Jose Earthquakes
Columbus Crew	New York Red Bulls	Seattle Sounders
D.C. United	Philadelphia Union**	Sporting Kansas City
FC Dallas		

- North American Soccer League (Division II): All six U.S.-based teams, entering in the Second Round:

Atlanta Silverbacks	Fort Lauderdale Strikers	San Antonio Scorpions
Carolina RailHawks	NSC Minnesota Stars	Tampa Bay Rowdies

- United Soccer Leagues PRO (Division III): All ten U.S.-based teams, entering in the Second Round:

Charleston Battery	Los Angeles Blues	Richmond Kickers
Charlotte Eagles	Orlando City****	Rochester Rhinos
Dayton Dutch Lions	Pittsburgh Riverhounds	Wilmington Hammerheads
Harrisburg City Islanders		

- United Soccer Leagues Premier Development League (Amateur Division): Sixteen of 63 U.S.-based teams, entering in the First Round. Clubs from each of nine regional divisions qualify based on 2011 regular season records:

Carolina Dynamo	Kitsap Pumas (Washington)	Orlando City U-23s****
Chicago Fire PDL*	Laredo Heat	Portland Timbers U-23s***
Des Moines Menace	Long Island Rough Riders	Reading United A.C.**
El Paso Patriots	Michigan Bucks	Real Colorado Foxes
Fresno Fuego	Mississippi Brilla	Ventura County Fusion
GPS Portland Phoenix (Maine)		

- U.S. Adult Soccer Association regional qualifiers: Nine teams (winner and runner-up from qualifying competitions held in each of the four U.S. Soccer regions, plus the third place club from Region I) from 60 participating at the local and state levels, entering in the First Round.
- National Premier Soccer League (a USASA-affiliated national league): Six teams from nearly 50 in the league, entering in the First Round. A seventh side will face a representative from U.S. Club Soccer for the final place in the First Round.
- US Club Soccer (an organization member of U.S. Soccer): A single team will face a representative from the National Premier Soccer League for the final place in the First Round.

*Note: Eight teams listed above have affiliations with another club in the competition. Clubs and their related affiliates are indicated with matching asterisks. See page detailing competition format to see how these affiliations will impact the tournament.*



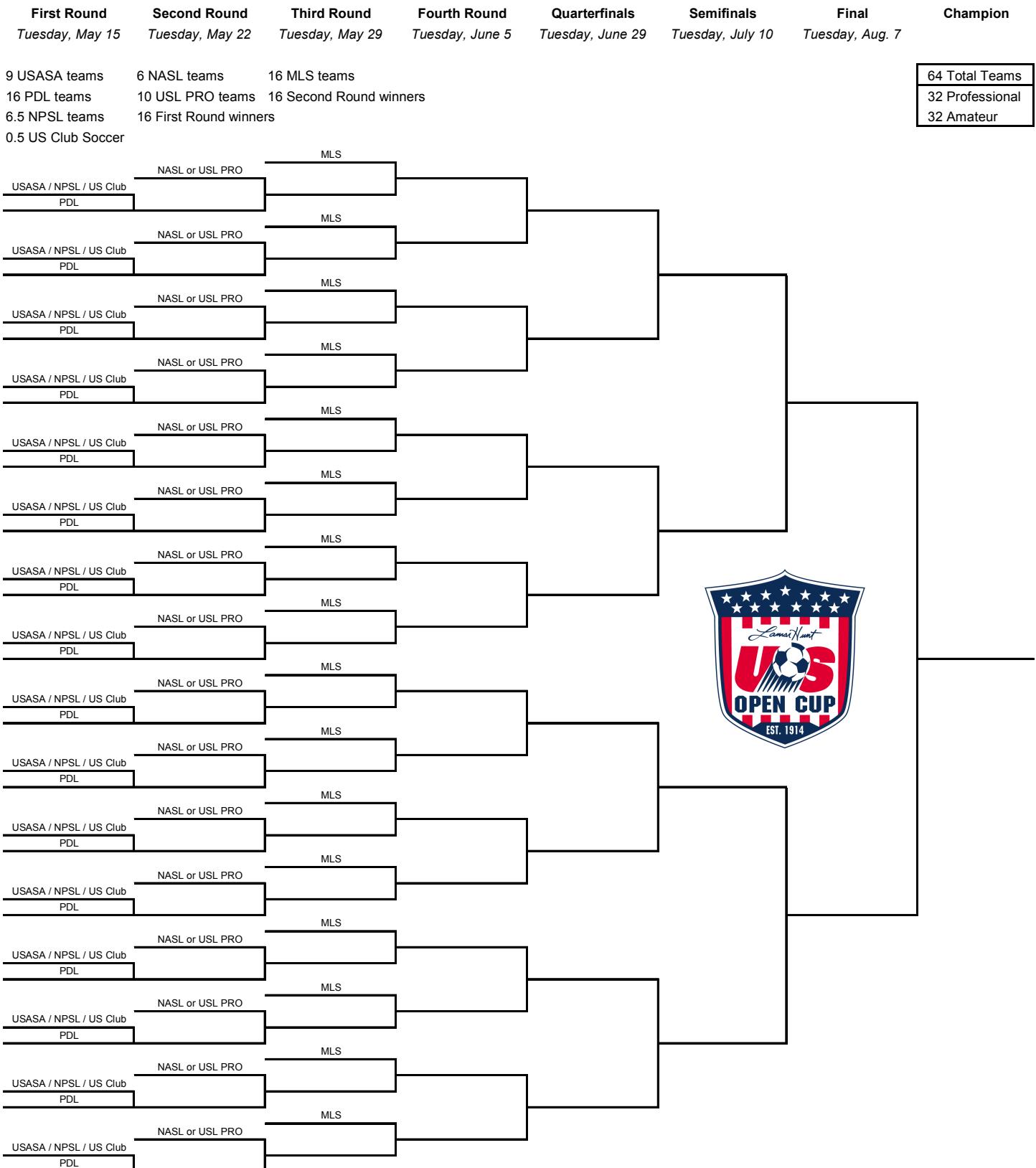
## **2012 U.S. Open Cup Competition Format**

The 2012 U.S. Open Cup Competition will be conducted on a single-elimination, one-game-knockout basis utilizing a tiered-bracket format (63 games—see the tournament bracket on the following page).

Each team will be matched with an opponent according to the following provisions:

- First Round (32 Adult Council category teams): Teams will be paired geographically with the restriction that teams from the same qualifying pool (e.g. USASA regional qualifiers, PDL, NPSL, etc.) cannot be paired with each other. In the event that three or more teams are from the same proximity, pairings for these teams will be made by random selection.
- Second Round (16 First Round winners vs. Division II/III clubs): After each First Round pairing has been determined, each team entering in the Second Round (Division II/III clubs) will be matched on a geographic basis to play the winner of a specific First Round pairing. Instances where a logical geographic fit doesn't exist will be resolved by random selection.
- Third Round (16 Second Round winners vs. Division I [MLS] clubs): After each Second Round pairing has been determined, each team entering in the Third Round (MLS clubs) will be matched on a geographic basis to play the winner of a specific Second Round pairing. Instances where a logical geographic fit doesn't exist will be resolved by random selection.
- Fourth Round (16 Third Round winners face each other): After each Third Round pairing has been determined, each Third Round pair will be matched on a geographic basis with another Third Round pair to determine the Fourth Round possibilities. Instances where a logical geographic fit doesn't exist will be resolved by random selection.
- Quarterfinal (Fifth) Round: After each Fourth Round pairing has been determined, each Fourth Round pair will be matched on a geographic basis with another Fourth Round pair to determine the Quarterfinal Round possibilities. Instances where a logical geographic fit doesn't exist will be resolved by random selection.
- Semifinal Round: After each Quarterfinal Round pairing has been determined, each Quarterfinal Round pair will be matched on a geographic basis with another Quarterfinal Round pair to determine the Semifinal Round possibilities.
- General Provision: Pairings will be arranged to prevent the possibility of a lower division team playing a parent club (e.g. Chicago Fire PDL [PDL] will not be pitted against the Chicago Fire [MLS], should both teams be in the competition in the same round) except for the Championship Game.

## 2012 Lamar Hunt U.S. Open Cup Tournament Bracket



Legend: MLS: Major League Soccer; NASL: North American Soccer League; USL PRO: United Soccer Leagues PRO Division; PDL: Premier Development League; NPSL: National Premier Soccer League; USASA: U.S. Adult Soccer Association regional qualifiers; US Club: US Club Soccer. The pairings shown above are merely illustrative and are not meant to accurately reflect the actual matchups of teams by division. This bracket should be viewed as a basic structure for understanding the matches and rounds in the tournament.



## **2012 U.S. Open Cup Process for Determining Home Teams**

### General Steps and Provisions:

- A team interested in hosting must name its possible home venues (limited to two) by submitting a Venue Declaration Form by the published deadline. The form is based on the stadium requirements set forth in the U.S. Open Cup Policy Manual.
- After receiving the list of possible venues, the Open Cup Commissioner makes a determination on the ability for venues to meet the requirements.
- If the team originally designated as the home team cannot host for whatever reason, the game will automatically revert to the opponent's home.
- Unless for reasons of force majeure, if the team originally designated as the home team cannot host after declaring that they could, they will be declared ineligible for the visiting team travel reimbursement from U.S. Soccer.
- Teams will be given until 5 p.m. CT one week prior to the date of the previous round of the tournament to come to any agreement (and provide signed documentation to U.S. Soccer) to switch the home site of a game from one team to the other in the event that the two are to meet. (Example: Winner of Team A vs. Team B is to play winner of Team C vs. Team D in the Quarterfinals, with A vs. B winner pre-selected to host. Team C may negotiate a contingency agreement with Team A, Team B or both to have the Quarterfinal venue switched to its stadium, should Team C advance. Team C, however, has until one week prior to the Round of 16 to finalize such an agreement.)

### First through Quarterfinal Rounds:

- Prior to the published deadline, each team who might compete in the First and/or Second Rounds declares whether they desire to host in each of these rounds using the Home Game Application Form (First and Second Round Games Only). Through this form, the applicant names a specific home venue for each game. The venue must be confirmed to be available for the match date in question and available for the following date in the event a rescheduled match is required. Similarly, each team who might compete in the Third, Fourth and/or Quarterfinal Rounds declares their desire to host by using the Home Game Application Form (Third, Fourth and Quarterfinal Round Games Only), due prior to First Round.
- First Round matches and Second Round possibilities will be determined shortly after the qualifying deadline. Third Round possibilities will be set after the First Round has taken place (i.e. once Second Round matches are fixed), Fourth Round possibilities will be identified after the Second Round has taken place (i.e. after Third Round games are finalized), and so on.

First through Quarterfinal Rounds (Continued):

- Initially with the first two rounds, the Commissioner will conduct a random draw or coin flip to determine the host for each game if: a) both clubs in a match have submitted a Home Game Application Form by the deadline; and b) their respective venues have both been deemed suitable to host. This process will be repeated as possible matches are determined for succeeding rounds up to the Quarterfinals.
- Hosts for the First Round and Second Round possibilities will be named through the Initial Pairings Announcement (see competition calendar for planned announcement date). Possible hosts for subsequent rounds will be announced once they become known.
- Hosting Fees: Each home team is obligated to complete and submit a Home Game Revenue Report Form (found elsewhere in this Handbook). The form, along with any resulting Hosting Fee, is due within seven (7) days following each match hosted. Any team that does not submit payment and/or required documentation in a timely fashion may incur sanctions and/or other penalties imposed by the Commissioner, including a possible ban on hosting future matches until accounts are current.

Semifinals and Final:

- For the Semifinals and Final, U.S. Soccer will distribute Requests For Proposal midway through the tournament to teams still in contention wishing to host at their home venue and to other parties interested in hosting at neutral venues.



## **2012 U.S. Open Cup Awards & Prize Money**

<b>U.S. Open Cup Champion</b>	\$100,000.00
<b>U.S. Open Cup Finalist</b>	\$50,000.00
<b>Division II team* that advances the furthest</b>	\$10,000.00
<b>Division III team* that advances the furthest</b>	\$10,000.00
<b>Amateur team* that advances the furthest</b>	\$10,000.00

The U.S. Open Cup champion will be awarded a 2012 Championship Trophy for its trophy case at the conclusion of the final match. Additionally, the champion will have its team name added to the Dewar Challenge Trophy, competed for annually since 1912 and symbolic of the U.S. Open Cup champion since 1914. The players from the winning team and the runners-up will be presented with gold and silver 2012 Open Cup medals, respectively. U.S. Soccer may elect to award players from the winning team with championship t-shirts which are to be worn during the trophy presentation.

\*If two or more teams advance to the same round, the following order of steps will be used to determine which single team will be awarded the prize money:

1. Team with the most victories against opponents from three divisions higher
2. Team with the most draws against opponents from three divisions higher
3. Team with the most victories against opponents from two divisions higher
4. Team with the most draws against opponents from two divisions higher
5. Team with the most victories against opponents from one division higher
6. Team with the most draws against opponents from one division higher
7. Team with the most victories against opponents from same division
8. Team with the most draws against opponents from same division
9. Team with the most overall victories
10. Prize money to be divided equally among the teams

For the purpose of this procedure, a game that ends with kicks from the penalty mark to determine the team advancing to the next round is recorded as a draw. Additionally, should a Division II, Division III or Amateur team advance to the final match, the Champion and Runner-Up prize money will be awarded in lieu of the \$10,000 divisional prize.



## Players Suspended at Beginning of 2012 U.S. Open Cup Tournament

<b>Player</b>	<b>Suspension*</b>	<b>Team When Suspension Imposed</b>	<b>Reason For Suspension</b>
Alebic, Sinisa	Next game	RWB Adria (USASA–Illinois)	Red Card, 2007 1 <sup>st</sup> Round
Altidore, Janak	Next game	Cocoa Expos (PDL)	Red Card, 2005 Qualifying Round
Alvarado, Ramon	Next game	Croatian Eagles (USASA–Wisconsin)	Red Card, 2006 Qualifying Round
Augustine, Anthony	Next game	Western Mass. Pioneers (USL2)	Red Card, 2008 2 <sup>nd</sup> Round
Bessemer, Chris	Next game (Player suspended for three games total; two games already served [per Discipline Panel] during 2006 qualifying; third game must be served during Open Cup tournament.)	Salinas Valley Samba (USASA–Calif.)	Discipline Panel Decision 7/14/05
Blanco, Cuauhtemoc	Next six games	Chicago Fire (MLS)	Discipline Panel Decision 7/29/08
Bomman, John	Next game	Baltimore Colts FC (USASA–Md.)	Red Card, 2005 1 <sup>st</sup> Round
Bonseu, Tenywa	Next game	Pittsburgh Riverhounds (USL2)	Red Card, 2009 1 <sup>st</sup> Round
Boyens, Andrew	Next game or Next MLS Play-In	Chivas USA (MLS)	Red Card, MLS Play-In 3/29/11
Bradford, Clark	Next game	Des Moines Menace (PDL)	Red Card, 2010 1 <sup>st</sup> Round
Burke, Brendan (coach)	Next game	Reading United A.C. (PDL)	Red Card, 2011 1 <sup>st</sup> Round
Cain, Russell	Next game	Nashville Metros (A-League)	Red Card, 2001 2 <sup>nd</sup> Round
Camarena, Jonathan	Next game	El Paso Patriots (PDL)	Red Card, 2009 2 <sup>nd</sup> Round
Corona, Rene	Next game	Hollywood United (NPSL)	Red Card, 2011 1 <sup>st</sup> Round
Corrales, Ramiro	Next game	San Jose Earthquakes (MLS)	Red Card, 2004 Quarterfinal
Demba, Roland	Next game	Olympia Stamford (USASA–Conn.)	Red Card, 2001 1 <sup>st</sup> Round
Dombrowski, Chad	Next game	Carolina Railhawks (USL1)	Red Card, 2008 3 <sup>rd</sup> Round
Earls, Danny	Next game or Next MLS Play-In	Colorado Rapids (MLS)	Red Card, MLS Play-In Game 5/26/10
Erush, Michael	Next game	Miami FC (USL1)	Red Card, 2006 2 <sup>nd</sup> Round
Etienne, Derrick	Next game	Long Island Rough Riders (USL2)	Red Card, 2005 2 <sup>nd</sup> Round
Fidalgo, Joao	Next game	Emigrantes das Ilhas (USASA–Mass.)	Red Card, 2009 1 <sup>st</sup> Round
Flores, Sergio	Next game	Crystal Palace Baltimore (USL2)	Red Card, 2008 Quarterfinal
Garcia, Carlos	Next game	Aegean Hawks (USASA–D.C.)	Red Card, 2009 1 <sup>st</sup> Round
Goldman, Mike	Next game	Aegean Hawks (USASA–D.C.)	Red Card, 2009 1 <sup>st</sup> Round
Gregor, Andrew	Next game	Rochester Rhinos (USL1)	3 <sup>rd</sup> Yellow Card in same year, 2009 Semifinal
Grendi, Andrew	Next game	Columbus Crew (MLS)	Red Card, 2009 3 <sup>rd</sup> Round
Gutierrez, Henry	Next game	Pittsburgh Riverhounds (USL2)	3rd Yellow Card in same year, 2001 Quarterfinal



## Players Suspended at Beginning of 2012 U.S. Open Cup Tournament (Continued)

<b>Player</b>	<b>Suspension*</b>	<b>Team When Suspension Imposed</b>	<b>Reason For Suspension</b>
Hassan, Ehab	Next game	Chaldean Arsenal (USASA-Mich.)	Red Card, 2001 1 <sup>st</sup> Round
Hernandez, Daniel	Next game	FC Dallas (MLS)	Red Card, 2011 Semifinal
Hernandez, Pablo	Next game	D.C. United (MLS)	Red Card, 2010 Semifinal
Hernandez, Roberto	Next game	Regals FC (USASA-Texas)	Red Card, 2011 1 <sup>st</sup> Round
Hill, Brian (asst. coach)	Next game	Ventura County Fusion (PDL)	Red Card, 2011 2 <sup>nd</sup> Round
Hirsig, Santiago	Next game	Kansas City Wizards (MLS)	Red Card, 2009 4 <sup>th</sup> Round
Holloway, Neil (coach)	Next 2 games	Ocean City Barons (PDL)	Discipline Panel Decision 8/5/09
Juncaj, George (coach)	Next game	Detroit United (USASA-Mich.)	Red Card, 2010 1 <sup>st</sup> Round
Kallis, Ian	Next game	Legends FC (USASA-N. Texas)	Red Card, 2010 1 <sup>st</sup> Round
Lagos, Manny (admin.)	See below (Mr. Lagos is banned from the stadium for his club's next game, having already served two matches of his three-game suspension.)	Minnesota Thunder (USL1)	Discipline Panel Decision 8/10/09
Loneusky, Bogdan	Next game	Olympia Stamford (USASA-Conn.)	Red Card, 2001 1 <sup>st</sup> Round
Lowry, John (coach)	Next game	Minnesota Thunder (USL1)	Red Card, 2009 3 <sup>rd</sup> Round
Malachino, Joe	Next game	Mid Michigan Bucks (PDL)	Red Card, 2001 2 <sup>nd</sup> Round
Marino, Pete	Next game	Cocoa Expos (PDL)	Red Card, 2005 Qualifying Round
Martins, Thiago	Next game	Colorado Rapids (MLS)	Red Card, 2006 Quarterfinal
McKinley, Ivan	Next game	Cocoa Expos (PDL)	Red Card, 2005 Qualifying Round
McLynn, Ross	Next game	Memphis Express (PDL)	Red Card, 2002 2 <sup>nd</sup> Round
Monilla, Roberto	Next game	Atlanta FC (USASA-Georgia)	Red Card, 2009 1 <sup>st</sup> Round
Montagalvan, Felix	Next game	Rochester Rhinos (USSF D-2)	Red Card, 2010 3 <sup>rd</sup> Round
Montoya, Ricardo (coach)	Next game	Atlanta FC (USASA-Georgia)	Red Card, 2009 1 <sup>st</sup> Round
Nicholson, Paul	Next game	Wilmington Hammerheads (USL PRO)	3 <sup>rd</sup> Yellow Card in same year, 2011 3 <sup>rd</sup> Round
Nowak, Peter (coach)	Next game or Next MLS Play-In	Philadelphia Union (MLS)	Red Card, MLS Play-In 4/6/11
Odur, Mo	Next game	Harrisburg City Islanders (USL2)	Red Card, 2009 4 <sup>th</sup> Round
O'Hara, Alan	Next game	Brooklyn Italians (USASA-E.N.Y.)	Red Card, 2010 1 <sup>st</sup> Round
Okai, Stephen	Next game	Reading United A.C. (PDL)	Red Card, 2011 1 <sup>st</sup> Round
O'Rourke, Danny	Next game	Columbus Crew (MLS)	Red Card, 2011 3 <sup>rd</sup> Round
Pineda, Miguel	Next game	Azzurri (USASA-Texas)	Red Card, 2004 1 <sup>st</sup> Round



## Players Suspended at Beginning of 2012 U.S. Open Cup Tournament (Continued)

<b>Player</b>	<b>Suspension*</b>	<b>Team When Suspension Imposed</b>	<b>Reason For Suspension</b>
Radosavljevic, Preki (coach)	Next 2 games	Chivas USA (MLS)	Discipline Panel Decision 7/23/09
Raj, Jonathan	Next game	Chicago Fire PDL (PDL)	3 <sup>rd</sup> Yellow Card in same year, 2011 3 <sup>rd</sup> Round
Rodrigues, J.P.	Next game	Miami FC (USSF D-2)	Red Card, 2010 3 <sup>rd</sup> Round
Ruthven, Tyler	Next game	Harrisburg City Islanders (USL2)	Red Card, 2010 4 <sup>th</sup> Round
Sandoval, Jose Luis	Next game	Atlanta FC (USASA-Georgia)	Red Card, 2009 1 <sup>st</sup> Round
Schmitz, Tony	Next game	Nebraska 402 (USASA-Neb.)	Red Card, 2009 1 <sup>st</sup> Round
Schunk, Ross	Next game	Los Angeles Legends (PDL)	Red Card, 2008 1 <sup>st</sup> Round
Schwartz, Evan	Next game	Dayton Dutch Lions (USL PRO)	Red Card, 2011 1 <sup>st</sup> Round
Scicluna, Dominic	Next game	Mid Michigan Bucks (PDL)	Red Card, 2001 2 <sup>nd</sup> Round
Sesay, Israel	Next game	Los Angeles Blues (USL PRO)	Red Card, 2011 3 <sup>rd</sup> Round
Simmons, Todd	Next game	Chico Rooks (USASA-Calif. North)	Red Card, 2004 1 <sup>st</sup> Round
Soto Ochoa, Diego	Next game	PSA Los Gatos Storm (U.S. Club)	Red Card, 2010 Play-In Round
Thompson, Wells	Next game	New England Revolution (MLS)	Red Card, 2008 Semifinal
Touray, Sainey	Next game	Harrisburg City Islanders (USL PRO)	Red Card, 2011 2 <sup>nd</sup> Round
Turner, James	Next game	Orange County Blue Star (PDL)	Red Card, 2009 1 <sup>st</sup> Round
Uzoigwe, Kenny	Next game	Michigan Bucks (PDL)	Red Card, 2008 1 <sup>st</sup> Round
Valdes, Carlos	Next game or Next MLS Play-In	Philadelphia Union (MLS)	Red Card, MLS Play-In 4/6/11
Vazquez, Benjamin	Next game	Chivas El Paso Patriots (PDL)	Red Card, 2011 1 <sup>st</sup> Round
Venn, Sappia	Next game	Atlanta FC (USASA-Georgia)	Red Card, 2009 1 <sup>st</sup> Round
Walters, Tim	Next game	Nebraska 402 (USASA-Neb.)	Red Card, 2009 1 <sup>st</sup> Round
West, Brian	Next game	Columbus Crew (MLS)	Red Card, 2003 4 <sup>th</sup> Round
Wicks, Josh	See below	D.C. United (MLS)	Discipline Panel Decision 9/30/09

(Player suspended for next five games or through the end of the 2010 Open Cup tournament, whichever finishes later.)

\*Note: Section 305(c), Player and Team Official Match Discipline, of the Open Cup Policy states:

***“A suspension shall be served by the individual at the next Cup match or matches of the team of that individual. If the individual has no remaining Cup matches during the year, the suspension shall be served at the following year’s Open Cup competition’s matches first played.”***



## **U.S. Open Cup Policy** **(as taken from the U.S. Soccer Federation Policy Manual)**

**Policy 102(4)-1, Lamar Hunt U.S. Open Cup (Amended January 5, 2012)**

### **PART I — ORGANIZATION**

#### **Section 101. General**

The United States Soccer Federation shall conduct annually a competition of outdoor amateur and professional soccer teams of Organization Members of the Federation. The competition shall be known as the "Lamar Hunt U.S. Open Cup" (referred to in this policy as the "Open Cup"). This competition shall be recognized as the Federation's National Championship, and information about the Cup, including the annual champion and runner up, shall be provided to FIFA and CONCACAF.

#### **Section 102. Open Cup Committee**

(a) The President shall appoint annually, subject to approval of the National Board of Directors, an Open Cup Committee. The President shall designate one of the members as Chairman of the Committee.

(b) The Committee shall be responsible for carrying out this policy, establishing requirements and procedures for carrying out this policy and for conducting the Open Cup, and for the direction of the Open Cup.

#### **Section 103. U.S. Open Cup Commissioner**

The Secretary General of the Federation shall designate a member of the Federation staff to be the Open Cup Commissioner. The Commissioner shall be responsible for the administration of the Open Cup in accordance with this policy and the direction of the Open Cup Committee.

#### **Section 104. Adjudication and Discipline Panel**

(a) The Open Cup shall have an Adjudication and Discipline Panel. The Chairman of the Open Cup Committee shall appoint the members of the Panel, to be composed of one representative from the Adult Council and one representative from each outdoor league in the Professional Council and an athlete not otherwise competing in that year's Open Cup. The Chairman of the Open Cup Committee shall be the Chairman of the Panel but shall not vote when serving as Chairman of the Panel.

## **Section 104. Adjudication and Discipline Panel (cont.)**

(b) The Panel shall have responsibilities as provided by this policy.

## **Section 105. Awards, trophies, and prizes**

The Open Cup Committee shall determine the awards, trophies, prizes and cost reimbursements to be granted each year, pursuant to the budget approved by the Board of Directors.

## **Section 106. Open Cup account**

The Federation shall maintain an Open Cup account. All receipts and expenses related to the Open Cup shall be credited and debited against that account. Any surplus and deficits shall be carried forward from year to year.

## **Section 107. Matters not provided for and emergencies**

The Open Cup Committee may determine any matters not provided for in this policy. The Committee may also act to change matters included within this policy when emergency circumstances require and report the changes to the National Board of Directors of the Federation. An action of the Committee under this section is final.

# **PART II — COMPETITION PROCEDURE**

## **Section 201. Categories of competition**

(a) The Open Cup shall have the following categories of competition: (1) Adult Council category; (2) Division III Outdoor Professional League Team category; (3) Division II Outdoor Professional League Team category; and (4) Division I Outdoor Professional League Team category. All professional outdoor teams registered and competing in a professional league shall be required to enter the Open Cup competition annually. A youth amateur team applying to compete shall compete through the Adult Council category.

(b) The Open Cup Committee shall determine procedures for competition within each category of competition and among the categories, the order of competition among the categories, the number of winning teams within each category that are to advance to the next round of competition, dates of Cup matches, and other matters, to provide for the fair and orderly determination of an Open Cup champion each year. The Committee may authorize the organization or organizations within a category of competition to establish procedures for determining the winners within that category of competition. If the Committee so authorizes, the organization or organizations must submit its procedures to the Committee by a deadline established by the Committee for prior approval by the Committee.

## **Section 202. Team eligibility**

To enter the Open Cup, a team must be an outdoor soccer team of a club or league of an Organization Member of the Federation. The team must be playing in a regular club or league competition of at least 4 teams and the competition must consist of at least 10 matches each fiscal year.

### **Section 203. Player eligibility**

(a) Teams entering the Open Cup shall use their official league roster as their Open Cup roster. Except as specified in this Policy or except as the result of discipline matters imposed by U.S. Soccer, all players on an official league roster will be eligible for Open Cup competition, regardless of any status (e.g. injured reserve) each player may have with regard to league competition. Players on loan from another team or league may not be included on an Open Cup roster, with the exception of the following: 1) Loaned players originating from teams competing in leagues that are not active participants in the Open Cup Tournament or qualifying process (professional indoor leagues, foreign clubs, etc.); or 2) players on loan from other US clubs for a period of greater than 90 days. A team may list up to 18 players on its game day roster. Professional teams may have no more than 5 foreign players listed. Amateur teams are not restricted as to the number of foreign players they may list. Foreign players shall be those players who are not protected individuals as defined in 8 U.S.C. § 1324b (e.g. U.S. Citizens, lawful permanent residents, asylees and refugees).

(b) Two weeks prior to the first Open Cup Round in which a team participates, that team shall submit to the Open Cup Commissioner its Open Cup roster, together with additional player information that has been requested by the Commissioner. A team's Open Cup roster shall not be frozen at any time during the competition. For Open Cup matches, a team may add players to or drop them from its league roster under the league rules currently in place. Any changes to a team's roster must be communicated to the Open Cup Commissioner and all clearances obtained, including approval from U.S. Soccer's player registration department, no later than 24 hours prior to any Open Cup match.

(c) Except as otherwise provided in subsection (d) of this section, any player who plays in any part of an Open Cup match for a team, may not be included in the Open Cup roster or play for any other team in the Open Cup competition for that year.

(d) A player of a team competing in the Open Cup Adult Council category that participated in any part of an Open Cup match for that team who is properly registered on, or transferred to, a team in the Open Cup Professional Division category, is eligible to be included on the Open Cup roster of that Professional Division team and play for that Professional Division team. In doing so, the amateur player that participates with a Professional Division team loses Open Cup eligibility with that Adult Council team for the remainder of that year's competition.

(e) If any team plays an ineligible player in an Open Cup match, that team is subject to fines or other penalties, including game forfeiture, as determined by the Adjudication and Discipline Panel.

### **Section 204. Entering the Cup**

(a) To compete in the Open Cup, a team must apply each year, on a form provided by the Federation, and pay an entry fee with the application for each year the team enters the competition. The entry fee shall be paid by cashier's check or money order made payable to "USSF". The application and entry fee must be submitted to the Federation by the deadline established by the Open Cup Committee. The Committee may establish different entry deadlines for different categories of competition.

## **Section 204. Entering the Cup (cont.)**

(b) The annual Open Cup application fee shall be as follows:

(1) Each Adult Council team	\$200
(2) Each Division III Outdoor Professional League team	\$350
(3) Each Division II Outdoor Professional League team	\$550
(4) Each Division I Outdoor Professional League team	\$650

## **PART III — PLAYING RULES**

### **Section 301. FIFA Laws of the Game**

FIFA Laws of the Game apply to Open Cup competition matches. If changes to the Laws are adopted in a year to be effective after matches are first played between the Adult Council and Division III Outdoor Professional League teams, those changes will apply to the Open Cup competition for that year beginning on the day after FIFA gives permission to apply those changes to the competition or beginning with the matches between the Adult Council and Division III Outdoor Professional League teams, whichever is later.

### **Section 302. Player uniforms**

(a) When the uniforms of 2 competing teams are similar, as determined by the referee, the visiting team shall change its uniform.

(b) A clear visible number, at least 8 inches high, must be worn on the back of each player's jersey. Each player on a team must wear a number different from the numbers of the other players on the same team.

### **Section 303. Match play**

(a) Each team will be allowed to select not more than 18 players from its official league roster who shall be designated for its match day roster. No later than 60 minutes prior to the start of the match, each team will provide to the referee and the other team a match day roster designating not more than 11 starting players and the other players (not more than 7) as the pool of players from which substitutions may be made. A team may use not more than 3 substitutes from its match day roster. Once a player leaves the match and is replaced by a substitute, the player leaving may not re-enter the match. A player originally selected for the match day roster of up to 18 who is deemed not able to play may be replaced prior to kickoff by another player on the team's official league roster with the consent of the referee and will not be eligible to compete in the match in which he was replaced. The replacement of such a player (if originally listed as a starting player) shall not reduce the number of substitutions available to his team. The referee shall communicate any such change to the opposing team.

### **Section 303. Match play (cont.)**

(b) Each match shall be comprised of two 45-minute halves, with a halftime interval not to exceed 15 minutes. If the match is tied at the end of the second half, there will be a five-minute break followed by two 15-minute overtime periods, with a one-minute interval between periods for teams to change ends of the field. If the match is still tied at the end of the two overtime periods, the winner will be decided by kicks from the penalty mark as described in the FIFA Laws of the Game. If, in the opinion of the Match Commissioner, there may not be sufficient light to safely complete both overtime periods and kicks from the penalty mark, the Match Commissioner (in consultation with the referee) may shorten the overtime periods by equal amounts, shorten the break between regulation and overtime periods, and/or cancel the overtime periods entirely. Such a decision must be made and communicated to the teams no later than the start of the first overtime period.

(c) The referee will keep the official time of the match. However, the scoreboard shall count up from 00:00 to 45:00, if possible.

(d) The team or the Federation hosting the match shall provide the ball for the match. In the event that the game is to be televised, the Federation may elect to provide the ball.

(e) Each team shall have no more than 7 players and 7 coaches or team officials in its Technical Area. The name of each coach and team official shall be included on the roster sheet provided to the referee before the match.

### **Section 304. Match officials**

The Federation will assign all match officials, and determine the amounts of compensation for them, for all Open Cup matches except Adult Council matches held before Adult Council regional Open Cup competition.

### **Section 305. Player and team official match discipline**

(a) In addition to red and yellow cards the referee may issue to players and substitutes at a match, the referee may also warn coaches and other team officials for inappropriate behavior and may dismiss them from the area of the field. Each caution or send-off of a player or substitute and each warning or dismissal of a coach or other team official shall be included in the referee's game report. For purposes of this policy, a warning to a coach or team official shall be equivalent to a caution and a dismissal equivalent to a send-off.

(b) If any individual referred to in subsection (a) is issued--

(1) a red card, including a red card as the result of being issued 2 yellow cards in the same match, the individual shall be suspended for at least one Open Cup competition match; and

(2) each multiple of 3 yellow cards in Open Cup competition in one year (excluding 2 yellow cards received in the same match resulting in a red card), the individual shall be suspended for at least one Open Cup match.

## **Section 305. Player and team official match discipline (cont.)**

(c) A suspension shall be served by the individual at the next Cup match or matches of the team of that individual. If the individual has no remaining Cup matches during the year, the suspension shall be served at the following year's Open Cup competition's matches first played.

(d) The Open Cup Commissioner shall review the circumstances concerning all red and yellow cards issued. If the Commissioner believes that the actions of the individual receiving the card or cards should be further reviewed to determine if a greater penalty than the minimum penalty should be imposed, the Commissioner will refer the matter to the Adjudication and Discipline Panel for further consideration. The Panel shall review a card matter referred to it and may impose a longer suspension period or impose a fine, or both.

## **Section 306. Protests and General Discipline**

(a) A protest related to an Open Cup match must be filed in writing with the Open Cup Commissioner not later than 5:00 p.m., CT, the day after the match, (faxed to 312-808-9295). A cashier's check or money order for \$500 made payable to "USSF" must be received by the second business day after the match. The Commissioner shall immediately refer the protest to the Adjudication and Discipline Panel for decision.

(b) Anyone may file a complaint with the Panel about an action or inaction of an Open Cup team, individual, or group or organization participating in the Open Cup competition. The Panel shall determine if the conduct complained of is or would be contrary to the good of the game. The Panel shall take action it considers appropriate in regard to anyone involved in the complaint as provided by subsection (c) of this section.

(c) Except for overturning match results, the Panel may take any action it considers appropriate, including suspension or fine, or both, for any matter considered by it under this policy. The Panel may only consider mandating a replay of a game or advancing a team that lost if a protest has been filed. The Panel may also consider dismissing a team advancing to the next round of competition and awarding a victory via forfeit to the dismissed team's scheduled opponent if either a protest or a complaint has been filed. The Panel may exercise discretion in cases where a team submits a protest to the Commissioner after the deadline has expired in the event that circumstances regarding the availability of information after the deadline warrant this discretion.

(d) A decision of the Panel under this policy is final and binding unless appealed to the Open Cup Committee. An appeal of a decision of the Panel must be filed in writing with the Open Cup Commissioner not later than 5:00 p.m., CT, of the day after receiving the decision of the Panel, accompanied by a check or money order of \$500 made payable to "USSF". The record on appeal is limited to the record before the Panel. A decision of the Committee about the appeal is final and binding.

(e) A party subject to a decision of the Panel or the Committee under this policy may not resort to the courts or other means for relief or restitution from the Federation. As a condition to entering or otherwise participating in the Open Cup, teams, players, and other individuals agree not to seek resort to the courts or other means for relief or restitution from the Federation.

## **Section 306. Protests and General Discipline (cont.)**

(f) Where the matches are played solely under the auspices of, and delegated to the Adult Council and/or an Outdoor Professional League team, such as in any qualifying matches prior to Round 1 of the Open Cup, the protest or grievance shall be referred to the appropriate Council or Member's Competition Authority and shall be determined according to the Competition Authority's, Bylaws, Rules, Policies and Procedures then in effect.

## **Section 307. Forfeiture or failure to appear**

If a team forfeits or fails to appear timely for a match, the team forfeits the match and must pay a fine that is at least equal to 3 times the entry fee of that team. The Adjudication and Discipline Panel shall determine the amount of the fine.

## **Section 308. Cancelled and Terminated Matches**

(a) Only the Match Commissioner may declare a match cancellation. The Match Commissioner must consult with the teams' General Managers, the referees and a U.S. Soccer representative before any game may be cancelled.

(b) Every attempt shall be made to play the match irrespective of how long the delay. Postponements shall be considered only in extreme situations, such as those that are beyond the control of the participating teams or could endanger the safety of the participants and spectators.

(c) If a match is cancelled because of weather or other act of God, the match must be rescheduled for the next day unless mitigating circumstances prevent this. In the event that the game cannot be rescheduled for the next day and the teams involved cannot within 24 hours of cancellation reach agreement on a new match date that is within 7 days of the originally scheduled date, the Commissioner will set the date.

(d) If a match is terminated after the end of the first half of a match, but before the end of the second half with one of the teams winning, and the termination is not due to the conduct of one of the teams, the match is considered complete, and the team winning at the time of the termination shall be the winner.

(e) If a match is terminated prior to the end of the first half or is otherwise tied at the time of termination, and the termination is not due to the conduct of one of the teams, the match shall be replayed in its entirety on the rescheduled date.

(f) If a match is abandoned because of the conduct of a team in the match, the other team shall automatically be awarded a win and the team engaging in the misconduct shall be awarded a loss. If a game must be abandoned due to the misconduct of both teams, the referee will file a complete report and the status of the game will be decided by the Open Cup Commissioner. The Commissioner will immediately refer the matter to the Adjudication and Discipline Panel for a recommendation before issuing a decision.

## **ATTACHMENT A — U.S. OPEN CUP STADIUM REQUIREMENTS**

All Open Cup Matches from Round 1 to the Final must guarantee:

- A playing surface of at least 68 yds by 110 yds Smooth, flat, and level playing surface with natural grass
- Clear and distinct field markings according to FIFA specifications
- Goal nets and corner flags
- Adequate lighting for night play
- Electronic scoreboard in working order that counts up to 45 minutes when possible
- Clear and audible public address system
- Team benches to accommodate 14 personnel per team
- Fourth official's table
- An enclosed stadium for controlled ticket access; adequate tickets sales staff, ushers, security
- Minimum seating capacity that is appropriate for the scheduled match/round.
- Press box areas w/ phone and fax capabilities to accommodate at least 20 media members
- Dressing rooms with working showers (either connected to stadium or in an adjacent structure) for teams, with an additional separate dressing area for the match officials
- EMS vehicle on site, or emergency response procedures written and distributed.
- Flag of the United States displayed and United States National Anthem played.
- Sufficient floodlights for TV broadcasts.
- Suitable area to park TV production truck.

The U.S. Open Cup Commissioner shall have the authority to waive or modify the stadium requirements for good cause, or may place additional conditions or requirements for hosting an Open Cup game.



## **U.S. Open Cup Commercial Rights Held by U.S. Soccer**

U.S. Soccer is the exclusive owner of all right, title and interest to commercial rights of the U.S. Open Cup with the exception of team intellectual property.

U.S. Soccer controls all sponsorship and broadcasting (over-the-air and cable television, radio, and internet) rights for the U.S. Open Cup. Should a U.S. Open Cup participant or third party want to broadcast any U.S. Open Cup matches, they may apply to U.S. Soccer for approval.

U.S. Open Cup participants may obtain appropriate local sponsorships for games they host from the First Round to the Quarterfinal Round. Local sponsorships that bring disrepute to U.S. Soccer or the U.S. Open Cup tournament are prohibited. U.S. Soccer controls all marketing assets at the Semifinal and Final rounds and no local sponsorships will be permitted for these rounds without the express written permission of U.S. Soccer.

U.S. Soccer retains ownership of all other rights and may grant any of such other retained commercial rights in whole or part to U.S. Open Cup participants or third parties, in its discretion.

U.S. Soccer retains all rights to its own intellectual property (examples below) as well as all such assets related to the U.S. Open Cup. No U.S. Open Cup participant or third party may use U.S. Soccer intellectual property without U.S. Soccer's express written permission.

Examples of U.S. Soccer intellectual property:

- Logos – Crest, U.S. Open Cup, Referee Logo, “Shooting Ball” Logo, all individual elements of each logo (e.g. ball or stars from Crest logo).
- Name – “U.S. Soccer”, “U.S. Soccer Federation” or any abbreviations inferring identification with U.S. Soccer.
- National Team Player likenesses – Pictures of current and former Men’s and Women’s National Team members in uniform.
- National Team jersey – Artwork, including photographs, lineart, artist renderings, etc., depicting the Men’s or Women’s National Team jersey.
- National Team footage – Men’s, Women’s and Youth National team match or training footage, including video and audio.

Violations of these marketing rules may result in punishment ranging from a letter of reprimand and/or a fine to disqualification from the U.S. Open Cup or any other action as deemed appropriate by U.S. Soccer. Should you have any questions about marketing rights for U.S. Open Cup participants, please contact Steve Hoffman (312-528-1254, shoffman@ussoccer.org) in U.S. Soccer’s Marketing Department.



## **2012 U.S. Open Cup Broadcast Request Form**

U.S. Soccer controls all broadcasting rights in all formats (e.g. over-the-air and cable television, internet video streaming, over-the-air radio, internet audio streaming, mobile device, etc.) for the U.S. Open Cup. Any home or visiting team wishing to broadcast any Open Cup match it plays (including play-in games) must complete and submit this form to be awarded permission to broadcast for a specific event. Separate requests must be submitted for each match.

In exchange for granting permission, U.S. Soccer may require a rights fee, promotional mentions during the broadcast and/or other consideration.

Any team found to have conducted a broadcast of an Open Cup game without U.S. Soccer's express written permission is subject to punishment ranging from a letter of reprimand and/or a fine to disqualification from the U.S. Open Cup or any other action as deemed appropriate by U.S. Soccer.

To request permission to broadcast, please complete the form below and submit it at least fourteen (14) days prior to the anticipated event via fax to (312) 808-9295 or email a scanned copy to [opencup@ussoccer.org](mailto:opencup@ussoccer.org). U.S. Soccer will reply at the earliest possible opportunity. If granted, permission will be communicated in writing.

Team Name: \_\_\_\_\_ Round: \_\_\_\_\_ Date: \_\_\_\_\_

Opponent: \_\_\_\_\_ Stadium: \_\_\_\_\_

Primary Contact/Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_\_) \_\_\_\_\_

Broadcast Method and Distribution Channel (e.g. "WXYZ AM-1800", "ussoccer.com"):

- Over-the-air television \_\_\_\_\_
- Cable television \_\_\_\_\_
- Internet video streaming \_\_\_\_\_
- Over-the-air radio \_\_\_\_\_
- Internet audio streaming \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

Primary Contact Signature: \_\_\_\_\_



## **2012 U.S. Open Cup Home Team Responsibilities**

Home teams for Open Cup games have specific duties and responsibilities. Teams who apply to host implicitly agree to fulfill the staffing and operational requirements for hosting as detailed in this section of the Handbook. **If your league has declared your team or facility exempt from any of the minimum standards for regular season play, this does not mean that the team or facility is exempt for Open Cup matches.** The Open Cup Commissioner has the authority to waive or modify the stadium requirements for good cause, or may place additional requirements for hosting an Open Cup game. **Teams that violate these minimum requirements will be subject to fines and/or match forfeiture.** U.S. Soccer match commissioners, appointed by U.S. Soccer to observe and inspect the activities of a particular match, will enforce these requirements.

If you have questions regarding the following minimum requirements, please contact the Open Cup Commissioner or Competition Secretary.

When your club has been designated as the home team, you must contact your opponent's travel coordinator within one day of knowing the team you will be hosting and help arrange for reasonably priced and adequate hotel accommodations, as well as ground transportation, if needed.

Note: Each home team will be responsible for paying a Hosting Fee to U.S. Soccer based in part on gross ticket sales (including sales from any suite, club and other premium-seat tickets). Any assessments imposed by leagues sharing in season ticket revenues allocated to Open Cup games, sales taxes, commissions, management fees and other operational expenses shall not be deducted in determining the basis for Open Cup gross ticket revenue. The fee and a report (see form on page 34) detailing the fee's calculation will be due within seven (7) days following the event, regardless of any circumstances (e.g. stadium has not yet settled with home team). Failure to submit the required report and/or fees owed on a timely basis may result in a ban on hosting future matches until documentation has been submitted and accounts are current.

### **Game Day Staff Requirements**

- Director of Game Day Operations
- Press Box Supervisor
- Public Address Announcer
- Locker room attendants for both home and visiting teams
- Adequate security for players, coaches, referees, and spectators
- Certified trainer on-site
- Licensed physician on-site
- Ambulance with trained emergency response crew on-site
- Ball persons (at least six, 11 years of age or older, two on each sideline and one behind each goal)
- Liaisons as outlined below

## **Required Liaisons**

Home teams must appoint liaisons to look after the needs of the visiting team, the match referees, and the match commissioner. The liaisons must be responsible for the following:

- **Match Commissioner Liaison:** Match commissioners are appointed by U.S. Soccer to guarantee that the facility meets the minimum standards, to observe and inspect the activities of the match assigned, and to answer any questions the teams may have regarding Open Cup rules. The liaison will contact the match commissioner and give directions and/or provide transportation to the facility where the match will be played. The liaison must give the commissioner a tour of the facility at least 90 minutes before the match. U.S. Soccer is responsible for all match commissioner fees and reimbursements.
- **Referee Liaison:** Referees have been instructed to officiate the game according to the FIFA Laws of the Game. Any special circumstances should be brought to their attention before the match, and they should be escorted to and from the dressing rooms.
- **Visiting Team Liaison:** The visiting team liaison will see to the needs of the visiting team for all Open Cup games. The liaison should meet the visiting team at the airport or at the team hotel prior to the game. The liaison will supply the visiting team with information pertaining to practice times and facilities, directions to the stadium, and the logistics of the Open Cup game (kickoff time, pre-game instructions, etc.).

## **Game Day Responsibilities**

- Meet match commissioner 90 minutes before the match and provide a brief tour of the facility.
- Contact visiting team at least two hours before game time. The visiting team liaison should meet the visiting team (at either the airport or at the visiting team's hotel) and escort them to the stadium. The visiting team must reach the stadium at least 75 minutes prior to game time.
- Home team must arrive at the stadium at least 75 minutes prior to game time.
- Deliver home team and visiting team rosters to the match referee 60 minutes before kickoff.
- Provide visiting team with game timeline including instructions on how and where to line up for introductions, pre-game ceremonies, etc.
- Provide ice and water at both benches, in both changing rooms, and in the referee changing room. Water should be replenished on request or at halftime.
- Provide the visiting team with 25 towels (and 4 to the referees), plus soap and shampoo, in their locker room.
- Provide substitution cards to the fourth official.
- Supply at least eight (8) fully inflated practice balls to each team and eight (8) game balls to the referees, all balls being the same model.
- Supply the visiting team with 40 complimentary tickets, if requested.
- Supply the referees with two (2) complimentary tickets each, if requested.
- Record the game on video and send a DVD copy to U.S. Soccer via overnight delivery the day following the match. In the event of an incident at the match, the Commissioner will review the video immediately.
- Pay the referees and reimburse them for their expenses at the completion of the match. Make copies of the form on page 26 of this booklet, ask each member of the referee crew (excluding the assessor) to fill out a form and return to the team for payment/reimbursement. The completed form will serve as a receipt.
- Fax stat sheet to U.S. Soccer immediately following the game to both (312) 808-9566 and (312) 808-9295, or scan/e-mail to [opencup@ussoccer.org](mailto:opencup@ussoccer.org).

## **Stadium Requirements**

Please see the list of Stadium Requirements (part of the U.S. Open Cup Policy) on page 21 of this booklet. Proposed stadiums with an artificial surface will be reviewed on a case-by-case basis.



## **2012 U.S. Open Cup Referee Payment Form**

**Instructions to Referee:** Please complete information requested below and submit with receipts (as appropriate) to the Home Team Referee Liaison. You should receive payment for services and have expenses reimbursed upon completion of the game in which you worked. All referee fees and expenses are the responsibility of the Home Team.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Level of Certification: FIFA National

Game: \_\_\_\_\_ Assignment: Referee AR1 AR2 4th Official

Date: \_\_\_\_\_ Round of Competition: \_\_\_\_\_

Match Fee (based on Round of Competition and Level of Certification; see table below): \$ \_\_\_\_\_

Mileage (Allowable rate: \$0.555 x \_\_\_\_\_ miles): \$ \_\_\_\_\_

Tolls, Parking, Etc.: \$ \_\_\_\_\_

Per Diem: \$45 per day in venue city; each night spent in hotel adds one day: \$ \_\_\_\_\_

Hotel (for overnight stays only, if not paid directly by home team) \$ \_\_\_\_\_

**TOTAL AMOUNT PAID:** \$ \_\_\_\_\_

Signature declaring receipt of payment: \_\_\_\_\_

### **2012 Referee Fee Schedule**

Referee Level	1st Round	2nd Round	MLS Play-In Round	3rd Round/Qtrs.	Semi. & Final
FIFA Referees	-	-	\$600	\$600	\$700
Nat'l Referees	\$150	\$300	\$500	\$500	\$550
FIFA Assist. Referee	-	\$250	\$350	\$350	\$400
Nat'l Assist. Referee	\$100	\$200	\$300	\$300	\$325
4th Official	\$85	\$125	\$200	\$200	\$200



# 2012 LAMAR HUNT U.S. OPEN CUP

## TEAM ENTRY & INFORMATION FORM

Team Name: \_\_\_\_\_ League (circle one): MLS / NASL / USL PRO / PDL / USASA / NPSL

Address: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Contact/Title: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Mobile: (\_\_\_\_\_) \_\_\_\_\_

Contact for Player Registration/Title: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Mobile: (\_\_\_\_\_) \_\_\_\_\_

Contact for Media Relations/Title: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Mobile: (\_\_\_\_\_) \_\_\_\_\_

Contact for Travel Exp./Title: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Mobile: (\_\_\_\_\_) \_\_\_\_\_

**TEAM STADIUM INFO:** Please complete the Venue Declaration Form and submit by Wednesday, April 25, 2012.

### TEAM UNIFORM DESCRIPTION:

Home Set

Alternate Set

3<sup>rd</sup> Set (if applicable)

Shirt: \_\_\_\_\_

Shorts: \_\_\_\_\_

Socks: \_\_\_\_\_

<b>ENTRY FEE:</b>	Amateur Team (PDL, USASA and NPSL)	\$200.00
	Division III Professional Team (USL PRO)	\$350.00
	Division II Professional Team (NASL)	\$550.00
	Division I Professional Team (MLS)	\$650.00

### PLEASE NOTE:

1. Form must be **RECEIVED by APRIL 25, 2012**. The entry fee must be **RECEIVED by APRIL 27, 2012**. A team not submitting both the Application Form and Entry Fee by the deadlines automatically incurs a \$100.00 penalty that becomes due immediately. A team whose check is returned by their bank for insufficient funds will incur a \$100.00 penalty, in addition to a \$100.00 late fee if returned after April 27.
2. PRINT or TYPE all information requested on the form.
3. Include correct e-mail address. Much of the tournament information will be sent via e-mail.
4. Please make check payable to "United States Soccer Federation, Inc."

**PLEASE MAIL TO:** United States Soccer Federation -or- **E-MAIL TO:** [opencup@ussoccer.org](mailto:opencup@ussoccer.org)  
Attn: U.S. Open Cup -or- **FAX TO:** 312-808-9295  
1801 S. Prairie Ave.  
Chicago, IL 60616



# 2012 LAMAR HUNT U.S. OPEN CUP

## VENUE DECLARATION FORM

Team Name: \_\_\_\_\_ League (circle one): MLS / NASL / USL PRO / PDL / USASA / NPSL

Primary Contact/Title: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail for Primary Contact: \_\_\_\_\_

### RATIONALE:

In an effort to streamline the evaluation and selection process for potential venues and to allow for a more efficient management of the competition, U.S. Soccer has developed this Venue Declaration Form. Teams participating in the Open Cup may choose up to two venues in which to host games during the 2012 tournament. The venue(s) must be declared by the deadline listed below. The information requested here can be classified into three general areas: 1) Venue name, location and contact data; 2) Information relating to venue infrastructure; and 3) Information relating to Stadium Requirements set forth by the Open Cup Policy.

### INSTRUCTIONS:

1. Complete the form below (please PRINT or TYPE) based on the number of venues your team wishes to consider utilizing for home games.
2. Have the form signed at the bottom of page 2 by the primary contact listed on page 1.
3. Submit the form so that U.S. Soccer receives it by **WEDNESDAY, APRIL 25, 2012**. Form can be faxed to **312-808-9295**, scanned and emailed to [opencup@ussoccer.org](mailto:opencup@ussoccer.org) or mailed together with Entry Fee payment and Team Entry & Information Form.
4. Teams who do not submit a Venue Declaration Form by the deadline will not be eligible to host games in any round of the 2012 Open Cup.
5. In the event that the team's best venue does not meet ALL of the Stadium Requirements, the team should still complete the form in the event that an opponent's stadium also does not meet some of these same requirements.
6. Include correct e-mail address. Much of the tournament information will be sent via e-mail.

### VENUE(S) DECLARED FOR HOSTING 2012 OPEN CUP GAMES:

Venue A

Venue B

Venue Name:	_____	_____
Address:	_____	_____
City, State, Zip:	_____	_____
Main Phone:	_____	_____
Venue Manager and Title:	_____	_____
Reserved Seating Capacity (A):	_____	_____
General Admission Seating Capacity (B):	_____	_____
Standing Room and Grass Hillside Capacity (C):	_____	_____
Total Spectator Capacity (A + B + C):	_____	_____
Playing Surface Type (if artificial, list brand):	_____	_____

	Venue A		Venue B	
Size of Field (in yards):				
Lights for night games:	YES	NO	YES	NO
Scoreboard w/ clock that counts up from 0:00 to 45:00:	YES	NO	YES	NO
Public address system:	YES	NO	YES	NO
Team benches to accommodate up to 14 people for each team:	YES	NO	YES	NO
Stadium enclosed for controlled ticket access:	YES	NO	YES	NO
Dressing rooms with working showers for each team available within venue:	YES	NO	YES	NO
Separate dressing room with working showers for referees available within venue:	YES	NO	YES	NO
If dressing rooms are in adjacent structure, state distance from team benches (in feet):				
Flagpole for displaying U.S. flag:	YES	NO	YES	NO
Press Box Phone Number:				
Press Box Fax Number:				
Seating Capacity of Permanent Press Box (excluding seats taken by P.A. announcer, statisticians and other staff):				
Suitable location next to stadium available for TV broadcast production truck:	YES	NO	YES	NO
Venue pre-cabled for TV broadcast purposes:	YES	NO	YES	NO
Midfield and penalty area camera positions available without need for additional platforms or lifts:	YES	NO	YES	NO
TV commentator position in place:	YES	NO	YES	NO
Please Attach Driving Directions to Venue:	Check here if attached: <input type="checkbox"/>		Check here if attached: <input type="checkbox"/>	

I declare that the information listed here is accurate at the time this form is submitted to U.S. Soccer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>PLEASE MAIL TO:</b>	United States Soccer Federation Attn: U.S. Open Cup 1801 S. Prairie Ave. Chicago, IL 60616	-or-	<b>E-MAIL TO:</b> <a href="mailto:opencup@ussoccer.org">opencup@ussoccer.org</a> <b>FAX TO:</b> 312-808-9295
			<b>DEADLINE:</b> <b>Wednesday, April 25, 2012</b>



# 2012 LAMAR HUNT U.S. OPEN CUP

## HOME GAME APPLICATION FORM

**(First and Second Round Games Only)**

Team Name: \_\_\_\_\_ League (circle one): MLS / NASL / USL PRO / PDL / USASA / NPSL

Primary Contact/Title: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail for Primary Contact: \_\_\_\_\_

### VENUE NOMINATED TO HOST FIRST ROUND GAME:

Venue Name (only one venue may be listed)

Proposed Kickoff Time (local time):

Tuesday, May 15: \_\_\_\_\_

### VENUE NOMINATED TO HOST SECOND ROUND GAME:

Venue Name (only one venue may be listed)

Proposed Kickoff Time (local time):

Tuesday, May 22: \_\_\_\_\_

I am hereby authorized to submit this Home Game Application Form on behalf of my team and commit to its contents and agree to the terms set forth by U.S. Soccer to host if awarded any of the games sought after here. I acknowledge that such commitment includes payment to U.S. Soccer of any Hosting Fee due within seven days of any match hosted by my team.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE FAX COMPLETED FORM TO 312-808-9295 or SCAN/E-MAIL TO [opencup@ussoccer.org](mailto:opencup@ussoccer.org)**

**DEADLINE: MONDAY, APRIL 30, at 11 a.m. Central Time**

## OVERVIEW:

Any team who may participate in the First and/or Second Rounds who wishes to host must complete and submit this Home Game Application Form by the deadline listed in the instructions. For each round applied for, the applicant must nominate a specific venue whose availability on the scheduled match date and the following date (in the event a rescheduled match is required) has been previously confirmed. A team may only choose from among those venues named on the team's Venue Declaration Form.

## CONSIDERATION FOR ALTERNATE DATES:

For the Second Round, a team can petition U.S. Soccer to request a change of match dates upon mutual consent of the participating teams. Only for exceptional circumstances will U.S. Soccer consider a request for a new match date that is later than the date already established for the round. Date change requests must include documentation from each of the participating teams agreeing to the date change. Any incremental costs incurred to accommodate the change of dates (i.e. incremental travel costs for the referee crew or Match Commissioner, etc.) must be covered by the team that initially proposes the request.

Teams requesting a date change for the Second Round must do so no later than 48 hours prior to the start of the previous match. U.S. Soccer strongly encourages such agreements between the participating teams be arranged as early as a week prior to the previous match, with the formal request sent to U.S. Soccer at that time. (We suggest separate contingency agreements with each possible opponent). This would allow for the maximum amount of time to arrange logistics and market the event.

U.S. Soccer will make best efforts to approve date change requests. All documentation should be faxed to **312-808-9295**.

## INSTRUCTIONS:

1. Complete the team and contact information on the form (please PRINT or TYPE).
2. Indicate which round(s) of the competition the team wishes to host by nominating a venue for each stage. A team may only choose from among those sites named on the team's Venue Declaration Form.
3. Submit the form so that U.S. Soccer receives it by **MONDAY, APRIL 30, at 11 a.m. Central Time**. Form can be faxed to **312-808-9295** or scan/e-mailed to [opencup@ussoccer.org](mailto:opencup@ussoccer.org). Each team submitting this form implicitly agrees to fulfill the responsibilities listed on pages 24-25 of this Handbook.
4. Each team who does not submit this form by the deadline will not be eligible to host games in the First or Second Rounds of the 2012 Open Cup.
5. In the event that the venue nominated does not meet ALL of the Stadium Requirements, the team should complete the form in the event that the opponent's stadium also does not meet some of these same requirements.
6. A team may adjust until the deadline any Home Game Application Form initially submitted.
7. **Each team submitting this form is obligated to complete and submit a Home Game Revenue Report Form (see page 34 of this Handbook) following each match hosted. The form, along with any resulting Hosting Fee, is due within seven (7) days following the event. Any team that does not submit payment and/or required documentation in a timely fashion may incur sanctions and/or other penalties imposed by the Commissioner, including a possible ban on hosting future matches until accounts are current.**
8. Any team that withdraws its Home Game Application Form after the deadline, unless for reasons of force majeure, will not be eligible for reimbursement of visiting team travel expenses.
9. Please include a correct e-mail address. Much of the tournament information will be sent via e-mail.

—END—



# 2012 LAMAR HUNT U.S. OPEN CUP

## HOME GAME APPLICATION FORM

**(Third, Fourth and Quarterfinal Round Games Only)**

Team Name: \_\_\_\_\_ League (circle one): MLS USL PRO PDL USASA NPSL

Primary Contact/Title: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail for Primary Contact: \_\_\_\_\_

### VENUE NOMINATED TO HOST THIRD ROUND GAME:

Venue Name (only one venue may be listed)

Proposed Kickoff Time (local time):

Tuesday, May 29: \_\_\_\_\_

### VENUE NOMINATED TO HOST FOURTH ROUND GAME:

Venue Name (only one venue may be listed)

Proposed Kickoff Time (local time):

Tuesday, June 5: \_\_\_\_\_

### VENUE NOMINATED TO HOST QUARTERFINAL ROUND GAME:

Venue Name (only one venue may be listed)

Proposed Kickoff Time (local time):

Tuesday, June 26: \_\_\_\_\_

I am hereby authorized to submit this Home Game Application Form on behalf of my team and commit to its contents and agree to the terms set forth by U.S. Soccer to host if awarded any of the games sought after here. I acknowledge that such commitment includes payment to U.S. Soccer of any Hosting Fee due within seven days of any match hosted by my team.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE FAX COMPLETED FORM TO 312-808-9295 or SCAN/E-MAIL TO [opencup@ussoccer.org](mailto:opencup@ussoccer.org)**

**DEADLINE: WEDNESDAY, MAY 9, at 2 p.m. Central Time**

## OVERVIEW:

Any team who may participate in the Third, Fourth and/or Quarterfinal Rounds who wishes to host must complete and submit this Home Game Application Form by the deadline listed in the instructions. For each round applied for, the applicant must nominate a specific venue whose availability on the scheduled match date and the following date (in the event a rescheduled match is required) has been previously confirmed. A team may only choose from among those venues named on the team's Venue Declaration Form.

## CONSIDERATION FOR ALTERNATE DATES:

For the Third, Fourth and Quarterfinal Rounds, a team can petition U.S. Soccer to request a change of match dates upon mutual consent of the participating teams. Only for exceptional circumstances will U.S. Soccer consider a request for a new match date that is later than the date already established for the round. Date change requests must include documentation from each of the participating teams agreeing to the date change. Any incremental costs incurred to accommodate the change of dates (i.e. incremental travel costs for the referee crew or Match Commissioner, etc.) must be covered by the team that initially proposes the request.

Teams requesting a date change for the Third, Fourth and/or Quarterfinal Rounds must do so no later than 48 hours prior to the start of the previous match. U.S. Soccer strongly encourages such agreements between the participating teams be arranged as early as a week prior to the previous match, with the formal request sent to U.S. Soccer at that time. (We suggest separate contingency agreements with each possible opponent). This would allow for the maximum amount of time to arrange logistics and market the event.

U.S. Soccer will make best efforts to approve date change requests. All documentation should be faxed to **312-808-9295**.

## INSTRUCTIONS:

1. Complete the team and contact information on the form (please PRINT or TYPE).
2. Indicate which round(s) of the competition the team wishes to host by nominating a venue for each stage. A team may only choose from among those sites named on the team's Venue Declaration Form.
3. Submit the form so that U.S. Soccer receives it by **WEDNESDAY, MAY 9, at 2 p.m. Central Time**. Form can be faxed to **312-808-9295** or scan/e-mailed to [opencup@ussoccer.org](mailto:opencup@ussoccer.org). Each team submitting this form implicitly agrees to fulfill the responsibilities listed on pages 24-25 of this Handbook.
4. Each team who does not submit this form by the deadline will not be eligible to host games in the Third, Fourth or Quarterfinal Rounds of the 2012 Open Cup.
5. In the event that the venue nominated does not meet ALL of the Stadium Requirements, the team should complete the form in the event that the opponent's stadium also does not meet some of these same requirements.
6. A team may adjust until the deadline any Home Game Application Form initially submitted.
7. **Each team submitting this form is obligated to complete and submit a Home Game Revenue Report Form (see page 34 of this Handbook) following each match hosted. The form, along with any resulting Hosting Fee, is due within seven (7) days following the event. Any team that does not submit payment and/or required documentation in a timely fashion may incur sanctions and/or other penalties imposed by the Commissioner, including a possible ban on hosting future matches until accounts are current.**
8. Any team that withdraws its Home Game Application Form after the deadline, unless for reasons of force majeure, will not be eligible for reimbursement of visiting team travel expenses.
9. Please include a correct e-mail address. Much of the tournament information will be sent via e-mail.

—END—



## **2012 U.S. Open Cup Home Game Revenue Report Form**

Team Name: \_\_\_\_\_ Round: \_\_\_\_\_ Date: \_\_\_\_\_

Opponent: \_\_\_\_\_ Stadium: \_\_\_\_\_

Team Representative Submitting Form: \_\_\_\_\_

Team Representative Signature: \_\_\_\_\_

Gross Ticket Revenue (please attach Ticketmaster audit or other documentation): \$ \_\_\_\_\_

Add: Gross Ticket Revenue from suites, club seats and other tickets not included above  
(please attach Ticketmaster audit or other documentation): \$ \_\_\_\_\_

Total Gross Ticket Revenue: \$ \_\_\_\_\_

Less: Standard Deduction: \$ 100,000.00

Net Ticket Revenue (Total Gross Ticket Revenue less Standard Deduction [enter  
\$0.00 if the difference results in a negative number]): \$ \_\_\_\_\_

Line A: Hosting Fee computation (Net Ticket Revenue x .15): \$ \_\_\_\_\_

Line B: Additional Assessment for this Round (First and Second Rounds: Zero;  
Third Round: \$12,000; Fourth Round: \$18,000; Quarterfinal Round: \$25,000): \$ \_\_\_\_\_

Total Hosting Fee Due (sum of Line A and Line B): \$ \_\_\_\_\_

Form and supporting documentation must be completed and submitted whether or not a Hosting Fee is due. Form, documentation and payment are due within seven (7) days following the event and should be sent to:

U.S. Soccer  
Attn: Open Cup  
1801 S. Prairie Ave.  
Chicago, IL 60616  
(312) 808-1300

In the event that no Hosting Fee is due, form and documentation can be faxed to (312) 808-9295 or  
scanned and e-mailed to [opencup@ussoccer.org](mailto:opencup@ussoccer.org).



## **2012 U.S. Open Cup Travel Arrangement Policy**

1. When your team has been designated as an "away" team and your opponent has been announced, it is your responsibility to coordinate all travel arrangements at the lowest cost possible. All teams must contact Anthony Travel to obtain a quote for airfare, should flights be required (Grace Heijman: phone 310-630-2264 or email [graceheijman@anthonytravel.com](mailto:graceheijman@anthonytravel.com); Amy Rogers: phone 310-630-2284 or email [amyrogers@anthonytravel.com](mailto:amyrogers@anthonytravel.com)). The budget code for the 2012 competition is "S-31". Air travel arranged through Anthony Travel will be billed directly to U.S. Soccer and is subject to approval by the Open Cup Commissioner.
2. Fax a complete itinerary and budget to U.S. Soccer (using the form on the following page) within two business days after the match has been arranged. The Open Cup Commissioner must approve the itinerary and all expenses in advance. Include flight information and fares, the hotel you will be staying at and the cost per room (including taxes), per diem, and ground transportation costs. Contact the home team, who can help identify and secure reasonably priced and adequate hotel accommodations and ground transportation, if necessary. Fax this information to 312-808-9295 or scan/e-mail the forms to [opencup@ussoccer.org](mailto:opencup@ussoccer.org). U.S. Soccer will not reimburse anything over the allotted amount per round. **Any waivers of this policy or the reimbursement limits require the written approval of the Commissioner.**
3. After the match has been played, complete the 2012 U.S. Open Cup Travel Reimbursement Form, attach all **original** receipts, and mail it to U.S. Soccer, Attn: Open Cup. U.S. Soccer must receive the form and receipts within fourteen (14) days of the Open Cup match. Your expense report will be processed and you will receive a reimbursement check shortly after U.S. Soccer receives the monthly statement from Anthony Travel documenting any airfare expense arranged through them (this sometimes takes 30-60 days). **Teams that do not fulfill these requirements will experience reimbursement delays or loss of reimbursement.**
4. Teams expensing meals at the per-diem rate should submit to U.S. Soccer the original sheet containing the signatures of each member of the traveling party receiving per-diem money, the amount each receives and the time period covered.
5. Separate reimbursement forms must be used for each game.
6. A traveling team who initially applies to host its match and subsequently withdraws its application after the application deadline will not be reimbursed for travel expenses unless the withdrawal is due to reasons of force majeure.

## **2012 U.S. Open Cup Travel Reimbursement Limits**

**First Round through Semifinals:** U.S. Soccer will reimburse airline, hotel, meals and ground transportation for the visiting team (if necessary) not to exceed \$8,000 per team (based on 20 people per team, 11 hotel rooms [including bus driver] not to exceed 2 nights, and meals not to exceed two days at \$35 a day for each person [\$8 breakfast, \$12 lunch, \$15 dinner]).

**Final:** U.S. Soccer will reimburse airline, hotel, meals and ground transportation to the visiting team in the U.S. Open Cup final not to exceed \$11,000 (based on 25 people per team, 14 hotel rooms [including bus driver] not to exceed 2 nights, and meals not to exceed two days at \$35 a day for each person [\$8 breakfast, \$12 lunch, \$15 dinner]).



## **2012 U.S. Open Cup Travel Itinerary Information Form**

Team Name: \_\_\_\_\_ Round: \_\_\_\_\_

Opponent: \_\_\_\_\_ Stadium: \_\_\_\_\_

Match Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Team Representative Signature: \_\_\_\_\_

**Flight Info (Departure):**

Departure Date: \_\_\_\_\_  
Departure Airport: \_\_\_\_\_  
Airline and Flight Number: \_\_\_\_\_  
Departure Time: \_\_\_\_\_  
Arrival Airport: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

**Flight Info (Return):**

Return Date: \_\_\_\_\_  
Departure Airport: \_\_\_\_\_  
Airline and Flight Number: \_\_\_\_\_  
Departure Time: \_\_\_\_\_  
Arrival Airport: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

**Hotel Name:**

Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Ground Transportation** (please list individual transfers if motor coach has been arranged):

Bus Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date and Time: \_\_\_\_\_ Transfer From & To: \_\_\_\_\_  
Date and Time: \_\_\_\_\_ Transfer From & To: \_\_\_\_\_  
Date and Time: \_\_\_\_\_ Transfer From & To: \_\_\_\_\_  
Date and Time: \_\_\_\_\_ Transfer From & To: \_\_\_\_\_  
Date and Time: \_\_\_\_\_ Transfer From & To: \_\_\_\_\_  
Date and Time: \_\_\_\_\_ Transfer From & To: \_\_\_\_\_

If vans have been arranged, please enter the following information:

Pick-up date and time: \_\_\_\_\_ Drop-off date and time: \_\_\_\_\_

**Please send your travel itinerary and budget to USSF for advance approval in order to qualify for expense reimbursement. Use form on next page to submit budget. Fax both forms to 312-808-9295 or scan/e-mail to [opencup@ussoccer.org](mailto:opencup@ussoccer.org).**



## **2012 U.S. Open Cup Travel Budget/Reimbursement Form**

Team: \_\_\_\_\_ Check one:  Budget for approval  Expenses for reimbursement

Opponent: \_\_\_\_\_ Stadium: \_\_\_\_\_ Round: \_\_\_\_\_

Match Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Team Representative Signature: \_\_\_\_\_

Line	Expenses	Itemization	Requested	Approved
1	Airfare	# of airline tickets _____ x Ticket Price _____ = Budget code for airfare through Anthony Travel is "S-31"		
2	Ground Trsp.	Vehicle Cost per day _____ x Days Rented _____ =		
3	Hotel	# of Rooms (11 max.) _____ x Room Price _____ x # of Nights _____ = Room price should include all taxes		
4	Meals	# of Delegation (20 max.) _____ x Amount Per Person _____ = Actual meals rather than per diem may be submitted if desired.		
5	<b>TOTAL EXPENSES INCURRED (add Lines 1-4):</b>			
6	Travel Allowance (\$8,000 for all rounds except the Final; \$11,000 for the Final):			
7	Travel Expenses covered by Home Team as part of Hosting Proposal:			
8	Maximum Travel Allowance (Line 6 minus Line 7):			
9	Enter the lesser of Total Expenses Incurred (Line 5) or Maximum Allowance (Line 8):			
10	If airfare through Anthony Travel, enter amount billed to U.S. Soccer here:			
11	<b>TOTAL REIMBURSEMENT DUE (Line 9 minus Line 10):</b>			

- All teams must submit **original receipts** with all reimbursement requests. Reimbursements will not be processed until this form has been completed with attached receipts.
- Please review the reimbursement guidelines on page 35 for the Round your team is playing in.
- Separate reimbursement forms must be used for each match.
- U.S. Soccer must receive all reimbursement requests within fourteen (14) days after the Open Cup Match. Teams may forfeit their right to reimbursement if U.S. Soccer does not receive their request within that timeframe.
- Send completed form and supporting documentation to:

U.S. Soccer  
Attn: Open Cup  
1801 S. Prairie Ave.  
Chicago IL 60616



# 2012 LAMAR HUNT U.S. OPEN CUP

## PER DIEM EXPENSE FORM

**(Submit Original with Travel Reimbursement Form)**

Team Name: \_\_\_\_\_ Date Distributed: \_\_\_\_\_

Per Diem covers (check all that apply): Date: \_\_\_\_\_ Breakfast (\$8) \_\_\_\_\_ Lunch (\$12) \_\_\_\_\_ Dinner (\$15) \_\_\_\_\_  
Date: \_\_\_\_\_ Breakfast (\$8) \_\_\_\_\_ Lunch (\$12) \_\_\_\_\_ Dinner (\$15) \_\_\_\_\_  
Date: \_\_\_\_\_ Breakfast (\$8) \_\_\_\_\_ Lunch (\$12) \_\_\_\_\_ Dinner (\$15) \_\_\_\_\_

Recipient	Name	Signature	Amount Revd.
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$
16			\$
17			\$
18			\$
19			\$
20			\$
<b>Total Amount Eligible for Reimbursement:</b>			\$

### Others Receiving Per Diem

21		\$
22		\$
23		\$
24		\$
25		\$
26		\$
27		\$
28		\$
<b>Total Per Diem Distributed:</b>		\$