



***2014 Lamar Hunt
U.S. Open Cup
Handbook***



2014 U.S. Open Cup Administrative Handbook Table of Contents

Changes for the 2014 U.S. Open Cup Tournament	2
U.S. Open Cup Committee, Adjudication and Discipline Panel, and Staff	3
Competition Calendar	4
Participating Teams	5
Competition Format	7
Tournament Bracket	8
Process for Determining Home Teams	9
Awards & Prize Money	11
Players Suspended at Beginning of 2014 Tournament	12
U.S. Open Cup Policy	15
<u>Part I — Organization</u>	
Section 101. General	15
Section 102. U.S. Open Cup Committee	15
Section 103. U.S. Open Cup Commissioner	15
Section 104. Adjudication and Discipline Panel	15
Section 105. Awards, trophies and prizes	16
Section 106. U.S. Open Cup account	16
Section 107. Matters not provided for and emergencies	16
<u>Part II — Competition Procedure</u>	
Section 201. Categories of competition	16
Section 202. Team Eligibility	16
Section 203. Player Eligibility	17
Section 204. Entering the Cup	17
<u>Part III — Playing Rules</u>	
Section 301. FIFA Laws of the Game	18
Section 302. Player Uniforms	18
Section 303. Match play	18
Section 304. Match Officials	19
Section 305. Player and team official match discipline	19
Section 306. Protests and General Discipline	20
Section 307. Forfeiture or failure to appear	20
Section 308. Cancelled and Terminated Matches	21
<u>Attachment A — U.S. Open Cup Stadium Requirements</u>	22
Commercial Rights Held by U.S. Soccer	23
Broadcast Request Form	24
Home Team Responsibilities	25
Referee Payment Form	27
Team Entry and Information Form (Professional Teams Only)	29
Team Entry and Information Form (Amateur and Semi-Professional Teams Only)	30
Venue Declaration Form	32
Home Game Application Form (First, Second and Third Round Games Only)	34
Home Game Application Form (Fourth, Fifth and Quarterfinal Round Games Only)	36
Home Game Application Form (Semifinal and Championship Games Only)	38
Home Game Revenue Report Form	41
Travel Arrangement Policy and Reimbursement Limits	42
Travel Itinerary Information Form	43
Travel Budget/Reimbursement Form	44
Per Diem Expense Form	45



Changes for the 2014 U.S. Open Cup Tournament

The following list highlights the changes made for the 2014 Lamar Hunt U.S. Open Cup Tournament:

- 2014 Referee Fee Schedule (5th Round to Final): As a result of collective bargaining between the Professional Referees Organization (PRO) and the Professional Soccer Referees Association (PSRA), rates have increased for U.S. Open Cup matches from the 5th Round to the Final per the schedule on page 28.
- The deadline for players to be properly registered and approved in order to participate in any Open Cup game has been moved to 4 p.m. CT on the first business day prior to the match in question (see Section 203 (b) of the Open Cup Policy).
- The provision allowing amateur players who participated in an early round of the tournament to not be cup-tied if they were to later sign for a professional club has been eliminated (see Section 203 of the Open Cup Policy).
- The tournament will host the largest field of teams (80) in the competition's modern era (1995 to present), eclipsing the previous record of 68 (set last year). See page 5 for the allocation of slots among the various divisions and a list of participating teams.
 - The expansion results in the largest number of amateur teams (42) in the tournament proper in the modern era, exceeding the previous record of 34 set last year.
 - The Second Round will see 24 matches played, setting a new record for the most games played in a single round, exceeding the previous high of 18, set in last year's First Round.
 - All Division I, II and III professional clubs will participate in the tournament proper for the third consecutive year, resulting in the largest field of professional teams (38) in the competition's modern era (surpassing the previous record of 34 set last year).
- As a result of the break Division I and II clubs are taking during the 2014 FIFA World Cup, a weekend date (June 14-15) is available for staging early-round matches involving professional teams (a first in the competition's modern era).



2014 U.S. Open Cup Committee

Mike Edwards	Chairman
John Motta	Amateur Representative
Siri Mullinix	Athlete Representative
Todd Durbin	Division I Representative
Bill Peterson	Division II Representative
Tim Holt	Division III Representative
Tom King	Committee Liaison
Paul Marstaller	Committee Liaison

2014 U.S. Open Cup Adjudication and Discipline Panel

Mike Edwards	Chairman (non-voting member)
TBD	Amateur Representative
TBD	Athlete Representative
TBD	Division I Representative
TBD	Division II Representative
TBD	Division III Representative
Tom King	Panel Liaison
Paul Marstaller	Panel Liaison

2014 U.S. Open Cup Staff

Tom King (tking@ussoccer.org)	Commissioner	(312) 528-1229
Paul Marstaller (pmarstaller@ussoccer.org)	Competition Secretary	(312) 528-1284
Neil Buethe (nbuethe@ussoccer.org)	P.R. / Communications	(312) 528-1270
Steve Hoffman (shoffman@ussoccer.org)	Sponsorship / Marketing	(312) 528-1254
Dan O'Leary (opencup@ussoccer.org)	Open Cup Assistant	(312) 528-1281



2014 U.S. Open Cup Competition Calendar

Tuesday, March 18	Team Entry & Information Form, Entry Fee deadline for amateur and semi-professional teams
Wednesday, April 9	Team Entry & Information Form, Entry Fee deadline for professional teams; Venue Declaration Form deadline for all teams
Sunday, April 20	Final day of qualifying for all divisions
Monday, April 21, 2 p.m. CT	Home Game Application deadline for First, Second and Third Rounds
Wednesday, April 23	Deadline for teams entering at First Round to submit initial roster; Open Cup Initial Pairings Announcement
Wednesday, April 30	Deadline for teams entering at Second Round to submit initial roster
Wednesday, May 7	First Round
Wed., May 7, 2 p.m. CT	Home Game Application deadline for Fourth, Fifth and Quarterfinal Rounds
Wednesday, May 14	Second Round; Deadline for teams entering at Third Round to submit initial roster
Tuesday, May 27	Deadline for teams entering at Fourth Round to submit initial roster
Wednesday, May 28	Third Round
Tuesday, June 10 through Wednesday, June 18	Fourth Round
Tuesday, June 24 or Wednesday, June 25	Fifth Round
Tuesday, July 1, 2 p.m. CT	Home Game Application deadline for Semifinal Round and Lamar Hunt U.S. Open Cup Final
Tuesday, July 8 or Wednesday, July 9	Quarterfinals
Tuesday, Aug. 12 or Wednesday, Aug. 13	Semifinals
Tuesday, Sept. 30 or Wednesday, Oct. 1	2014 Lamar Hunt U.S. Open Cup Final



2014 U.S. Open Cup Participating Teams

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

Atlanta Silverbacks	Indy Eleven	San Antonio Scorpions
Carolina RailHawks	Minnesota United FC	Tampa Bay Rowdies
Fort Lauderdale Strikers	New York Cosmos	

- United Soccer Leagues PRO (Division III): All 14 teams, entering in the Second Round:

Arizona United	Los Angeles Galaxy II	Richmond Kickers
Charleston Battery	Oklahoma City Energy	Rochester Rhinos
Charlotte Eagles	Orange County Blues	Sacramento Republic
Dayton Dutch Lions	Orlando City SC	Wilmington Hammerheads
Harrisburg City Islanders	Pittsburgh Riverhounds	

- USL Premier Development League (Amateur Division): Nineteen of 56 U.S.-based teams, with 14 entering in the Second Round and five in the First Round. Clubs from each of nine regional divisions qualified based on 2013 regular season records:

Austin Aztex	L.A. Misioneros ¹	Portland Timbers U-23s
Baltimore Bohemians	Michigan Bucks	Reading United A.C.
Carolina Dynamo	Ocala Stampede	Real Colorado Foxes
Fresno Fuego	Ocean City Nor'easters (N.J.)	Ventura County Fusion ¹
GPS Portland Phoenix (Maine) ¹	Orlando City U23s	Vermont Voltage ¹
Jersey Express	Panama City Beach Pirates	Western Mass Pioneers ¹
Laredo Heat		

- U.S. Adult Soccer Association regional qualifiers: Ten teams from qualifying competitions held in each of the four U.S. Soccer regions from 63 participating at the local and state levels, with six clubs entering in the Second Round and four in the First Round.

Region I (East):	Region III (South):	Region IV (West):
Icon FC (New Jersey)	NTX Rayados (N. Texas)	Cal FC (Cal. South)
N.Y. Greek Americans (Eastern N.Y.)	Red Force (Florida) ¹	PSA Elite (Cal. South) ¹
Region II (Midwest):	Wild Card Entries:	
Des Moines Menace (Iowa)	Mass Premier Soccer ¹	
Schwaben AC (Illinois)	RWB Adria (Illinois) ¹	



2014 U.S. Open Cup Participating Teams (Continued)

- National Premier Soccer League (a USASA-affiliated national league): Eleven teams from 80 in the league, with six clubs entering in the Second Round and five in the First Round.

Brooklyn Italians	Greater Binghamton Thunder	RVA FC (Richmond, Va.)
CD Aguiluchos (Oakland) ¹	Jacksonville United	San Diego Flash ¹
Chattanooga FC	FC Lehigh Valley United Sonic ¹	Tulsa Athletics
Detroit City FC ¹	New York Red Bulls U-23s ¹	

- US Club Soccer (an amateur-level Organization Member of U.S. Soccer): A single qualifier from eight who competed will enter in the First Round.

S.C. Corinthians USA (Calif.)

- U.S. Specialty Sports Association (an amateur-level Organization Member of U.S. Soccer): A single qualifier from eight who competed will enter in the First Round.

Colorado Rovers

¹ Team entering in First Round



2014 U.S. Open Cup Competition Format

The 2014 U.S. Open Cup will be conducted on a single-elimination, one-game-knockout basis utilizing a tiered-bracket format (79 games—see the tournament bracket on the following page).

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

- **General Provision:** Pairings will be arranged to prevent the possibility of a lower division team playing a parent club (e.g. Portland Timbers U-23s [PDL] will not be pitted against the Portland Timbers [MLS], should both teams be in the competition in the same round) except for the Final.
- **First Round (16 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 (8 First Round winners, 26 remaining Adult Council category teams and 14 Division III clubs):** 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.
- **Third Round (24 Second Round winners and 8 Division II clubs):** After each Second Round pairing has been determined, each Division II (NASL) team entering in the Third Round will be matched geographically to play the winner of a specific Second Round pairing. The winners of the 16 remaining Second Round matches not paired with a Division II side will play each other. Instances where a logical geographic fit doesn't exist will be resolved by random selection.
- **Fourth Round (16 Third Round winners vs. Division I clubs):** After each Third Round pairing has been determined, each Division I (MLS) team entering in the Fourth Round will be matched geographically to play the winner of a specific Third Round pairing. Instances where a logical geographic fit doesn't exist will be resolved by random selection.
- **Fifth Round (16 Fourth Round winners face each other):** After each Fourth Round pairing has been determined, each Fourth Round pair will be matched geographically with another Fourth Round pair to determine the Fifth Round possibilities. Instances where a logical geographic fit doesn't exist will be resolved by random selection.
- **Quarterfinal (Sixth) Round:** After each Fifth Round pairing has been determined, each Fifth Round pair will be matched geographically with another Fifth 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 geographically with another Quarterfinal Round pair to determine the Semifinal Round possibilities.

2014 Lamar Hunt U.S. Open Cup Tournament Bracket

First Round <i>Wed., May 7</i>	Second Round <i>Wed., May 14</i>	Third Round <i>Wed., May 28</i>	Fourth Round <i>June 10-18</i>	Fifth Round <i>June 24-25</i>	Quarterfinals <i>July 8-9</i>	Semifinals <i>Aug. 12-13</i>	Final <i>Sept. 30 or Oct. 1</i>	Champion
16 Amateur teams	14 USL PRO teams 26 Amateur teams 8 First Round winners	8 NASL teams 24 Second Round winners	16 MLS teams 16 Third Round winners					
								80 Total Teams
								38 Professional
								42 Amateur



Legend: MLS: Major League Soccer; NASL: North American Soccer League; USL PRO: United Soccer Leagues PRO Division. Amateur Team designation includes clubs from Premier Development League, National Premier Soccer League, U.S. Adult Soccer Association regional qualifiers, US Club Soccer, and U.S. Specialty Sports Assn. 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.



2014 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 for each venue on whether it has met 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.

All Rounds:

- Prior to the published deadline, each team who might compete in the First, Second and/or Third Rounds declares whether they desire to host in each of these rounds using the Home Game Application Form (First, Second and Third 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(s) in question and available for the following date in the event a rescheduled match is required. Similarly, each team who might compete in the Fourth, Fifth and/or Quarterfinal Rounds declares their desire to host by using the Home Game Application Form (Fourth, Fifth and Quarterfinal Round Games Only), due prior to the Second 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 determined), Fourth Round possibilities will be set after the Second Round has taken place (i.e. once Third Round matches are determined), and so on.
- For each match in the tournament, 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 up to the Final.
- 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.

All Rounds (Continued):

- **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:

- Prior to the published deadline, each team who might compete in the Semifinal and Championship Games declares whether they desire to host in each of these rounds using the Home Game Application Form (Semifinal and Championship 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(s) in question and available for the following date in the event a rescheduled match is required. Separate parameters and guidelines apply to these matches (see form for details).



2014 U.S. Open Cup Awards & Prize Money

U.S. Open Cup Champion	\$250,000.00
U.S. Open Cup Finalist	\$60,000.00
Division II team* that advances the furthest	\$15,000.00
Division III team* that advances the furthest	\$15,000.00
Amateur team* that advances the furthest	\$15,000.00

The U.S. Open Cup champion will be awarded a 2014 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 2014 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 \$15,000 divisional prize.



Players Suspended at Beginning of 2014 U.S. Open Cup Tournament

Player	Suspension*	Team When Suspension Imposed	Reason For Suspension
Alebic, Sinisa	Next game	RWB Adria (USASA–Illinois)	Red Card, 2007 1 st Round
Altidore, Janak	Next game	Cocoa Expos (PDL)	Red Card, 2005 Qualifying Round
Augustine, Anthony	Next game	Western Mass. Pioneers (USL2)	Red Card, 2008 2 nd Round
Barklage, Brandon	Next game	New York Red Bulls (MLS)	Red Card, 2013 4 th Round
Beshara, Joe	Next game	Dearborn Stars (USASA–Mich.)	Red Card, 2013 2 nd Round
Bessemer, Chris	Next game	Salinas Valley Samba (USASA–Calif.)	Discipline Panel Decision 7/14/05
(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.)			
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 st Round
Bonseu, Tenywa	Next game	Pittsburgh Riverhounds (USL2)	Red Card, 2009 1 st Round
Bradford, Clark	Next game	Des Moines Menace (PDL)	Red Card, 2010 1 st Round
Caben, David	Next game	Milwaukee Bavarians (USASA–Wis.)	Red Card, 2012 1 st Round
Cain, Russell	Next game	Nashville Metros (A-League)	Red Card, 2001 2 nd Round
Camarena, Jonathan	Next game	El Paso Patriots (PDL)	Red Card, 2009 2 nd Round
Carrizales, Marcos	Next game	ASC New Stars (USASA–Texas)	Red Card, 2012 1 st Round
Ceus, Steward	Next game	Colorado Rapids (MLS)	Red Card, 2013 3 rd Round
Cook, Devin	Next game	Austin Aztex (PDL)	Red Card, 2013 2 nd Round
Corona, Rene	Next game	Hollywood United (NPSL)	Red Card, 2011 1 st Round
Demba, Roland	Next game	Olympia Stamford (USASA–Conn.)	Red Card, 2001 1 st Round
Djokic, Nikki	Next game	Dearborn Stars (USASA–Mich.)	Red Card, 2013 2 nd Round
Dombrowski, Chad	Next game	Carolina Railhawks (USL1)	Red Card, 2008 3 rd Round
Erush, Michael	Next game	Miami FC (USL1)	Red Card, 2006 2 nd Round
Etienne, Derrick	Next game	Long Island Rough Riders (USL2)	Red Card, 2005 2 nd Round
Fidalgo, Joao	Next game	Emigrantes das Ilhas (USASA–Mass.)	Red Card, 2009 1 st Round
Flores, Sergio	Next game	Crystal Palace Baltimore (USL2)	Red Card, 2008 Quarterfinal
Galvan Barbosa, Daniel	Next game	Laredo Heat (PDL)	Red Card, 2013 2 nd Round
Garcia, Carlos	Next game	Aegean Hawks (USASA–D.C.)	Red Card, 2009 1 st Round
Granger, Brock	Next game	Dayton Dutch Lions (USL PRO)	Red Card, 2013 3 rd Round
Gregor, Andrew	Next game	Rochester Rhinos (USL1)	3 rd Yellow Card in same year, 2009 Semifinal
Grendi, Andrew	Next game	Columbus Crew (MLS)	Red Card, 2009 3 rd Round
Gutierrez, Henry	Next game	Pittsburgh Riverhounds (USL2)	3 rd Yellow Card in same year, 2001 Quarterfinal



Players Suspended at Beginning of 2014 U.S. Open Cup Tournament (Continued)

Player	Suspension*	Team When Suspension Imposed	Reason For Suspension
Hassan, Ehab	Next game	Chaldean Arsenal (USASA–Mich.)	Red Card, 2001 1 st Round
Hernandez, Pablo	Next game	D.C. United (MLS)	Red Card, 2010 Semifinal
Hernandez, Roberto	Next game	Regals FC (USASA-Texas)	Red Card, 2011 1 st Round
Hirsig, Santiago	Next game	Kansas City Wizards (MLS)	Red Card, 2009 4 th Round
Hristov, Georgi	Next game	Tampa Bay Rowdies (NASL)	Red Card, 2013 4 th Round
Juncaj, George (coach)	Next game	Detroit United (USASA-Mich.)	Dismissal, 2010 1 st Round
Kaba, Mohamoudou	Next game	Dearborn Stars (USASA–Mich.)	Red Card, 2013 2 nd Round
Kallis, Ian	Next game	Legends FC (USASA-N. Texas)	Red Card, 2010 1 st Round
Loneusky, Bogdan	Next game	Olympia Stamford (USASA–Conn.)	Red Card, 2001 1 st Round
Lopez, Pablo	Next game	Stanislaus United Turlock Express (US Club)	Red Card, 2012 1 st Round
Lowery, Jon (asst. coach)	Next game	Minnesota Thunder (USL1)	Dismissal, 2009 3 rd Round
Malachino, Joe	Next game	Mid Michigan Bucks (PDL)	Red Card, 2001 2 nd Round
Marino, Pete	Next game	Cocoa Expos (PDL)	Red Card, 2005 Qualifying Round
Martins, Thiago	Next game	Colorado Rapids (MLS)	Red Card, 2006 Quarterfinal
Mbengue, Adama	Next game	Orlando City SC (USL PRO)	Red Card, 2013 Quarterfinal
McFayden, Kendell	Next game	Rochester Rhinos (USL PRO)	Red Card, 2013 3 rd Round
McKinley, Ivan	Next game	Cocoa Expos (PDL)	Red Card, 2005 Qualifying Round
McLynn, Ross	Next game	Memphis Express (PDL)	Red Card, 2002 2 nd Round
Monilla, Roberto	Next game	Atlanta FC (USASA-Georgia)	Red Card, 2009 1 st Round
Montoya, Ricardo (coach)	Next game	Atlanta FC (USASA-Georgia)	Dismissal, 2009 1 st Round
Nava, Juan	Next game	Laredo Heat (PDL)	Red Card, 2012 2 nd Round
Ochoa, Alberto (coach)	Next game	Fullerton Rangers (NPSL)	Dismissal, 2012 1 st Round
Odur, Mo	Next game	Harrisburg City Islanders (USL2)	Red Card, 2009 4 th Round
O’Hara, Alan	Next game	Brooklyn Italians (USASA-E.N.Y.)	Red Card, 2010 1 st Round
Paterson, Nicholas	Next game	Charleston Battery (USL PRO)	3 rd Yellow Card in same year, 2013 4 th Round
Pineda, Miguel	Next game	Azzurri (USASA–Texas)	Red Card, 2004 1 st Round



Players Suspended at Beginning of 2014 U.S. Open Cup Tournament (Continued)

<u>Player</u>	<u>Suspension*</u>	<u>Team When Suspension Imposed</u>	<u>Reason For Suspension</u>
Radosavljevic, Preki (coach)	Next 2 games	Chivas USA (MLS)	Discipline Panel Decision 7/23/09
Raj, Jonathan	Next game	Chicago Fire PDL (PDL)	3 rd Yellow Card in same year, 2011 3 rd Round
Ring, Brad	Next game	San Jose Earthquakes (MLS)	Red Card, 2011 3 rd Round
Rocha, Armando	Next game	Fullerton Rangers (NPSL)	Red Card, 2012 1 st Round
Sandoval, Jose Luis	Next game	Atlanta FC (USASA-Georgia)	Red Card, 2009 1 st Round
Schmitz, Tony	Next game	Nebraska 402 (USASA-Neb.)	Red Card, 2009 1 st Round
Schunk, Ross	Next game	Los Angeles Legends (PDL)	Red Card, 2008 1 st Round
Schwartz, Evan	Next game	Dayton Dutch Lions (USL PRO)	Red Card, 2011 1 st Round
Seicluna, Dominic	Next game	Mid Michigan Bucks (PDL)	Red Card, 2001 2 nd Round
Simmons, Todd	Next game	Chico Rooks (USASA-Calif. North)	Red Card, 2004 1 st Round
Songo'o, Yann	Next game	Orlando City SC (USL PRO)	Red Card, 2013 Quarterfinal
Soto Ochoa, Diego	Next game	PSA Los Gatos Storm (U.S. Club)	Red Card, 2010 Play-In Round
Tarquino, Nick	Next game	Jersey Shore Boca (USASA-N.J.)	Red Card, 2012 1 st Round
Vazquez, Benjamin	Next game	Chivas El Paso Patriots (PDL)	Red Card, 2011 1 st Round
Venn, Sappia	Next game	Atlanta FC (USASA-Georgia)	Red Card, 2009 1 st Round
Villavicencio, Adam	Next game	Laredo Heat (PDL)	Red Card, 2012 2 nd Round
Walters, Tim	Next game	Nebraska 402 (USASA-Neb.)	Red Card, 2009 1 st Round
West, Brian	Next game	Columbus Crew (MLS)	Red Card, 2003 4 th 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 April 21, 2014)

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 4 p.m. CT on the first business day prior to any Open Cup match in order for such changes to be in effect for said match.

(c) 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) 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.

(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.

(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.

Section 303. Match play (cont.)

(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.

(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.

(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 Play-In 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, line art, 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.



2014 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. 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: _____



2014 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 41) 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 (see next page)

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 27 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.

Stadium Requirements

Please see the list of Stadium Requirements (part of the U.S. Open Cup Policy) on page 22 of this booklet. Proposed stadiums with an artificial surface will be reviewed on a case-by-case basis.



2014 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 PRO/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: \$0.56 x _____ miles): \$ _____

Tolls, Parking, Etc.: \$ _____

Per Diem: \$50 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: _____

2014 Referee Fee Schedule

Referee Level	1st Round	2nd & 3rd Rounds	4th Round	5th Round to Final
FIFA Referee	-	-	\$600	See following page
PRO and Nat'l Referee	\$150	\$300	\$500	See following page
FIFA Assistant Referee	-	\$250	\$350	See following page
PRO and Nat'l Assistant Referee	\$100	\$200	\$300	See following page
4th Official	\$85	\$125	\$200	See following page



2014 U.S. Open Cup Referee Payment Form (continued)

2014 Referee Fee Schedule (5th Round to Final): As a result of collective bargaining between the Professional Referees Organization (PRO) and the Professional Soccer Referees Association (PSRA), rates have been determined for U.S. Open Cup matches from the 5th Round to the Final per the following schedule:

Referee:

<u>Experience Level</u>	<u>2014 Rate</u>
0 to 30 MLS regular season matches as Referee	\$800.00
31 to 60 MLS regular season matches as Referee	\$850.00
61 to 100 MLS regular season matches as Referee	\$900.00
101 or more MLS regular season matches as Referee	\$1,000.00

Assistant Referee:

<u>Experience Level</u>	<u>2014 Rate</u>
0 to 20 MLS regular season matches as Assistant Referee	\$550.00
21 to 40 MLS regular season matches as Assistant Referee	\$675.00
41 to 75 MLS regular season matches as Assistant Referee	\$750.00
76 to 149 MLS regular season matches as Assistant Referee	\$825.00
150 to 199 MLS regular season matches as Assistant Referee	\$850.00
200 or more MLS regular season matches as Assistant Referee	\$900.00

Fourth Official:

<u>Experience Level</u>	<u>2014 Rate</u>
Full- and Part-Time Referees (regardless of game count)	\$350.00
0 to 20 MLS regular season matches as Fourth Official	\$350.00
21 to 40 MLS regular season matches as Fourth Official	\$400.00
41 to 75 MLS regular season matches as Fourth Official	\$425.00
76 or more MLS regular season matches as Fourth Official	\$450.00



2014 LAMAR HUNT U.S. OPEN CUP TEAM ENTRY & INFORMATION FORM

(For Amateur and Semi-Professional Teams Only)

OVERVIEW: The Lamar Hunt U.S. Open Cup is U.S. Soccer's annual national championship tournament. First won in 1914 (the year after U.S. Soccer was formed), the competition enters its 101st year in 2014.

As its name suggests, the tournament is open to all U.S. Soccer-affiliated teams, both professional and amateur. More specifically, any team in a regular league competition comprised of at least four teams, each playing at least 10 league games each year and whose club or league belongs to an Organization Member of U.S. Soccer, is eligible to enter. All Division I (Major League Soccer), Division II (North America Soccer League) and Division III (United Soccer Leagues PRO) professional teams are required to participate. The Open Cup is perhaps the only high-profile competition in American team sports where amateur sides have the opportunity to face professionals in meaningful competition.

Teams entering the 2014 Lamar Hunt U.S. Open Cup must complete the form below and submit it with the required entry fee.

TEAM INFORMATION:

Team Name: _____

Address: _____ Main Phone: _____

City: _____ State: _____ Zip Code: _____ Fax: _____

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 UNIFORM DESCRIPTION:

Home Set

Alternate Set

3rd Set (if applicable)

Shirt: _____

Shorts: _____

Socks: _____

—over—

LEAGUE INFORMATION:

Current League (full name; no abbreviations, please): _____

State(s) Where League Competition Takes Place: _____

League Web Site: _____

League Registrar: _____ Phone: _____

E-mail address: _____ Mobile: _____

Start/End Dates of:
Previous League Season: _____ Current/Upcoming Season: _____

Number of Teams in League:
During Previous Season: _____ During Current/Upcoming Season: _____

Number of League Games Played by Team:
During Previous Season (list W-L-T record): _____ Scheduled For Current/Upcoming Season: _____

League named above is currently affiliated with the U.S. Soccer Organization Member checked below (select one):

- U.S. Adult Soccer Association
- US Club Soccer
- United States Specialty Sports Association
- Other (specify full name; no abbreviations, please): _____

ENTRY FEE: \$200.00 (via check payable to U.S. Soccer)

PLEASE NOTE:

1. Form and fee must be submitted to U.S. Soccer for **RECEIPT by TUESDAY, MARCH 18, 2014.**
2. PRINT or TYPE all information requested on the form.
3. Include correct e-mail addresses. Much of the tournament information will be sent via e-mail.
4. The 2014 Lamar Hunt U.S. Open Cup Handbook will be sent to the team contacts shortly. The form to apply to host matches will be included in the Handbook.

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

DEADLINE: RECEIPT by TUESDAY, MARCH 18, 2014



2014 LAMAR HUNT U.S. OPEN CUP VENUE DECLARATION FORM

Team Name: _____ League (circle one): MLS / NASL / USL PRO / PDL / NPSL / Other Amateur

Primary Contact/Title: _____ Phone: _____

E-mail address: _____ Mobile: _____

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 2014 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 9, 2014**. Form can be faxed to **312-808-9295**, scanned and emailed to 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 2014 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. Once the Venue Declaration Form has been submitted, the team is responsible for informing U.S. Soccer of any material change(s) by submitting an updated form.
7. Include correct e-mail address. Much of the tournament information will be sent via e-mail.

VENUE(S) DECLARED FOR HOSTING 2014 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: _____

PLEASE MAIL TO: United States Soccer Federation -or- **E-MAIL TO:** opencup@ussoccer.org
 Attn: U.S. Open Cup -or- **FAX TO:** 312-808-9295
 1801 S. Prairie Ave.
 Chicago, IL 60616 **DEADLINE: WEDNESDAY, APRIL 9, 2014**



2014 LAMAR HUNT U.S. OPEN CUP HOME GAME APPLICATION FORM

(First, Second and Third Round Games Only)

Team Name: _____ League (circle one): NASL / USL PRO / PDL / NPSL / Other Amateur
Primary Contact/Title: _____ Phone: _____
E-mail Address: _____ Mobile: _____

VENUE NOMINATED TO HOST FIRST ROUND GAME:

Venue Name (only one venue may be listed) Proposed Kickoff Time (local time):
Wednesday, May 7: _____

VENUE NOMINATED TO HOST SECOND ROUND GAME:

Venue Name (only one venue may be listed) Proposed Kickoff Time (local time):
Wednesday, May 14: _____

VENUE NOMINATED TO HOST THIRD ROUND GAME:

Venue Name (only one venue may be listed) Proposed Kickoff Time (local time):
Wednesday, May 28: _____

I am hereby authorized to submit this Home Game Application Form on behalf of my team. I agree to the terms set forth by U.S. Soccer to host if my team is 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: _____

* Note: The Hosting Fee for First, Second and Third Round games is 15 percent of the amount above \$100,000.00 of Total Gross Ticket Revenue as calculated on the Home Game Revenue Report Form, found elsewhere in this Handbook.

PLEASE FAX COMPLETED FORM TO 312-808-9295 or SCAN/E-MAIL TO opencup@ussoccer.org

DEADLINE: MONDAY, APRIL 21, at 2 P.M. CENTRAL TIME

OVERVIEW:

Any team who may participate in the First, Second and/or Third 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 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 Third 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** or scanned/e-mailed to **opencup@ussoccer.org**.

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 21, at 2 p.m. Central Time**. Form can be faxed to **312-808-9295** or scanned/e-mailed to **opencup@ussoccer.org**. Each team submitting this form implicitly agrees to fulfill the responsibilities listed on pages 25-26 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, Second or Third Rounds of the 2014 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 41 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—



2014 LAMAR HUNT U.S. OPEN CUP

HOME GAME APPLICATION FORM

(Fourth, Fifth and Quarterfinal Round Games Only)

Team Name: _____ League (circle one): MLS / NASL / USL PRO / PDL / NPSL / Other Amateur

Primary Contact/Title: _____ Phone: _____

E-mail address: _____ Mobile: _____

VENUE NOMINATED TO HOST FOURTH ROUND GAME:

Venue Name (only one venue may be listed)	Proposed Kickoff Time (local time):	Hosting Fee** (Fixed Amount)
Tuesday, June 10 through Wednesday, June 18*: _____	_____	\$12,000

* Note: Date will be determined by the club selected as Home Team from among those dates where the Visiting Team doesn't have a league game already scheduled. The date selected must allow the Visiting Team at least two rest days before and after the match date. All clubs must be available for Open Cup matches during the period June 10-18 except for any league games already scheduled. Once Fourth Round matches have been determined, each Home Team will be given one business day to set the match date and time.

VENUE NOMINATED TO HOST FIFTH ROUND GAME:

Venue Name (only one venue may be listed)	Proposed Kickoff Time (local time):	Hosting Fee** (Fixed Amount)
Tuesday, June 24 or Wednesday, June 25: _____	_____	\$18,000

VENUE NOMINATED TO HOST QUARTERFINAL ROUND GAME:

Venue Name (only one venue may be listed)	Proposed Kickoff Time (local time):	Hosting Fee** (Fixed Amount)
Tuesday, July 8 or Wednesday, July 9: _____	_____	\$25,000

I am hereby authorized to submit this Home Game Application Form on behalf of my team. I agree to the terms set forth by U.S. Soccer to host if my team is 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: _____

** Note: In addition to the fixed amount listed above for each round, the Hosting Fee also includes 15 percent of the amount above \$100,000.00 of Total Gross Ticket Revenue as calculated on the Home Game Revenue Report Form, found elsewhere in this Handbook.

PLEASE FAX COMPLETED FORM TO 312-808-9295 or SCAN/E-MAIL TO opencup@ussoccer.org

DEADLINE: WEDNESDAY, MAY 7, at 2 P.M. CENTRAL TIME

OVERVIEW:

Any team who may participate in the Fourth, Fifth 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 Fourth, Fifth 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 Fourth, Fifth 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** or scanned/e-mailed to **opencup@ussoccer.org**.

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 7, at 2 p.m. Central Time**. Form can be faxed to **312-808-9295** or scanned/e-mailed to **opencup@ussoccer.org**. Each team submitting this form implicitly agrees to fulfill the responsibilities listed on pages 25-26 of this Handbook.
4. Each team who does not submit this form by the deadline will not be eligible to host games in the Fourth, Fifth or Quarterfinal Rounds of the 2014 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 41 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—



2014 LAMAR HUNT U.S. OPEN CUP HOME GAME APPLICATION FORM (Semifinal and Championship Games Only)

Team Name: _____ League (circle one): MLS / NASL / USL PRO / PDL / NPSL / Other Amateur

Primary Contact/Title: _____ Phone: _____

E-mail address: _____ Mobile: _____

VENUE NOMINATED TO HOST SEMIFINAL ROUND GAME:

Venue Name (only one venue may be listed)	Proposed Kickoff Time (local time):	Hosting Fee* (Fixed Amount)
Tuesday, Aug. 12 or Wednesday, Aug. 13: _____	_____	\$50,000

VENUE NOMINATED TO HOST CHAMPIONSHIP GAME:

Venue Name (only one venue may be listed)	Proposed Kickoff Time (local time):	Hosting Fee* (Fixed Amount)
Tuesday, Sept. 30 or Wednesday, Oct. 1: _____	_____	\$250,000

I am hereby authorized to submit this Home Game Application Form on behalf of my team. I agree to the terms set forth by U.S. Soccer to host if my team is 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: _____

* Note: In addition to the fixed amount listed above for each round, the Hosting Fee also includes 50 percent of Event Net Ticket/Suite Revenue (defined as all revenue from ticket/suite sales less sales taxes) above \$100,000.00 for the Semifinal Round and above \$300,000.00 for the Championship Game. Commissions, management fees, revenue allocated to catering, parking, facility fees and other premiums, rent and other expenses, league shares of ticket revenue, etc., are not deductible when determining Event Net Ticket/Suite Revenue.

PLEASE FAX COMPLETED FORM TO 312-808-9295 or SCAN/E-MAIL TO opencup@ussoccer.org

DEADLINE: TUESDAY, JULY 1, at 2 p.m. Central Time

OVERVIEW:

Any team who may participate in the Semifinal Round and/or Championship Games 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 Semifinal 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 Semifinal Round must do so no later than 48 hours prior to the first match of the Quarterfinal Round. 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** or scanned/e-mailed to **opencup@ussoccer.org**.

HOSTING PARAMETERS/REQUIREMENTS FOR SEMIFINAL ROUND AND CHAMPIONSHIP GAMES:

In addition to the hosting responsibilities listed on pages 25-26 of this Handbook, host teams must stage the Semifinal Round and/or Championship games within the following parameters and/or requirements set forth by U.S. Soccer:

GOOD STANDING:

- U.S. Soccer will only consider applications from teams that are in Good Standing (i.e. not delinquent in submitting Home Game Revenue Report Forms and amounts due from previous matches) at the time of the application deadline

EVENT PRESENTATION:

- Event is to be considered a U.S. Soccer event staged by the home team
- All presentation elements are subject to the approval of U.S. Soccer
- No home team sponsor elements may be part of the presentation except with the approval of U.S. Soccer

TICKETING:

- Prices must be approved by U.S. Soccer in advance
- Prices must be set at levels not lower than a team's regular season individual rate
- Discounted prices for full- or partial-season ticket holders, groups and other constituents allowed but not more than 25 percent off the team's regular season individual rate for the Semifinal and not more than 15 percent for the Final.
- Complimentary tickets
 - Home team limited to 1,000 regular/club seats (quantity includes VIPs, players, guests of club, media trade, operations, barter, etc.)
 - Visiting team to receive 50 tickets
 - U.S. Soccer to receive for the Final a suite and parking for its VIPs, 100 Category 1 tickets, 50 Category 2 tickets and 41 Endline tickets (plus an option to purchase 200 Endline tickets adjacent to the complimentary tickets)
- Obligations to suite leaseholders to be fulfilled per the terms of any lease in place at the time of the Event
- Revenue from the sale of suite access and/or suite tickets for Event to be included in Event Net Ticket/Suite Revenue (defined above)
- Home team will provide ticket audits as requested by U.S. Soccer for tracking purposes

EVENT OPERATIONS:

- Home team is responsible for all expenses and operations of the event (including staging for the post-game awards ceremony for the Championship Game), except where noted otherwise in this form and the Handbook
- Field must be free of any markings other than those for soccer
- Stadium field must be made available to the visiting team (if they request) for a 60-minute training session the day before the game, weather permitting
- U.S. Soccer, through its commercial partners NIKE and McDonald's, will provide the ball/flag kids and player escorts for the Championship Game

COMMERCIAL RIGHTS:

- U.S. Soccer holds all commercial (e.g. marketing, sponsorship and broadcast) rights for the semifinal round and Championship games as outlined on page 23 of the Handbook
- The commercial rights referenced herein extend to U.S. Soccer's exclusive use of the venue's P.A. system, video screens and matrix boards, scoreboards, field-level and/or upper fascia LED (ribbon board) displays and in-house TV monitors in the facility during the games at no additional charge for the purpose of promoting U.S. Soccer's sponsors and presenting the event, as well as U.S. Soccer's exclusive use of any areas in and around the venue for sponsor activation
- Host facility shall be required to provide a field level that is free of any commercial signage on the walls and/or railings surrounding the field of play, including the tunnels entering the field that can be seen from the field of play and any field-level tunnel canopies
- If U.S. Soccer feels that static field-level advertising boards are desirable, U.S. Soccer reserves the right, at its own expense, to utilize its field board advertising system for such purpose
- Any materials created to promote these games should display only the marks of the U.S. Open Cup, the participating teams and U.S. Soccer's Official Sponsors (which U.S. Soccer's Marketing Department can provide in logo-bar format)
- All materials must be approved in advance by U.S. Soccer (contact Steve Hoffman at 312-528-1254 or shoffman@ussoccer.org)
- Parties wishing to conduct a radio, television, internet, or other broadcast of these games in any medium should complete the Broadcast Request Form found on page 24 of the Handbook
- Any application to host the Open Cup events referenced by this form is an automatic acceptance by the Applicant of the terms listed above

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 **TUESDAY, JULY 1, at 2 p.m. Central Time**. Form can be faxed to **312-808-9295** or scanned/e-mailed to opencup@ussoccer.org. Each team submitting this form explicitly agrees to fulfill the responsibilities listed on pages 25-26 of this Handbook and to the parameters/requirements listed elsewhere on this form.
4. In the event that the venue nominated does not meet ALL of the Stadium Requirements as listed in the Open Cup Policy, the team should complete the form in the event that the opponent's stadium also does not meet some of these same requirements.
5. A team may adjust until the deadline any Home Game Application Form initially submitted.
6. **Each team submitting this form is obligated to complete and submit a Home Game Revenue Report following each match hosted. The report, 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.**
7. 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.
8. Please include a correct e-mail address. Much of the tournament information will be sent via e-mail.

—END—



2014 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, Second and Third Rounds: Zero;
Fourth Round: \$12,000; Fifth 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.



2014 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 424-233-3756 or e-mail graceheijman@anthonytravel.com; Amy Rogers: phone 424-233-3746 or e-mail amyrogers@anthonytravel.com). The budget code for the 2014 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 forms on the following two pages) within one business day 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. 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 2014 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 meals 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.

2014 U.S. Open Cup Travel Reimbursement Limits

First Round through Semifinals: U.S. Soccer will reimburse airline, hotel, meal and ground transportation expense for each visiting team (if necessary) limited to 22 people per team, 12 hotel rooms (including bus driver) for up to two nights, and meals not to exceed two days at \$50 a day for each person (\$13 breakfast, \$17 lunch, \$20 dinner), not to exceed \$10,000 per team for First and Second Round games and \$11,000 per team for games from the Third Round to the Semifinals. Airfare baggage and passenger name change charges are the responsibility of the team.

Final: U.S. Soccer will reimburse airline, hotel, meal and ground transportation expense to the visiting team, limited to 26 people, 14 hotel rooms (including bus driver), and meals at \$50 a day for each person (\$13 breakfast, \$17 lunch, \$20 dinner) not to exceed \$16,000 for a two-night stay or \$20,000 for a three-night trip.



2014 U.S. Open Cup Travel Itinerary Information Form

Team Name: _____ Round: _____

Opponent: _____ Stadium: _____

Departure Date: _____ Match 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.



2014 U.S. Open Cup Travel Budget/Reimbursement Form

Team: _____ Check one: Budget for approval Expenses for reimbursement

Opponent: _____ Stadium: _____ Round: _____

Departure Date: _____ Match Date: _____ Return Date: _____

Team Representative Signature: _____

Line	Expenses	Itemization	Requested	Approved
1	Airfare	No. 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	No. of Rms. (12 max.) _____ x Rm. Price _____ x No. of Nights _____ = Room price should include all taxes		
4	Meals	Size of Delegation (22 max.) _____ x Amount Per Person _____ = Actual meals rather than per diem may be submitted if desired.		
5	TOTAL EXPENSES INCURRED (add Lines 1-4):			
6	Travel Allowance (1st and 2nd Round: \$10,000; 3rd Round to Semifinals: \$11,000):			
7	Enter the lesser of Total Expenses Incurred (Line 5) or Travel Allowance (Line 6):			
8	If airfare through Anthony Travel, enter amount billed to U.S. Soccer here:			
9	TOTAL REIMBURSEMENT DUE (Line 7 minus Line 8):			

- 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 42 for the Round in which your team is playing.
- 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



2014 LAMAR HUNT U.S. OPEN CUP PER DIEM EXPENSE FORM

(Submit Original with Travel Reimbursement Form)

Team Name: _____ Date Distributed: _____

Meals covered by Per Diem (please check all that apply; no more than six consecutive meals):

Date: _____	Breakfast (\$13) _____	Lunch (\$17) _____	Dinner (\$20) _____
Date: _____	Breakfast (\$13) _____	Lunch (\$17) _____	Dinner (\$20) _____
Date: _____	Breakfast (\$13) _____	Lunch (\$17) _____	Dinner (\$20) _____

Recipient	Name	Signature	Amount Rcvd.
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$
16			\$
17			\$
18			\$
19			\$
20			\$
21			\$
22			\$
Total Amount Eligible for Reimbursement:			\$

Others Receiving Per Diem

23			\$
24			\$
25			\$
26			\$
27			\$
28			\$
Total Per Diem Distributed:			\$