



**L A M A R H U N T**

**U.S. OPEN CUP**

***2016 Handbook***

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***Referee  
Information***

Updated 5/4/16



## **Changes for the 2016 U.S. Open Cup Tournament**

The following list highlights the changes made for the 2016 Lamar Hunt U.S. Open Cup Tournament:

- 2016 Referee Fee Schedule (Round of 16 to Final): As a result of collective bargaining between the Professional Referees Organization (PRO) and the Professional Soccer Referees Association (PSRA), rates have increased by three percent over 2015 rates for U.S. Open Cup matches from the Round of 16 to the Final per the schedule on page 33. Fees for these same games are scheduled to increase annually by three percent through 2018.
- The following sections of the Open Cup Policy have been revised:
  - Section 202. Team eligibility — A new paragraph (d) was added to address eligibility of professional teams when a shared ownership interest or control over another team’s playing squad is involved. As a result of this new policy, a number of Division III Outdoor Professional League Teams are ineligible to participate.
  - Section 203(b)(ii). Player eligibility — The registration clearance deadline time for players to be eligible for their next Open Cup game has been moved up by two hours and is now 2 p.m. CT on the first business day prior to the match.
- The Broadcast Request Form has been updated to include minimum broadcast technical standards, use of opening/closing/event/score graphics and recorded sequences (video or audio) provided by U.S. Soccer, and a restriction on broadcast sponsors that conflict with U.S. Soccer sponsors as possible conditions in order broadcast Open Cup events.
- Items changed since the March 27, 2016, version of the Handbook was issued:
  - A new Open Cup logo was introduced on April 5 and replaces the previous logo in all instances. Brand guidelines and various versions of the logo can be found at the following web page: <https://ussoccer.app.box.com/s/itbyc6yqh9e6dvv089dzvxpv0c5yr9w6>
  - The page detailing the tournament’s commercial rights has been updated (see page 28).
  - Two National Premier Soccer League teams that are qualified for the 2016 Open Cup have changed names. The Atlanta Silverbacks Reserves are now called simply the Atlanta Silverbacks, while Chesterfield United FC has rebranded itself as Richmond Strikers.
  - A third NPSL team previously listed as Indiana Fire had changed its name earlier in the offseason to Indy Eleven NPSL. Due to the ownership affiliation between Indy Eleven NPSL and the parent club Indy Eleven of the North American Soccer League, this pair of teams will be prevented from playing each other unless both sides reach the Final (see page 8).



## **2016 U.S. Open Cup Competition Calendar**

Thursday, Dec. 31, 2015	Team Entry & Information Form, Entry Fee deadline for Division I, II and III Outdoor Professional League teams
Wednesday, March 30	Venue Declaration Form deadline for all teams
Friday, April 1, 2 p.m. CT	Home Game Application deadline for First, Second and Third Rounds
Wednesday, April 6	Open Cup Initial Pairings Announcement
Wednesday, April 27	Deadline for teams entering at First Round to submit initial roster
Monday, May 2 (4 p.m. CT)	Spring roster submission deadline for Open Division local qualifying teams (each team may add up to five new players to its Fall roster who are not already cup-tied; 22 player limit remains)
Wednesday, May 4	Deadline for teams entering at Second Round to submit initial roster
Wednesday, May 11	First Round
Friday, May 13, 2 p.m. CT	Home Game Application deadline for Fourth through Quarterfinal Rounds
Wednesday, May 18	Second Round; Deadline for teams entering at Third Round to submit initial roster
Wednesday, June 1	Third Round
Tuesday, May 31	Deadline for teams entering at Fourth Round to submit initial roster
Wednesday, June 15*	Fourth Round
Thursday, June 16	Round of 16 Draw
Wednesday, June 29*	Round of 16
Tuesday, July 12, 2 p.m. CT	Home Game Application deadline for Semifinal Round and Lamar Hunt U.S. Open Cup Final
Wednesday, July 20*	Quarterfinals
Thursday, July 21	Draw to determine hosts for Semifinals and Final
Wednesday, Aug. 10*	Semifinals
Wednesday, Sept. 21	2016 Lamar Hunt U.S. Open Cup Final

\* Note: Any game from the Fourth Round until the Semifinals where one of the participants has a league game the following Friday will be moved up a day (exception to this is when the team's opponent is scheduled for a league game the preceding Sunday; in this case, the provisions elsewhere in the Open Cup Handbook to resolve such an issue prevail). Also, any game chosen by U.S. Soccer to be broadcast nationally is subject to being moved up a day.



## **2016 U.S. Open Cup Participating Teams**

- Major League Soccer (Division I): All 17 U.S.-based teams, entering in the Fourth Round:

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

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

Carolina RailHawks	Jacksonville Armada	New York Cosmos
Fort Lauderdale Strikers	Miami FC	Rayo OKC
Indy Eleven	Minnesota United FC	Tampa Bay Rowdies

- United Soccer League (Division III): 17 U.S.-based teams, entering in the Second Round:

Arizona United	Louisville City FC	Sacramento Republic
Charleston Battery	Oklahoma City Energy	Saint Louis FC
Charlotte Independence	Orange County Blues	San Antonio FC
Colorado Springs Switchbacks	Pittsburgh Riverhounds	Tulsa Roughnecks
FC Cincinnati	Richmond Kickers	Wilmington Hammerheads
Harrisburg City Islanders	Rochester Rhinos	

- Premier Development League (Open Division National League Track): Nineteen of 57 U.S.-based teams qualifying from 2015 league competition, with the top qualifier (Kitsap Pumas) entering in the Second Round and the remaining 18 clubs entering in the First Round:

Albuquerque Sol FC	Jersey Express*	Portland Timbers U-23
Burlingame Dragons*	Kitsap Pumas*	Reading United A.C.*
Charlotte Eagles	Long Island Rough Riders*	Seacoast United Phantoms*
Cincinnati Dutch Lions	Michigan Bucks*	Sounders FC U-23
Des Moines Menace*	Mississippi Brilla	The Villages SC (Fla.)*
FC Tucson*	New York Red Bulls U-23	Ventura County Fusion*
GPS Portland Phoenix (Maine)		

\* Participated in 2015 Lamar Hunt U.S. Open Cup (The Villages SC played as Ocala Stampede)



## **2016 U.S. Open Cup Participating Teams (cont.)**

- National Premier Soccer League (Open Division National League Track): Fifteen of 68 teams qualifying from 2015 league competition, with the top qualifier (Chattanooga FC) entering in the Second Round and the remaining 14 clubs entering in the First Round:

AFC Cleveland (Ohio)	Corinthians FC of San Antonio	Kraze United (Fla.)
Atlanta Silverbacks <sup>^</sup>	Detroit City FC*	Miami Fusion FC
CD Aguiluchos USA (Calif.)	FC Wichita (Kan.)	Myrtle Beach Mutiny (S.C.)
Chattanooga FC*	Fredericksburg FC (Va.)	Richmond Strikers (Va.) <sup>^^</sup>
Clarkstown SC Eagles (N.Y.)	Indy Eleven NPSL <sup>^^</sup>	Sacramento Gold (Calif.)

\* Participated in 2015 Lamar Hunt U.S. Open Cup

<sup>^</sup> Was known in 2015 as Atlanta Silverbacks Reserves

<sup>^^</sup> Was known in 2015 as Indiana Fire

<sup>^^^</sup> Was known in 2015 as Chesterfield United FC

- Open Division Local Qualifiers: Fourteen of 56 teams who competed through local qualifying rounds, entering in the First Round:

California (5):	Louisiana (1):	Pennsylvania (1):
La Maquina	CD Motagua of New Orleans	West Chester United
LA Wolves FC	Massachusetts (1):	Texas (1):
Outbreak FC	Southie FC	NTX Rayados*
San Francisco City FC*	New York (2):	Virginia (1):
San Nicolas FC	Lansdowne Bhoys FC	Aromas Cafe FC
Colorado (1):	New York Pancyprian	
Harpo's FC*	Freedoms	
Florida (1):		
Boca Raton Football Club		

\* Participated in 2015 Lamar Hunt U.S. Open Cup



## **2016 U.S. Open Cup Competition Format**

The 2016 U.S. Open Cup will be conducted on a single-elimination, one-game-knockout basis utilizing a tiered-bracket format (90 games—see the tournament bracket on the page following this section).

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

- Pairings will be arranged to prevent the possibility of a non-professional Open Division team playing a parent club should both teams be in the competition in the same round, except for the Final. In 2016 there are four such pairs that will be avoided:
  - Indy Eleven (NASL), Indy Eleven NPSL (NPSL)
  - New York Red Bulls (MLS), New York Red Bulls U-23 (PDL)
  - Portland Timbers (MLS), Portland Timbers U-23 (PDL)
  - Seattle Sounders FC (MLS), Sounders FC U-23 (PDL)

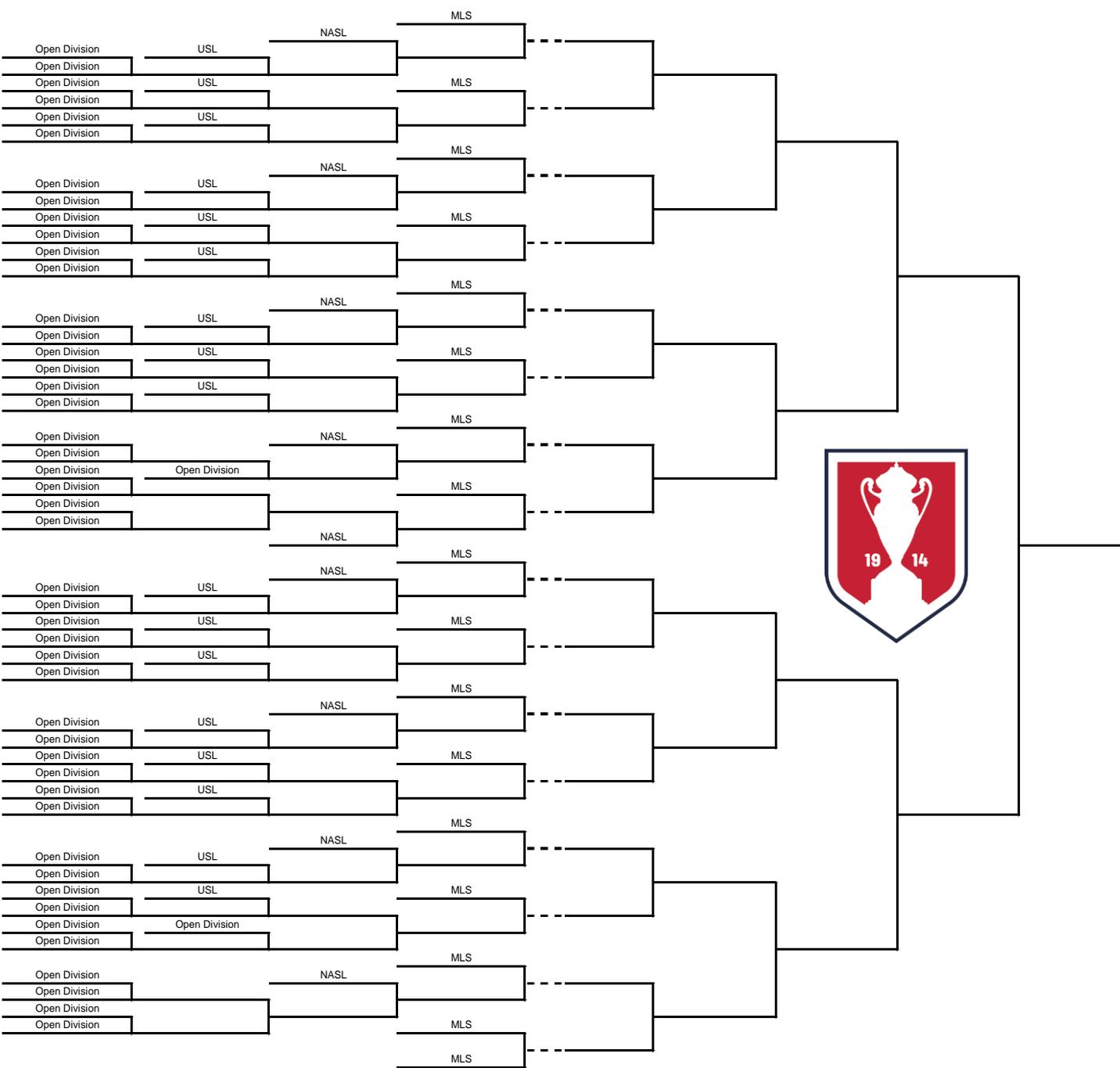
Professional teams who majority-owned or otherwise controlled by higher division professional clubs are already excluded from Open Cup competition per Section 202(d) of the Open Cup Policy.

- A team playing in its first Open Cup match cannot be paired against another club from the same qualifying pool also playing in its first Open Cup match (an exception to this last restriction will be made in the fourth round when two MLS teams will meet in their first tournament game).
- First Round (46 Open Division teams): Teams will be paired geographically with the restriction that teams from the same qualifying pool (e.g. local qualifiers, PDL, NPSL) cannot be paired to play 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 (23 First Round winners, 2 Open Division teams and 17 Division III clubs): At the time the First Round pairings are made, each Division III (USL) team will be matched geographically to a specific First Round pairing and be scheduled to play its winner or be matched with one of the Open Division sides receiving a bye to the second round. In the event that three or more teams/pairings are from the same proximity, pairings for these teams will be made by random selection. Instances where a logical geographic fit doesn't exist will be resolved by random selection.
- Third Round (21 Second Round winners and 9 Division II clubs): After each Second Round pairing has been determined, each Division II (NASL) team will be matched geographically to play the winner of a specific Second Round pairing. The winners of the 12 remaining Second Round matches not paired with a Division II side will play each other, with pairings made geographically. Instances where a logical geographic fit doesn't exist will be resolved by random selection.

- Fourth Round (15 Third Round winners and 17 Division I clubs): After each Third Round matchup has been determined, 15 of 17 Division I (MLS) teams will be paired geographically to a specific Third Round matchup and be scheduled to play these winners, while two MLS teams will face each other to complete the bracket. Instances where a logical geographic fit doesn't exist will be resolved by random selection.
- Round of 16 (16 Fourth Round winners face each other): The Fourth Round winners will be divided geographically (regardless of league affiliation) into groups of four, with teams who are precluded from playing each other until the Final being placed in the different groups. A random draw, scheduled for June 16, will determine the pairings within each group.
- Quarterfinal (Sixth) Round: The two winners from each group used to determine the Round of 16 matches will face each other in the Quarterfinal Round.
- Semifinal Round: Each of the four groups used to determine Round of 16 matches will be paired geographically with another group on June 16 to pre-determine the pairings for the Semifinal Round. Should two teams precluded from playing each other until the Final reach the Semifinal Round and be scheduled to face each other, the matches will be re-drawn to avoid this outcome.

# 2016 Lamar Hunt U.S. Open Cup Tournament Bracket

First Round <i>Wed., May 11</i>	Second Round <i>Wed., May 18</i>	Third Round <i>Wed., June 1</i>	Fourth Round <i>Wed., June 15</i>	Round of 16 <i>Wed., June 29</i>	Quarterfinals <i>Wed., July 20</i>	Semifinals <i>Wed., Aug. 10</i>	Final <i>Wed., Sept. 21</i>	Champion			
46 Open Div. teams	17 USL teams 2 Open Div. teams 23 Second Round winners	9 NASL teams 21 Second Round winners	17 MLS teams 15 Third Round winners								
								<table border="1"> <tr><td>91 Total Teams</td></tr> <tr><td>43 Professional</td></tr> <tr><td>48 Amateur</td></tr> </table>	91 Total Teams	43 Professional	48 Amateur
91 Total Teams											
43 Professional											
48 Amateur											



Legend: MLS: Major League Soccer; NASL: North American Soccer League; USL: United Soccer League. Open Division includes clubs from Premier Development League and National Premier Soccer League and those advancing through local qualifying. 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.

### **Section 203. Player eligibility (cont.)**

(c) Any player who plays in any part of an Open Cup match for a team, including any match in any Open Division qualifying round, may not be included in the Open Cup roster or play for any other team in the Open Cup competition for that competition 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) Prior to the 2015-16 competition, the annual Open Cup application fee shall be as follows:

- |  |       |
|--|-------|
| (1) Each team competing through the Open Division      | \$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 |

Starting with the 2015-16 competition, the annual Open Cup application fee shall be as follows:

- |  |       |
|--|-------|
| (1) Each team competing through the Open Division      | \$200 |
| (2) Each Division III Outdoor Professional League team | \$400 |
| (3) Each Division II Outdoor Professional League team  | \$600 |
| (4) Each Division I Outdoor Professional League team   | \$700 |

## **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 to be effective after matches are first played involving any Division I, Division II, or Division III Outdoor Professional League teams, those changes will apply to the next Open Cup competition and not the competition in progress.

### **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.

(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 for those matches assigned by the Open Cup Committee to be overseen by an Organization Member of the Federation.

### **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 carry forward for up to the next ten year's Open Cup competitions (or twenty years in the case of suspensions imposed by the Adjudication and Discipline Panel) and be served at the individual's next Open Cup match for which he would otherwise be eligible.

(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.

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

(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, an Organization Member of the Federation, 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.

### **Section 308. Cancelled and Terminated Matches (cont.)**

(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.



## **2016 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

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

Experience Level for position assigned for this game (use only for Round of 16 games and beyond): Matches = \_\_\_\_\_

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

Mileage (Allowable rate: \$0.54 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: \_\_\_\_\_

**2016 Referee Fee Schedule**

Referee Level	1st Round	2nd & 3rd Rounds	4th Round	Round of 16 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



## Referee Information

### **PLAYER ELIGIBILITY**

Each player for the U.S. Open Cup must meet specific eligibility rules. Prior to each match, Open Cup staff work with each team to ensure that their Game Day Roster is complete and meets all of the eligibility requirements. Each team is able to print their Game Day Roster and bring that to the field. As a backup, Open Cup staff may also send a roster for each team to the Match Commissioner or referee crew the night prior to the match.

### **ROSTER CHECK PROCEDURE**

If a Match Commissioner is assigned to the game they will assist the referee crew in checking in each player. If no Match Commissioner is assigned the referee crew must check the players in.

Players who have been approved to play for this match play are listed on the roster. Note that players on red card suspension or similar will NOT appear on the roster as they are ineligible to play.

The first item we need you to be aware of is that each team is limited to an **18-man** game day roster. 60 minutes prior to kick-off, each team is required to check-in with you. You will then use the roster sheet to check-in the players. Your job will be to check-in each of the 18 players and match their identity with their name, date of birth and picture on the official roster. Each player is also required to present some form of picture ID as a final check of proof of identity. Use your best judgement to clear up any issues, but if there are any players at check-in that are not on the official roster, they are NOT permitted to play. No exceptions. Once finished, the Match Commissioner keeps both original roster forms. Any eligibility issues or questions that can't be handled at the field can be called into the Open Cup office at **312/404-8781**.

### **POST MATCH REPORTS**

Immediately after the match, please send Match Report ([opencup@ussoccer.org](mailto:opencup@ussoccer.org)). Ideally it should be scanned and e-mailed but a good quality picture from your phone is acceptable so that we can get the report right after the match. Later when you get home you can scan it if you can. The final match report is due no later than 24 hours after the match.

### **PAYMENT**

The home team is responsible for paying your game fee on-site. Use the payment form in this manual to fill out and bring to the match. Please turn this in to the home team as a receipt for your payment.