



L A M A R H U N T

U.S. OPEN CUP

***2017 Open Division
Handbook***



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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
Jake Edwards	Division III Representative
Adrian Garibay	Committee Liaison

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
Paul Marstaller	Panel Liaison
Adrian Garibay	Panel Liaison

U.S. Open Cup Staff

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Introduction to 2017 Lamar Hunt U.S. Open Cup **Open Division Qualifying**

The Lamar Hunt U.S. Open Cup, recognized as U.S. Soccer's national club championship, is an annual knockout competition open to all amateur and professional soccer teams affiliated with U.S. Soccer. The tournament has crowned a champion annually since 1914. In 1999, the competition was renamed to honor American soccer pioneer Lamar Hunt.

For the 2016 competition, the qualifying process was revamped for teams entering through the Open Division (meaning all teams outside of the Division I, II or III professional leagues). This new process will continue for the 2017 tournament (the 104th edition). Any team affiliated with any Organization Member of U.S. Soccer and who meets other criteria for participation as spelled out in Section 202 of the Open Cup Policy may enter (find the Open Cup Policy and Team Entry and Information Form elsewhere in this Handbook).

After certifying a team's eligibility to participate, U.S. Soccer will process rosters for approval, arrange matches, appoint match commissioners and officiating crews, administer discipline, promote the games in advance and their results afterwards, and provide a clear link to the final tournament, which will begin in early- to mid-May 2017.

Open Division qualifying for the 2017 Lamar Hunt U.S. Open Cup will take place within two tracks:

- National leagues (National Premier Soccer League, Premier Development League): Eligible to use 2016 league results to determine the clubs advancing to the Open Cup tournament proper, thus bypassing the local qualifying process. The number of slots allocated to teams from national leagues will be based on the overall number of clubs registering through the Open Division at the local qualifying entry deadline (see reference below). See elsewhere in this Handbook for the method each league has chosen to determine how its members earn qualification.
- Local qualifying (single-game, knockout basis): Teams not from national leagues and wishing to participate will be required to enter by an August 2016 deadline and play Open Cup matches on dates (up to three in the fall, two in the spring) listed in the Open Division competition calendar found elsewhere in this Handbook. All entrants, regardless of level, Organization Member affiliation, or other attributes, will start on equal footing. Matches will be determined geographically to minimize travel time and expense, with random selection used when practicable to determine exact pairings. [Note: In some cases, extensive travel and related expense may still be required even though attempts are made by U.S. Soccer to minimize travel distances in each round.] Each home team will be responsible for arranging the field of play, security and medical presence, game balls, paying the officials, and other expense relating to staging games, while each visiting team will cover its own travel-related costs. U.S. Soccer shall appoint the match officials.

With one year of Open Division qualifying in the books, some of the benefits U.S. Soccer has found from the new qualifying process include:

- Giving teams and the larger U.S. Soccer family a clear, identifiable path for reaching the Open Cup tournament proper;
- Providing a platform to promote Open Division qualifying to a national audience, allowing the spectating public to follow the entire tournament from start to finish;
- Eliminating a major burden from local, state, regional and national amateur administrators to organize competitions at multiple levels;
- Minimizing disputes regarding player eligibility, given that roster approval is handled centrally by U.S. Soccer.

Teams advancing from Open Division qualifying will enter the 2017 Lamar Hunt U.S. Open Cup in the First Round, tentatively scheduled for May 10, 2017. Without details for the 2017 tournament confirmed beyond the completion of the Open Division qualifying rounds, U.S. Soccer suggests that teams entering through the Open Division review the 2016 Lamar Hunt U.S. Open Cup Handbook (Finalists' Edition) to become familiar with the procedures involved when advancing to the First Round. The 2017 Finalists' Edition of the Handbook will be distributed in early 2017.



2017 U.S. Open Cup Competition Format

Both the Open Division local qualifying competition for the 2017 Lamar Hunt U.S. Open Cup as well as the final tournament will be conducted on a single-elimination, one-game-knockout basis. U.S. Soccer contemplates up to five local qualifying rounds necessary, with three held in the Fall of 2016 and two held during the Spring of 2017 (see the competition calendar listed elsewhere in this Handbook for exact dates).

Once Open Division local qualifiers have been determined and the Open Division national league qualifiers added, the tournament bracket for the final competition will be tiered to allow sides from professional leagues to enter in later rounds (Division III teams in 2016 will play their first match in the Second Round; Division II clubs start in the Third Round; and Division I squads will see their first action in the Fourth Round). The final determination for the tournament bracket will be made in early 2017, well after the Open Division local qualifying competition has begun.

For Open Division local qualifying as well as the final tournament, each team will be matched with an opponent according to the following provisions:

- **General Provision:** Pairings will be arranged to prevent the possibility of teams sharing an ownership stake from playing each other (e.g. Portland Timbers U-23 [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.



Process for Determining Matchups and Home Teams for Open Division Local Qualifying

General Steps and Provisions:

- Each team 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 for the tournament proper, although the requirements for hosting local qualifying matches are not as stringent (see the list of Home Team Responsibilities for Open Division Qualifying Rounds elsewhere in this Handbook).
- After receiving the list of possible venues, the Open Cup Commissioner makes a determination for each venue's suitability for hosting Open Division local qualifying games. Only venues approved by the Open Cup Commissioner may be used (please see the Home Team Responsibilities for Open Division Qualifying Rounds listed elsewhere in this Handbook). Venues do not need to meet the requirements listed in Attachment A of the Open Cup Policy.
- After the matches have been determined, if a team originally designated as a home team cannot host for whatever reason, the game will automatically revert to the opponent's home. **Any team who withdraws from hosting after being designated the home team in a match forfeits all hosting privileges for the remainder of the Open Division local qualifying tournament and may be disqualified altogether.**

All Rounds:

- Prior to the published deadline, each team must submit the appropriate Home Game Application Form for the first, second and third qualifying rounds. Through this form, the applicant names a specific home venue in addition to the date and time for each game. The venue must be confirmed to be available for each of the match date(s) in question and available for the next day in the event a rescheduled match is required due to weather. Similarly, each team who advances to the fourth qualifying round must submit the appropriate Home Game Application Form for the fourth and fifth qualifying rounds. **All teams are required to apply to host for every round and must host if they are drawn to do so by the Open Cup Commissioner.**
- Once the preliminary number of slots available to Open Division teams has been determined by the Open Cup Committee and those slots allocated between the two Open Division qualifying tracks (i.e. national leagues and local qualifiers), a bracket structure for the local qualifying competition will be created in August 2016, with the bracket fixed through the first three qualifying rounds. Matches will be determined geographically to minimize travel time and expense, with random selection used when practicable to determine exact pairings.
- For each match in the tournament, the Commissioner will conduct a random draw or coin flip to determine the host for each game. This process will be repeated as possible matches are determined up to the Final.



Method for Determining Qualifiers for 2017 U.S. Open Cup Competition: NPSL (National League)

As a national amateur league, the National Premier Soccer League (NPSL) has elected for its teams to enter the 2017 Lamar Hunt U.S. Open Cup through the Open Division’s national league track, using the league’s 2016 results to determine its qualifiers for the 2017 competition and thus bypassing the local qualifying process. The approximate number of NPSL qualifiers to the 2017 tournament, however, won’t be known until mid-August 2016 and the final total won’t be determined until January 2017.

To establish where teams objectively stand in the qualifying process, the NPSL has determined the following system for ranking its teams using 2016 league results, as required by the Open Cup Committee:

- Slot 1: NPSL championship game winner
- Slot 2: NPSL championship game finalist
- Slots 3-4: Remaining two playoff semifinalists (see Note A)
- Slots 5-8: Remaining four playoff quarterfinalists (see Note A)
- Slots 9-30: If more than eight slots are available, all slots will be prorated among the four NPSL regions based on the total number of teams in each (Midwest 13; Northeast 23; South 31; West 14), with the first two slots for each region awarded to the playoff quarterfinalists noted above. The table below shows the number of total slots to be awarded to each region when 9-30 slots are available:

Region	No. of Teams	Total Number of Slots Awarded to NPSL																												
		9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
Midwest	13	2	2	2	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	4	4	5	5							
Northeast	23	2	3	3	3	4	4	4	4	5	5	6	6	6	6	7	7	7	8	8	8	9								
South	31	3	3	4	5	5	5	6	6	6	7	7	8	8	8	9	9	10	10	10	11	11	11							
West	14	2	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	5	5	5	5	5								
Totals	81	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							

Slots 9-30 will first be awarded to the highest-ranked teams, based on regular season record, in an NPSL conference not already represented (if more than one conference within a region lacks representation, then the team with the better regular season record among these conferences is next in line). NPSL conferences are identified below:

Midwest Region

Great Lakes East Conference
Great Lakes West Conference

Northeast Region

Atlantic Conference
Keystone Conference
Mid Atlantic Conference

South Region

South Atlantic Conference
South Central Conference
Southeast Conference
Sunshine Conference

West Region

Golden Gate Conference
Northwest Conference
Southwest Conference

After each conference within a region has at least one representative, the remaining teams within that region will be ranked by regular season record.

In the event that teams are tied on points, the NPSL's regular-season tie-breaking system will be applied. This system is as follows:

1. Head-to-head results between the tied teams.
2. Goal difference in the head-to-head results.
3. Most wins in conference competition.
4. Goal difference in conference competition.
5. Fewest losses in conference competition
6. Coin toss.

Notes:

- A. If the NPSL is awarded between three and seven slots, the two remaining playoff semifinalists followed by the four remaining playoff quarterfinalists will be slotted according to the size of the region each team competes in, with the larger region ranked higher. For example, if the teams in the championship game are from the South Region (31 teams) and Midwest Region (13), the semifinalist from the Northeast Region (23) will be placed in the third slot while the semifinalist from the West Region (14) will be placed in the fourth slot.



Method for Determining Qualifiers for U.S. Open Cup Competition: PDL (National League)

As a national amateur league, the Premier Development League (PDL) has elected for its teams to enter the 2017 Lamar Hunt U.S. Open Cup through the Open Division's national league track, using the league's 2016 results to determine its qualifiers for the 2017 competition and thus bypassing the local qualifying process. The approximate number of PDL qualifiers to the 2017 tournament, however, won't be known until mid-August 2016 and the final total won't be determined until January 2017.

To establish where teams objectively stand in the qualifying process, the PDL has determined the following system for ranking its 61 U.S.-based teams using 2016 league results, as required by the Open Cup Committee:

- Slots 1-10: Ten regular-season division winners will be ranked 1-10 based on overall regular-season standings points if each team plays the same number of games; if teams do not play the same number of games, then the average number of standings points per regular season game will determine.
- Slots 11-61: Remaining 51 teams will be ranked 11-61 based on overall regular-season standings points if each team plays the same number of games; if teams do not play the same number of games, then the average number of standings points per regular season game will determine.

In the event that teams are tied on points, the PDL's regular-season tie-breaking system will be applied. This system is as follows:

1. Head-to-head record based on total points in League games (see Notes A and B below).
2. Total wins in League games. If number of games is unequal, the Game Average (Note C) will be used.
3. Goal difference in League games. If number of games is unequal, the Game Average (Note C) will be used.
4. Goals scored in League games. If number of games is unequal, the Game Average (Note C) will be used.
5. Total points within smallest group (Note D). If number of games is unequal, then point percentage (Note E) will be used.
6. Ranking based on points earned against top four group finishers. This tiebreaker will not be used if four (4) or fewer teams comprise the group. If number of games is unequal, then point percentage applies.
7. Point percentage outside / smallest division or conference in League games.
8. Total points in all regular season and Open Cup qualifying games combined. If number of games is unequal, then point percentage applies.
9. FIFA Fair Play – Team with fewest disciplinary points in League games. (If number of games is unequal, points will be divided by games played to arrive at a common basis for comparison.)
10. Lottery conducted by USL.

Notes:

- A. League games refer solely to games that count towards the regular season standings.
- B. Should more than two (2) teams involved have played each other an unequal number of times, this tiebreaker will be skipped.
- C. Game Average = Tie Breaker / number of games played (i.e. goals scored / number of games played).
- D. Grouping = term used to describe the primary unit in which a team competes (i.e. Southwest Division).
- E. Point Percentage = number of total points earned / maximum possible points (3 per game)



2017 U.S. Open Cup Competition Calendar

Key Dates in 2016:

Thursday, June 30 (2 p.m. CT)	Team Entry & Information Form deadline and Entry Fee deadline for Open Division teams in national leagues using 2016 league results to determine their qualifiers
Monday, Aug. 1 (2 p.m. CT)	Team Entry & Information Form deadline and Entry Fee deadline for teams participating through the Open Division local qualifying track
Friday, Aug. 5 (2 p.m. CT)	Venue Declaration Form deadline and Home Game Application deadline for first three qualifying rounds
Monday, Aug. 8	Preliminary allocation determined for Open Division slots into 2017 Lamar Hunt U.S. Open Cup
Monday, Aug. 15	Matchups for first qualifying round and bracket for second and third qualifying rounds announced
Monday, Aug. 22 (4 p.m. CT)	Fall roster submission deadline for teams participating through the Open Division local qualifying track (22 player limit, no additions allowed after the deadline)
Friday, Sept. 2 (4 p.m. CT)	Roster approval/clearance deadline for first qualifying round (players must be approved by their team's league and cleared by U.S. Soccer to play)
Saturday, Sept. 10, through Sunday, Sept. 11	First qualifying round for teams in Northeast and Mid-Atlantic states
Saturday, Sept. 17, through Sunday, Sept. 18	First qualifying round for teams in all other states
Friday, Oct. 7 (4 p.m. CT)	Roster approval/clearance deadline for second and third qualifying rounds
Saturday, Oct. 15, through Sunday, Oct. 16	Second qualifying round for teams in Northeast and Mid-Atlantic states
Saturday, Oct. 22, through Sunday, Oct. 23	Second qualifying round for teams in all other states
Saturday, Nov. 19, through Sunday, Nov. 20	Third qualifying round for all teams
Friday, Dec. 30	Team Entry & Information Form deadline and Entry Fee deadline for teams in Division I, II and III professional leagues

Key Dates in 2017:

January date TBD	Final allocation determined for Open Division slots into 2016 Lamar Hunt U.S. Open Cup
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Wednesday, Jan. 4 (2 p.m. CT)	Home Game Application deadline for fourth and fifth qualifying rounds
January date TBD	Matchups for fourth qualifying round and bracket for fifth qualifying round announced
Monday, Feb. 27 (4 p.m. CT)	Spring roster submission deadline for teams still alive through the Open Division local qualifying track (teams may add up to five new players to their Fall roster who are not already cup-tied; 22 player limit remains)
Friday, March 3 (4 p.m. CT)	Spring roster approval/clearance deadline for Open Division local qualifiers (rosters for these teams will be frozen through June 30 to include the opening rounds of the 2017 Lamar Hunt U.S. Open Cup)
Saturday, March 11, through Sunday, March 12	Fourth qualifying round
Wednesday, March 22	Venue Declaration Form deadline for teams wishing to host games in the 2017 Lamar Hunt U.S. Open Cup
Friday, March 31 (2 p.m. CT)	Home Game Application deadline for First, Second and Third Rounds of the 2017 Lamar Hunt U.S. Open Cup
Saturday, April 8, through Sunday, April 9	Fifth qualifying round
Wednesday, April 12	2017 Lamar Hunt U.S. Open Cup First Round pairings and Second Round possible matchups announced
Wednesday, April 26	Deadline for teams entering at First Round (not including Open Division local qualifiers) to submit initial roster
Wednesday, May 10	2017 Lamar Hunt U.S. Open Cup First Round (date tentative); Dates for remaining rounds of the competition and deadlines to apply to host in these rounds will be determined by January 2017
Saturday, July 1, to Friday, July 14 (4 p.m. CT)	Summer roster changeover period for Open Division local qualifiers still in the competition (teams may add up to five new players to their Spring roster who are not already cup-tied; 22 player limit remains)



Roster Rules for Teams Competing in Open Division **Local Qualifying Rounds**

Teams competing through the Open Division local qualifying track have the following roster rules in place:

- Roster limited to 22 players.
- Roster submission deadline for Fall 2016 qualifying rounds is Monday, Aug. 22, at 4 p.m. CT.
- Teams must submit photographic head shots for each player for the purpose of player identification, which will be instituted by U.S. Soccer for Open Division local qualifying rounds.
- Teams must submit documentation showing each player's country of birth and nationality (e.g. passport, permanent residency card, birth certificate) as part of the protocol for clearing players for participation.
- Players may not be added for Fall 2016 qualifying rounds after the roster submission deadline.
- All players must be cleared by their team's league and by U.S. Soccer's Player Registration Department by Friday, Sept. 2, at 4 p.m. CT in order to participate in the first qualifying round.
- Players who were not cleared in time for their team's first qualifying round game will have until Friday, Oct. 7, at 4 p.m. CT to be cleared by their team's league and by U.S. Soccer's Player Registration Department to be eligible for their team's second and third qualifying round games.
- Teams reaching the fourth qualifying round may add up to five new players to their Fall roster who haven't previously competed in the current year's tournament for another team (i.e. are not already "cup-tied") by Monday, Feb. 27, at 4 p.m. CT; the 22-player roster limit will remain in place.
- The Spring 2017 roster approval/clearance deadline (where players must be cleared by their team's league and by U.S. Soccer's Player Registration Department to be eligible for their team's fourth and fifth qualifying round games) for Open Division local qualifying teams is Friday, March 3, at 4 p.m. CT. After this, rosters for these teams are frozen through June 30, including any opening rounds of the 2017 Lamar Hunt U.S. Open Cup.
- The Summer 2017 roster changeover period for Open Division local qualifying teams opens Friday, July 1, and ends Friday, July 14, at 4 p.m. CT. Teams may add up to five new players to their Spring 2017 roster who haven't previously competed in the current year's tournament for another team (i.e. are not already "cup-tied"); the 22-player roster limit will remain in place.

These roster rules have been put in place under the authority of Open Cup Policy Section 203(b)(1) and passed by the Open Cup Committee. For other player eligibility policies, please see Open Cup Policy Section 203(a), (c) and (d).



LAMAR HUNT U.S. OPEN CUP OFFICIAL ROSTER SUBMISSION FORM

(Version 4/9/2015)



Official Team Name:

(Please include correct punctuation, if applicable)

Competition Division:

TEAM MANAGER

Print Name:

Address:

City, State, ZIP:

Tel. (Day):

Tel. (Eve.):

Fax:

E-Mail:

Date Completed:

Signature:

LEAGUE REGISTRAR CERTIFICATION

Print Name:

Address:

City, State, ZIP:

Tel. (Day):

Tel. (Eve.):

Fax:

E-Mail:

Date Approved:

Signature:

Note: The Roster Submission Form included in this Handbook is meant to provide the reader with knowledge of the types of information to be included when submitting a team roster. An electronic version of the form will be circulated to those teams entering the tournament and be the required format for completing and submitting to U.S. Soccer. In addition to the information requested on the form, teams will be required to submit photographic head shots for each player for the purpose of player identification, which will be instituted by U.S. Soccer for Open Division local qualifying rounds, and documentation showing each player's country of birth and nationality (e.g. passport, birth certificate) as part of the protocol for clearing players for participation.

For additional information, please contact the Open Cup player registration department at opencuproster@ussoccer.org.



U.S. Open Cup Awards & Prize Money

While the prize money for the 2017 tournament has not yet been confirmed, the amounts to be distributed for the competition ending in Sept. 2016 include the following:

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
Open Division team* that advances the furthest	\$15,000.00

Each year's U.S. Open Cup winner is awarded a championship trophy to keep and has 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 Open Cup winner also earns a place in the next CONCACAF Champions League, which starts in the Fall of the following year. Additionally, the players from the winning team and the runners-up are presented with Open Cup medals. U.S. Soccer may also elect to award players from the winning team with championship t-shirts to be worn during the trophy presentation.

*If two or more teams advance to the same round, the following order of steps is 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 Open Division team advance to the final match, the Champion and Runner-Up prize money will be awarded in lieu of the divisional prize.



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 March 9, 2016)

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.

(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) Teams shall qualify for the Open Cup through one of the following divisions of competition: (1) Division I Outdoor Professional League; (2) Division II Outdoor Professional League; (3) Division III Outdoor Professional League; and (4) Open Division. All teams registered and competing in a Division I, Division II or Division III Outdoor Professional League (excluding those teams based outside the United States) shall be required to enter the Open Cup competition annually. A youth amateur team applying to compete shall compete through the Open Division.

(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

(a) To enter the Open Cup, a team must be an outdoor soccer team based in the United States and a member 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 four (4) teams and the competition must consist of at least ten (10) matches for each team in the competition each fiscal year.

Section 202. Team eligibility (cont.)

(b) Division I, II and III Outdoor Professional League Teams:

- (1) To remain eligible throughout the tournament:
 - (i) A team must remain a playing member in good standing within its club/league competition from December 31 of the competition year until the Open Cup Final;
 - (ii) A team's league must be in operation from December 31 of the competition year until the Open Cup Final.
- (2) Any team whose league is starting its first season of competition:
 - (i) Must have its league schedule set and announced to the public by January 31 of the competition year;
 - (ii) Must have its first league game scheduled for no later than seven (7) days prior to the first scheduled Open Cup round of competition involving the team's division.
- (3) Any team starting its first season of competition in an existing Division I, II or III Outdoor Professional League:
 - (i) Must have its league schedule set and announced to the public by January 31 of the competition year;
 - (ii) Must have its first league game scheduled for no later than seven (7) days prior to the first scheduled Open Cup round of competition involving the team's division.

(c) Teams Entering Through the Open Division:

- (1) To remain eligible throughout the tournament:
 - (i) A team must remain a playing member in good standing within its club/league competition, starting from the Open Division entry deadline and continuing until the Open Cup Final for the competition year;
 - (ii) A team's league must be in operation from the Open Division entry deadline until the Open Cup Final for the competition year.
- (2) Any team whose league is starting its first season of competition must have started its league schedule at least thirty (30) days prior to the Open Division entry deadline.
- (3) Any team starting its first season of competition in an existing league must have started its new league's schedule at least thirty (30) days prior to the Open Division entry deadline.

Section 202. Team eligibility (cont.)

(d) Any Outdoor Professional League Team that is majority owned by a higher-level Outdoor Professional League Team, any Outdoor Professional League Team whose player roster is managed by a higher-level Outdoor Professional League Team, or any team that is (1) majority owned by an Outdoor Professional League team, (2) registered with any Open Division League, and (3) registered as a professional team, shall be ineligible to participate in the Open Cup. The Open Cup Commissioner shall circulate a list of proposed ineligible teams for review by the Open Cup Committee. The Open Cup Committee shall review and determine team eligibility annually pursuant to this provision and report its decisions to the National Board of Directors.

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) Roster rules for competing teams:

- (1) For teams entering the tournament by competing through Open Division qualifying rounds: Each team shall submit its roster, together with additional player information that has been requested, to the Open Cup Commissioner by a date set by the Open Cup Committee. Rules with respect to the maximum number of players, roster approval and freeze deadlines, and other features shall be determined by the Open Cup Committee and communicated and enforced by the Commissioner.
- (2) For teams entering the tournament after all Open Division qualifying rounds have concluded: 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 2 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.

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.

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

With clubs and teams devoting more resources toward the competition, fans spending more time invested in the tournament and soccer media providing greater coverage, U.S. Soccer has seen steady growth of the Lamar Hunt U.S. Open Cup on multiple levels in recent years. In an effort to protect, enhance and cultivate the value of the U.S. Open Cup for the benefit of its participating Clubs, this section outlines the tournament's commercial ownership rights.

U.S. Soccer owns all sponsorship, broadcasting (over-the-air and cable television, radio, and internet) and new media rights for all rounds of the U.S. Open Cup. Should a U.S. Open Cup participant or third party wish to broadcast any U.S. Open Cup match(es), they may apply to U.S. Soccer for approval using the Broadcast Request Form in this Handbook.

U.S. Soccer may grant Clubs field-level rights for U.S. Open Cup games they host on a round-to-round basis, which shall be determined by U.S. Soccer upon confirmation of hosting. Examples of field-level rights include, but are not limited to, all signage within thirty (30) feet of the playing field, goals, corner flags, benches and bench shields (and any marks affixed thereto), medical bibs, ball kid selection and apparel, player escort selection and apparel, sideline beverages/equipment, substitution boards and match balls, all of which, if provided by U.S. Soccer, must be used for all U.S. Open Cup games.

U.S. Soccer owns all rights to its own intellectual property (IP) (examples below) as well as all such assets related to the U.S. Open Cup, with the exception of team IP. Approval must be secured from U.S. Soccer by any participant who desires to use the U.S. Open Cup logo or other IP for any purpose (ex. including advertising, merchandise, game programs).

Examples of U.S. Soccer intellectual property include but are not limited to:

- Logos – Crest, U.S. Open Cup, Referee Logo, all individual elements of each logo and the Open Cup trophy.
- 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 and photography – Men’s, Women’s and Youth National team match or training footage, including video and audio.

Clubs may not use U.S. Open Cup IP or commercial assets such as field level rights in association with a third-party without first obtaining U.S. Soccer approval. It is the responsibility of each participating team to inform its commercial affiliates (i.e. local sponsors and partners) that no U.S. Open Cup IP, media or marketing rights are conveyed to them as a result of the team’s affiliation with the U.S. Open Cup. With the exception of promoting a Club’s participation in the competition, a team’s commercial affiliates are not permitted to identify with the U.S. Open Cup in any way aside from direct affiliation with the team specifically. Examples of approved promotional messaging include: printed collateral, e-mails, e-mail footers, social media messaging and in-stadium advertising.

Violations of these marketing rules may result in sanctions ranging from 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 commercial, IP or broadcast rights relating to the U.S. Open Cup, please contact the following:

- Broadcast and new media: Mike Gressle, (312) 528-1264, mgressle@ussoccer.org
- Sponsorship and field level: Steve Hoffman, (312) 528-1254, shoffman@ussoccer.org
- Logo usage: Kay Bradley, (312) 528-1239, kbradley@ussoccer.org



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 or Qualifying Round 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, minimum broadcast technical standards, use of opening/closing/event/score graphics and recorded sequences (video or audio) provided by U.S. Soccer, a restriction on broadcast sponsors that conflict with U.S. Soccer sponsors, 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 sanctions 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 e-mail 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: _____

E-mail 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: _____



Home Team Responsibilities for Open Division Qualifying Rounds

The responsibilities for home teams during Open Division qualifying rounds are as follows:

- a. Provide a field with minimum dimensions of 100 yards in length and 65 yards in width, marked in accordance with the FIFA Laws of the Game in effect at the start of the qualifying competition.
- b. Provide regulation-size goals with properly anchored nets.
- c. Provide regulation-height corner flags properly positioned.
- d. Provide a field that may be either natural grass or artificial turf, but must be safe to play on. The referee assigned to any particular qualifying match will be the final judge as to the safety of the playing surface.
- e. Provide at least three properly-inflated, regulation balls in good condition to the officiating crew to serve as match balls.
- f. Pay the officiating crew at the end of the match per the form on page 33 of the Open Division Handbook.

To the extent that Open Division teams can host their matches per the operational list on the following two pages for the Open Cup tournament proper, the tournament will be better served.



U.S. Open Cup Home Team Responsibilities

The responsibilities listed in this section relate to games in the Open Cup tournament proper. Please see the preceding page relating to responsibilities for Open Division qualifying rounds.

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 the Director of Competition.

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 are not deductible in determining the basis for Open Cup gross ticket revenue. The fee and a report 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 review whether 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 or other electronic copy to U.S. Soccer for 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 referee payment form found elsewhere, 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). Proposed stadiums with an artificial surface will be reviewed on a case-by-case basis.



Referee Payment Form for Open Division Qualifying Rounds

Instructions to Referee: Please complete information requested below and submit to the Home Team Referee Liaison. You should receive payment for services upon completion of the game in which you worked. All referee fees are the responsibility of the Home Team.

Name: _____

Address: _____

City, State, ZIP: _____

Game: _____ Assignment: Referee AR1 AR2 4th

Date: _____ Round of Competition: _____

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

Signature declaring receipt of payment: _____

Referee Fee Schedule for 2017 Lamar Hunt U.S. Open Cup Open Division Qualifying Rounds

Position	All Qualifying Rounds
Referee	\$120
Assistant Referee	\$75
4th Official	\$50



Referee Payment Form for 2017 Open Cup Tournament Proper

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 5th Round games and beyond): Matches = _____

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

Mileage (Allowable rate: \$0.____ 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: _____

2017 Referee Fee Schedule

Referee Level	Play-In & 1st Rounds	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



2017 U.S. Open Cup Referee Payment Form (cont.)

2017 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>2017 Rate</u>
0 to 30 MLS regular season matches as Referee	\$874.18
31 to 60 MLS regular season matches as Referee	\$928.82
61 to 100 MLS regular season matches as Referee	\$983.45
101 or more MLS regular season matches as Referee	\$1,092.73

Assistant Referee:

<u>Experience Level</u>	<u>2017 Rate</u>
0 to 20 MLS regular season matches as Assistant Referee	\$601.00
21 to 40 MLS regular season matches as Assistant Referee	\$737.59
41 to 75 MLS regular season matches as Assistant Referee	\$819.55
76 to 149 MLS regular season matches as Assistant Referee	\$901.50
150 to 199 MLS regular season matches as Assistant Referee	\$928.82
200 or more MLS regular season matches as Assistant Referee	\$983.45

Fourth Official:

<u>Experience Level</u>	<u>2017 Rate</u>
Full- and Part-Time Referees (regardless of game count)	\$382.45
0 to 20 MLS regular season matches as Fourth Official	\$382.45
21 to 40 MLS regular season matches as Fourth Official	\$437.09
41 to 75 MLS regular season matches as Fourth Official	\$464.41
76 or more MLS regular season matches as Fourth Official	\$491.73

Fifth Official (Open Cup Final only):

<u>Experience Level</u>	<u>2017 Rate</u>
All experience levels	\$218.55



2017 LAMAR HUNT U.S. OPEN CUP

TEAM ENTRY & INFORMATION FORM

(For Teams Entering Through Open Division Local Qualifying Track)

OVERVIEW: The Lamar Hunt U.S. Open Cup is U.S. Soccer’s annual national championship tournament. First played for in 1914 (the year after U.S. Soccer was formed), the competition enters its 104th year with the 2017 edition.

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 League) professional teams are required to participate. All other teams looking to compete enter through the Open Division. 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 2017 Lamar Hunt U.S. Open Cup must complete the form below and submit it with the required entry fee.

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

TEAM INFORMATION:

Team Name (please be precise with punctuation, spacing and capitalization): _____

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: _____

AFFILIATED TEAM(S): Please list any team(s) taking part in the 2017 Lamar Hunt U.S. Open Cup (both Open Division qualifying and the final tournament) that are affiliated with the team listed above and describe the nature of the affiliation (e.g.: ownership/operator relationship; player development arrangement; marketing relationship only).

	Affiliated Team	League	Nature of Affiliation
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

—over—

TEAM UNIFORM DESCRIPTION:

	Home Set	Alternate Set	3 rd Set (if applicable)
Shirt:	_____	_____	_____
Shorts:	_____	_____	_____
Socks:	_____	_____	_____

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): _____

I am hereby authorized to submit this Team Entry & Information Form on behalf of my team and agree to the terms set forth by U.S. Soccer as detailed in the tournament Handbook for participation in the Lamar Hunt U.S. Open Cup and as may be communicated by U.S. Soccer after this Team Entry & Information Form has been submitted.

Signature: _____ Date: _____

PLEASE NOTE:

1. U.S. Soccer must **RECEIVE by AUG. 1, 2016, at 2 P.M. CT** (late submissions will not be accepted and any team whose check is returned by its bank for insufficient funds will automatically be disqualified).
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.

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



2017 LAMAR HUNT U.S. OPEN CUP TEAM ENTRY & INFORMATION FORM

**(For teams entering through Open Division National Leagues track:
National Premier Soccer League and Premier Development League)**

TEAM INFORMATION:

Team Name: _____ League (check one): NPSL PDL

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	3 rd Set (if applicable)
Shirt:	_____	_____	_____
Shorts:	_____	_____	_____
Socks:	_____	_____	_____

AFFILIATED TEAM(S): Please list any team(s) taking part in the 2017 Lamar Hunt U.S. Open Cup (both Open Division qualifying and the final tournament) that are affiliated with the team listed above and describe the nature of the affiliation (e.g.: ownership/operator relationship; player development arrangement; marketing relationship only).

	Affiliated Team	League	Nature of Affiliation
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

—over—

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

REQUIREMENT FOR FORM AND FEE: Both the National Premier Soccer League (NPSL) and the Premier Development League (PDL) have elected to enter the 2017 Lamar Hunt U.S. Open Cup via the National Leagues track of Open Division qualifying as described on page 5 of this Handbook. This election requires all U.S.-based teams in each league to enter the Open Cup even though they may not eventually play in that year's competition. The total number of clubs submitting entry fees helps determine the number of places each league is to receive in the tournament proper.

I am hereby authorized to submit this Team Entry & Information Form on behalf of my team and agree to the terms set forth by U.S. Soccer as detailed in the tournament Handbook for participation in the Lamar Hunt U.S. Open Cup and as may be communicated by U.S. Soccer after this Team Entry & Information Form has been submitted.

Signature: _____ Date: _____

PLEASE NOTE:

1. Both the Team Entry & Information Form and Entry Fee must be **RECEIVED BY U.S. SOCCER by THURSDAY, JUNE 30, 2016, at 2 P.M. CT.** A team not submitting both the form and fee by the deadline automatically incurs a \$100.00 penalty that becomes due immediately. A team whose check is returned by their bank for insufficient funds will incur a \$100.00 penalty, in addition to a \$100.00 late fee if returned after June 30.
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.

PLEASE MAIL TO: United States Soccer Federation -or-
Attn: U.S. Open Cup -or-
1801 S. Prairie Ave.
Chicago, IL 60616

E-MAIL TO: opencup@ussoccer.org
FAX TO: 312-808-9295

DEADLINE: THURSDAY, JUNE 30, 2016, 2 P.M. CT



2017 LAMAR HUNT U.S. OPEN CUP VENUE DECLARATION FORM

Team Name: _____ League (check one): NPSL PDL 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 2017 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 for the tournament proper starting in the first round.

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 the next page by the primary contact listed above.
3. Submit the form so that U.S. Soccer receives it by **FRIDAY, AUG. 5, 2016 at 2 P.M. CT.** Form can be faxed to **312-808-9295**, scanned and e-mailed 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 participate in any round of Open Division qualifying.
5. In the event that the team's best venue does not meet ALL of the stadium requirements for the tournament proper, 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 2017 LAMAR HUNT U.S. OPEN CUP OPEN DIVISION QUALIFYING 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:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Scoreboard w/ clock that counts up from 0:00 to 45:00:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Public address system:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Team benches to accommodate up to 14 people for each team:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Stadium enclosed for controlled ticket access:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Dressing rooms with working showers for each team available within venue:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Separate dressing room with working showers for referees available within venue:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
If dressing rooms are in adjacent structure, state distance from team benches (in feet):	_____	_____
Flagpole for displaying U.S. flag:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> 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:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Venue pre-cabled for TV broadcast purposes:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Midfield and penalty area camera positions available without need for additional platforms or lifts:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
TV commentator position in place:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> 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: FRIDAY, AUG. 5, 2016 at 2 P.M. CT**



2017 LAMAR HUNT U.S. OPEN CUP HOME GAME APPLICATION FORM

(First, Second and Third Qualifying Round Games Only)

Team Name: _____

Primary Contact/Title: _____ Phone: _____

E-mail Address: _____ Mobile: _____

VENUE NOMINATED TO HOST FIRST QUALIFYING ROUND GAME:

Team Location	Competition Dates	Preferred Date	Venue Name (only one venue may be listed)	Proposed Kickoff Time (local time):
Northeast and Mid-Atlantic states*	Saturday, Sept. 10 or Sunday, Sept. 11:	_____	_____	_____
All other states	Saturday, Sept. 17 or Sunday, Sept. 18:	_____	_____	_____

VENUE NOMINATED TO HOST SECOND QUALIFYING ROUND GAME:

Team Location	Competition Dates	Preferred Date	Venue Name (only one venue may be listed)	Proposed Kickoff Time (local time):
Northeast and Mid-Atlantic states*	Saturday, Oct. 15 or Sunday, Oct. 16:	_____	_____	_____
All other states	Saturday, Oct. 22 or Sunday, Oct. 23:	_____	_____	_____

VENUE NOMINATED TO HOST THIRD QUALIFYING ROUND GAME:

Team Location	Competition Dates	Preferred Date	Venue Name (only one venue may be listed)	Proposed Kickoff Time (local time):
All states	Saturday, Nov. 19 or Sunday, Nov. 20:	_____	_____	_____

*Northeast and Mid-Atlantic states are defined as follows: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia and West Virginia.

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.

Signature: _____ Date: _____

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

DEADLINE: FRIDAY, AUG. 5, 2016, at 2 P.M. CENTRAL TIME

OVERVIEW:

Any team who may participate in the First, Second and/or Third Qualifying Rounds must complete and submit this Home Game Application Form by the deadline listed in the instructions. For each round, the applicant must nominate a specific venue whose availability on the preferred 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.

INSTRUCTIONS:

1. Complete the team and contact information on the form (please PRINT or TYPE).
2. Nominate a venue for each round of games. 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 **FRIDAY, AUG. 5, 2016, 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 home team responsibilities listed elsewhere in this Handbook or communicated otherwise by U.S. Soccer.
4. A team who does not submit this form by the deadline will not be eligible to participate in the 2017 Open Cup.
5. A team may adjust until the deadline any Home Game Application Form initially submitted. After the deadline, the date, location and time for any qualifying round game should not change except in the case of a force majeure event.
6. Please include a correct e-mail address. Much of the tournament information will be sent via e-mail.

—END—



2017 LAMAR HUNT U.S. OPEN CUP HOME GAME APPLICATION FORM (Fourth and Fifth Qualifying Round Games Only)

Team Name: _____

Primary Contact/Title: _____ Phone: _____

E-mail Address: _____ Mobile: _____

VENUE NOMINATED TO HOST FOURTH QUALIFYING ROUND GAME:

Team Location	Competition Dates	Preferred Date	Venue Name (only one venue may be listed)	Proposed Kickoff Time (local time):
All states	Saturday, March 11 or Sunday, March 12:	_____	_____	_____

VENUE NOMINATED TO HOST FIFTH QUALIFYING ROUND GAME:

Team Location	Competition Dates	Preferred Date	Venue Name (only one venue may be listed)	Proposed Kickoff Time (local time):
All states	Saturday, April 8 or Sunday, April 9:	_____	_____	_____

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.

Signature: _____ Date: _____

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

DEADLINE: WEDNESDAY, JAN. 4, 2017, at 2 P.M. CENTRAL TIME

OVERVIEW:

Any team who may participate in the Fourth and/or Fifth Qualifying Rounds must complete and submit this Home Game Application Form by the deadline listed in the instructions. For each round, the applicant must nominate a specific venue whose availability on the preferred 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.

INSTRUCTIONS:

1. Complete the team and contact information on the form (please PRINT or TYPE).
2. Nominate a venue for each round of games. 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, JAN. 4, 2017, 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 home team responsibilities listed elsewhere in this Handbook or communicated otherwise by U.S. Soccer.
4. A team who does not submit this form by the deadline will not be eligible to participate in the 2017 Open Cup.
5. A team may adjust until the deadline any Home Game Application Form initially submitted. After the deadline, the date, location and time for any qualifying round game should not change except in the case of a force majeure event.
6. Please include a correct e-mail address. Much of the tournament information will be sent via e-mail.

—END—



U.S. Open Cup Travel Itinerary Information Form

RATIONALE:

In an effort to keep track of the whereabouts of teams competing in the tournament, U.S. Soccer has developed this Travel Itinerary Information Form. Upon finalization of its arrangements, visiting teams should complete and submit this form to U.S. Soccer by faxing to 312-808-9295 or scanning/e-mailing to opencup@ussoccer.org.

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: _____