



***2005 Lamar Hunt  
U.S. Open Cup  
Handbook***



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## **Changes for the 2005 U.S. Open Cup Tournament**

The following list highlights the changes made for the 2005 Lamar Hunt U.S. Open Cup Tournament:

- Expansion from 40 teams to 42 as a result of Major League Soccer's expansion in 2005 from 10 to 12 clubs.
- A Qualifying Round has been added to accommodate the larger field. This round will feature two USASA teams against two PDL clubs.
- Open Cup Policy Section 203(a) Player Eligibility has been modified to clarify the status under which players on loan can be included on a team's Open Cup roster.
- Open Cup Policy Section 303(b) Match Play has been amended to reflect the change instituted in 2004 by the International Football Association Board regarding overtime in the event a game is tied after regulation time.
- Amounts payable to U.S. Soccer by home teams either as a result of completion of the Home Game Revenue Report Form or through fulfillment of a Hosting Proposal must now submit payment within seven (7) days following the event rather than 14.



## *2005 U.S. Open Cup Committee*

<b>Ivan Gazidis</b>	Co-Chair and Division I Representative
<b>Francisco Marcos</b>	Co-Chair and Division II / III Representative
<b>Fernando Clavijo</b>	Athlete Representative
<b>Gerhard Mengel</b>	Amateur Representative
<b>Tom King</b>	Committee Liaison
<b>Paul Marstaller</b>	Committee Liaison

## *2005 U.S. Open Cup Adjudication and Discipline Panel*

<b>Ivan Gazidis</b>	Co-Chair (non-voting member)
<b>Francisco Marcos</b>	Co-Chair (non-voting member)
<b>Peter Vermes</b>	Athlete Representative
<b>Richard Groff</b>	Amateur Representative
<b>Joe Machnik</b>	Division I Representative
<b>Tim Holt</b>	Division II Representative
<b>Joe Brown</b>	Division III Representative
<b>Tom King</b>	Panel Liaison
<b>Paul Marstaller</b>	Panel Liaison

## *2005 U.S. Open Cup Staff*

<b>Tom King</b> (tking@ussoccer.org)	Commissioner	(312) 528-1229
<b>Paul Marstaller</b> (pmarstaller@ussoccer.org)	Competition Secretary	(312) 528-1284
<b>David Applegate</b> (dapplegate@ussoccer.org)	P.R. / Communications	(312) 528-1307
<b>Mike Gressle</b> (mgressle@ussoccer.org)	Sponsorship / Marketing	(312) 528-1264
<b>Jed Shein</b> (opencup@ussoccer.org)	Open Cup Assistant	(312) 528-1262



## *2005 U.S. Open Cup Competition Calendar*

Wednesday, April 6	Team Entry & Information Form deadline for all teams Venue Declaration Form deadline for all teams
Wednesday, May 25	Deadline for teams entering at Qualifying Round to submit initial roster
Thursday, May 26, 2 pm CT	Home Game Application deadline for Qualifying, First, Second and Third Rounds
Monday, May 30	Final day of qualifying for all divisions
Wednesday, June 1	Deadline for teams entering at First Round to submit initial roster Open Cup Initial Pairings Announcement
Wednesday, June 8	Qualifying Round
Wednesday, June 15	First Round Deadline for teams entering at Second Round to submit initial roster
Wednesday, June 22, 2 pm CT	Home Game Application deadline for Fourth and Quarterfinal Rounds
Wednesday, June 29	Second Round Deadline for teams entering at Third Round to submit initial roster
Wednesday, July 13	Third Round
Wednesday, July 20	Deadline for teams entering at Fourth Round to submit initial roster
Wednesday, August 3	Fourth Round
Wed., August 10, 2 pm CT	Deadline to submit bid to host Semifinal Round
Wednesday, August 24	Quarterfinals
Wed., August 31, 2 pm CT	Deadline to submit bid to host 2005 Lamar Hunt U.S. Open Cup Final
Wednesday, Sept. 14	Semifinals
Wednesday, September 28	2005 Lamar Hunt U.S. Open Cup Final



## **2005 U.S. Open Cup Competition Format**

The 2005 U.S. Open Cup Competition will be conducted on a single-elimination, one-game-knockout basis utilizing a tiered-bracket format (41 games—see the tournament bracket on the following page).

The number of teams competing in the 2005 Open Cup tournament will be as follows:

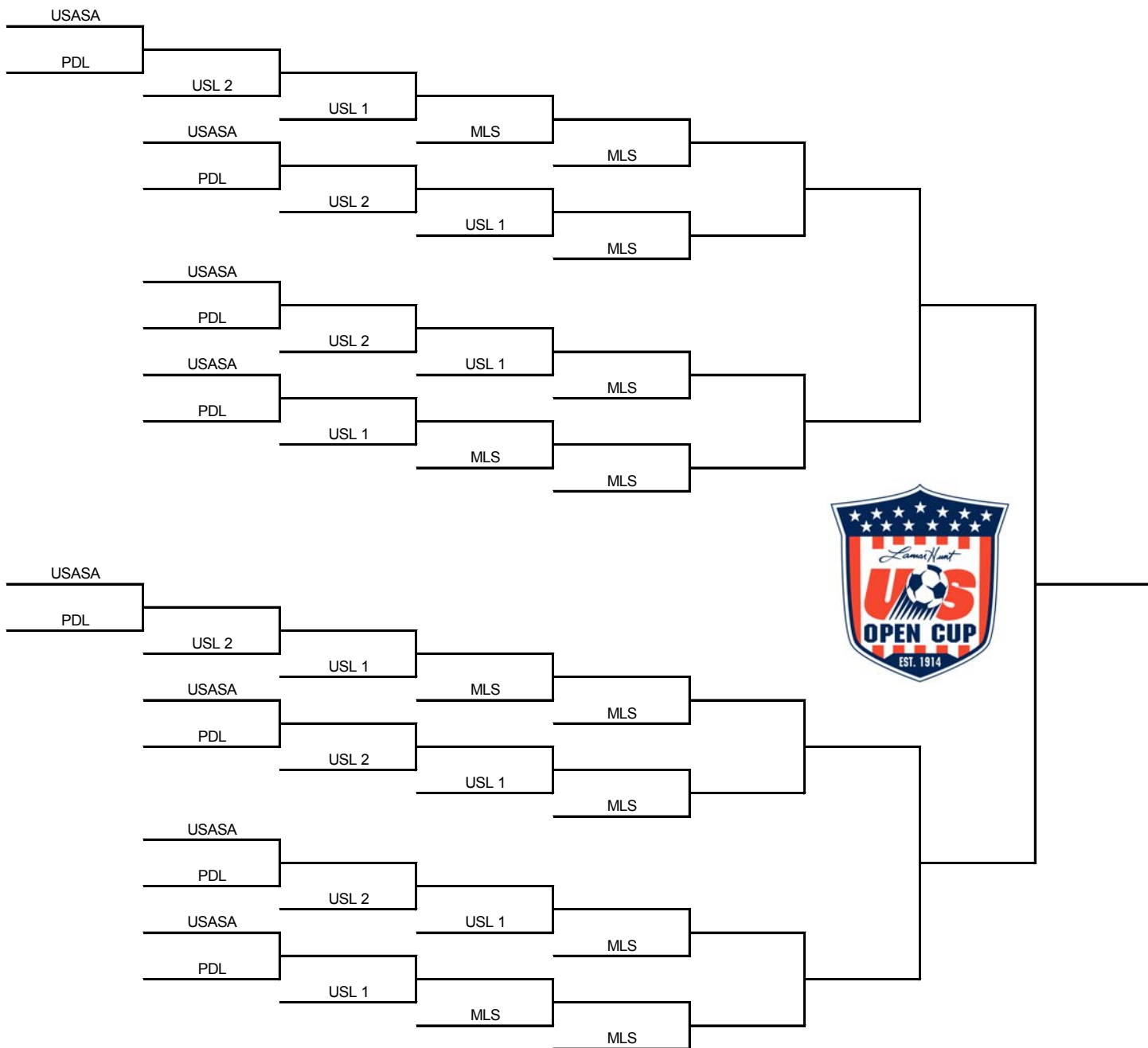
- Major League Soccer: All 12 teams.
- USL First Division: All eight U.S.-based teams. Based on 2004 regular season league results, Atlanta, Portland, Richmond and Rochester receive byes to the Third Round, while Charleston, Minnesota, Seattle and Virginia Beach enter in the Second Round.
- USL Second Division: Six of nine teams. The top six clubs through games played by May 29 based on point percentage qualify. The top four teams receive a bye to the Second Round, while the bottom two qualifiers enter in the First Round.
- Premier Development League: Eight of 50 U.S.-based teams (the top two from each conference [Eastern, Central, Southern, Western] based on the results of four pre-selected 2005 regular season games [two home, two away] for each team). The second-place qualifiers from the Southern and Western Conferences must play in the Qualifying Round (as determined by a random draw). The remaining qualifiers enter in the First Round.
- USASA: Eight of 79 teams entering at the state level (winners and runners-up from qualifying competitions held in each of the four U.S. Soccer regions). The second-place qualifiers from USASA Regions III and IV must play in the Qualifying Round (as determined by a random draw). The remaining qualifiers enter in the First Round.

Teams will be paired throughout the tournament on a geographic basis. Each will enter the tournament and be matched with an opponent according to the following provisions:

- Qualifying Round: Two USASA regional qualifiers vs. two PDL teams.
- First Round: Six remaining USASA regional qualifiers, six remaining PDL squads, two USL Second Division clubs and two Qualifying Round winners paired geographically.
- Second Round: Remaining four USL Second Division teams enter, joined by four of eight USL First Division clubs. These eight are matched against eight First Round winners.
- Third Round: Chicago Fire and FC Dallas (MLS' two non-playoff teams from 2004) join MLS expansion teams CD Chivas USA and Real Salt Lake, along with four remaining USL First Division teams, with each club facing one of eight Second Round winners.
- Fourth Round: Eight remaining MLS teams enter to play eight winners from the Third Round.

# 2005 Lamar Hunt U.S. Open Cup Tournament

Qualifying Rd. <i>Wed., June 8</i>	First Round <i>Wed., June 15</i>	Second Round <i>Wed., June 29</i>	Third Round <i>Wed., July 13</i>	Fourth Round <i>Wed., Aug. 3</i>	Quarterfinals <i>Wed., Aug. 24</i>	Semifinals <i>Wed., Sept. 14</i>	Final <i>Wed., Sept. 28</i>	Champion
2 USASA teams	6 USASA teams	4 USL 2 teams	4 USL 1 teams	8 MLS teams				
2 PDL teams	6 PDL teams	4 USL 1 teams	4 MLS teams	8 3rd Rd wnr				
	2 USL 2 teams	8 1st Rd wnr	8 2nd Rd wnr					
	2 Qual Rd wnr							



Legend: MLS: Major League Soccer; USL 1: United Soccer Leagues First Division; USL 2: United Soccer Leagues Second Division; PDL: Premier Development League; USASA: U.S. Adult Soccer Association regional qualifiers.

Note: As a result of pairing teams geographically, matches may have teams from the same league playing each other (although this is avoided, when possible). This bracket should be viewed as a basic structure for reflecting the matches and rounds in the tournament.



## 2005 U.S. Open Cup Awards & Prize Money

<b>U.S. Open Cup Champion</b>	\$100,000
<b>Runner-Up</b>	\$50,000
<b>*Division II team that advances the furthest</b>	\$10,000
<b>*Division III team that advances the furthest</b>	\$10,000
<b>*Amateur team that advances the furthest</b>	\$10,000

The U.S. Open Cup champion will be awarded a 2005 Championship Trophy at the conclusion of the final match for its trophy case. Additionally, the champion will have its team name added to the Dewar Challenge Trophy, currently on display at the National Soccer Hall of Fame in Oneonta, New York. The players from the winning team and the runners-up will be presented with gold and silver 2005 Open Cup medals, respectively. U.S. Soccer may elect to award players from the winning team with championship t-shirts which are to be worn during the trophy presentation.

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

- 1. Team with the most victories against opponents from a higher division*
- 2. Team with the most victories against opponents from the same division*
- 3. Prize money to be divided equally among the teams*

*Additionally, should a Division II, Division III or Amateur team advance to the final match, the Champion and Runner-Up prize money will be awarded in lieu of the \$10,000 divisional prize.*



## *Players Suspended at Beginning of 2005 U.S. Open Cup Tournament*

<u>Player</u>	<u>Suspension*</u>	<u>Team When Suspension Imposed</u>	<u>Reason For Suspension</u>
Beckerman, Kyle	Next game	Colorado Rapids (MLS)	Red Card, 2004 4 <sup>th</sup> Round
Brooks, Gary	Next game	Atlanta Silverbacks (A-League)	Red Card, 2004 4 <sup>th</sup> Round
Buddle, Edson	Next game	Columbus Crew (MLS)	Red Card, 2004 4 <sup>th</sup> Round
Cain, Russell	Next game	Nashville Metros (A-League)	Red Card, 2001 2 <sup>nd</sup> Round
Caugherty, Ryan	Next game	Carolina Dynamo (PDL)	Red Card, 2004 3 <sup>rd</sup> Round
Demba, Roland	Next game	Olympia Stamford-CT (USASA)	Red Card, 2001 1 <sup>st</sup> Round
Dombrowski, Chad	Next game	Milwaukee Wave United (A-League)	Red Card, 2003 4 <sup>th</sup> Round
Durrin, Tom (Coach)	Next game	Bradenton Academics	Red Card, 2003 2 <sup>nd</sup> Round
Goodfellow, Jacobi	Next game	Utah Blitzz (PDL)	Red Card, 2004 3 <sup>rd</sup> Round
Gutierrez, Henry	Next game	Pittsburgh Riverhounds (A-League)	3 <sup>rd</sup> Yellow Card in same year, 2001 Quarterfinal
Hassan, Ehab	Next game	Chaldean Arsenal-Mich. (USASA)	Red Card, 2001 1 <sup>st</sup> Round
Littman, Michael	Next game	Utah Blitzz, (USL-PSL)	Red Card, 2003, 2 <sup>nd</sup> Round
Loneusky, Bogdan	Next game	Olympia Stamford-CT (USASA)	Red Card, 2001 1 <sup>st</sup> Round
Malachino, Joe	Next game	Mid Michigan Bucks (PDL)	Red Card, 2001 2 <sup>nd</sup> Round
McLynn, Ross	Next game	Memphis Express (PDL)	Red Card, 2002 2 <sup>nd</sup> Round
Pause, Logan	Next game	Chicago Fire (MLS)	3 <sup>rd</sup> Yellow Card in same year, 2004 Championship Game
Pineda, Miguel	Next game	Azzurri-Texas (USASA)	Red Card, 2004 1 <sup>st</sup> Round
Schell, Dominic	Next game	Nashville Metros (A-League)	Red Card, 2001 2 <sup>nd</sup> Round
Scicluna, Dominic	Next game	Mid Michigan Bucks (PDL)	Red Card, 2001 2 <sup>nd</sup> Round
Simmons, Todd	Next game	Chico Rooks-Calif. (USASA)	Red Card, 2004 1 <sup>st</sup> Round
Tomasso, Thomas	Next game	Legends F.C.-Texas (USASA)	Red Card, 2004 1 <sup>st</sup> Round
West, Brian	Next game	Columbus Crew (MLS)	Red Card, 2003 4 <sup>th</sup> Round

\*Note: Section 305(c), Player and Team Official Match Discipline, of the Open Cup Policy states:  
***“A suspension shall be served by the individual at the next Cup match or matches of the team of that individual. If the individual has no remaining Cup matches during the year, the suspension shall be served at the following year’s Open Cup competition’s matches first played.”***



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

**Policy 102(4)-1, Lamar Hunt U.S. Open Cup** (Amended November 4, 2003)

### **PART I — ORGANIZATION**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **PART II — COMPETITION PROCEDURE**

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

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

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

#### **Section 202. Team eligibility**

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

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

(a) Teams entering the Open Cup shall use their official league roster as their Open Cup roster. All players on an official league roster will be eligible for Open Cup competition, regardless of any status (e.g.: injured reserve) and player may have with regard to league competition (Open Cup or U.S. Soccer discipline matters notwithstanding). Players on loan from another team or league may not be included on an Open Cup roster, with the exception of the following: 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.), players on loan from other US clubs for a period of greater than 90 days, and players on loan under any existing loan agreement between Major League Soccer (Division I) and United Soccer Leagues professional teams (Division II and Division III) may be included on an Open Cup Roster. 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 US Citizens or Green Card holders.

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

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

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

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

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

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

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

- (b) The annual Open Cup application fee shall be as follows:
- |  |       |
|--|-------|
| (1) Each Adult Council team                            | \$200 |
| (2) Each Division III Outdoor Professional League team | \$350 |
| (3) Each Division II Outdoor Professional League team  | \$550 |
| (4) Each Division I Outdoor Professional League team   | \$650 |

## **PART III — PLAYING RULES**

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

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

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

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

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

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

(a) Each team will be allowed to select not more than 18 players from its official league roster who shall be designated for its match day roster. No later than 60 minutes prior to the start of the match, each team will provide to the referee and the other team a match day roster designating not more than 11 starting players and the other players (not more than 7) as the pool of players from which substitutions may be made. A team may use not more than 4 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. The replacement of such a player (if originally listed as a starting player) shall not reduce the number of substitutions available to his 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.

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

(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 shall provide the ball.

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

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

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

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

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

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

- (1) a red card, including a red card as the result of being issued 2 yellow cards in the same match, the individual shall be suspended for at least one Open Cup competition match; and
- (2) each multiple of 3 yellow cards in Open Cup competition in one year (excluding 2 yellow cards received in the same match resulting in a red card), the individual shall be suspended for at least one Open Cup match.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(c) If a match is cancelled because of weather or other act of God a rescheduled date shall be determined within 7 days of the originally scheduled match 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. A rescheduled date shall be determined within 7 days of the originally scheduled match 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 3 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.



## **2005 U.S. Open Cup Home Team Responsibilities**

Home teams for Open Cup games have specific duties and responsibilities. **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 you are 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 must guarantee the fulfillment of these requirements; if they cannot, then they must defer home field advantage to their opponent. **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, you should contact the Open Cup Commissioner or Competition Secretary.

Please note that U.S. Soccer controls all sponsorship and broadcasting (over-the-air and cable television, radio, and internet) rights for the U.S. Open Cup. Teams are free, however, to obtain local sponsorships for games hosted from the Qualifying Round to the Quarterfinal Round.

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: FOR THE 2005 U.S. OPEN CUP TOURNAMENT, THE OPEN CUP COMMITTEE HAS DETERMINED THAT HOME TEAMS WILL BE RESPONSIBLE FOR PAYING A FEE TO U.S. SOCCER EQUAL TO TEN (10) PERCENT OF THE DIFFERENCE OF GROSS TICKET SALES LESS STADIUM COSTS. THE FEE IS CAPPED AT THE VISITING TEAM TRAVEL REIMBURSEMENT MAXIMUM FOR THE ROUND BEING PLAYED. THE FEE WILL BE DUE WITHIN SEVEN (7) DAYS FOLLOWING THE EVENT.

### **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 6, 11 years of age or older, 2 on each sideline and 1 behind each goal)

## 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. Home 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 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.
- Supply the visiting team with 40 complimentary tickets, if requested.
- Supply the referees with two (2) complimentary tickets each, if requested.
- Video tape the game for archival purposes. In the event of an incident at the match, the Commissioner will require that the tape be sent to U.S. Soccer immediately for review.
- Pay the referees and reimburse them for their expenses at the completion of the match. Make copies of the form on Page 19 of this booklet, ask each member of the referee crew (excluding the assessor) to fill out a form and return to the team for payment/reimbursement. The completed form will serve as a receipt.
- Fax stat sheet to U.S. Soccer immediately following the game to (312) 808-9566 and (312) 808-9295.

## Stadium Requirements

Please see the list of Stadium Requirements (part of the U.S. Open Cup Policy) on Page 16 of this booklet. Proposed stadiums with an artificial surface will be reviewed on a case-by-case basis.

## Required Liaisons

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

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



## 2005 U.S. Open Cup Referee Payment Form

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

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

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

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

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

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

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

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

Mileage (Allowable rate: \$0.405 x \_\_\_\_\_ miles): \$ \_\_\_\_\_

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

Meals (for overnight stays only—reimbursement limit: \$10 breakfast, \$15 lunch, \$20 dinner): \$ \_\_\_\_\_

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

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

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

**2005 Referee Fee Schedule**

Referee Level	Qual. & 1st Rd.	2nd & 3rd Rds.	4th Round & Qtrs.	Semi. & Final
FIFA Referees	-	-	\$500	\$550
Nat'l Referees	\$120	\$250	\$400	\$400
FIFA Assist. Referee	-	\$200	\$275	\$300
Nat'l Assist. Referee	\$90	\$175	\$225	\$225
4th Official	\$75	\$125	\$150	\$175



## **General Procedures for Determining Home Teams**

In an effort to streamline the process of determining home teams, the following steps will be implemented for the 2005 competition:

### General Steps and Provisions:

- A team interested in hosting must name its possible home venues (limited to two) prior to the Open Cup Initial Pairings Announcement by submitting a Venue Declaration Form. The form is based on the stadium requirements set forth in the U.S. Open Cup Policy Manual.
- After receiving the list of possible venues, the Open Cup Commissioner makes a determination on the ability for venues to meet the requirements.
- If the team originally designated as the home team cannot host for whatever reason, the game will automatically revert to the opponent's home.
- If the team originally designated as the home team cannot host after declaring that they could, they will be declared ineligible for the visiting team travel reimbursement from U.S. Soccer.
- Teams will be given until 5:00 p.m. CT one week prior to the date of the previous round of the tournament to come to any agreement (and provide signed documentation to U.S. Soccer) to switch the home site of a game from one team to the other in the event that the two are to meet. (Example: Winner of Team A vs. Team B is to play winner of Team C vs. Team D in the Quarterfinals, with A vs. B winner pre-selected to host. Team C may negotiate a contingency agreement with Team A, Team B or both to have the Quarterfinal venue switched to its stadium, should Team C advance. Team C, however, has until one week prior to the Fourth Round to finalize such an agreement.)

### Steps Relating to the Qualifying through Quarterfinal Rounds:

- Prior to the Initial Pairings Announcement, each team who might compete in the Qualifying, First, Second and/or Third Rounds declares whether they desire to host in each of these rounds, should they advance, using the Home Game Application Form (Qualifying through Third Round Games Only). Additionally, each team puts forth a specific home venue for each game. The venue must be confirmed to be available for the match date in question. Each team who might compete in the Fourth and/or Quarterfinal Rounds declares their desire to host by using the Home Game Application Form (Fourth and Quarterfinal Round Games Only), which is due prior to the conclusion of the Second Round.
- Home teams for the Qualifying and First Rounds will be named during the Initial Pairings Announcement, while possible hosts for the Second Round will be ranked at the time of the Initial Pairings Announcement and determined by the results of the First Round. Possible hosts for the Third Round will be ranked following the results of the First Round and determined by the results of the Second Round, and so on.

#### Steps Relating to Hosting Proposals for the Qualifying through Quarterfinal Rounds:

- At the same time that teams name their proposed home venue, teams may wish to increase their chance of hosting by submitting a Hosting Proposal to U.S. Soccer (separate proposal for each game). The parameters for such proposals are open-ended and may include a financial guarantee to U.S. Soccer, a guarantee plus percentage of the gate or a percentage of the gate alone. Other elements may also be included in the Hosting Proposal. Teams may consider a financial guarantee paid in advance to strengthen their proposal, although this is not a pre-requisite. However, U.S. Soccer will take the absence of a check at the time of submitting a Hosting Proposal into consideration in the selection process.
- For each Hosting Proposal where a team plans to submit a check in advance, such check(s) must be received by U.S. Soccer no later than **FRIDAY, MAY 27, at 5:00 pm Central Time** for Qualifying, First, Second and Third Round games and **THURSDAY, JUNE 23, at 5:00 pm Central Time** for Fourth and Quarterfinal Round matches in order for the deposit to remain in consideration. Only winning entries will have their checks deposited. All undeposited checks will be returned to the applicant.
- Amounts due to U.S. Soccer as the result of a Hosting Proposal being accepted will be due within seven (7) days following the event. Teams that do not submit payments in a timely fashion may incur sanctions and/or other penalties imposed by the Commissioner.

#### Steps Relating to the Quarterfinal Round and Beyond:

- Teams that requested to host in the Fourth Round and did not host will be given preference to host a Quarterfinal game. If both teams in a given pairing had the same circumstance in the Fourth Round, the Hosting Proposal will decide the home venue for the Quarterfinal.
- For the Semifinals and Final, U.S. Soccer will distribute Requests For Proposal midway through the tournament to teams still in contention wishing to host at their home venue and to other parties interested in hosting at neutral venues.



# 2005 LAMAR HUNT U.S. OPEN CUP TEAM ENTRY & INFORMATION FORM

Team Name: \_\_\_\_\_ League (circle one): MLS USL 1 USL 2 PDL USASA

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

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

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

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

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

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

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

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

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

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

**TEAM STADIUM INFO:** Please complete the Venue Declaration Form and submit by Wednesday, April 6, 2005.

### TEAM UNIFORM DESCRIPTION:

	Home Set	Alternate Set	3 <sup>rd</sup> Set (if applicable)
Shirt:	_____	_____	_____
Shorts:	_____	_____	_____
Socks:	_____	_____	_____

<b>ENTRY FEE:</b>	Amateur Team (PDL and USASA)	\$200.00
	Division III Professional Team (USL 2)	\$350.00
	Division II Professional Team (USL 1)	\$550.00
	Division I Professional Team (MLS)	\$650.00

### PLEASE NOTE:

- Form and fee must be **RECEIVED by APRIL 6, 2005**. A team not submitting both the Application Form and Entry 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 April 6.
- PRINT or TYPE all information requested on the form.
- Include correct e-mail address. Much of the tournament information will be sent via e-mail.
- Please make check payable to "United States Soccer Federation, Inc."

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



# 2005 LAMAR HUNT U.S. OPEN CUP VENUE DECLARATION FORM

Team Name: \_\_\_\_\_ League (circle one):   MLS   USL 1   USL 2   PDL   USASA

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

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

## RATIONALE:

In an effort to streamline the evaluation and selection process for potential venues and to allow for a more efficient management of the competition, U.S. Soccer has developed this Venue Declaration Form. Teams participating in the Open Cup may choose up to two venues in which to host games during the 2005 tournament. The venue(s) must be declared by the deadline listed below. The information requested here can be classified into three general areas: 1) Venue name, location and contact data; 2) Information relating to venue infrastructure; and 3) Information relating to Stadium Requirements set forth by the Open Cup Policy.

## INSTRUCTIONS:

1. Complete the form below (please PRINT or TYPE) based on the number of venues your team wishes to consider utilizing for home games.
2. Have the form signed at the bottom of Page 2 by the primary contact listed on Page 1.
3. Submit the form so that U.S. Soccer receives it by **WEDNESDAY, APRIL 6, at 12:00 noon Central Time**. Form can be faxed to **312-808-9295** or mailed together with Entry Fee payment and Team Entry & Information Form.
4. Teams who do not submit a Venue Declaration Form by the deadline will not be eligible to host games in any round of the 2005 Open Cup.
5. In the event that the team's best venue does not meet ALL of the Stadium Requirements, the team should still complete the form in the event that an opponent's stadium also does not meet some of these same requirements.
6. Include correct e-mail address. Much of the tournament information will be sent via e-mail.

## VENUE(S) DECLARED FOR HOSTING 2005 OPEN CUP GAMES:

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

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

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

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

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

**FORM CAN BE FAXED TO: 312-808-9295**  
**DEADLINE: WEDNESDAY, APRIL 6**  
**at 12:00 noon Central Time**



# 2005 LAMAR HUNT U.S. OPEN CUP HOME GAME APPLICATION FORM (Qualifying through Third Round Games Only)

Team Name: \_\_\_\_\_ League (circle one): MLS USL 1 USL 2 PDL USASA

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

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

## VENUE NOMINATED TO HOST QUALIFYING ROUND GAME:

Venue Name (only one venue may be listed)

Proposed Kickoff Time (local time):

Wednesday, June 8: \_\_\_\_\_

Hosting Proposal attached: \_\_\_\_\_ YES NO

## VENUE NOMINATED TO HOST FIRST ROUND GAME:

Venue Name (only one venue may be listed)

Proposed Kickoff Time (local time):

Wednesday, June 15: \_\_\_\_\_

Hosting Proposal attached: \_\_\_\_\_ YES NO

## VENUE NOMINATED TO HOST SECOND ROUND GAME:

Venue Name (only one venue may be listed)

Proposed Kickoff Time (local time):

Wednesday, June 29: \_\_\_\_\_

Hosting Proposal attached: \_\_\_\_\_ YES NO

## VENUE NOMINATED TO HOST THIRD ROUND GAME:

Venue Name (only one venue may be listed)

Proposed Kickoff Time (local time):

Wednesday, July 13: \_\_\_\_\_

Hosting Proposal attached: \_\_\_\_\_ YES NO

**PLEASE FAX COMPLETED FORM TO 312-808-9295**

**DEADLINE: THURSDAY, MAY 26, at 2:00 p.m. Central Time**

#### **RATIONALE:**

In an effort to streamline the evaluation and selection process for determining host venues and to allow for a more efficient management of the competition, U.S. Soccer has developed this Home Game Application Form. Teams participating in the Qualifying, First, Second, and/or Third Rounds of the Open Cup who wish to host must nominate for each round one specific venue that has been confirmed to be available on the match date scheduled by the Open Cup Committee. A team may only choose from among those venues named in the team's Venue Declaration Form. The venue(s) must be nominated by the deadline listed in the instructions.

#### **CONSIDERATION FOR ALTERNATE DATES:**

For the Second and Third Rounds, a team can petition U.S. Soccer to request a change of match dates upon mutual consent of the participating teams. Under no circumstances can the request contemplate a match date that is later than the date already established for the round. Date change requests must include documentation from each of the participating teams agreeing to the date change. Any incremental costs incurred to accommodate the change of dates (i.e.: incremental travel costs for the referee crew or Match Commissioner, etc.) must be covered by the team that initially proposes the request.

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

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

#### **INSTRUCTIONS:**

1. Complete the team and contact information on the form (please PRINT or TYPE).
2. Indicate which round(s) of the competition the team wishes to host by nominating a venue for each stage. A team may only choose from among those sites named in the team's Venue Declaration Form.
3. Submit the form so that U.S. Soccer receives it by **THURSDAY, MAY 26, at 2:00 p.m. Central Time**. Form can be faxed to **312-808-9295**.
4. Teams who do not submit this form by the deadline will not be eligible to host games in the Qualifying, First, Second or Third Rounds of the 2005 Open Cup.
5. In the event that the venue nominated does not meet ALL of the Stadium Requirements, teams should complete the form in the event that the opponent's stadium also does not meet some of these same requirements.
6. Teams who are chosen to host for a specific round who then declare that they are not able to host will not be eligible for team travel reimbursement.
7. **Teams submitting this form are obligated to complete and submit a Home Game Revenue Report Form following each match hosted (see Page 29 of this Handbook). The Home Game Revenue Report Form, along with any assessment, is due within seven (7) days following the event.**
8. For Qualifying through Third Round games, teams may wish to increase their chance of hosting by submitting a Hosting Proposal to U.S. Soccer (separate proposal for each game). The parameters for such proposals are open-ended and may include a financial guarantee to U.S. Soccer, a guarantee plus percentage of the gate or a percentage of the gate alone. Other elements may also be included in the Hosting Proposal. Teams may wish to submit a check in advance made out to U.S. Soccer to strengthen their proposal, although this is not a pre-requisite. However, U.S. Soccer will take the absence of a check at the time of submitting a Hosting Proposal into consideration in the selection process. The minimum amount due to U.S. Soccer by each Host, regardless of whether a Hosting Proposal is submitted, is the amount shown after completing a Home Game Revenue Report Form.
9. For each Hosting Proposal where a team plans to submit a check in advance, such check(s) must be received by U.S. Soccer no later than **FRIDAY, MAY 27, at 5:00 p.m. Central Time** in order for the deposit to remain in consideration. Only winning entries will have their checks deposited. All undeposited checks will be returned to the applicant.
10. Amounts due to U.S. Soccer as the result of a Hosting Proposal being accepted will be due within seven (7) days following the event. Teams that do not submit payments in a timely fashion may incur sanctions and/or other penalties imposed by the Commissioner.
11. Include correct e-mail address. Much of the tournament information will be sent via e-mail.

—END—



# 2005 LAMAR HUNT U.S. OPEN CUP

## HOME GAME APPLICATION FORM

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

Team Name: \_\_\_\_\_ League (circle one):   MLS   USL 1   USL 2   PDL   USASA

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

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

**VENUE NOMINATED TO HOST FOURTH ROUND GAME:**

	Venue Name (only one venue may be listed)		Proposed Kickoff Time (local time):
Wednesday, August 3:	_____	_____	_____
Hosting Proposal attached:	_____ YES      NO _____		

**VENUE NOMINATED TO HOST QUARTERFINAL ROUND GAME:**

	Venue Name (only one venue may be listed)		Proposed Kickoff Time (local time):
Wednesday, August 24:	_____	_____	_____
Hosting Proposal attached:	_____ YES      NO _____		

**PLEASE FAX COMPLETED FORM TO 312-808-9295**

**DEADLINE: WEDNESDAY, JUNE 22, at 2:00 p.m. Central Time**

#### **RATIONALE:**

In an effort to streamline the evaluation and selection process for determining host venues and to allow for a more efficient management of the competition, U.S. Soccer has developed this Home Game Application Form. Teams who may participate in the Fourth and/or Quarterfinal Rounds who wish to host must nominate for each round one specific venue that has been confirmed to be available on the match date scheduled by the Open Cup Committee. A team may only choose from among those venues named in the team's Venue Declaration Form. The venue(s) must be nominated by the deadline listed in the instructions.

#### **CONSIDERATION FOR ALTERNATE DATES:**

For the Fourth and Quarterfinal Rounds, a team can petition U.S. Soccer to request a change of match dates upon mutual consent of the participating teams. Under no circumstances can the request contemplate a match date that is later than the date already established for the round. Date change requests must include documentation from each of the participating teams agreeing to the date change. Any incremental costs incurred to accommodate the change of dates (i.e.: incremental travel costs for the referee crew or Match Commissioner, etc.) must be covered by the team that initially proposes the request.

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

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

#### **INSTRUCTIONS:**

1. Complete the team and contact information on the form (please PRINT or TYPE).
2. Indicate which round(s) of the competition the team wishes to host by nominating the venue(s) for those stages. A team may only choose from among those sites named in the team's Venue Declaration Form.
3. Submit the form so that U.S. Soccer receives it by **WEDNESDAY, JUNE 22, at 2:00 p.m. Central Time**. Form can be faxed to **312-808-9295**.
4. Teams who do not submit this form by the deadline will not be eligible to host games in the Fourth or Quarterfinal Rounds of the 2005 Open Cup.
5. In the event that the venue nominated does not meet ALL of the Stadium Requirements, teams should complete the form in the event that the opponent's stadium also does not meet some of these same requirements.
6. Teams who are chosen to host for a specific round who then declare that they are not able to host will not be eligible for team travel reimbursement.
7. **Teams submitting this form are obligated to complete and submit a Home Game Revenue Report Form following each match hosted (see Page 29 of this Handbook). The Home Game Revenue Report Form, along with any assessment, is due within seven (7) days following the event.**
8. For Fourth and Quarterfinal Round games, teams may wish to increase their chance of hosting by submitting a Hosting Proposal to U.S. Soccer (separate proposal for each game). The parameters for such proposals are open-ended and may include a financial guarantee to U.S. Soccer, a guarantee plus percentage of the gate or a percentage of the gate alone. Other elements may also be included in the Hosting Proposal. Teams may wish to submit a check in advance made out to U.S. Soccer to strengthen their proposal, although this is not a pre-requisite. However, U.S. Soccer will take the absence of a check at the time of submitting a Hosting Proposal into consideration in the selection process. The minimum amount due to U.S. Soccer by each Host, regardless of whether a Hosting Proposal is submitted, is the amount shown after completing a Home Game Revenue Report Form.
9. For each Hosting Proposal where a team plans to submit a check in advance, such check(s) must be received by U.S. Soccer no later than **THURSDAY, JUNE 23, at 5:00 p.m. Central Time** in order for the deposit to remain in consideration. Only winning entries will have their checks deposited. All undeposited checks will be returned to the applicant.
10. Amounts due to U.S. Soccer as the result of a Hosting Proposal being accepted will be due within seven (7) days following the event. Teams that do not submit payments in a timely fashion may incur sanctions and/or other penalties imposed by the Commissioner.
11. Include correct e-mail address. Much of the tournament information will be sent via e-mail.

—END—



## 2005 U.S. Open Cup Home Game Revenue Report Form

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

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

G.M./Team Manager Signature: \_\_\_\_\_

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

Less: Stadium Rent (please attach invoice or settlement statement from venue): \$ \_\_\_\_\_

Less: Staffing and Utility Expenses charged by Stadium per rental agreement  
(please attach invoice or settlement statement from venue): \$ \_\_\_\_\_

Net Ticket Revenue (Gross Ticket Revenue less Stadium Rent, Staffing and  
Utility Expenses): \$ \_\_\_\_\_

Line A: Hosting Fee computation (Net Ticket Revenue x .10) \$ \_\_\_\_\_

Line B: Travel Reimbursement Limit for Visiting Team for this Round \$ \_\_\_\_\_

Hosting Fee due to U.S. Soccer (lesser of Line A or Line B) \$ \_\_\_\_\_

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

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

Form and supporting documentation can be faxed to (312) 808-9295 in the event that no Hosting Fee is due.



## **2005 U.S. Open Cup Travel Arrangement Policy**

1. When your team has been designated as an “away” team and your opponent has been announced, it is your responsibility to coordinate all travel arrangements at the lowest cost possible. All teams must contact New Haven Travel to obtain a quote for airfare, should flights be required (phone 1-800-255-1994 and ask for the Soccer Dept. or fax to 203-624-0655). The budget code for the 2005 competition is “S-31”. Air travel arranged through New Haven will be billed directly to U.S. Soccer and is subject to approval by the Open Cup Commissioner.
2. Fax a complete itinerary and budget to U.S. Soccer (using the form on the following page) within two business days after the match has been arranged. The Open Cup Commissioner must approve the itinerary and all expenses in advance. Include flight information and fares, the hotel you will be staying at and the cost per room (including taxes), per diem, and ground transportation costs. Contact the home team, who shall help identify and secure reasonably priced and adequate hotel accommodations and ground transportation, if necessary. Fax this information to 312-808-9295. U.S. Soccer will not reimburse anything over the allotted amount per round. **Any waivers of this policy or the reimbursement limits require the written approval of the Commissioner.**
3. After the match has been played, complete the 2005 U.S. Open Cup Travel Reimbursement Form, attach all **original** receipts, and mail it to U.S. Soccer, Attn: Open Cup. U.S. Soccer must receive the form and receipts within fourteen (14) days of the Open Cup match. Your expense report will be processed and you will receive a reimbursement check within thirty (30) days of receipt of your documentation. **Teams that do not fulfill these requirements will experience reimbursement delays or loss of reimbursement.**
4. Teams expensing meals at the per-diem rate should submit to U.S. Soccer the original sheet containing the signatures of each member of the traveling party receiving per-diem money, the amount each receives and the time period covered.
5. Separate reimbursement forms must be used for each game.
6. In no case shall a traveling team who initially accepted the opportunity to host a match, and subsequently relinquished the opportunity to host the said match, be reimbursed for travel expenses.

## **2005 U.S. Open Cup Travel Reimbursement Limits**

**Qualifying Round through Semifinals:** U.S. Soccer will reimburse airline, hotel, meals and ground transportation for the visiting team (if necessary) not to exceed \$7,500 per team (based on 20 people per team, 11 hotel rooms [including bus driver] not to exceed 2 nights, and meals not to exceed two days at \$35 a day for each person [\$8 breakfast, \$12 lunch, \$15 dinner]).

**Finals:** U.S. Soccer will reimburse airline, hotel, meals and ground transportation to the visiting team in the U.S. Open Cup final not to exceed \$10,000 (based on 25 people per team, 14 hotel rooms [including bus driver] not to exceed 2 nights, and meals not to exceed two days at \$35 a day for each person [\$8 breakfast, \$12 lunch, \$15 dinner]).



## 2005 U.S. Open Cup Travel Itinerary Information Form

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

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

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

G.M./Team Manager Signature: \_\_\_\_\_

### **Flight Info (Departure):**

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

### **Flight Info (Return):**

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

### **Hotel Name:**

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

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

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

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

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

**Please send your travel itinerary and budget to USSF for advance approval in order to qualify for expense reimbursement. Use form on next page to submit budget. Fax both forms to 312-808-9295.**



## 2005 U.S. Open Cup Travel Budget/Reimbursement Form

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

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

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

G.M./Team Manager Signature: \_\_\_\_\_

Line	Expenses	Itemization	Total
1	Airfare (60607)	# of airline tickets _____ x Ticket Price _____ = Budget code for airfare through New Haven Travel is "S-31"	
2	Ground Trsp. (60552)	Vehicle Cost per day _____ x Days Rented _____ =	
3	Hotel (60540)	# of Rooms (11 max.) _____ x Room Price _____ x # of Nights _____ = Room price should include all taxes	
4	Meals (60542)	# of Delegation (20 max.) _____ x Days (2 max.) _____ x \$35/day = Actual meals rather than per diem may be submitted if desired.	
5	<b>TOTAL EXPENSES INCURRED (add Lines 1-4):</b>		
6	Enter the lesser of Total Expenses Incurred from Line 5 or \$7,500 for Qualifying Round through Semifinal Round; \$10,000 for Championship Game		
7	If airfare arranged through New Haven Travel, enter amount billed to U.S. Soccer here		
8	<b>TOTAL REIMBURSEMENT DUE (Line 6 minus Line 7):</b>		

- All teams must submit **original receipts** with all reimbursement requests. Reimbursements will not be processed until this form has been completed with attached receipts.
- Please review the "Reimbursement Guidelines" on Page 30 for the Round your team is playing in.
- Separate reimbursement forms must be used for each match.
- U.S. Soccer must receive all reimbursement requests within fourteen (14) days after the Open Cup Match. Teams may forfeit their right to reimbursement if U.S. Soccer does not receive their request within that timeframe.
- Send completed form and supporting documentation to:  
U.S. Soccer, Attn: Open Cup, 1801 S. Prairie Ave., Chicago IL 60616



# 2005 LAMAR HUNT U.S. OPEN CUP PER DIEM EXPENSE FORM

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

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

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

### Others Receiving Per Diem

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