



Operations Manual

The 2019 USL Academy Operations Manual denotes all rules and procedures that must be followed by clubs participating in the USL Academy during the 2019/2020 Cycle.

Compliance with these rules and procedures is paramount to the successful operation of the USL Academy Cup events and its clubs. Failure to comply with the rules and procedures set forth in the Competition Manual will result in the application of discipline from the league. Please note that all fines and suspensions listed henceforth are minimums. The League has absolute discretion to render any disciplinary actions if deemed necessary, beyond those minimums upon review of the case-by-case circumstances.

The Competition Manual is a confidential document and is intended solely for the internal use of the USL Academy and its clubs. Under no circumstances should the Competition Manual be shared externally.

Staff Directory – USL Academy

Brett Luy
Senior Vice President, League Operations
O: 813-269-1351
M: 217-620-0943
Brett.luy@uslsoccer.com

Liam O’Connell
Senior Director, Youth Development
O: 813-849-0578
M: 217-620-0943
Liam.oconnell@uslsoccer.com

Definitions

"FIFA" shall mean Federation Internationale de Football Association, the entity governing professional soccer internationally, or its successors.

"LEAGUE" shall mean the USL Academy.

"CLUB" shall mean the organization that has been granted membership in the LEAGUE.

"Minimum Standards" shall mean the minimum standards that must be met by all member CLUBS.

"Season" shall mean the time period in any year during which official games are played in the LEAGUE.

"Sponsors" shall mean official LEAGUE sponsors as named by USL .

"Facility" shall mean the LEAGUE approved playing facility utilized by the CLUB during the season.

"LEAGUE Marks" shall mean the trade names of the LEAGUE and its program trademarks that may be amended or supplemented by LEAGUE from time to time.

"LEAGUE Rules" shall mean the playing and operational rules and policies of the LEAGUE.

"USSF" shall mean United States Soccer Federation (also known as U.S. Soccer), the governing entity for soccer in the United States.

"CSA" shall mean Canadian Soccer Association, the governing entity for soccer in Canada.

"ITC" shall mean International Clearance, the request and paperwork required for a player born outside of the United States to register with the LEAGUE.

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Section 1 - USL Academy Regulations & Standards

100 - Membership & Minimum Standards

Rule 101 - Telephone/Email Requirements

So Clubs may exhibit a level of professionalism, the following telephone/communications requirements are in place for all CLUBs associated with the USL Academy:

- A. All clubs must have a telephone number which is connected to a 24-hour answering system.
- B. All primary CLUB contact/operations coordinators must have an email address that is checked on a regular basis.
- C. All league information such as schedules, standings, general correspondence, press releases and announcements will be done through email.
- D. CLUBs must respond to USL Academy communication efforts within 72 hours.

Rule 102 - Compliance with Minimum Standards

The minimum standards for competition in the USL Academy Cup are applied to all CLUBs. Minimum standards define the minimum level which the CLUB must attain in the various management aspects of running a CLUB. CLUBs that do not meet minimum standards run the risk of jeopardizing their status as members of the USL Academy Cup. It is important for all CLUBs to adhere to these minimum standards to uphold the high standards of professionalism the USL Academy Cup has.

CLUBs are required to comply with the defined minimum standards. The LEAGUE Director shall have the power to penalize CLUBs, individual CLUB members or officers for non-compliance with minimum standards. Penalties will consist of warnings, loss of points, fines and temporary or permanent suspension from soccer activities.

Rule 103 - Compliance Assessment

Following each cycle, the USL Academy Cup staff shall review the compliance record of each CLUB. If the LEAGUE finds that compliance with standards is insufficient, it may recommend that the CLUB's status within the USL Academy be revoked for the following season. The LEAGUE Director will render a decision based upon the facts of each case.

Rule 104 – Fines & Penalties

Fines will be assessed for violations of LEAGUE rules and any minimum standard requirements. Penalties may be assessed to the CLUB or individuals for non-compliance with minimum standards or rule violations. A list of fines will be provided to each club prior to the USL Academy Cup regional and national events.

Rule 105 – Club Names & Logos

All club names or name changes must be given to the LEAGUE office prior to the beginning of the USL Academy Cup cycle.

Rule 106 – Bench Dress Code (Coaches/Trainers)

Coaches and trainers must present a professional appearance. Professional appearance is defined as a collared shirt and dress pants/shorts or CLUB warm-up (jacket and pants). Other t-shirts, shorts, jeans and sandals are not permitted.

Rule 107 – Termination of Membership

The LEAGUE may terminate CLUB membership if the CLUB violates any of the described in the LEAGUE operation manual or if the LEAGUE determines that having the CLUB continue to participate in the LEAGUE will be detrimental to the LEAGUE. This will include, but is not limited to the LEAGUE receiving convincing evidence that the CLUB attempted to fix game results, bribe game officials, was involved in violent conduct or if the CLUB has continually failed to adhere to the Minimum Standards. The LEAGUE does not guarantee participation on an annual basis.

200 - Competition Structure

The 2019/2020 cycle will consist of an Eastern Conference and Western Conference Regional Event and conclude with a National Event. The Regional Events will consist of fourteen teams competing in the U17 age group. The teams will be separated into an Elite and Premier group and will play one game against the teams within their group. The National Event will consist of over sixty (60) teams competing at the U17 and U13 age groups.

Rule 201 – Governance

All events associated with the USL Academy Cup is governed by regulations approved by the LEAGUE office. USL Academy staff may modify the Competition Manual from time to time, provided that any changes to the Manual shall be effective only after all CLUBs are notified of any changes.

LEAGUE shall, from time to time create and amend competition rules including those governing game conduct, players, player eligibility, referees, game cancellations, rescheduling games, regional/national events, facilities and other factors relevant to the operation of a soccer LEAGUE. The LEAGUE shall consider the Advisory Committees in amending the competition rules.

Rule 202 – Governing Bodies and Subcommittees

The LEAGUE shall have the discretion to create, appoint members to, prescribe duties for and disband all League Subcommittees.

President

The President is the highest-ranking officer of the USL Championship, regardless of the individual's job title, and has the power to:

- Prepare the schedule for all USL Academy Cup events.
- Propose and interpret the rules.
- Exercise disciplinary powers conferred upon him/her by the LEAGUE regulations.
- Conduct the day-to-day affairs of the LEAGUE and shall employ administrative and clerical staff necessary to carry on the business of the LEAGUE.
- Have full authority to take any action that in his/her judgement is necessary or desirable to prevent or discourage any conduct by a member(s) or any other person(s) which is not, in the Director's opinion, in the best interest of the LEAGUE or which is not, in the Director's judgement, necessary or desirable to preserve or protect the integrity or reputation of the LEAGUE, its members or the sport of Soccer.
- Make known and enforce the provisions of the LEAGUE regulations and the rules of the LEAGUE.

Authority of the League Directors

League Directors shall have the same power as the President, subject to the direction, control and supervision of the President.

Executive Committee

The Executive Committee may be established to provide assistance in the development and direction of the USL Academy. Each division/conference may be represented by an official that serves on the Executive Committee. These committee members will be appointed by LEAGUE staff.

Rule 203 – Playing Rules

All games under LEAGUE jurisdiction shall be played according to the rules and regulations recognized by the LEAGUE, which shall be the same rules set by FIFA/U.S. Soccer (USSF), except for those exceptions authorized by FIFA and the USSF.

Rule 204 – Playing Season

The USL Academy Cup Events will take place on the following dates for the 2019/2020 cycle:

- Western Conference USL Academy Cup Event : October 11-14 2019, San Antonio, TX
- Eastern Conference USL Academy Cup Event: February 14-17 2020, Bradenton, FL
- National USL Academy Cup Event: May 22-25 2020, Tampa, FL

Rule 205 – Point System

The USL Academy Cup will operate under the following competition standings point system:

- 3 points for a win

- 1 point for a tie
- 0 points for a loss
- -3 additional points for a forfeit

Rule 207 – Substitutions

Substitutions are allowed at any stoppage, but Clubs will have three “moments” to use their allotted substitutions. Injury substitutions will count as a “moment” if the injured player is unfit to return to the game. Half time break does not count as a “moment”. Substitutes shall report to the Fourth Official or Field Marshal at midfield and may not enter the field without permission of the referee. The maximum limits for substitutions are:

- U13 – Unlimited number of substitutions across (3) moments with re-entry
- U17 – Maximum of (7) substitutions per game with no re-entry across (3) moments

Head Injury Substitution

If a player is suspected to have a head injury, the player may be removed from the game following on field evaluation from medical staff. There will then be a 10-minute window where the player can continue to receive medical evaluation off the field; While the injured player is receiving an evaluation, a replacement player may enter the game in their place.

In case the player receiving the evaluation is deemed fit to re-enter the game, the replacement player must then return to the bench in place of the original player. The replacement player will still be able to enter the game, as long as the seven (7) allotted substitutions have not already been used.

If the original player receiving the evaluation is unfit to return to the game, the replacement player can then stay on the field. This change would then affect the allotted substitutions or “substitution moment” for a team.

Substitution Passes

Substitution passes are required to be used in all USL Academy Cup games. All substitution passes shall be verified by the Fourth Official or Field Marshal with the official Game Day Lineup Sheet prior to the player entering the match.

Rule 208 – Competition Format

The USL Academy Cup will consist of two regional events (Eastern Conference/Western Conference) and one national event. The U13 age group will only compete at the national event and the U17 Age group will compete in their respective regional event and the national event.

Below are the competition formats for each age group and division for the regional and national events:

Regional Competition Format Model:

U17 Elite/Premier (6 or 8 teams per division) – 4-Day Model (3 Games e.)

	Day 1 – Fri	Day 2 – Sat	Day 3 – Sun	Day 4 – Mon
Games	Game 1: Elite/Prem	Game 2: Elite	Game 2: Premier	Game 3: Elite/Prem
Game Type	Group Stage	Group Stage	Group Stage	Group Stage
Playing Time	90 minutes	90 minutes	90 minutes	90 minutes

Format: Elite = Play-Play-Rest-Play; Premier = Play-Rest-Play-Play

National Competition Format Models:

U13 Super Group + U13 Elite (8-16 teams per division) – 4-Day Model (5 Games e.)

	Day 1 – 5/22	Day 2 – 5/23	Day 3 – 5/24	Day 4 – 5/25
Games	Game 1, Game 2	Game 3, Game 4	Rest	Game 5
Game Type	Group Stage	Group Stage, Semifinal	Rest	Championship/Consolation
Playing Time	100 minutes	100 minutes	0 minutes	70 minutes

Format: Play-Play-Rest-Play

U13/17 Premier (12-16 teams per division) – 4-Day Model (5 Games e.)

	Day 1 – 5/22	Day 2 – 5/23	Day 3 – 5/24	Day 4 – 5/25
Games	Game 1, Game 2	Rest	Game 3, Game 4	Game 5
Game Type	Group Stage	Rest	Group Stage/Consolation	Consolation
Playing Time	100-120 mins	0 minutes	100-120 minutes	70-80 minutes

Format: Play-Rest-Play-Play

U17 Elite (16 teams) – 4-Day Model (4-5 Games e.)

	Day 1 – 5/22	Day 2 – 5/23	Day 3 – 5/24	Day 4 – 5/25
Games	Game 1, Game 2	Game 3, Game 4	Rest	Game 5
Game Type	Group Stage	Group Stage/Semifinal	Rest	Championship/Consolation
Playing Time	120 minutes	120 minutes	0 minutes	80 minutes

Format: Play-Play-Rest-Play

Rule 209 – Game Lengths

The breakdown below shows how many minutes each age group will play each match, depending on the day:

- Regional Events (U17)
 - When there is 1 game per day: 90 minutes per game
- National Event (U13)
 - When there is 2 games per day: 50 minutes per game
 - When there is 1 game per day: 70 minutes per game

- National Event (U17)
 - When there is 2 games per day: 60 minutes per game
 - When there is 1 game per day: 80 minutes per game

Rule 210 – Eligibility

All players and coaches must present their USL Academy pass to the referee prior to each game. If the individual's picture is not on the player or coach pass and the pass is not laminated, the individual will not be eligible for the game. Passes from any other league are not accepted for USL Academy Cup games, No exceptions.

Rule 211 – Roster Management

- A. 11v11: Maximum roster size of (23) players for the weekend overall, with only (18) players permitted to be rostered per game
- B. Roster Rotation: A player rotation policy will be recommended and a maximum number of minutes per player/per day will be suggested; All clubs will be strongly encouraged to follow this policy
- C. U17 Developmental Rule: a min. of 3 players must be “playing up” on e. team (birth year 2004 or younger)
 - 15-man roster: 20%
 - 18-man roster: 16.7%
 - 23-man roster: 13%
 - Note: U13s will be encouraged to follow this rule, but not required

Rule 212 – Incomplete Games

In the event a game cannot continue through full regulation tie, the game will only count if one-half of the game was completed. If a game is suspended prior to the expiration of the first half due to inclement weather or extenuating circumstances, it will resume within 24 hours (or some other date/time agreed upon by the competing teams and the LEAGUE office) starting at the same minute that the game was originally suspended and with the same score

Rule 213 – Team Arrivals and Departures

All clubs requiring flights as part of their travel acknowledge that their team will arrive in the host city by the evening before their first match, or sooner. (Ex: if a team plays on Friday and has to fly in, they are expected to arrive by Thursday night).

Following the conclusion of the event, USL will make best efforts to schedule each team's last game with enough time for them to travel back to their home city that same day. However, this is subject to change due to game delays and postponements. Teams with greater travel demands are welcome to make special requests to the League Office ahead of time.

Rule 214 – Game Delays and Postponements

A team unable to attend a scheduled game for any reason should immediately notify the opponent, the LEAGUE office and the referee assignor via telephone or e-mail. Each situation will be reviewed by the LEAGUE office, which shall render a decision that may be appealed through LEAGUE RAD procedures

Restart

Once a delay has ended, the match shall resume from the moment the referee stopped the match. Teams shall be given a chance to warm-up prior to restarting the match. The following are recommended warm-up times based on the length of the delay (coaches may agree to a different time, to be approved by the LEAGUE)

- A. 10 minute delay, 5 minute warm-up
- B. 10 to 30 minute delay, 10 minute warm-up
- C. 30 to 60 minute delay, 15 minute warm-up
- D. Over 60 minute delay, 20 minute warm-up

Canceling/Postponing a Game Prior to Start

A game may be postponed no earlier than two hours prior to kickoff due to inclement weather, or situations considered Acts of God, unless agreed to by both teams and the LEAGUE. Exception: In a case where a third party (stadium/facility owner) closes a stadium, a game may be canceled more than two hours prior to kickoff, provided the LEAGUE and both teams are notified in writing by the stadium owner/managing authority.

Authority to Delay or Postpone a Game

Once in process, a USL Academy game may only be delayed or postponed due to:

- A. A lack of preparedness of one or both teams to begin playing a game OR
- B. Unfavorable weather or other adverse conditions beyond the control of the participating teams, which would make the playing of the game impractical or dangerous. Only the referee and USL Academy staff have the authority to delay or postpone a scheduled USL Academy match. The referee, upon arrival at the facility/field, has the final word on delays due to weather.

Grace Period before Abandoning a Game

Unless both teams, the Referee and the LEAGUE agree to an alternate plan, teams must wait a minimum of one hour before abandoning a game that has been delayed, regardless of circumstances. This period is not an aggregate time for multiple delays, but rather one from the time of the most recent delay. The one-hour grace period may be extended. LEAGUE personnel must be notified of any postponement immediately via telephone. Given the difficulty and cost of

rescheduling, every attempt should be made to play the game regardless of the length of the delay. However, in the event a delay lasts longer than three continuous hours or would resume play after 12:00 AM local time, the LEAGUE has final say on the length of the extended grace period due to weather.

Game Cancellation/Postponement Criteria

Unless otherwise approved by the USL Academy, game cancellations/postponements should occur only in the most serious circumstances; however, the personal safety of participants, personnel, and the spectators must always be highest priority. Factors that the referee and USL Academy shall consider include but are not limited to: difficulty in rescheduling the game, current and forecasted weather conditions, travel conditions and the current whereabouts and availability of teams and officials.

Rule 215 – Forfeits

Should any team associated with the CLUB fail to appear at a scheduled USL Academy game, the CLUB shall incur a forfeit fee of \$600 per incident. Other penalties for forfeits are as follows:

- A. A loss of three (3) points in the LEAGUE or competition standings and a 3-0 win to the opposing team.
- B. The team that forfeits may be precluded from participating in any future USL Academy Cup events, per LEAGUE review and at the LEAGUE’s discretion.
- C. The CLUB must send full fees to the referee assignor and each referee assigned to the game within five (5) business days.
- D. The LEAGUE will have the discretion to remove any teams for not complying with the LEAGUE schedule.

A team unable to attend a scheduled game because of an accident or weather should immediately notify the opponent, the LEAGUE office, and the referees via telephone or E-Mail. Each situation will be reviewed by the LEAGUE office, which shall render a decision that may be appealed through LEAGUE RAD procedures (refer to Review, Appeals & Discipline section of the manual).

Rule 216 – Liability

CLUBs within the LEAGUE assume all risks, responsibilities, and liabilities for loss, damage, injury or death while using property and facilities during games in the LEAGUE, whether such loss, damage, injury or death be occasioned by the team or by the LEAGUE, its officers, agents or otherwise.

300 – Discipline and Conduct

Rule 301 – Disciplinary Authority

The USL Academy shall have the authority to suspend, fine, or disqualify players, team officials or competing clubs for violating LEAGUE rules or for any action or conduct not in the best interest of

soccer or the USL Academy. The USL Academy hands down any final decision on a breach of rules. Please refer to the USL Academy Referee Manual, which contains misconduct classifications, as well as other game misconduct. CLUB and its players must abide by all decisions of game officials during games. Once the USL Academy Disciplinary Committee has conducted its review of disciplinary matter, all announcements of the Committee's decisions shall be coordinated through the USL Academy.

A sending off will result in a minimum of a one (1) game suspension. The Disciplinary Committee at the LEAGUE office will determine if further punishment is required. CLUBs cannot appeal a single game suspension for a red card. CLUB can appeal any additional suspension levied by the LEAGUE.

Rule 302 – USL Academy Disciplinary Committee

A panel of individuals from the LEAGUE office shall conduct the review of disciplinary issues. Such a panel will consist of at least three (3) people on the USL staff, one of which includes the senior LEAGUE Director.

Rule 303 – Serving Suspensions During Regional/National USL Academy Events

Any player and/or coach sent off/dismissed during a USL Academy Cup game will be suspended from the next USL Academy Cup game. Any player or coach serving a suspension must not be listed on the 18-Man Game Day Roster. If a player receives a red card in the final game of a regional or national event, the suspension will carry over to the following season. The USL Academy Disciplinary Committee reserves the right to assess further or limited penalties depending on the severity of the incident. The infractions below will result in the following minimum suspension lengths and fines:

- Spitting – Two (2) Games Minimum, \$150 Fine
- Biting – Three (3) Games Minimum, \$250 Fine
- Referee Abuse – Two (2) Games Minimum, \$150
- Referee Assault – Five (5) Games Minimum, \$500

Guidelines for sending off (current game)

Players and coaches sent off from the field are not permitted to watch the game. They must remain in the locker room or outside of the facility premises for the remainder of the game. Additionally, coaches are not permitted to communicate with their team, staff or players during the remainder of the game. The type of communication prohibited would include cellular phones, 2-way radios, electronic/digital, written, hand signals, or verbal. Players or coaches returning to the field of play during or directly following the game are subject to additional sanctions. These guidelines apply to regional and national events of the USL Academy Cup.

Rule 304 – Coach/Staff Dismissal

Referees, at their discretion, may warn or dismiss coaches and team staff for unprofessional behavior. Any coach or other team staff member not acting in a professional manner in the opinion of the LEAGUE, whether or not the incident is reported in the Referee Game Report, shall be subject to a fine and/or suspension.

Rule 305 – Suspension Parameters & Restrictions

Any coach, medical staff, player or bench personnel is prohibited from assuming any official duty at or near the team bench while serving a suspension. Any athletic trainer sent off during a match may only return to the field at the request of the Referee in the event of an emergency.

Coaches serving suspensions are allowed to communicate with players pre-game and postgame only. Suspended coaches may NOT communicate with the team at half-time. Suspended coaches must NOT be on the field during warm-ups and may NOT stand or in any way be in close proximity to the field of play. Following a game, a coach serving a suspension may communicate with their team, but must NOT be in or around the field of play. Any infringement of this rule may result in the forfeiture of the game and will include discipline for each infraction.

Rule 306 – Extending a Suspension

In any case the USL Academy reserves the right to impose suspensions beyond any of these parameters for offenses deemed to be particularly violent and against the spirit of the game. This can be imposed regardless of whether a dismissal occurred.

Rule 307 – Major Game Misconduct

In addition to those penalties set forth above, major fines or suspensions, at the sole and absolute discretion of the USL Academy Disciplinary Committee, shall be levied against players (whether or not they were awarded a card by the Referee), coaches or other team staff for conduct including but not limited to: fighting, provoking a fight, criticizing Game Officials with words or gestures, entering the Game Officials changing area or tent, physical contact with Game Officials separate from Referee Assault, using excessive force, deliberate attempts to injure, spitting, provoking crowd disorders, profane language that can be heard by the crowd, obscene gestures, racist, homophobic, or derogatory comments, improper conduct during the national anthem, taunting, abuse of spectators and others, failure to leave the field when instructed by the Referee to do so, improper conduct following the award of a card, excessive delay tactics, excessive and obvious feigning of injuries, or other unsportsmanlike conduct detrimental to the USL Academy and the sport of Soccer in general.

Rule 308 – Game Officials Assault or Abuse

In addition to enforcing the mandatory sanctions from USSF Policy 531-9, the USL Academy may impose additional fines and/or suspensions.

- A. Referee Assault – Referee assault is defined as any player, coach, or team staff member committing an intentional act of physical violence on a member of the referee crew, spitting on or at a member of the referee crew, kicking or throwing an object at a member of the referee crew, or damaging the referee crew member’s personal property.
- B. Referee Abuse – Referee abuse is defined as any player, coach, or team staff member threatening a member of the referee crew through a physical at or verbal statement, either explicitly or implicitly. Referee abuse shall include but is not limited to: verbal and nonverbal communications that contains foul or abusive language implying or directly threatening physical harm or spitting a beverage on or at a referee crew member or a referee crew member’s personal property.

Rule 309 – Player/Coach Behavior Before or After Caution or Dismissal

Players and coaches are advised that both encouragement of a caution, send-off and/or dismissal as well as dispute and protest or mass confrontation, including but not limited to charging/surrounding the Referee to complain, causing unnecessary delay in the restart of the game, is deemed to be a serious offense worthy of a fine/suspension on its own. Referees have been advised to report such behavior to the LEAGUE.

Rule 310 – The USL Academy’s Discretionary Power on Suspensions

The USL Academy may, at its discretion, rule a specific game shall not count toward the completion of a suspension, if satisfied the game has been purposely arranged by the club with a view toward enabling the player in question to complete his suspension at a specific time in order to qualify him to play in another specific game.

Rule 311 – USSF Fine for Serious Incidents

The U.S. Soccer Federation has the power to impose discipline for any incident bringing the game into disrepute within the LEAGUE.

400 – Conduct of Teams

Rule 401 – Intentional Throwing of Games

Agreeing or promising to lose a game is in strict violation of LEAGUE rules. Any CLUB or personnel associated with a CLUB who agrees to lose, attempts to lose, or otherwise adversely affects the outcome of any game with which he/she is or may be in any way associated, or who shall solicit or attempt to induce any player or other person associated with a member CLUB to lose, attempt to lose, or otherwise adversely affect the outcome of any soccer game, will be immediately declared ineligible and may be subject to expulsion from the LEAGUE.

Likewise, any person from a member CLUB that is solicited to commit or has knowledge of any of the foregoing acts and fails to inform the LEAGUE office immediately of all facts and circumstances connected with the solicitation shall be declared by the LEAGUE to be permanently ineligible and may be subject to suspension and expulsion from the LEAGUE.

Additionally, any player who, in the opinion of the referee and/or the LEAGUE office, attempts to purposefully lose a game by intentionally scoring an own goal as a field player, or intentionally allowing an own goal to occur while playing as a goalkeeper, will be subject to disciplinary action.

Rule 402 – Gifts to Officials

Any person connected with a member CLUB who shall give or offer to give any gifts or reward to a referee or assistant referee for services rendered or supposed to be rendered in defeating or attempting to defeat a competing CLUB, or otherwise adversely affect the outcome of any part of a game shall be declared by the LEAGUE office to be permanently ineligible.

Likewise, any referee or assistant referee who shall render, or promise or agree to render, any such decision otherwise than on its merits, or who shall solicit or accept such a gift or reward for any such service or decision, shall be declared permanently ineligible by the LEAGUE. Any referee or assistant referee who, having been offered any such gift or reward, or having been solicited to render any such decision otherwise than on its merits, shall be obligated to inform the LEAGUE immediately of such an offer or solicitation and all facts and circumstances connected therewith. Failure to report such solicitation shall be cause for the LEAGUE to declare the official permanently ineligible to work LEAGUE games and will recommend a USSF / CSA suspension from all games.

Rule 403 – Betting on Games

Betting on LEAGUE games by any insider, manager, coach, referee, assistant referee, owner, employee, LEAGUE officer, or LEAGUE official is strictly prohibited. Any person associated with the LEAGUE or individual CLUB who bets any sum on any USL affiliated LEAGUE shall be declared persona non-gratis by the LEAGUE and permanently banned from all LEAGUE activities.

Rule 404 – Scandalous Conduct

The LEAGUE office may suspend for an indefinite period and/or impose a fine on any officer, director, player, or employee of a member CLUB guilty of gross misbehavior in public, including intoxication, drug use, fighting, quarreling, indecency, or other scandalous conduct whether on or off the playing field when such conduct is, in the LEAGUE's opinion, prejudicial to the best interests of the sport of soccer or the LEAGUE.

Rule 405 – Moral Turpitude

Any employee, player, or official of any member CLUB or the LEAGUE who shall be convicted of a felony or who shall have been found by the LEAGUE office to have conducted themselves in a manner detrimental to the best interests of soccer or the LEAGUE may be declared by the LEAGUE office to be suspended for such period of time as the LEAGUE shall deem to be appropriate.

Rule 406 – Tampering

During any USL Academy Cup event, no manager, officer, or representative of a CLUB shall approach a registered player, coach, or staff member of another CLUB regarding employment, unless that contracted party's employing CLUB gives written permission to the requesting CLUB to make such contact. Violations of this rule shall subject the offending party to disciplinary action from the LEAGUE office.

Rule 407 – Vandalism/Destruction of Property

No player, manager, officer, or representative of a CLUB shall intentionally damage or destroy the physical property of another CLUB or LEAGUE partner, including partner hotels. This prohibition shall extend to the damage and destruction of locker rooms or other area of a leased or owned stadium or facility.

Rule 408 – Other Misconduct

Nothing contained in this rule shall be construed as exclusively defining or otherwise limiting conduct, acts, transactions, or practices that are not in the best interests of the sport of soccer or of the LEAGUE. Any and all other conducts, acts, transactions, or practices which are not in the best interests of soccer or the LEAGUE are prohibited and shall be subject to such penalties imposed by the LEAGUE office such as permanent ineligibility, ineligibility for a period of time, suspension of voting rights, suspension from playing, or suspension of an individual from sitting on committee or advisory board, as the facts in the particular case may warrant.

500 – Game Day Procedures**Rule 501 – Game Day Management**

At each USL Academy Cup event, USL Academy staff will be present and on site. Each field will have a dedicated field Marshall who will assist each team with the player check-in process, track stats and will provide the official game day match report. Prior to each event, all CLUBs must provide the LEAGUE a roster of players who will be participating at the event; LEAGUE staff will create the official match reports based off of the information given on the rosters. The official rosters that are given to the LEAGUE must include the following information:

- Full Name
- Full Date of Birth
- Jersey Number
- Position
- Hometown
- Full-time club (If participating on an all-star team set up)

Rule 502 – Primary Club Contact Requirements

Each CLUB must have a primary contact available prior to each USL Academy Cup event and present on site. This person should handle the following: game day operations, player check-in,

player passes, player and coach registration, travel coordination. The primary club contact will receive all direct communication from the LEAGUE for each of the CLUBS teams.

Rule 503 – Personnel Allowed on Bench

A maximum of three (3) non-playing personnel are allowed on each CLUB bench. These persons can be coaches, medical staff, or CLUB management. Everyone on the bench must be registered with the LEAGUE, have performed a background check, and have a valid LEAGUE pass. A maximum of 10 individuals are permitted in the bench area, limited to substitutions, coaches, athletic trainers or physicians.

Rule 504 – Kit and Colors

All USL Academy teams must have league-approved uniforms for all matches of the USL Academy Cup, unless specified otherwise in these regulations. USL may also designate the specific kit each team will wear in each match of the competition.

Each team shall inform USL Academy of two different and contrasting colors (one predominantly light and one predominantly dark) for its home and away kits (shirt, shorts, and socks). In addition, each team shall select two contrasting colors for the goalkeeper kits. These two goalkeeper kits must be different and contrasting from each other as well as from the home and away team kits. This information shall be submitted to the League Office by the stipulated deadline. Only these colors may be worn during matches, unless authorized by USL.

Rule 505 – Bench Dress Code

Coaches and trainers must present a professional appearance. Professional appearance is defined as a collared shirt and dress pants/dress (Bermuda-type) shorts or CLUB warm-up (jacket and pants) and/or uniform. Other shorts, T-shirts, jeans, and sandals are not permitted. The LEAGUE reserves the right to introduce a more formal dress code for the USL Academy Cup events.

Rule 506 – Game Check-in Process

Each team will be required to print player passes and bring them to each game for check-in. The Referee or Field Marshall will bring the official game report to each game. The game report will list the game details and also include the roster for each team; All CLUBS will be required to submit their rosters to the LEAGUE prior to the event.

Referees and Field Marshalls will cross check the player passes with the rosters listed on the game reports. All jersey numbers must match what is submitted to the league and listed on the Game Reports. If a player is listed on the Game Report, but does not have a player pass, they will not be permitted to play in the game.

Rule 507 – Substitution Passes

Substitution passes will be provided at each game. Substitution passes are required to be used in all USL Academy Cup games. All substitution passes shall be verified by the Fourth Official or Field Marshal with the official Game Day Lineup Sheet prior to the player entering the match.

Section 2 – Registration Procedures and Roster Regulations

600 – General Registration

Rule 601 – Registration Dates/Deadlines

The USL Academy will require all member CLUBs to register its players, coaches and staff through the LEAGUE registration platform, Sport Engine. Each club will be required to complete the necessary paperwork and upload the necessary documents into Sport Engine for each player and coach, in order to participate in the 2019/2020 USL Academy Cup cycle. All coaches and staff will be required to complete a background check, prior to the registration process. All documents and background checks must be completed and uploaded properly and by the deadlines below in order to be approved for participation in any USL Academy Cup events. Below are the registration deadlines for each event taking place during the 2019/2020 USL Academy Cup Cycle:

Western Conference Event of the USL Academy Cup

- Registration Opens: **August 1st, 2019**
- Registration Closes: **September 15th, 2019**

Eastern Conference Event of the USL Academy Cup

- Registration Opens: **August 1st, 2019**
- Registration Closes: **January 12th, 2020**

National Event of the USL Academy Cup

- Registration Re-Opens: **February 24th, 2020**
- Registration Closes: **April 19th, 2020**

Rule 602 – Registration Documents

The following documents and information will be required for each player and must be uploaded into Sport Engine before a player can be approved and eligible to participate in any USL Academy Cup events:

- Player Photo
- Waiver
- COPPA Form (Only for players born in (U13) 2007 or after)
- Valid Form of ID: Birth Certificate, Passport, Green Card
- Email Address
- Citizenship and Nationality Fields

Rule 603 – Registration Terminologies

Amateur Player

An amateur player is defined by the following: A player who does not receive payment for playing soccer and who has signed an amateur registration form with U.S. Soccer or Canadian Soccer Association. Amateur players may be reimbursed for certain expenses as allowed by USSF/CSA/NCAA rules.

Registered Player

A registered player is a professional or amateur player who has filed the proper forms as required by USSF/CSA, paid the proper fees, and has secured any necessary clearances (foreign or domestic) from the players former CLUB.

International Clearance

An international clearance is an official release from a foreign national association.

For U.S. based teams:

U.S. Soccer Federation Clearance – any player who has ever lived outside of the United States or was born in a foreign country will need to be cleared by the US Soccer Federation prior to receiving a player pass. Citizenship is irrelevant. The guidelines and ages used below to determine what category a player fits into and what method must be used to obtain the international clearance. All forms referenced below for U.S. based players can be obtained through the administrative section of the league website.

Listed below are the new procedures for each instance. The same detailed explanation can also be found by visiting the following address: <https://www.ussoccer.com/federation-services/international-clearance/about>

ITC Options

Under FIFA's rules, there are four options by which a player born outside of the U.S> can register with an affiliated LEAGUE:

1. **Entry Prior to Age 10** – Players who entered the U.S. prior to the age of 10 (regardless of their current age) can supply a copy of an official document to prove that fact (e.g. – report cards, immunization records, doctor records).

Players who were born outside of the U.S. but entered the country to live prior to their 10th birthday simply need to provide proof in order to be cleared to register with U.S. Soccer. The document being used as proof should have the player’s name, a date that is prior to the player’s 10th birthday, and show that the player was taking part in day-to-day life in the United States.

Acceptable forms of proof documentation include, but are not limited to, the following:

- School report cards
- Doctor records
- Immunization records
- Certificate of Baptism
- Previous registration history with a sports program

Unacceptable forms of proof documentation include, but are not limited to, the following:

- Passport entry page
- Class Photo from 3rd Grade that does not individually identify each student
- Letter from player/parents verifying the date they moved to the country

In order to be cleared via this method, the player should complete the following steps:

1. Complete the Prior to 10 Submission Form (.pdf)
2. Obtain a copy of some form of official document that proves the player was living in the United States prior to their 10th birthday, per examples listed above
3. Send a copy of both the P-10 Form and proof document to LEAGUE/State Association and U.S. Soccer Federation
4. Player’s documentation is reviewed by U.S. Soccer and approval sent to LEAGUE/State Association. Players should communicate with their State Associations to verify whether clearance has been granted.

2. **First Registration**

U.S. Citizens – U.S. citizens born outside of the U.S. (regardless of current age) may simply complete and sign the First Registration form attesting that the player has never been registered at any level to play soccer in any other country. U.S. Soccer can immediately clear the player.

U.S. Citizens born outside of the U.S. may be cleared to register by simply completing and signing the First Registration Form. This process is available to all players, regardless of current age and skill level. The player (and guardian, if player is under the age of 18) should

complete and sign the First Registration Form and forward the document to their affiliated member and U.S. Soccer. U.S. Soccer will review the document and notify the affiliated member within 5 days whether the player is free to register or not via the First Registration process.

Summary

U.S. Citizens born outside of the U.S. complete the following steps:

1. Fill out the First Registration Form (.pdf)
2. Submit the completed form to State Association/LEAGUE and U.S. Soccer
3. U.S. Soccer reviews the paperwork and will notify affiliated member if player is clear to register

3. Minors

Any player currently between the ages of 12 to 17 who is NOT eligible for one of the proceeding methods must prove to U.S. Soccer that he/she meets one of the exceptions above. Once verified, U.S. Soccer will request the ITC from the former federation. Per FIFA regulations, that federation has up to 30 days to respond after which U.S. Soccer can issue a provisional international transfer clearance.

FIFA's Regulations, state that international transfers of players are only permitted if the player is over the age of 18. There are three exceptions to the rule:

1. The player's parents move to the country in which the new CLUB is located for reasons not linked to football.
2. The transfer takes place within the territory of the European Union
3. Where the player lives and the CLUB wishing to register the player are both located no further than 50km (roughly 30 miles) of an international border

U.S. Soccer will use exceptions #1 and #3, as the second exception deals only with players in Europe.

In 2009, FIFA instituted the FIFA TMS system. It is an online method to provide FIFA with documentation to prove that a player fits either of the two exceptions above. Documents are uploaded into their system and are reviewed by FIFA, who would make the final determination on whether an ITC request could be requested for a minor player. However, U.S. Soccer has received a limited exemption from the requirement to use the electronic FIFA TMS system. U.S. Soccer is now responsible for the document review and determination on whether any player meets either of the two exceptions above. Although required to uphold the same standards as FIFA, U.S. Soccer is able to much more quickly review the documents and determine whether an ITC request could be requested for a minor player.

In order to get registered under this process, the minor player (and parents) should follow these steps:

1. Collect required documentation to prove that the player meets the first of the above-given exceptions:
 - i. Player's Passport
 - ii. Player's Birth Certificate
 - iii. Player's Parents' Passports
 - iv. Player's Parents' Work Visas (if available)
 - v. Player's Parents' Proof of Residence (Water bill, lease agreement, etc.)
 - vi. Player's Parents' Proof of Employment (Pay Stub, Employment Verification Letter, etc.)
 - vii. Completed ITC Request Form(.pdf) (For more information on what is required in these documents, please refer to the "Protection of Minors -Pertinent Facts Document" (.pdf) provided by FIFA)
2. Forward documentation to State Association/LEAGUE and U.S. Soccer Federation
3. U.S. Soccer will review documentation and determine whether any exception to the general prohibition by FIFA on the international transfer of minors has been met.
4. If U.S. Soccer determines that an exception has been met, we will immediately request the player's international clearance from their former federation.
5. The foreign federation has thirty (30) days to respond to our request.
6. Once a response is received, U.S. Soccer will notify the State Association/LEAGUE via e-mail
7. If no response is received after 30 days, U.S. Soccer will issue a Provisional or temporary clearance, which will allow the player to register immediately, and notify the State Association/LEAGUE.

4. ITC Request

Players 18 years of age and over who are not eligible for the Entry Prior to Age 12 or First Registration options, will need to fill out the ITC Request Form and submit it to U.S. Soccer. U.S. Soccer will then request the ITC from the former federation. Per FIFA regulations, that federation has up to 30 days to respond after which U.S. Soccer can issue a provisional international transfer clearance.

All players age 18 and over participating in affiliated LEAGUES, who are not eligible for the Prior to 12 or First Registration option, will be required to complete the ITC Request Form (ITC 5-11).

The form should be forwarded to the player's State Association/LEAGUE and U.S. Soccer Federation for processing. U.S. Soccer will then issue a formal ITC Request to their player's former federation.

Per FIFA regulations the foreign Federation has up to 30 days from the date the ITC was formally requested to respond after which U.S. Soccer can issue a provisional international transfer clearance.

In order to complete this process, the player should follow these steps:

1. Complete the ITC Request Form, including Section B (.pdf)
2. Forward documentation to State Association/LEAGUE and U.S. Soccer Federation
3. U.S. Soccer will process and request the player's international clearance from their former federation.
4. The foreign federation has up to thirty (30) days to respond to our request.
5. Once a response is received, U.S. Soccer will notify the State Association/LEAGUE via e-mail
6. If no response is received after 30 days, U.S. Soccer will issue a Provisional or temporary clearance, which will allow the player to register immediately, and notify the State Association/LEAGUE.

*** FORMS SHOULD BE SUBMITTED TO:

U.S. Soccer Federation

Attn : Federation Services Department

1801 South Prairie Avenue

Chicago, IL 60616

312-808-9263 fax

(E-mail) player_registration@ussoccer.org

Rule 604 – Registered Players/Release of Players

Once a CLUB player has played one match of its teams schedule, a player may not participate with another LEAGUE CLUB in any group, regardless of whether the new CLUB competes in that age group. A player may be issued a "Club Pass" that will allow the player to participate in all age groups and teams for a single CLUB, in which that individual would be eligible (A player is not eligible for another team in the same age group). Until a player has played in one match of their LEAGUE schedule, a player may move to another CLUB. The player, however, may not be registered with two (2) or more CLUBS at any given time. Special circumstances regarding a players release will be reviewed by the LEAGUE. Such circumstances include a player that is moving his/her residence or being dropped from a roster by the team. This request must be put into writing and submitted to the LEAGUE office for review.

Rule 605 – Guidelines for Resolution Disputes

In the case of a dispute between player and CLUB or between CLUBS, the LEAGUE Office, upon receiving written evidence from the CLUB or the player, shall evaluate the evidence submitted and allow seven (7) business days for player or CLUB to respond (if they choose to do so). The LEAGUE Office shall render a decision on the status of the player's registration within seven (7) business days from the last receipt of evidence from either party. The LEAGUE's decisions on these matters may be appealed to USSF by US based teams or to the CSA for Canadian based teams.

Rule 606 – Liability

Players shall assume all risks, responsibilities, and liabilities for loss, damage, injury, or death to himself/herself while engaged as a player for a CLUB or as a player on a representative team of the LEAGUE subject to applicable state laws and regulations.

****Player and Staff Insurance coverage is for ALL LEAGUE events. The insurance coverage does not extend to any external events. Please be aware of this when competing in outside competition****

Rule 607 – Master Roster & Roster Management

The LEAGUE Team Roster, located on the official LEAGUE website, is the official player roster of the CLUB. There is no limit to the number of foreign players on the roster, as long as they have the proper international clearance, when applicable. CLUBS can have a MAXIMUM of 23 players rostered and ONLY 18 players dressed on game day, and these players must also be on the official score sheet for the game.

Roster Management

All CLUBS must follow the roster guidelines set forth below at Regional and National events:

- A. 11v11: Maximum roster size of (23) players for the weekend overall, with only (18) players permitted to be rostered per game
- B. Roster Rotation: A player rotation policy will be recommended and a maximum number of minutes per player/per day will be suggested; All clubs will be strongly encouraged to follow this policy
- C. U17 Developmental Rule: a min. of 3 players must be “playing up” on e. team (birth year 2004 or younger)
 - 15-man roster: 20%
 - 18-man roster: 16.7%
 - 23-man roster: 13%
 - Note: U13s will be encouraged to follow this rule, but not required

Rule 608 – Eligible Player

A player who is properly registered with the LEAGUE, is of the proper age for that team, and who is not subject to any kind of suspension by the LEAGUE, USSF, or CSA, is considered an eligible player. The LEAGUE office will produce updated discipline reports that specify the eligibility of suspended players.

Rule 609 – Ineligible Player

Players listed on the Master Roster, but not eligible to play due to reasons such as missing a player pass, registration forms, proof of citizenship, awaiting international clearance, illegal substitutions

or serving a LEAGUE suspension shall be considered an ineligible player. Teams using players before they have been properly cleared to compete by the LEAGUE office will be subject to a forfeiture of the game in which the ineligible player was used and subject to a loss of THREE (3) points in the competition standings.

Rule 610 – Illegal Player

Any player who does not appear on the Master Roster, has not registered and received a player pass, is not age eligible (regardless of them appearing on the Master Roster) and competes in a game shall be considered an illegal player. Any team using an illegal player shall be subject to a loss of THREE (3) points in the LEAGUE standings, forfeiture of the game in which the illegal player was used. Players competing on a team for which they are not on the master roster are considered illegal.

Rule 611 – LEAGUE Registration

All players, coaches and staff members must present their official USL Academy player cards to the referee prior to the game. The referee will then crosscheck the player cards with the official USL Academy Game Report, which will be created and provided by the LEAGUE. The rosters listed on the Game Reports will be based off of the rosters that are provided to the LEAGUE by each CLUB prior to each USL Academy Cup event. **The following documentation will be required in the registration process before a player can be approved:**

- Player Photo
- Waiver
- COPPA Form (Only for players born in (U13) 2007 or after)
- Valid Form of ID: Birth Certificate, Passport, Green Card

Until these requirements are met and the information is uploaded into Sport Engine, an individual will not be able to participate. Additionally, an individual is not considered registered until they are added to a roster and their photo appears on the player pass (the LEAGUE office will roster the players once they are registered). **Other organization passes may not be used as a form of identification.**

Section 3 – USL Academy Review, Appeals & Discipline

700 – USL Academy Review, Appeals & Discipline (RAD)

Rule 701 – Complaint

A complaint is a request for assistance including, but not limited to, rules interpretation, a rule that may need to be created because facts require it, or a belief that something wrong has been done

that requires correction. No complaint can overturn the result of a game, but point forfeiture and other penalties may result from a complaint that has been upheld.

All Complaints must:

Specifically refer to the LEAGUE regulations or standards or USL Academy policy that is being violated. Please indicate the exact rule number when submitting complaint, if applicable.

Rule 702 – Types of RAD

The USL Academy has four (4) types of RAD. There are no additional types of complaints accepted, unless the USL Academy permits it. As a USL Academy, your team management and players agree to utilize this process exclusively for the for the resolution of all disputes. Each type has its own progressive steps of review and final resolution. Each type and each step have very exciting requirements, both in format and timing. The party that misses or errs in format and/or does not adhere to time schedules loses a complaint, all rights to proceed, and the decision, or in some cases, the non-decision.

RAD Complaint, Type 1 (Competition)

A complaint about events that occur on the field of play during the game, pre-game or post game, affecting some component or outcome of the game. These complaints have a direct bearing on the game, future game and/or outcome(s). A complaint may involve:

- Players, field, or bench including coaching, statistical, or other person supportive of the game itself
- Management, coaches, trainers and related personnel
- Fans, spectators or camera/media persons

- a) The complaint must be completed and reduced to writing including a required proposed outcome within two (2) working days of the event. A Friday game requires a complaint by Tuesday at 5:00 PM, local team entity time. A Saturday or Sunday game would require a complaint (at the latest) also by Tuesday at 5:00 PM. All times are local to the person making the submission. Early submission is requested.
- b) The complaint must be accompanied by a Cashier's Check in the amount of \$100.00 made out to United Soccer Leagues, LLC, to cover administrative cost for the complaint. This must be postmarked within two (2) workdays of the event.
- c) The only extension of time will be for an event or events that are not discovered until later. In such a case, 48 hours from discovery of the event or events that are not discovered until later. This should be a very rare occurrence. An extension can be granted only in writing and only after a detailed written request is sent to the LEAGUE office.

- d) The complaint and other available documentation needs to be faxed prior to the deadline (5:00 PM, as related in item (a) above) to all of the following persons. Use the attached form, which can be supplemented as needed by additional sheets:
1. League Office
 2. Party (parties) complained about
- e) A video of the game must accompany or immediately follow the written communication. If the complaint is pre- or post-game related and no video exists there is no need to send a video. A video must accompany all other complaints. No complaint will be considered without the available video.
- f) The Team complained about will have 24 hours after receipt of the complaint to communicate a position, written response, and/or objections to the same parties referenced in Item (d) above. A copy of the written communication needs to go to the complaining party so they know the response, as well as the USL Academy.
- g) The USL Academy will make a decision within seven working days following receipt of the original complaint. Discipline, if warranted, must be immediate and impact the next game, if possible.
- h) Should either party desire a continuance, one may be granted at the sole discretion of the USL Academy. Written communication detailing the requested continuance, agreed-upon timeframe, and clear reasons why adherence to the regular policy is not possible or not advisable is required.
- i) Nothing precludes the parties privately and/or at the direction of the USL Academy from mutual attempts at resolution. Teleconference may be required.
- j) If more than one team entity, player, etc. is involved in the complaint or there are similar complaints, once representative shall be selected to represent the others and process on behalf of all of them, final binding and exclusive resolution of any and all complaints, regardless of form.

Failure to proceed at any level shall be treated, as an acceptance of the written previous decision. The League has sole discretion on subsequent disciplinary action, including points being deducted from competition standings.

RAD Complaint, Type 2 (Team Official)

A complaint between your team management and opposing team management and/or players that is not about events upon the field or surrounding a game. These complaints are purely business and have no direct impact on a game's outcome.

- a) The complaint must be completed and reduced to writing, including a required proposed outcome, within ten (10) days of the event, faxed not later than 5:00 PM on the 10th day. All times are local to the person required to make the submission. Early submission is requested.
- b) The complaint must be accompanied by a Cashier's Check in the amount of \$100.00 to cover administrative cost for the complaint. This must be postmarked within two (2) workdays of the event.
- c) The only extension of time will be for an event or events that are not discovered until later. In this case, that is ten (10) days from discovery of the event all submissions must be made. Such circumstances should be a very rare occurrence. An extension can be granted only in writing and only after a detailed written request is received by the LEAGUE office.
- d) The complaint and other available documentation needs to be faxed prior to the deadline (5:00 PM as indicated in item (a) above) to all of the following persons. Use the attached form, which can be supplemented as needed by additional sheets:
 1. LEAGUE Office
 2. Party (Parties) and/or Team (Teams) complained about. In the case of a complaint about any team personnel, notify the employing team by fax
- e) A video, DVD format, of the game must accompany (follow) the fax, sent overnight to the LEAGUE office. Only if the complaint is pre- or postgame related and no video exists with any game tie-in will there not be a need to send a video. A video must accompany all complaints unless such an inclusion is not needed based upon the complaint. No complaint will be considered without the best possible video available, if applicable.
- f) The Team complained about will have 72 hours after receiving the complaint to communicate a position, written response, and/or objections to the same parties referenced in Item (d) above. A fax also needs to be sent to the original complaining party, of course, so they know the response.

- g) The LEAGUE office will either make a decision within seven (7) working days following receipt of the original complaint or refer the complaint to a RAD committee who shall render a decision within seven (7) days of consideration of evidence.
- h) If more than one team entity, player, etc. is involved in the complaint or there are similar complaints, one representative shall be selected to represent the others involved and proceed on behalf of all of them. All parties represented will be bound by the final decision.

RAD Complaint, Type 3 (League Office/Official)

A complaint about the LEAGUE Office or a USL Academy Official (Note: all complaints regarding actions or inaction on the part of the USL Academy officers, employees, staff members and Executive Committee members acting in their official capacity as league officials are to be brought as complaints against the LEAGUE Office).

- a) The complaint must be completed and reduced to writing including a required proposed outcome within two (2) workdays of the event. A Friday game requires a complaint by Tuesday at 5:00 PM, local team entity time. A Saturday or Sunday game would require a complaint (at the latest) also by Tuesday at 5:00 PM. All times are local to the person making the submission. Early submission is requested.
- b) The complaint must be accompanied by a Cashier's Check in the amount of \$100.00 to cover administrative cost for the complaint. This must be postmarked within two (2) workdays of the event.
- c) The only extension of time will be for an event or events that are not discovered until later. In such a case, 48 hours from discovery of the event all submissions must be made. Such circumstances should be a very rare occurrence. An extension can be granted only in writing and only after a detailed written request is sent to the LEAGUE office.
- d) The complaint and other available documentation needs to be faxed prior to the deadline (5:00 PM, as related in item (a) above) to all of the following persons listed below. Use the attached form, which can be supplemented as needed by additional sheets:
 - 1. League Office
 - 2. Party (Parties) complained about

- e) The person complained about will have seven (7) days from receiving the complaint to communicate a position, written response, and/or objections to the same parties referenced in Item (d) above.
- f) USL Academy will render a decision within seven working days following receipt of the original complaint. Discipline, if warranted, must be immediate and impact the next game, if possible.

RAD Complaint, Type 4 (Referee, linesman, or related person)

- a) The complaint must be completed and reduced to writing, including a required proposed outcome, within ten (10) days of the event, faxed not later than 5:00 PM on the 10th day. All times are local to the person required to make the submission. Early submission is requested.
- b) The complaint must be accompanied by a Cashier's Check in the amount of \$100.00 to cover administrative cost for the complaint. This must be postmarked within two (2) workdays of the event.
- c) The only extension of time will be for an event or events that are not discovered until later, in this case, 48 hours from the time when the event could or should have been discovered. Such cases should be a very rare occurrence. An extension can be granted only in writing and only after a detailed written request is sent to the LEAGUE office.
- d) The complaint and other available documentation needs to be faxed prior to the deadline (5:00 PM as indicated in item (a) above) to all of the following persons listed below. Use the attached form, which can be supplemented as needed by additional sheets:
 - 1. LEAGUE Office
- e) A video, DVD format, of the game must accompany (follow) the fax, sent overnight to the LEAGUE office. No complaint will be considered without the best possible video available.
- f) The LEAGUE office will either make a decision within seven (7) working days following receipt of the original complaint or refer the complaint to a RAD Committee who shall render a decision within seven (7) days of consideration of evidence.

Note: This is a fast process. It needs to be because discipline, if warranted, must be immediate and impact the next game if possible.

Rule 703 – RAD Panel

The USL Academy shall have the authority to convene a three-person RAD panel from the pool of CLUB leaders or coaches of disinterested USL Academy teams to hear Type 2 complaints, when it deems referral to be in the best interest of the League.

Section 4 –Player Insurance & Insurance Claims

Bollinger Sports & Leisure (USL Academy)

CLAIMS FILING INSTRUCTIONS FOR Bollinger Sports & Leisure ACCIDENT POLICIES

Note: This coverage is EXCESS of other insurance. Please be sure to submit other insurance information (if available) when requested.

1. You have been provided with a claim form that is designed specifically for Bollinger Sports & Leisure. Please use only this form. Do not delay submitting this form. It must be received within 90 days from the date of the accident or benefits may be denied due to untimely filing.
2. **The form must be approved and verified by your League and State Association/National Affiliate Verification Officer** then sent to RPS Bollinger Sports & Leisure National Office, 150 John F Kennedy Pkwy, Short Hills, NJ 07078.
3. Submit itemized insurance billing forms. These forms are available from your health care provider and include the patient's name, condition (diagnosis), type of treatment and date the expenses were incurred. "Balance due" statements are not acceptable.
4. If you have medical coverage under another policy you must submit the bills to your primary insurer first and submit a copy of your primary insurer's Explanation of Benefits statement (EOB) to

RPS Bollinger & Sports Leisure. **IF YOU HAVE OTHER INSURANCE, YOUR CLAIM CANNOT BE PROCESSED BY RPS Bollinger & Sports Leisure Benefits WITHOUT YOUR PRIMARY CARRIER'S EOB.**

5. Once the completed form is received by RPS Bollinger & Sports Leisure, you and your State/National Affiliate Verification Officer will receive a claims acknowledgement letter.

6. AFTER you receive your Acknowledgement Letter, you may contact RPS Bollinger & Sports Leisure.

Registration and Player Passes

Christian Velasquez
christian.velasquez@uslsoccer.com
813-514-1745

Insurance Questions

Zach Morgan
zach@monumentsports.com
804-441-7408

Section 5 – Code of Conduct

FIFA Code of Conduct

The LEAGUE will follow FIFA's Code of Conduct. It is just as important for parents and fans to know the Code of Conduct as it is the players and coaches. It is important that every player on the field understands this Code of Conduct before competing in their first match.

FIFA's Code of Conduct encapsulates all the sporting, moral and ethical principles for which FIFA has always stood for and which it will continue to fight for in the future regardless of the influences and pressures that may be brought to bear. The ten rules below not only serve as a credo for FIFA as the world football governing body, but they also reinforce the sense of fraternity and cooperation among the members of the worldwide football family.

1. Play to Win

Winning is the object of playing any game. Never set out to lose. If you do not play to win, you are cheating your opponents, deceiving those who are watching, and also fooling yourself. Never give up against stronger opponents but never relent against weaker ones. It is an insult to any opponent to play at less than full strength. Play to win, until the final whistle.

2. Play Fair

Winning is without value if victory has been achieved unfairly or dishonestly. Cheating is easy, but brings no pleasure. Playing fair requires courage and character. It is also more satisfying. Fair Play

always has its reward, even when the game is lost. Playing fair earns you respect, while cheaters are detested. Remember: It's only a game. Games are pointless unless played fairly.

3. Observe the Laws of the Game

All games need rules to guide them. Without rules, there would be chaos. The rules of football are simple and easy to learn. Make an effort to learn them so that you understand the game better. This makes you a better player or coach. It is just as important to understand the spirit of the rules. They are designed to make the game fun to play and fun to watch. By sticking to the rules, you will enjoy the game more.

4. Respect Opponents, Teammates, Referees, Officials and Spectators

Fair Play means respect. Without opponents there can be no game. They have the same rights as you have, including the right to be respected. Your teammates are your colleagues. You form a team in which all members are equal. Referees are there to maintain discipline and Fair Play. Always accept their decisions without arguing and help them to help you enjoy the game more. Officials are also part of the game and must be respected accordingly. Spectators give the game atmosphere. They want to see the game played fairly, but must also behave fairly themselves.

5. Accept Defeat with Dignity

Nobody wins all the time. You win some, you lose some. Learn to lose graciously. Don't seek excuses for defeat. Genuine reasons will always be self-evident. Congratulate the winners with good grace. Don't blame the referee or anyone else. Determine to do better next time. Good losers earn more respect than bad winners.

6. Promote the Interests of Football

Football is the world's greatest game. But, it always needs your help to keep it as Number One. Think of football's interests before your own. Think how your actions may affect the image of the game. Talk about the positive things in the game. Encourage other people to watch it or play it fairly. Help others to get as much fun from football as you do. Be an ambassador for the game.

7. Reject Corruption, Drugs, Racism, Violence and other dangers to our sport. Football's huge popularity sometimes makes it vulnerable to negative outside interests. Watch out for attempts to tempt you into cheating or using drugs. Drugs have no place in football or in our society. Say no to drugs. Help kick racism out of football. Treat all players and everyone else equally, regardless of their skin color or origin. Show that football does not want violence, even from your own fans. Football is sport, and sport is peace.

8. Help Others to Resist Corruptive Pressures

You may hear that teammates or other people you know are being tempted to cheat in some way. They need your help. Don't hesitate to stand by them. Give them the strength to resist. Remind

them of their commitment to their teammates and to the game itself. Form a block of solidarity like a solid defense on the field of play.

9. Denounce those who Attempt to Discredit our Sport

Don't be ashamed to show up anybody who you are sure is trying to make others cheat. It's better to expose them and have them removed before they can do any damage. It often takes more courage to denounce what is wrong than to go along with a dishonest plan. Your honesty will be admired but your complicity will not. Don't just say no. Denounce the culprits who are trying to spoil our sport before they can persuade somebody else to say yes.

10. Honor those who Defend Football's Good Reputation

The good name of football has survived because the vast majority of people who love the game are honest and fair. Sometimes somebody does something exceptional that deserves our special recognition. They should be honored and their fine example made public. This encourages others to act in the same way.

Help promote football's image by publicizing its good deed