



*NATIONAL WOMEN'S SOCCER LEAGUE*

**NATIONAL WOMEN'S SOCCER LEAGUE  
2014 OPERATIONS MANUAL**

This manual contains a summary of the policies, rules and procedures that are applicable to League operations. The League reserves the right to make amendments to any policies, rules or procedures in this manual with or without notice, at any time at the League's sole and absolute discretion.

## **TABLE OF CONTENTS**

<b>SECTION 1</b>	<b>Definitions</b>
<b>SECTION 2</b>	<b>Competition</b>
<b>SECTION 3</b>	<b>Stadium &amp; Security</b>
<b>SECTION 4</b>	<b>Field Regulations</b>
<b>SECTION 5</b>	<b>Locker Rooms</b>
<b>SECTION 6</b>	<b>Visiting Team</b>
<b>SECTION 7</b>	<b>Game Day Staff</b>
<b>SECTION 8</b>	<b>Game Officials</b>
<b>SECTION 9</b>	<b>Game Procedures</b>
<b>SECTION 10</b>	<b>Equipment and Apparel</b>
<b>SECTION 11</b>	<b>Player &amp; Staff Discipline</b>
<b>SECTION 12</b>	<b>Game Delay, Postponement &amp; Cancellation</b>
<b>SECTION 13</b>	<b>Emergency Medical &amp; Evacuation Plans</b>
<b>SECTION 14</b>	<b>Ticket Sales &amp; Reconciliation</b>
<b>SECTION 15</b>	<b>Power &amp; Authority of The Executive Director</b>
<b>SECTION 16</b>	<b>Public Relations Guidelines</b>
<b>SECTION 17</b>	<b>Marketing Guidelines</b>
<b>EXHIBIT A</b>	<b>USSF International Tournament Hosting Application</b>
<b>EXHIBIT B</b>	<b>Application for Foreign Travel</b>
<b>EXHIBIT C</b>	<b>Field Markings</b>
<b>EXHIBIT D</b>	<b>Team &amp; Venue Information Form</b>
<b>EXHIBIT E</b>	<b>Competition Incident Report</b>
<b>EXHIBIT F</b>	<b>Referee Check List</b>
<b>EXHIBIT G</b>	<b>Game Notice</b>
<b>EXHIBIT H</b>	<b>Kit Options</b>
<b>EXHIBIT I</b>	<b>Ball Kids</b>
<b>EXHIBIT J</b>	<b>Referee Game Report</b>
<b>EXHIBIT K</b>	<b>Game Day Time-line</b>
<b>EXHIBIT L</b>	<b>Pre-game Diagram</b>
<b>EXHIBIT M</b>	<b>Substance Abuse Policy</b>
<b>EXHIBIT N</b>	<b>Fair Play Code</b>
<b>EXHIBIT O</b>	<b>Ticket Sales Report</b>

## 1. DEFINITIONS

**AMATEUR PLAYER** Amateur Player shall mean a player that is not paid an appearance fee for playing a match with a NWSL Team.

**CHAMPIONSHIP GAME** Championship Game shall mean the Game which is prescribed by the NWSL to determine the champion of the League.

**COACH** Coach shall mean the Coach or any Assistant Coach of a NWSL Team.

**CONTRACT** Contract shall mean any agreement or understanding of whatever nature, written or oral, formal or informal.

**DISCIPLINARY COMMITTEE** The Disciplinary Committee shall be the committee established by the League Office to administer the discipline rules set forth in Section 11 of this manual.

**EMPLOYEES** Employees shall mean managers, Coaches, Players and all other persons performing services which are in any way connected with the operations, administration, or promotion of a NWSL Team, or the League Office as an entity.

**ELIGIBLE** Eligible shall mean one who is able to participate in any way in the affairs of any Team or of NWSL or the League Office, including without limitation acting as a director, or alternate, or a manager, Player, Coach, or Game Official, with respect to any soccer Game in which any NWSL Team is participating.

**EXHIBITION GAME** Exhibition Game shall mean any NWSL Game between a NWSL Team and a League or non-League Team (including international teams), either during the League Regular Season, or during the off-Season, where admission is charged or a donation is collected, or that is openly promoted.

**FIFA** FIFA shall mean the Fédération Internationale de Football Association.

**GAME** Game shall mean any NWSL Game in which a Team participates in, including a Pre-season Game, Exhibition Game, Regular Season, Playoff Game, or Championship Game.

**GAME OFFICIALS** Game Officials shall consist of the Referee, Assistant Referee 1, Assistant Referee 2, and fourth official.

**GAME OPERATIONS MANUAL** Game Operations Manual shall mean the 2014 NWSL League Manual.

**GAME ROSTER** Game Roster shall mean that list of Active Rosters Players who are eligible to play in a specific NWSL Game.

**HOME GAME** Home Game shall mean any NWSL Game in which a Team participates in its home city or location designated by the Home Team, including a Pre-season Game, Exhibition Game, Regular Season, Playoff Game, or Championship Game.

**HOME TEAM** Home Team shall mean a Team, which is playing a NWSL Game at Home or primary field, or designated as the Home Team by the League Office.

**INELIGIBLE** Ineligible shall mean one is unable, due to NWSL policy, to participate in any way in the affairs of any Team or of NWSL or the League Office, including without limitation acting as a director, or alternate, or a manager, Player, Coach, or Game Official, with respect to any soccer Game in which any NWSL Team is participating.

**LAWS OF THE GAME** Laws of the Game shall refer to the most recent version of the FIFA Laws of the Game and the corresponding Interpretations for the Laws of the Game and Guidelines for Referees.

**LEAGUE** League shall mean the outdoor professional soccer league known as National Women's Soccer League (NWSL).

**LEAGUE OFFICE** League Office shall mean the administrative office of the National Women's Soccer League.

**LEAGUE SCHEDULE** League Schedule shall mean those games that comprise the League season of either the League or one of its Teams, and that are included in calculating the Team standings. It shall also include any exhibition games that are included in calculating Team standings.

**LEAGUE SEASON GAME** League Season Game shall mean any NWSL game that is included as part of the League's or a Team's League season.

**NWSL** NWSL shall mean the National Women's Soccer League.

**NWSL GAME** NWSL Game shall mean any soccer game, including but not limited to all Regular Season, Exhibition, Playoff, Championship, and International Games in which any NWSL Team or select participates, other than practice games.

**NON-LEAGUE GAME** Non-League Game shall mean any game that is played, sponsored, or promoted by a Team or investor that is not a NWSL Game.

**OFF-SEASON** Off-season shall refer to the period of time between the NWSL Championship and the beginning of the Pre-season.

**PLAYER** Player shall mean any individual who is at least 18 years in age and has signed a Player agreement/contract or otherwise plays the game of soccer on behalf of a NWSL Team.

**PRO** PRO shall mean the Professional Referee Organization.

**PLAYOFF GAME** Playoff Game shall mean any game scheduled by the League Office after the Regular Season to determine the League champion, and includes the Championship Game.

**PRACTICE GAME** Practice Game shall mean a game that is essentially an unadvertised scrimmage, closed door or otherwise, at which no admission is charged or monies collected.

**PRESEASON GAME** Preseason Game shall mean a NWSL Game between a NWSL Team and a League or non-League Team, during the League's preseason, where admission is charged or a donation is collected, or that is openly promoted.

**REFEREE** Referee shall mean the game official in charge of all affairs conducted by participants on-field during competition in each individual NWSL Game.

**REGULAR SEASON** Regular Season shall mean that part of the League Season extending from the opening game of the League schedule until the last game on such schedule, which is not an Exhibition Game, Playoff Game or Championship Game.

**SEASON ENDING INJURY/ILLNESS LIST** SEASON ENDING INJURY/ILLNESS LIST shall consist of those Players deemed to have sustained a League Season Ending injury or illness that shall prevent such Players from playing for the remainder of that particular League season.

**SUSPENSION** Suspension shall mean a loss for a period of time of all rights of the Team, Player, or other person suspended, including the right to participate in hearings or meetings, the right to arbitrate or appeal any decision of the League Office (other than arbitration or appeal of the suspension), and loss of the right to act as a manager, Player, Coach, or Game Official with respect to any soccer Game in which any Team is participating. Suspension shall not terminate the obligations of any Team, or individual, under the 2014 League Manual, and any agreements entered into, including the obligation of a Team to field a Team and play regularly scheduled Games.

**SUSPENDED PLAYER** Suspended player shall mean a player who is under the sanctions of a suspension.

**TEAM** Team shall mean that group of employees and Players employed by the Team Owner to conduct soccer Games in the 2014 NWSL season.

**U.S. SOCCER or USSF** U.S. Soccer or USSF shall mean the United States Soccer Federation.

**VISITING TEAM** Visiting Team shall mean a Team which is playing a NWSL Game in another city or designated location of another Team, or which is designated as the Visiting Team by the League Office.

## **2. 2014 NWSL PLAYER RULES AND REGULATIONS SUMMARY**

**2.1 ROSTER COMPOSITION** The full roster shall be no less than 18 and no more than 20 total Players. All Players are eligible for selection as part of the game-day squad during the Regular Season and Playoffs Games.

**2.1.1 INTERNATIONAL PLAYERS** An international player is any non U.S. citizen, permanent resident (green card holder), or the holder of other special status (e.g. refugee or asylum status). Each team is allowed THREE (3) in addition to the Mexican (1) and Canadian (2) National Team allotted players.

**2.1.2 DOMESTIC PLAYERS** A domestic player for the United States and is a U.S. citizen, a permanent resident (green card holder), or the holder of other special status (e.g. refugee or asylum status).

### **2.1.3 TRANSFERRING PLAYERS TO ANOTHER TEAM**

#### **A. Trades**

All Player trades are subject to League approval and to salary cap as well as roster size and composition constraints. Player trades cannot be made for finite periods (i.e., Players may not be “loaned” by one Team to another or temporarily swapped by Teams). No trade may take place between the Roster Freeze and the NWSL Championship.

#### **B. Loans**

Players may be loaned by NWSL to overseas clubs during the off-season. Loans for certain players may occur after the conclusion of a Team’s season and before the NWSL Championship. In this case, there may be a pro-ration or reduction of such Players’ salaries for salary budget purposes. Such loans are made in the sole discretion of the League.

Players may be loaned to the NWSL by overseas clubs for the NWSL season. All terms of any arrangements between an NWSL Team or any related party and a player to be loaned to NWSL shall be fully and fairly disclosed to the NWSL League office. The League office shall make a determination, in its sole discretion, as to the terms upon which it may accept such player on loan.

**2.1.4 NATIONAL TEAM CALL UPS** If a National Team Player is being called up for a National Team match, a team may bring in an Amateur Player to count towards the 20 roster spots. The team is not to pay a salary to the Amateur Player, but only cover her necessary expenses.

**2.1.5 ROSTER FREEZE** No changes (including waiving players) may be made to a Team's Roster from the “Roster Freeze Date” through the day after the League Championship Game. The Roster Freeze and Trade deadline date is July 31, 2014.

**2.1.6 LEAGUE DATES** The league dates below are those pertinent to player and roster management.

#### **Preseason Roster Deadlines**

March 10, 2014 - 32 player roster submitted

March 17, 2014 - 25 player roster submitted

April 4, 2014 - 18-20 player roster submitted

Season Duration

March 10, 2014 – Pre-season start date

April 12, 2014 – First Game(s)

August 30, 2014 - Championship Game

## 2.2 **RULES OF COMPETITION**

2.2.1 **STRUCTURE** There are NINE (9) teams in the league. Boston Breakers, Chicago Red Stars, FC Kansas City, Houston Dash, Portland Thorns FC, Seattle Reign FC, Sky Blue FC, Washington Spirit, Western New York Flash.

2.2.2 **SCHEDULE** Each team plays a TWENTY-FOUR (24) game Regular Season schedule. Each team will play TWELVE (12) home and TWELVE (12) away games.

2.2.3 **POINT SYSTEM** Teams will receive THREE (3) points for a win, ONE (1) point for a tie and ZERO (0) points for a loss.

2.2.4 **REFEREES** All Referees are assigned by PRO.

2.2.5 **GAME CLOCK** Time will be kept per FIFA Laws of the Game. The official game time for all NWSL games will be managed on the field by the Referee. Allowance is made in either period (first half, second half, and if applicable, first overtime period and second overtime period during Playoff Games) for all lost time through substitutions, assessment of injuries to players, removal of injured players from the field of play for treatment, time-wasting, or any other cause. Allowance for time lost is at the discretion of the Referee.

The stadium clock will display the time from '0:00' to '45:00' and from '45:00' to '90:00'. The clock will count upward from ZERO (0) minutes to FORTY-FIVE (45) minutes in the first half and FORTY-FIVE (45) minutes to NINETY (90) minutes in the second half. The clock will be stopped at the FORTY-FIFTH (45) minute in the first half and the NINETIETH (90) minute in the second half. The fourth official will indicate the amount of "added" time to be played in each half using the electronic substitution board or the manual substitution paddles.

For statistical purposes, the minutes for goals, substitutions, yellow cards, etc., will be listed from the first minute until the 90th minute. A goal scored at 15 minutes 10 seconds will be listed as having been scored in the 16th minute. Events occurring during stoppage time are demarcated with a "+" sign and the extra minutes in a superscript. For example, a goal scored in the third minute of first half stoppage time is identified as happening at "45+3" (not 48+).

2.2.6 **GAME DAY ROSTERS** Each team can nominate 18 players for a Game Roster. Teams are allowed THREE (3) substitutions per game.

2.3. **PLAYOFFS FORMAT** If the teams are tied after 90 minutes in the Playoffs, a 30-minute extra time period (divided into two 15-minute periods) will be played, followed by kicks from the penalty mark, if necessary.

2.4 **TEAM-STANDINGS TIE-BREAKING PROCEDURES** The team awarded the highest position in the standings will be the team with the greatest number of points (3 points for a win, 1 point for a tie, 0 points for a loss). In the event that two teams finish the regular season with an equal number of points, the following system will be used to break the tie:



1. The highest position shall be awarded to the team with the better win/loss record in current Regular Season games against all other teams equal in points. (i.e., head-to-head competition)
2. If the teams are still equal in the standings, the highest position shall be awarded to the team with the greater goal difference against all other teams during the Regular Season. (i.e., goal differential)
3. If the teams are still equal in the standings, the highest position shall be awarded to the team scoring the greatest number of total goals against all other teams during the Regular Season. (i.e., total goals)
4. If the teams are still equal in the standings, the procedures described in this section shall be applied only to games played on the road by each team against all other teams during the Regular Season. (i.e., road 1-3)
5. If the teams are still equal in the standings, the procedures described in this section shall be applied only to games played at home by each team against all other teams during the regular season. (i.e., home 1-3)
6. If the teams are still equal in the standings, the highest position in the standings shall be determined by the toss of a coin.
7. The first tiebreaker in a three-way tie is also head-to-head, but it is determined via points-per-game versus the other two teams. If two teams are tied in points-per-game head- to-head, the next tie breaker is goal difference.

NOTE: If two clubs remain tied after another club with the same number of points advances during any step, the tie breaker reverts to step 1 of the two-club format.

**2.5 NWSL LEAGUE SEASON GAME** NWSL Regular Season games and NWSL Playoff Games comprise the NWSL League Season. An individual team's League Season will conclude with its last Regular Season or Playoff Game, which may be prior to the conclusion of the League Season.

**2.6 NWSL REGULAR SEASON GAME** All Regular Season games shall be played according to the latest FIFA Laws of the Game and National Women's Soccer League competition rules (as outlined in this manual). All Regular Season games shall be played between two NWSL Teams, the results of which count toward the Regular Season NWSL standings.

**2.7 NWSL PLAYOFF GAME** A Playoff Game shall be played between two NWSL Teams, which have qualified for the playoffs leading up to and including the NWSL Championship Game.

**2.8 EXHIBITION GAME** Any non-League season Game between two NWSL Teams, or between a NWSL Team and a non-NWSL Team, which is promoted and/or which generates revenue is classified as an Exhibition Game. All Exhibition Games require League approval and submittal of a letter to NWSL requesting approval at least TWO (2) weeks prior to the Game.

**2.8.1 INTERNATIONAL GAME** If NWSL Team is hosting an International Team U.S. Soccer must grant permission for a U.S.-based, NWSL Team to host an international team. At least TWO (2) weeks prior to such travel a Team must notify the League in writing to secure such permission from the League Office. (Exhibit A)

2.9 **GAME PLAYED OUTSIDE THE U.S.** U.S. Soccer must grant permission for a U.S.- based, NWSL Team to travel/play outside the United States. At least TWO (2) weeks prior to such travel a Team must notify the League in writing to secure such permission from the League Office. (Exhibit B)

2.10 **GAME PROTESTS** (NWSL League Season Games only) The League Office will have the absolute authority to resolve any Game irregularities or disputes, and may reverse a result, require a replay, declare the Game forfeited, or take any other action it deems appropriate. The League Office may take action or respond to a Game protest from a Team. However, it will not entertain protests involving game officials' judgment calls (e.g. yellow cards or send-offs) or other discretionary decisions (See "FIFA Laws of the Game," Law 5) and will limit its actions to the most compelling of circumstances. Fines or suspensions pursuant to an incident the subject of a Game protest will reside in the first instance with the Disciplinary Committee. League Office decision is final and not appealable.

2.11 **GAME OFFICIAL FEES** PRO will assign all Game Officials. Game Officials' fees, travel reimbursement, per diem, etc., are negotiated between the U.S. Soccer Federation and PRO and are not determined by Teams.

### **3. STADIUM & SECURITY**

Each NWSL Team Owner will execute the stadium lease for each Team's home stadium. Copies of stadium agreement are to be provided to the league for 2014.

**3.1 STADIUM FIELD PLAN** Stadium field plans for each NWSL stadium will include field dimensions, bench locations and field board locations, etc. Stadium set-up will be pursuant to the stadium field plan, and the League Office will approve any changes in writing. Stadium field dimensions are provided in the Field Marking Diagram (Exhibit C) that comply with the Laws of the Game and will be confirmed by each Team in writing prior to the start of the season.

**3.1.1 STADIUM SECURITY** The Home Team must provide a sufficient number of uniformed security and law enforcement officers to assure that only authorized persons with the proper credentials are at field level or in the vicinity of the Teams' benches before, during and after a NWSL Game. The security force must also be sufficient to assure the safety of all Players, Game Officials and Team officials in the stadium, including entering and/or leaving locker rooms and the stadium. Security must also be provided in the vicinity of spectator seating, ticket sales gates, parking lots, concessions, press/VIP entrance, and press/VIP seating.

**3.1.2 CREDENTIALS** Credentials will be designed to indicate the area to which the bearer is entitled access, and the credential will be highly visible. The credential image is to be posted on all credential boards. Each stadium will display credential boards, recognizing all applicable credentials/passes, at main security points to help monitor access control.

Teams are to credential their own personnel and media. NWSL will issue league credentials.

**3.2 GAME RELOCATION** No Team will change the location of any game without the full review and approval of the League Office pursuant to Section 12 of the 2014 League Manual.

## 4. FIELD REGULATIONS

Each NWSL Team will comply with field standards established by FIFA Laws of the Game. To assist Teams with field standards, each Team's stadium field dimensions are provided in Exhibit C. No changes will be made to the stadium field plan unless approved by the League Office. A representative from the home team will meet with the Referee at least SIXTY (60) minutes prior to the kickoff to assure the field is properly marked and in proper condition, the goals are in place and secure, the nets are properly fastened, the corner flags are in place and game-balls are properly inflated.

**4.1 PLAYING RULES** Each NWSL Game will be played in accordance with the most recent edition of the FIFA Laws of the Game and any rules of competition established and approved by U.S. Soccer.

**4.2 PLAYING FIELD DIMENSIONS AND MARKINGS** The Game will be played on a field that remains the same size throughout the League season, unless a change is approved by the League and the Visiting Team notified at least SEVENTY-TWO (72) hours in advance of the game. The dimensions and markings of the field will conform to the FIFA Laws of the Game and are included in Exhibit C. No logos on the field, goal nets or corner flags will be allowed without prior League Office approval.

Except where stadium design deems it unreasonable, the playing field will be at least SEVENTY (70) yards wide by ONE-HUNDRED TEN (110) yards long. Each Home Team will obtain documentation from its venue hosting NWSL League Season Games confirming the field dimensions for NWSL League Season Games. Each team will provide such documentation to the League Office, via the Team & Venue Information Form (Exhibit D) signed by the appropriate stadium personnel and submitted to the League Office.

**4.2.1 COLOR AND WIDTH OF SOCCER LINES** All fields will be marked according to FIFA specifications. All soccer lines will be painted white. If non-soccer lines are present and deemed absolutely necessary, Teams will provide advance communication to the League Office and paint soccer lines in yellow. The recommended color is a canary yellow (Pantone 803c). All lines will not be more than FIVE (5) inches wide.

**4.2.2 STADIUM FIELD SPECIFICATIONS** Each Team will work with its stadium to keep the grass length as short as possible to ensure the optimal conditions for an attractive competition.

**4.2.3 CORNER FLAGS, MIDFIELD LINE, AND CENTER CIRCLE** Corner flags will be on posts not less than FIVE (5) feet high with non-pointed tops. Corner flags will not have logos. A midfield line will be marked across the center of the field. The center of the field will be so marked and have a circle, which has a TEN (10) yard radius, drawn around it.

**4.2.4 GOAL AREA** At each end of the field, lines perpendicular to the goal line will be drawn parallel to each other, on each side of the goal and SIX (6) yards from the inside of each goalpost. These lines will extend SIX (6) yards into the field of play from the goal line. A line running parallel to the goal line will be drawn connected to TWO (2) perpendicular lines forming the "goal area."

**4.2.5 PENALTY AREA** At each end of the field, lines perpendicular to the goal line will be drawn parallel to each side of the goal and EIGHTEEN (18) yards from the inside of each goalpost. These lines will extend for EIGHTEEN (18) yards into the field of play from the goal line. A line running parallel to the goal line will be drawn to connect the two perpendicular lines, which will form the "penalty area."

A penalty mark will be made on the field in the penalty area. The mark will be placed at the end of an unmarked line, which is perpendicular to the goal line and TWELVE (12) yards from the midpoint of the goal

line. Using the penalty mark as its center, an arc of a circle, which has a radius of TEN (10) yards, will be drawn outside the penalty area.

4.2.6 **CORNER AREA** At each of the four corners of the field, measuring from the corner flag post, an arc having a radius of ONE (1) yard will be drawn inside the field of play.

4.2.7 **ENCROACHMENT MARK** A mark may be made off the field of play ELEVEN (11) yards from the corner flag [TEN (10) yards from the corner area] and at right angles to the goal line and **touch line** to help the Referee ensure that this distance is observed when a corner kick is taken. These marks will be made outside of the field and will not touch the lines marking the field.

4.2.8 **GOALS** Each goal will be centered on the goal line and an equal distance on each side from the corner flags. Game day goals will be the size approved by FIFA Laws of the Game. Goals will be free of advertising. International style goals are strongly preferred. All goals must be properly anchored.

4.2.9 **BENCH AREAS** Both the Home and Visiting Team benches will be placed on the same side of the field, on each side of midfield. The Home Team will designate Team bench locations (Home and Visitors) at the start of the League Season, and will not change these locations during the League Season.

4.2.10 **THE TECHNICAL AREA** The bench area will be marked according to FIFA's technical area markings. The technical area (designated by hash marked lines) will be a box consisting of a line extending ONE (1) yard on either side of the bench, and joined by a line ONE (1) yard from the touchline. In stadiums where the benches do not sit on a paintable surface, non-paintable surface tape will be used to mark the technical area (see "FIFA Laws of the Game"). Sufficient room to accommodate the fourth official's table between Team benches should be factored in before setting the technical area. Each technical area should be a minimum of SIX (6) yards from the mid-field line.

4.2.11 **ADVERTISING FIELD BOARDS** (around playing area) Field boards may be used at all NWSL Games. Field boards will be positioned no less than FIVE (5) yards from the touchlines and goal lines. Under no circumstances should advertising boards be (a) located in positions where they could constitute a danger to Players, Game Officials and others; (b) erected in any fashion or be any shape or material which could endanger Players; (c) Constructed of any surface material that could reflect light to such an extent that it could distract Players, Referees, or spectators; or (d) erected in any fashion, which could obstruct spectators in the event of an emergency evacuation into the playing area.

4.3 **CONDITION OF THE FIELD OF PLAY** Each Team will work with its stadium management to ensure that the field is in the best possible condition for all NWSL Games.

4.4 **FIELD AND GAME EQUIPMENT** All field area and game equipment must be approved by the League Office. Such equipment will be maintained by the Team and kept in top condition regarding safety and appearance.

4.4.1 **SOCCER BALLS** The official ball of the league will be the NIKE INTERCEPT. NIKE will provide 60 match balls to each team. The field manager will supply each Team with TWELVE (12) official game balls (can be previously used game balls), TWELVE (12) cones and TWELVE (12) NIKE training vests for practice and pre-game warm-ups (which the Visiting Team will promptly return following the game), and will supply the Referee with a minimum of EIGHT (8) official game balls. All game balls will be delivered to the Referee locker room at least SIXTY (60) minutes prior to kick-off to pass Referee inspection.

4.4.2 **BENCH EQUIPMENT** For all League Season Games, each Team bench area will be equipped with benches to seat a maximum of SIXTEEN (16) bodies and a table (placed behind or at the end of the Team bench). The following should be provided to both Home and Visiting Teams: ice, cold drinking water, and home team should provide the Visiting Team with the same amenities the home team will receive. All products must be replenished during the game, especially at half-time. Bench areas should be kept clean and maintain a professional appearance at all times. Home Team must ensure that both bench areas are equally prepared and equipped.

4.4.3 **FOURTH OFFICIAL'S EQUIPMENT** The Home Team will provide a six-foot table and TWO (2) chairs (to be positioned at midfield between the Team benches) for the fourth official. The Home Team will also provide a substitution board or paddles for use by the Referees.

4.5 **FIELD SECURITY** No one other than authorized personnel with the appropriate credential or authority will be allowed on the playing field or the surrounding area on the field level once teams arrive at the stadium and until the Game Officials and Players have exited the area at the end of the game.

4.5.1 **TEAM BENCHES** Up to NINE (9) game day roster Players may sit on the bench from which SEVEN (7) are named substitutes. Of the SEVEN (7) named substitutes, THREE (3) substitutions may be made during the match. Injured players will be allowed to sit on the bench so long as the total number of Players does not surpass NINE (9). In addition, a maximum of SEVEN (7) non- playing personnel are allowed on each team bench. These persons can either be Coaches or medical staff. Team owners, general managers, and other executives are not permitted to sit on the bench unless they are an active roster Player or recognized team Coach. Violations of this policy may result in a fine.

Additional support staff may not sit on the bench or be on a secondary bench placed in, near or immediately behind the technical area. Suspended Players and/or Coaches may not sit on team benches.

4.5.2 **ENTERING THE FIELD** When beckoned by the Referee, only a Team's athletic trainer and Team physician may enter the playing field to attend an injured player. Coaches are not permitted to enter the field.

4.5.3 **APPROACHING GAME OFFICIALS** Coaches, assistant Coaches and other Team personnel may not enter the playing field to approach the Game Officials before, during, at halftime, or at the conclusion of any NWSL Game. Similarly, Team personnel will not confront Game Officials in the locker room, corridor, parking lots or any area surrounding the Game Officials' locker room. Game Officials will report such behavior in the Competition Incident Report Form (Exhibit E), which is subject to League disciplinary action.

## **5. LOCKER ROOMS**

5.1 ACCESS Only authorized Team staff, Players, and select individuals are allowed in the locker rooms. The Team's media relations staff will coordinate with the Head Coach to determine any post-game locker room media access. Media access to the locker room prior to the game and at halftime is prohibited.

5.2 SHOWERS Separate shower facilities and rooms for Coaches and Game Officials will be provided. Team shower facilities will be available with hot water and soap.

5.3 TOWELS The Home Team will make available a supply of no less than THIRTY (30) towels to the Visiting Team and no less than EIGHT (8) towels to the Game Officials. The Visiting Team and/or Game Officials will be responsible for the return of the towels. Damage to or theft of any towels will be charged to the responsible party.

5.4 DRINKS, ICE AND MISCELLANEOUS The Home Team will provide an identical set-up in each Team's locker room; water, isotonic drink, tea bags, coffee, coffee maker, cream, sugar, chairs or benches to accommodate TWENTY-FIVE (25) individuals, paper cups, training taping table, (1) six-foot table, trash receptacles, ice, ice bags, soap, towels and a blackboard, chalk and eraser.

5.5 LOCKER ROOM SECURITY The Home Team will ensure that the doors to the Teams' and Game Officials' locker rooms can be locked during the game and that the facilities will be under the protection of the stadium security throughout the game. Security will be posted outside the locker rooms at all times when the Teams and Game Officials are at the stadium.

5.6 GAME OFFICIALS' LOCKER ROOM The Game Officials' locker room will be provided with a cooler containing ice, water, isotonic beverages, hot coffee, tea, soap and towels. See Referee Check List (Exhibit F). When the Home Team is notified by the official Game Notice form (Exhibit E) that one or more Game Officials are of the opposite sex, every effort will be made to provide a separate shower facility or uni-sex accommodations.

## **6. VISITING TEAM**

6.1 **TRAVEL PARTY** The Visiting Team is responsible for its own travel arrangements and payment. The Head coach will be in charge of the travel party, but may delegate this responsibility to another capable travel party member. As a general rule, spouses and friends should not travel to and from NWSL Games on the same airplane/bus as the Team.

No Team will travel to a NWSL Game with less than FOURTEEN (14) Players.

6.1.1 **TRAVEL ITINERARY** The Visiting Teams will provide their travel itinerary to the League Office and Home Team FOURTEEN (14) days prior to traveling. All parties will be promptly informed if changes occur in the travel itinerary. The itinerary will include the airline routing, hotel, bus company name and information and practice times (if required).

6.1.2 **TRAVEL DELAYS** If a Visiting Team experiences any significant travel delays or potential delays (i.e., cancelled airplane flight, poor road conditions), the travel party leader will notify the League Office and Home Team representative on the Game Notice. Every effort will be made to provide early notice, and proactively determine travel alternatives.

6.1.3 **HOTEL** Home Team must provide TWELVE (12) complimentary non-smoking hotel rooms with two double beds per room for up to two nights stay before the game at a 3 star hotel. The Visiting Team will indicate if less than TWELVE (12) rooms will be needed to minimize unnecessary expense. The Home Team will provide a preferred rate for the Visiting Team for additional room needs as well as preferred rates for all meals such that the pricing is consistent with the League per diem.

The Home Team must provide a meeting room to seat at least TWENTY-FOUR (24) people. Flip chart and markers are to be booked for a two-hour meeting about FIVE (5) hours prior to kickoff.

The Home Team must also request the following additional conveniences: late check-outs for day-of-game departures and for the block of rooms to be on the same floor or in the same area of the hotel.

6.1.4 **PER DIEM** Players will receive a per diem of \$10 for breakfast, \$15 for lunch and \$20 for dinner if the team is not providing a team meal.

6.2 **VISITING TEAM LIAISON** The Home Team will designate a Visiting Team Liaison that will be responsible for the needs of the Visiting Team during its stay. The liaison will have a cellular phone and be reachable at all times.

Upon arrival, the Visiting Team Liaison will meet with the Head Coach or his/her designee and provide him/her a copy of the Game Timing Sheet and Game Day Information.

6.3 **ARRIVAL AT STADIUM** It is the responsibility of the Visiting Team to arrive at the stadium at least NINETY (90) minutes before kickoff. The Visiting Team will be familiar with the routing to the stadium, and make inquiries to determine if additional time is needed to get to the stadium due to seasonal traffic, road construction, rush hour, etc.

6.3.1 **DELAYED KICKOFF** If the kickoff is delayed because the Visiting Team arrived late, the Visiting Team and Coach may be fined accordingly. The League designee, in consultation with



the Home Team general manager and referee, will determine the start time for any delays in excess of TWENTY (20) minutes, and the game may be cancelled pursuant to Section 12 of this Manual.

6.4 **PRACTICE FACILITIES** Each Home Team will provide the Visiting Team with reasonable access to and use of its practice field while the Visiting Team is in the Home city. An option to practice on the same playing surface as the match-day field must be offered. The Visiting Team will practice outside the Home Team's regular usage schedule and may request the use of the practice field. All requests must be made at least SEVEN (7) Days in advance; however the Visiting Team is encouraged to speak with the Home Team sooner.

6.5 **STADIUM TRAINING OR WALK-THROUGH POLICY** The Visiting Team will be entitled to a stadium walk-through (or light practice) prior to or on game day. The Visiting Team will not use soccer balls or cleats during a walk-through if prohibited by the stadium and must adhere to the stadium's requests (i.e., do not move goals, do not train in penalty boxes, etc.). The walk-through may be limited to ONE (1) hour. The Visiting Team must submit its request in writing to the Director of Operations of the Home Team SEVEN (7) days prior to game. The Home Team will make best efforts on complying with Visiting Team request.

6.5.1 **PRACTICE SESSIONS** Teams will not be required to allow Visiting Teams' access to practice in the stadium unless the Home Team practices in the stadium. If the Home Team practices on the game field on game day or the day before, the Visiting Team will be entitled to the same accommodations. All requests must be made at least ONE (1) week in advance; however the Visiting Team is encouraged to speak with the Home Team sooner.

6.6 **UNIFORM** The Visiting Team must travel with both full sets of home and away kits. Please see Exhibit H for the full catalog of Game Kits.

## 7. GAME DAY STAFF

Game Day staffing requirements will be dictated, to some extent, by the duties of stadium staff pursuant to the stadium lease. In addition, the Home Team should have a memorandum of understanding with its stadium outlining both the Team's and the stadium's responsibilities, including which entity is ultimately responsible for in-game equipment repair (e.g. goals), implementation of emergency medical and security procedures, spectator misconduct and contraband items, including pirated merchandise, knives, firearms, alcohol, etc.

In addition to the stadium's staff, each Home Team will have, at a minimum, the game day personnel outlined below. Some game day staff may be volunteers and others may be part-time employees. Unless otherwise indicated, each function will be filled by a separate individual.

All game day staff will be credentialed specific to their duties and only provided access to those areas necessary for their working functions. Credentials are not transferable and must be worn in a visible location at all times.

The functions of the individuals outlined below may vary somewhat due to local stadium considerations or Team preferences. The total number of Game Day staff required will be many more than indicated here.

7.1 **DIRECTOR OF OPERATIONS** The Home Team's Director of Operations will have overall responsibility for the Day of Game operations, including coordination with the stadium, security, TV, radio and ceremonies/entertainment. He/she may also fill the position of Field Manager.

### 7.2 **GAME OPERATIONS STAFF**

7.2.1 **FIELD MANAGER** The Home Team will designate a Field Manager who will be wholly responsible for all organization and supervision of the field and bench areas, and activities occurring thereon. His/her responsibilities will include, but are not limited to:

- A. Providing the required lining and proper placement of equipment for the playing field including benches, goals, corner flags, game balls, fourth officials table, **sideline** product, beverages, proper stretcher and medical coverage and other Team needs.
- B. If used, supervise set-up and take down of sponsor field signage and signage positions.
- C. Supervising pre-Game and halftime ceremonies to assure that the Game starts and resumes at the designated times.
- D. Supervising security forces, liaisons, runners, and communications with the press box.
- E. Supervising the Players' and Game Officials' paths to and from the field.
- F. Providing Game Officials with any assistance needed before, during, or after the Game.
- G. Assuring compliance with the Game Timing Sheet and Game Day Information.
- H. He/she will be responsible for overseeing the conduct of ball kids.

7.2.2 **GAME DAY PRODUCER** The Game Day Producer will be responsible for coordinating all Game activities including pre-game and halftime ceremonies. He/she will work with the PA announcer, video board operator and sound and light operators (if applicable) in the

preparation and execution of ceremonies and entertainment. He/she will coordinate the timing sheet and cue music, announcements and be in direct communication with the Field Manager.

7.2.3 **HOME TEAM LIAISON** The Home Team Liaison will be responsible for the needs of the Home Team at the stadium. He/she will provide a copy of the Game Timing Sheet and Game Day Information to the Coach. He/She will give notice to the Home Team to ensure the individuals take their position on time for opening ceremonies and that they return for the second half on time. He/she will assist with coordinating information on lineup changes and inform all necessary parties. He/she may also fill the position of Visiting Team Liaison.

7.2.4 **VISITING TEAM LIAISON** The Visiting Team Liaison will perform duties similar to the Home Team Liaison. His/her responsibilities are outlined in Section 6, "Visiting Team."

7.2.5 **REFEREE LIAISON** The Referee Liaison will assist the Officials with pre-Game, halftime, and post-Game requests and needs. Prior to the Game, the Referee Liaison will ensure that the locker room is equipped as specified in Section 5, "Locker Rooms." Additional duties of the Referee Liaison are listed in Section 8, "Game Officials".

7.2.6 **LOCKER ROOM SECURITY** The Home Team will designate uniformed individuals as Locker Room Security for the Home Team, Visiting Team, and Game Officials' locker rooms. Security will be posted outside the locker rooms at all times when the Teams and Game Officials are at the stadium.

7.2.7 **RUNNERS** Runners may perform a variety of duties that may include relaying information, gathering equipment, escorting selected individuals to the field, assisting with set-up, etc.

7.2.8 **BALL KIDS** The Home Team will have a minimum of EIGHT (8) Ball Kids, ages TWELVE (12) and above. The Ball Kids will be stationed around the playing field as such: TWO (2) behind each goal and TWO (2) on each **touch line**. Exhibit I provides guidelines for Ball Kids. Referees will monitor the situation and report any difficulties.

7.3 **MEDICAL STAFF** All Home Teams must have on site a minimum of ONE (1) certified athletic trainer, ONE (1) licensed physician and ONE (1) EMS with Advance Life Support. In addition, the Home Team must arrange to have ONE (1) ambulance on site.

7.4 **PRESS BOX OPERATIONS** The Home Team's Press Box will be staffed and managed by the Press Box Supervisor, who will report to the Team's Director of Media Relations.

7.4.1 **DIRECTOR OF MEDIA RELATIONS** The Director of Media Relations will be seated in the Press Box and direct the Press Box Supervisor and the statisticians crew. He/she will be available to the media to respond to questions regarding the Team and the League. The Director of Media Relations will work with PRO in regards to any media inquiries for the Referees during the League season. Director of Media Relations will submit written media requests to PRO through [sandra.serafini@proreferees.com](mailto:sandra.serafini@proreferees.com).

7.4.2 **PRESS BOX SUPERVISOR** The Press Box Supervisor will be responsible for managing the operations and staffing the Press Box before, during, and after the Game. He/she may also be the Director of Media Relations. Responsibilities are listed in Section 15 PR Guidelines.

7.4.3 **PUBLIC ADDRESS ANNOUNCER** The Public Address Announcer is responsible for handling general announcements to the public that have been approved by the Home Team. He/she will

work off a PA script prepared by the Home Team. In case emergency announcements are needed, PA announcements will be communicated in English or language deemed appropriate according to crowd demographics.

**7.4.4 STATISTICIANS/SPOTTERS** Each Home Team will have a minimum of TWO (2) person stats crew to keep accurate Game statistics. The statisticians will complete the "Match Report" for each Game, giving the halftime stats to a runner for duplication and distribution to the Press Box (and TV as needed). The statisticians/spotters will be supervised by the Home Team's Director of Media Relations.

**7.4.5 STADIUM CLOCK OPERATOR** The Stadium Clock Operator will start the stadium clock at the moment of kick-off at each half. The clock will count upward from ZERO (0) minutes to FORTY-FIVE (45) minutes in the first half and FORTY-FIVE (45) minutes to NINETY (90) minutes in the second half. The clock will be stopped at the FORTY-FIFTH (45) minute in the first half and the NINETIETH (90) minute in the second half. The fourth official will indicate the amount of "added" time to be played in each half using the electronic substitution board or the manual substitution paddles.

Times should be displayed as: M:SS or MM:SS (for example, five minutes, ten seconds into each half would be "5:10" or "50:10"). No horn, buzzer or any other sound will be made when the clock reaches the expirations of halves.

**7.4.6 PRESS BOX RUNNERS** The Press Box will have runners under the direction of the Press Box Supervisor. Runners will be available to copy and distribute day of Game Information to the field and within the Press Box or (TV truck) as needed, and generally assist the Press Box Supervisor in any other manner.

## **7.5 STADIUM/GRANDSTAND OPERATIONS**

**7.5.1 USHER MANAGER** The Usher Manager will be responsible for the overall supervision of the Ushers. He/she will assign Ushers to their stadium location and explain their duties. This individual and other Ushers may be stadium employees.

**7.5.2 USHERS** Ushers will direct patrons to their appropriate seats, checking the ticket stub to verify that the patron is in the correct area. They will keep the aisles clear of debris, obstructions and people, adhering to all fire and safety regulations. Ushers will be dressed in a stadium uniform or Team polo or colors.

**7.5.3 FIELD AND GRANDSTAND SECURITY** The Home Team will ensure that a sufficient number of uniformed security officers are present in the stadium, depending on the stadium size, estimated crowd size, and lease commitments. Field Security will ensure that only properly credentialed individuals are on the sidelines or in the vicinity of the Teams' benches before, during, and after the Game. Grandstand Security will be responsible for the safety of all Players, Game Officials, and Team Officials when entering or leaving the stadium.

## **7.6 TICKET OPERATIONS**

7.6.1 Ticket Manager The Ticket Manager will be responsible for the entire ticket inventory. He/she will reconcile the cash boxes at the end of the Game and supervise the Ticket Sellers and Ticket Takers.

7.6.2 Ticket Sellers Ticket Sellers will sell tickets to patrons at the box office windows at the stadium. They are responsible for knowing the correct pricing for the seats, available seats, efficiently exchanging moneys for tickets and applying the correct codes and discounts applicable to the individual event. Ticket Sellers will resolve customer complaints/concerns when possible. At the end of their shift, they will balance the drawer to ensure no overages or shortages have occurred.

7.6.3 Ticket Takers At assigned locations, Ticket Takers will tear tickets, collect ticket stubs and direct patrons to their appropriate seat location. They must be knowledgeable about stadium seating, the location of Will Call, etc.

7.7 **TEAM STAFF** In addition to game day staff, each Team has, in addition to Players and Coaches, a team administrator, equipment manager, athletic trainer, and Team physicians.

## 8. GAME OFFICIALS

Game Officials for each NWSL Game will consist of the Referee, Assistant Referee 1 (AR1), Assistant Referee 2 (AR2), and Fourth Official. A U.S. Soccer Referee Assessor may be assigned to a League Season Game. The League Office will notify Teams of the Game Officials and Referee Assessor assignments at least FIVE (5) days in advance of each Home Game by means of the Game Notice, as shown in Exhibit G, "Game Notice."

8.1 **REFEREE** The Referee will have general oversight and control of the Game and will exercise the powers granted to him/her by the FIFA Laws of the Game. The Referee's duties to start the Game are outlined in Section 9.3 of this Manual.

8.2 **ASSISTANT REFEREES** TWO (2) assistant referees will assist the Referee in controlling the Game. Upon their arrival at the stadium, the Assistant Referees will report to the Referee. The Assistant Referees are defined as the Assistant Referee 1 (bench side) or AR1 and Assistant Referee 2 or AR2.

8.3 **FOURTH OFFICIAL** The Fourth Official whom will always be local for expense purposes will assist with administrative duties, such as procedures for substitutions. The fourth official will be situated at a table at midfield on the Team bench side of the field, between the two Team benches, even with benches (approximately FIVE (5) yards) outside the touchline. From this location, the Fourth Official and the Field Manager will coordinate field timing with the Day of Game Producer and the Referee. The Fourth Official does not signal the Referee to kick-off. Responsibilities of the Fourth Official are further outlined in the most recent FIFA Laws of the Game.

In the event there is a need for field communication with the Press Box/PA Announcer or Stadium Clock Operator during the Game, the Fourth Official will notify the Field Manager, who will communicate with the Press Box. In particular, the Fourth Official will clarify cautions and send-off questions for the Press Box, if necessary.

8.4 **REFEREE HOTEL** Home Team must provide up to TWO (2) double-occupancy complimentary hotel rooms for one night stay or ONE (1) double-occupancy complimentary hotel room for two nights stay for an assigned game. The Home Team will provide a preferred rate for the Officials for additional room needs. Referees must stay at a separate hotel from any team staff and players.

8.5 **ROSTER COLLECTION** Not less than SIXTY (60) minutes prior to kick-off a Team Administrator from each team will report outside the referee locker room to complete the Official Game Roster. The 4th Official will then give a copy to the Home Team, Visiting Team and keep a copy for the officials. The remaining roster copies will then be distributed by the Home Team staff, i.e. Press Box.

8.6 **LOCKER ROOM EXIT/GAME TIMING** The assistant referees will help ensure that Teams leave their respective locker rooms for the first and second halves in a timely fashion. If a Team is delinquent or running the risk of being late, the Game Officials will assist the Home Team staff to communicate final warnings to the Teams. However, the primary responsibility lies with the Home Team Staff. Any instances of Teams not leaving their locker rooms in a timely fashion should be detailed in a Competition Incident Report (Exhibit E).

8.7 **REFEREE ASSESSOR** The Referee Assessor will make an official evaluation of the Game Officials on behalf of the League. He/she may also make observations regarding overall Game management and conduct. The Referee Assessor will be provided with stadium seating, which provides a comprehensive and centralized view of the field, away from media. He/she will also have

Referee locker room access. The Referee Assessor will be credentialed by the Home Team and be entitled to TWO (2) tickets and complementary parking to the Game to which he/she is assigned.

**8.8 REFEREE LIAISON** The Home Team will designate a Referee Liaison to work with the Game Officials at each Home Game. The Referee Liaison will contact the Referee THREE (3) days prior to the Game to confirm arrival and departure times, arrange transportation, and answer questions. The Referee Liaison will ensure the Referees are at the stadium Two (2) hours before kick-off. The Referee Liaison will meet the Game Officials at the Referee hotel THREE (3) hours before the Game. He will ensure that all Game Officials arrive at the stadium at least two hours before kickoff, and that they have transportation after the Game.

The Referee Liaison will ensure that the Referee has a Referee Game Report, Substitution Cards, and the Competition Incident Report, and that these forms are made available to the Home Team for photocopying for Home and Visiting team staff and the match officials. The Referee Liaison will confirm security to escort Game Officials from the field to their locker room at the end of the Game and at halftime if requested by the Referee. Officials are not to be brought through spectator areas (stands, public halls, parking lots) en route to/from their locker room under any circumstances. They access the field / locker room via the Player's gate.

**8.9 UNIFORMS** The Game Officials will wear a jersey that has a color distinctly different than the colors of the Teams. This jersey will be specified on the Game Notice sent to both Teams and the Game Officials prior to the Game and posted in the Game Official's locker room. The Game Officials will comply with the PRO Official Uniform policy.

**8.10 MATERIALS AND PROVISIONS FOR THE GAME** The Home Team will provide the Game Officials with a Game Timing Sheet, Game Day Information, Participant's Pre- Game Positioning Diagram, Stadium Field Plan, substitution cards and the Referee Game Report form upon their arrival at the stadium. Match official credentials will be distributed by PRO. These credentials allow access to the stadium for the game-day officials only. Each Game Official will receive TWO (2) complimentary tickets; ONE (1) Parking Pass. The Game Officials' locker room will be provided with a cooler containing ice, water, bottled isotonic beverages, fruit, protein/energy bars, soap and towels. See Referee Check List (Exhibit F). When the Home Team is notified by the official Game Notice form (Exhibit E) that one or more Game Officials are of the opposite sex, every effort will be made to provide a separate shower facility or uni-sex accommodations.

**8.11 FIELD EQUIPMENT AND SAFETY CHECK** At least SIXTY (60) minutes prior to kickoff, the Game Officials will complete an inspection of the playing field and equipment, including the field itself, goals, netting, official Game balls, corner flags, and field markings. In the event any problem areas are identified, including loose or torn nets, out of place goals, improperly covered drainage, missing or incorrect markings, etc., the Referee will notify the Field Manager immediately. The Field Manager will be responsible for promptly correcting any problems. The Referee should report any and all field equipment problems accordingly. However, every consideration and effort will be made to start the game as scheduled.

**8.12 REFEREE GAME REPORT** At the conclusion of the Game, the Referee will submit the Referee Game Report to the Director of Operations or Home Team contact. The Referee will indicate the actual time of kick-off for the 1st and 2nd halves and the Game's end. The Referee has a duty to report Game Day procedure comments on the Referee Game Report (Exhibit J) or Competition Incident Report forms (Exhibit E). The Referee will input Referee Game Report data into U.S.

Soccer's Assignment Portal (GAMEOFFICIALS) within TWENTY-FOUR (24) hours of the conclusion of the game.

8.13 **OFFICIALS' ASSIGNMENTS** All officials are assigned by the PRO. PRO will work with the League Office regarding administrative and/or logistics for assignments. Teams will receive assignment notices from the League Office.

8.14 **PROTECTION OF GAME OFFICIALS** Each Home Team will provide a separate ith showers at its Home stadium for the exclusive use of Game Officials, and will take the necessary precautions to ensure that no person, without the permission of the Game Officials, gains access to this dressing room. Each Team will provide adequate security for the Game Officials at all times they are at the stadium. A Team Operator failing to comply with these provisions or any person affiliated with any Team or Team Operator contravening these provisions will be liable for a fine imposed by the League Office. Game Officials will report any breach of these provisions to the League Office.

8.15 **COMPETITION INCIDENT REPORT** As an aid to the NWSL Operations Department's assessment of Referee performances and to the League Disciplinary Committee, General Managers, Coaches, or other appropriate Team personnel are requested to submit a Competition Incident Report form to report unusual, mishandled and other pertinent events. Such events should be described in detail following the conclusion of the Game. Such Competition Incident Reports (Exhibit E) will be reviewed by the League Office and a written response will be issued. Game Officials are encouraged to use this form to describe competition related incidents to be reviewed by the League Office.

8.16 **GAME OFFICIALS COMPLIMENTARY TICKET POLICY**

- A. Game Officials will receive TWO (2) complimentary tickets for games to which they have been assigned. Game Officials will be issued a League credential to be used for access to the stadium on game-day only
- B. Referee Assessors are entitled to TWO (2) tickets for games to which they have been assigned. Referee Assessors may be issued a League Credential or have one made available to them upon arrival at the stadium.



## 9. GAME PROCEDURES

To plan, prepare and implement the game day operations in a consistent manner, an overall Game Procedures program has been developed. Each Home Team will comply with these Game Procedures for all NWSL Games.

**9.1 GAME DAY PRESENTATION** Each Team will ensure a professional and consistent "look" for all NWSL Games. Each Team has the opportunity to create its own in-stadium entertainment package, introduce its own game presentation elements and develop local traditions/customs within the framework of consistent guidelines.

The following procedures will apply to all NWSL Games.

**9.1.1 SUBMITTALS** ONE (1) week prior to each Team's first Home Game, the following information will be provided to the League Office: comprehensive Team staff and stadium staff personnel list (including titles); comprehensive game day timeline, stadium rules, stadium security, medical, emergency, and evacuation plans, seating (including downsizing) and ticket scaling diagram. Updates will be provided to the League Office during the season if major changes from the original submittals occur.

**9.1.2 GAME TIMING SHEET, INSTRUCTIONS, AND DIAGRAMS** All Home Teams will use the Game Day Timeline (Exhibit K) as a general guide, prepare Game Day Information and adhere to field layouts using the Stadium Field Plans (Exhibit C), Bench Area Diagram and Participant's Pre-Game Positioning Diagram (Exhibit L) for each League Game.

- A. **Game Day Timeline** The Game Day Timeline is a detailed timeline for the hours and minutes immediately preceding, during and following a NWSL Game (a sample Game Day Timeline is provided in Exhibit K). All pre-Game, in-Game, and post-Game activities will be dictated by the Game Day Timeline. At a minimum, the Game Day Timeline will be posted in Team locker rooms, the Game Officials' locker room, and Press Box. Copies will also be provided to the Video Board/Entertainment Box, PA Announcer, Field Management, Stadium Personnel and Security. There may be variations in the Game Day Timeline from Team to Team if discussed with and approved by the League Office. Upon request, each Team will forward to the League Office for review a copy of its Game Day Timeline.
- B. **Game Day Information** In addition to the Game Day Timeline, a copy of pre- Game, in-Game and post-Game information will be provided to the Visiting Team, the Game Officials, the Press Box, the Video Board/Entertainment Box, PA Announcer and Timekeeper. The Game Day Information describes what is going to take place and how the execution of the event activities, including Team introductions, will be handled.
- C. **Game Notice** No less than FIVE (5) days prior to each NWSL Game, the League Office will distribute to each Team a Game Notice detailing Game time/date, Team uniform colors, television details, Game Official's assignments, Home Team and Visiting Team contacts, and League designated contacts (League Designees). A sample Game Notice is provided in Exhibit G. Items A, B, and C from this section will be provided to the Visiting Team and Game Officials upon their arrival in the host city. If any changes occur, both Teams will be promptly updated upon arrival at the stadium on game day.
- D. **Stadium Field Plan** All field management and set-up crews will have a pre-set stadium diagram which indicates positions of field signs, field markings, goals and Team benches.

- E. Participants Pre-Game Positioning Diagram A diagram describing the Teams, Game Officials, and any VIP and/or color guard positions to take the field during pre- Game introductions will be provided to both Teams and field management. A sample diagram is provided in Exhibit L.

9.2 **PRE-GAME PROCEDURES** Prior to kickoff, NWSL pre-Game procedures, as described below, will be implemented. While these procedures will not vary, additional activities may be included based on the Home Team's Game Day program. NWSL required procedures are as follows:

9.2.1 **ROSTER DELIVERIES** Rosters will be delivered to Press Box, Referee and Teams as outlined herein:

The Official Game Roster will be completed by each Team Administrative Representative outside the Officials Locker Room no less than SIXTY (60) minutes prior to the start of the game. The Fourth Official will then provide a copy to the Home and Visiting Team Administrator the Official Game Roster. The Home Team day of game staff will be responsible for promptly distributing the copies to the Press Box.

If there are any changes to the Game Roster beyond the SIXTY (60) minute mark pursuant to Section 9.2.3A, the Home Team's Director of Operations (or another designated Team representative) is ultimately responsible for obtaining such information and relaying it immediately to the Press Box, the opposing Team and the Referee.

9.2.2 **ROSTER EXCHANGE** A Team Administrative Representative from each team will report outside the Officials Locker Room no less than 60 minutes prior to kick-off to complete the Official Game Roster and receive the team copy.

9.2.3 **PRE-GAME TEAM WARM-UP PERIOD** Each Team will be entitled to a concurrent and equal pre-Game warm-up period of not less than TWENTY-FIVE (25) minutes, which will begin and end pursuant to the Game Day Timeline. Only those individuals listed on the official Game Roster are eligible to participate in pre-game warm-ups. After the pre-Game warm-up period, the Field Manager will direct the Teams to the locker rooms.

- A. **Pre-Game Injury, Illness or Dismissal** After the exchange of the Official Game Rosters, roster changes by either Head Coach will be made only in case of injury, illness or dismissal during the warm-up period. A Player who is removed from the official starting lineup will not be eligible for substitution into the Game. A starting Player's vacant roster position may only be filled by a named substitute from the Official Game Roster. Any Player dismissed prior to the Game is not eligible and may not be replaced on the roster (a named substitute may fill the roster position of a starting Player who has been dismissed).
- B. **Suspended Players** Suspended Players are not permitted on the field of play for pre-game warm-ups or during halftime. Furthermore, suspended Players are not permitted on the Team bench during the game. However, suspended Players are permitted access to their respective Team Locker Room. Players who fail to adhere to this policy may be sanctioned.

9.2.4 **OFFICIALS AND STARTING TEAM ENTRY** The Game Officials and starting Players will enter the field FIFA style to the Home Team's choice of Introduction song or the FIFA Anthem (see Exhibit K). The assistant referees will assist the Teams with getting Teams out of the locker rooms in a timely manner.

Ultimately, it is the Head Coaches' responsibility to make sure his/her Team enters the field on time, and any problems will be reported to the League Office by the Referee and Teams via Game reports. It is the Home Team's Game Day Staff's responsibility to treat both Teams equally using the uniform warning times in Section 9.3.1 and to alert both Teams when to exit locker rooms.

9.2.5 COACHES AND RESERVE PLAYERS ENTRY Before pre-Game introduction ceremonies, Coaches and reserve Players will walk to their Team benches staying off the field.

9.2.6 NATIONAL ANTHEMS For all NWSL League Season Games, the U.S. National Anthem will either be performed live or played to track according to the Game Day Timeline.

9.2.7 FLAG PROTOCOL For all NWSL League Season Games, the U.S. country flag will be displayed in the stadium.

If the flag are displayed on field during the pre-game ceremonies, the flag will be placed in front of the teams lined up on the field.

9.2.8 INTRODUCTION OF GAME OFFICIALS, COACHES AND PLAYERS The Game Officials, coaching staff, and Players will comply with the introduction procedures designated in the Game Timing Sheet and Game Day information. It is recommended that the Visiting Team's starting lineup is introduced before the Home Team's starting lineup.

The Head Coach and Assistant Coaches will remain on the **sideline**, but may be introduced by the PA announcer. The Game Officials may be introduced during the pre-game ceremony starting with the Referee, AR1, AR2 and then Fourth Official.

The Home Team will script the introductions for the PA announcer, including the phonetic spelling where necessary. If teams use the FIFA Anthem as their walkout song, then no player or officials PA introductions may occur during this time per FIFA protocol.

9.2.9 OFFICIAL COIN TOSS The official coin toss will take place immediately after the team handshakes and team photos (see Exhibit K). The visiting captain traditionally calls the coin toss. The winner of the coin toss chooses which end to attack. The other team takes the kickoff.

9.3 **THE GAME** The Game will commence on the Referee's whistle. During the Game, the Referee is solely in charge of the Game on the field.

9.3.1 UNIFORM WARNING TIMES FOR LOCKER ROOM EXITS For both pre-Game and halftime, consistent warning times for Teams to exit their respective locker rooms will be used as follows:

- FIVE (5) minute warning for Teams and officials to exit locker room
- TWO (2) minute warning for Teams and officials to exit locker room

The FIVE (5) and TWO (2)-minute warnings are not measured from kick-off time, but rather from when Teams must exit the locker rooms and proceed to the field. The appropriate time, relative to each stadium, that it takes for Teams to walk from the locker rooms to the field should be factored in.

Ultimately the Head Coach is responsible to assure his/her Team departs from the locker room on time. Any incidences of Team delays leaving the locker room at the beginning of the Game or at halftime will be documented on the Referee Game Report, and by the Referee on the Competition Incident Report, and may result in a fine. The designated staff members in charge of alerting the Teams to exit the locker rooms will be mature, reliable, assertive and polite and announce via two-way radio to the Game Producer precisely when the Teams depart.

The Game Officials will be proactive in ensuring that the Teams leave the locker rooms on time and that each half starts on time.

9.3.2 TIMING FOR THE GAME AND STADIUM CLOCK The Stadium Clock Operator will start the clock at the kick-off for each half and the official game time will be kept on the field by the Referee. In the first half, the clock will begin at 00:00 and count up continuously until 45:00 and stop. At the conclusion of the first half, the stadium clock will be set to 14:00 and run down to 00:00.

Halftime is actually FIFTEEN (15) minutes in duration but the clock should still run down from 14:00. For the second half, the clock will begin at 45:00 and count up continuously until 90:00 and stop. The Fourth Official will indicate any "added time" added by the Referee at the end of each half (or OT period if applicable to the NWSL Playoff Games using the electronic substitution board or manual substitution paddles.

9.3.3 OFFICIAL GAME ROSTERS A total of EIGHTEEN (18) Eligible Players for each Team may be placed on the Team's Game Roster for any NWSL League Season Game.

9.3.4 PLAYER SUBSTITUTIONS THREE (3) substitutions may be made at any stoppage, observing the conditions stated in Law 3 in any League Season Game. It is acceptable for the goalkeeper to change places with a field player as long as it is done in accordance with the requirements of "FIFA Laws of the Game," Law 3 which states:

- A. The Referee is informed before the change is made.
- B. The change is made during a stoppage in the Game (corner kick, throw in, etc.).
- C. Delay or time wasting during this position exchange is not acceptable. The Game will not be held up to allow for a complete change of equipment by either Player. The former goalkeeper must leave the field to change her equipment. The equipment change may not be done on the field.
- D. The change of positions is complete at the moment the new goalkeeper is given a goalkeeper shirt or jersey - which should be ready for her when the exchange is requested. If the former goalkeeper, who is now a field Player, is not ready to play in the basic compulsory equipment (same color jersey or shirt, socks and shorts, shin guards and footwear) as the other field Players on her Team, she may not re-enter the field until her equipment and uniform conform to "FIFA Laws of the Game," Law 4. During this interim period, her Team must play short-handed.
- E. When the Player is ready to re-enter the Game, the Referee will beckon the Player onto the field at the next stoppage of play and check the former goalkeeper's uniform and equipment. If satisfied with the Player's uniform condition, the Referee will permit her to play.

9.3.5 SUBSTITUTION WARM-UPS AREAS Designated areas will be pointed out to the Referees and Visiting Team upon arrival of stadium.

9.3.6 PUTTING A NEW BALL INTO PLAY When the ball goes out of play beyond the touchline or over the goal line, the nearest Ball Kid will ensure that the Player putting the ball back into play has a ball for the restart as quickly as possible. Procedures for putting a new ball into play are outlined in Exhibit I.

9.3.7 HALFTIME ACTIVITIES Halftime will officially begin as soon as the Referee blows his/her whistle signifying the end of the first half. The duration of halftime for all Regular Season and Playoff Games will be FIFTEEN (15) minutes, from whistle to whistle, unless otherwise authorized by the League Office.

9.3.8 SENT-OFF PLAYERS A Player who is sent-off during a Game will be escorted from the field of play and bench area by a Game day staff member designated by the stadium or Home Team. Each team must be informed of the designated staff member prior to the Game. Although each Player is ultimately responsible for his/her actions, the Player's Team bench personnel will facilitate its Player's leaving the field without

delay. The Home Team designee will work in concert with Team bench personnel, display a high level of sensitivity for each situation and ensure that the Player is shown to the appropriate area (e.g., the locker room or team's suite) for the remainder of the Game. The same procedure will be followed for any Coach or other bench personnel not listed as an eligible substitute who is dismissed from the field.

9.3.9 GAME OFFICIALS' SECURITY At the request of the Referee, security will be available to escort them on and off the field.

9.4 POST-GAME PROCEDURES At the conclusion of the Game, the following post- Game procedures will be followed. The following forms will be submitted to the League Operations Department. Non-compliance with these deadlines may result in fines.

9.4.1 REFEREE GAME REPORT The Referee will complete and submit the Referee Game Report on GameOfficials following the match. A copy of the Referee Game Report form is included in Exhibit J.

9.4.2 COMPETITION INCIDENT REPORT FORM This form will be used by the Home or Visiting Team to request League Office review of Game incidents that may not have been dealt with by the Game Officials. The completed form and any applicable videotape will be received by the League Office as soon as possible and no later than TWENTY-FOUR (24) hours after the end of the Game. A "Competition Incident Report Form" is included in Exhibit E. This procedure will not be used to file a Game Protest .

9.4.3 GAME RECORDS Following each Game, the Home Team's Director of Operations will distribute ONE (1) copy of a digital game record, given to:

1. The Visiting Team's head Coach or assistant Coach prior to leaving the stadium.
2. The Referee prior to his/her leaving the stadium.
3. The Referee Assessor (if assigned) prior to his/her leaving the stadium.

One copy will be retained by the Home Team.

All Games, must be uploaded immediately following the game to the league designated NWSL FTP Account. A Home Team may be fined in a situation when the Game film is not immediately uploaded to the assigned NWSL FTP Account within 24 hours following the conclusion of a Game. In case of a technical failure or other acceptable justification, the Director of Operations will contact the League Office to provide an explanation.

9.5 PROHIBITED & RESTRICTED ITEMS Generally, stadium rules will dictate what items are prohibited from being brought into the stadium, and the League Office expects such rules to be enforced by all Game personnel. Information about such prohibited items will be clearly communicated to patrons. Items such as whistles, plastic horns, fireworks, flares, smoke bombs or other safety hazards are strictly prohibited.

Stadium security, ushers and Team staff will make every reasonable effort to prevent these prohibited items from entering the facility. Any individual caught attempting to bring these items into the stadium or ignite them should be immediately expelled from the stadium.

9.6 ADDITIONAL STADIUM POLICIES In addition to NWSL rules and procedures, each NWSL stadium has additional rules that must be enforced, such as prohibited items, alcohol policies, fan searches, fan removal or arrest, seat migration, etc. In addition to providing the League Office with a copy of these rules, Teams must thoroughly discuss these matters with their stadium authority before the start of the League season so it is clear by whom and by what means all rules and procedures will be enforced.

9.7 LEAGUE OVERSIGHT NWSL staff will regularly monitor stadium procedures and other minimum performance standards and will recommend fines to the Disciplinary Committee when procedures and standards have been violated.

## 10. EQUIPMENT AND APPAREL

10.1 **PLAYER DRESS CODE** Players and Team staff will maintain a neat, clean and professional appearance at all times while in public, especially during all Team travel, including travel to and from the Home Team city and stadium.

10.2 **PLAYER UNIFORMS, EQUIPMENT, AND IDENTIFICATION** Each Player will be uniformly dressed in jerseys, shorts, and socks for pre-Game introductions and the Game. Team supplied warm-ups may be worn over the uniform during pre-Game activities. The Game Notice, distributed by the League Office, is the official document designating appropriate game uniforms and colors. As a general rule, the Home Team uniform prevails, and Visiting Teams will adjust as necessary. However, the League Office will have final say. Non-compliance will result in a Team fine and, if appropriate, an individual fine.

10.2.1 **NAME AND NUMBER** Each Player will be assigned a number, which will not change throughout the season. The number will have a maximum of two digits and appear on the back of the jersey and on the right side of the shorts. Each Player will have only her surname displayed on her jersey unless otherwise approved by the League Office. However, teammates with identical surnames will have the first name initial appear before the surname. Numbers for regular season roster players may be from 1 to 99. SiD will provide each team with a Uniform Embellishment Application Guide.

10.2.2 **BLEEDING PLAYER** If a Player is bleeding, she must leave the field immediately to have the bleeding stopped and her skin and uniform cleaned thoroughly. When the Player is ready to return to the Game, the Referee may delegate responsibility to the Fourth Official to inspect the injured area and the uniform for blood. Once inspected by the Fourth Official, the Player may re-enter the Game with the Referee's permission. The Player may be required to change her uniform prior to re-entry. Wearing an unnumbered jersey is permitted only under these circumstances. A Player will not wear a jersey with another person's name on it. If necessary, name information will be taped or masked, preferably in the same color as the team uniform. As a last resort, an alternate jersey with another substitute's player number may be worn only if a) the number is taped or masked, preferably in the same color as the team uniform, and b) the substitute's name will be removed from the team roster (the roster must also be adjusted to show the replacement jersey number for the Player now wearing it).

The Equipment Manager must have a second set of uniforms, and at minimum will have several extra jerseys (nameless, at least one with an unused number and at least one without a number) available at the bench.

10.2.3 **GOALKEEPER UNIFORM AND EQUIPMENT** The goalkeeper's uniform should feature different colors than her teammates, opponents and the Game Officials' uniforms. The Goalkeeper uniform and equipment will conform to FIFA. The goalkeeper's dominant jersey color(s) will be completely different than her Team's jersey color(s) and that of the opponents Team. While the goalkeeper's shorts and socks may be the same as the rest of her Team, the League Office strongly encourages the Goalkeeper to wear an entire outfit that completely contrasts that of her Team's. Each Team should carry an extra, unnumbered Goalkeeper jersey for a Player not normally a goalkeeper who is substituted at goalkeeper for whatever reason.

10.2.4 **APPAREL UNDER SHORTS** Thermal shorts or pants (slide shorts) may be worn under uniform shorts if they are of similar color as the uniform shorts. Goalkeepers may at their own discretion, wear long pants that distinguish them from their teammates and opponents. If Goalkeepers do wear shorts they will need to wear thermal shorts of similar color.

10.2.5 **APPAREL UNDER JERSEY** Players must not wear an undergarment that exhibits slogans or logos that are not of the same brand as the Team's uniform supplier. Inciting slogans, political messages or profane words are also banned. Players may be fined and/or suspended for violations of this policy. In addition, completely removing one's shirt over head as part of a goal celebration is strongly discouraged as such behavior is a cautionable offense. All apparel worn under the jersey will be of similar color as the Player's uniform jersey.

10.2.6 **OTHER EQUIPMENT** All Players in uniform on game days will wear shin guards, covered by socks. Any tape over the Players socks must be an identical color as the sock color. Equipment deemed dangerous by the Referee will be removed and all FIFA equipment rules will be complied with and enforced by the Referee. Players are not permitted to wear jewelry. Hair control devices which are elastic, flexible, and soft are permitted. Devices which are made of hard, sharp, edged, or breakable materials (such as metal hair clips) may not be worn. Beads or other similar decorative devices woven into or affixed on the hair are inherently dangerous and are not permitted.

10.2.7 **FOOTWEAR** Referees should inspect all footwear prior to a game and insure that all footwear is absent of anything that would render such footwear dangerous to a Player or her opponent.

10.2.8 **UNIFORM DECORUM** Players will wear training vests of a neutral color. Teams will be responsible to provide their own vests. Players will wear their uniforms with the jersey tucked in and the socks pulled up over their shin guards at all times on the field and adjacent bench areas, and pre-Game and post-Game. Players on the bench who will not play (i.e. injured Players) will wear their Team warm-ups during the Game.

10.3 **COACHES AND NON-PLAYING BENCH PERSONNEL ATTIRE** Coaches and assistant Coaches are strongly encouraged to wear professional attire during the Game.

10.4 **OTHER STAFF** Team employees working a NWSL Game will not wear jeans, warm- up suits or athletic shoes unless their work responsibilities make it appropriate.



## 11. PLAYER AND STAFF DISCIPLINE

11.1 **LEAGUE DISCIPLINE** The League Office may impose discipline on Players, Teams, or Team staff, and Teams may impose discipline on their own Players and Team staff pursuant to this Section. Penalties may include a fine, suspension and/or other sanctions for a period of time. In assessing a penalty, consideration may be given to, among other factors, the specific conduct at issue, the harm that was done, other penalties for similar misconduct, whether an individual or Team has committed other misconduct, whether or not the behavior is part of a pattern of continuing misconduct, and other extenuating circumstances. Suspensions may be either with or without pay. For certain major misconduct, the League Office may also impose discipline and declare a Player, or League Office or Team staff member Ineligible, meaning such individual is banned from any further involvement with NWSL. Owners in NWSL and/or Team Operators may also be disciplined.

11.1.1 **DISCIPLINARY COMMITTEE** The League Office will have the power to establish a Disciplinary Committee, whose individuals will serve the goals of U.S. Soccer. The League Office may delegate to this Committee those League disciplinary powers it deems advisable.

11.1.2 **GENERAL DISCIPLINE** Before discipline is taken, the League Office or Team will make reasonable investigations into the alleged violations, and may take note of any information available to them, including but not limited to Referee Game Reports, Competition Incident Reports, video tapes, written statements from individuals Discipline Notices outside the League, and information from NWSL staff.

The League Office may impose fines, suspensions and/or other sanctions for violations of the NWSL Operating Agreement, 2014 League Manual, other manuals promulgated by the League Office, as well as other directives from the League Office.

A Team may impose fines and/or suspensions against its Players or staff up to specific limits for violations of the Player Agreement, Operations Manual and any directives from the League Office, which indicate that Teams may undertake certain discipline. Pursuant to

11.1.3 **TEAM RULES** A Team may also promulgate additional Team rules and submit them to the League Office for approval, and when approved impose penalties pursuant to those Team rules as well. Teams may also request the League Office to impose additional penalties beyond the maximum level that can be imposed by the Team (**Section 11.1.4C.**)

For any penalties imposed by the League Office, an individual letter will be sent to the Player or staff member. For any penalties imposed by a Team, a copy of the memo intended for delivery to the Player or staff member will be scan to the League Office (JVanaman@NWSLsoccer.com) for approval.

Once approved by the League Office, the memo may be delivered to the Player or staff member. All Teams will be informed of Player suspensions.

- A. **Fines & Payments** All League Office-mandated fines will be fined to the team following the discipline action. Fines levied against Coaches or other Team staff by the League Office will be included within the team's monthly assessments.
- B. **Reporting Misconduct** Every Player, Coach, Game Official, Team, Team Owner or NWSL employee will report cases of misconduct to the League Office or to its Team, which will then immediately inform the League Office. The League Office may discipline any of the aforementioned individuals pursuant to Section 11.1.30 for failure to report misconduct.

- C. Penalty Waivers The League Office may, in its discretion, waive penalties for minor misconduct, but will in each case provide a letter to the offending individual, pointing out and discussing such misconduct.

11.1.4 **MAJOR MISCONDUCT** - League Discipline The League Office will have sole authority to discipline NWSL Teams, NWSL Player or Team staff for the major misconduct set forth in Subsections A through S outlined below. The League Office, in its absolute discretion, may impose fines and/or suspensions, or declare an individual ineligible for further involvement for such major misconduct. It will be considered major misconduct to engage in any of the following:

- A. Game Fixing Offer, agree, conspire, aid, forecast, or attempt to lose or control the score, or cause any Game of soccer to result otherwise than on its merits. Failure to report a bribe or attempt to fix or control the outcome of a Game in any manner will be tantamount to attempting to fix such Game.
- B. Gambling Gambling, legally or illegally, formally or informally, on any NWSL Game, or any facet of any soccer game including any NWSL Game is strictly prohibited. Gambling will constitute the wagering of any money, no matter how small, or anything of value.
- C. Prejudicial Statements and Public Criticism Give, make, issue, authorize or endorse any statement having or designed to have, in the League Office's opinion, an effect prejudicial or detrimental to USSF, the sport of soccer, or the NWSL, including public criticism of its Teams, Game Officials and PRO officiating generally.
- D. Prejudicial Conduct Commit conduct, which, in the League Office's opinion, is prejudicial or detrimental to USSF, the sport of soccer, or the NWSL.
- E. Tampering Directly or indirectly entice, induce, persuade, or attempt to entice, induce or persuade any Player, Coach, General Manager, or any other person who is under contract to any other NWSL Team to enter into services, or negotiate to enter into services during the term of such contract.
- F. Violation of Substance Abuse Policy Violate in any manner the substance abuse policy as outlined in Exhibit M.
- G. Heinous Acts Commit a heinous act, a violent physical assault on another arising out of the scope of one's employment, or being convicted or pleading no contest to a major misdemeanor or felony.
- H. Failure to Participate Participate in the removal of a Team from the playing field during a NWSL Game; fail to take the field to play; fail to appear at the scheduled time and place to play a NWSL Game; or fail to play or complete any such NWSL Game; fail to field one's strongest Team which, in the opinion of the League Office, was intended to give the opposing Team a competitive advantage; fail as a Player to appear for a NWSL Game or road trip without permission; or fail to fulfill Team practice or appearance obligations. NWSL Teams are expected to field the best possible starting lineup and make every attempt to put forth a best effort to win each Game. The integrity of the League, fairness to fans and assorted competitive issues require strict adherence to this policy.
- I. Illegal Players Play a NWSL Game with an Ineligible or suspended Player, a Player that has not signed a Player Agreement, or a Player that has not been properly added to the Team's Active Roster.
- J. Coaching Information Provide any other Team owner or employee of such Team owner with coaching information regarding one's own Team, except for the exchange of videotapes, or other League-sanctioned Player information programs.

- K. Improper Use of Video Tapes Use videotapes or Game film in any type of public forum to question a Game Official's decision or to denigrate the work of a Game Official in any manner or for personal gain from the sale of such videotapes without permission of the League Office.
- L. Protection of Game Officials Violate the provisions of this manual regarding the protection of Game Officials.
- M. Ticket Scalping Sell NWSL Game tickets for a price higher than face value, or sell complimentary NWSL Game tickets for any value.
- N. Failure to Act in the Best Interest of NWSL Fail, in the opinion of the League Office, to act in the best interest of NWSL, the League, or a Team, including but not limited to failure to comply with the rules and procedures of NWSL and directives of the League Office; failure to fulfill one's contractual obligations to NWSL; failure to report incidents of misconduct known to the individual; or the misrepresentation of any material facts to the League or a Team.
- O. Other Conduct Fail to abide by the rules, guidelines, procedures or directives including but not limited to 2014 League Manual or League Office directives.
- P. Player Code of Conduct The League Office will follow the FIFA Player Code of Conduct as referenced in Exhibit N. Team will distribute to its Players prior to the start of the League season, and to any Player added to the Team's roster during the League season.

11.1.4 TEAM IMPOSED DISCIPLINE Any Team may discipline its own Players and staff. For all Team discipline, a copy of the letter from the Team informing the Player or staff member of disciplinary action will be scanned to the League Office (JVanaman@NWSLsoccer.com)

- A. Additional Team Rules Teams will submit in writing any proposed Team rules and penalty schedules to the League prior to the start of a League season that are in addition to the Standard Fine Schedule, or modify previously approved Team rules. The League Office will review such rules, have discussions with the Team as deemed necessary, and approve, reject, or suggest modifications to such rules. No discipline may be levied for additional Team rules until approved by the League Office, and any such Team rules will remain in effect until modified pursuant to this procedure.
- B. No Double Penalties While both a Team and the League Office may have authority to penalize certain conduct, a Player or Team staff member will not be penalized by both the League and Team for the same misconduct, and only the League penalty will be imposed, except where a Team asks the League to increase a penalty pursuant to this Section.
- C. Team Request for Greater Penalties A Team may request in its Team Discipline Notice that the League Office impose a greater fine or suspension than that permitted by the Team for the misconduct in question, and will provide in writing its rationale for such request. The League Office may do so in its sole and absolute discretion.

11.2 **GAME MISCONDUCT** The first responsibility for disciplining Game Misconduct will rest with the Referee pursuant to the FIFA Laws of the Game. In addition, Players, Coaches, and other Team staff may be disciplined by the League Office or their Team for Game Misconduct pursuant to this Section, and may be subject to further discipline pursuant to other rules or procedures. For the purposes of assessing red or yellow cards, only the Referee's Game Report will be considered. For any other Game misconduct the League Office may consider all information available, including videotapes of the conduct in question.

11.2.1 SEND-OFFS / DISMISSALS The penalties set forth in this Section will apply to all cautions and send-offs awarded to a Player in any NWSL Game. A separate accumulation system will be calculated for Regular Season Games than from Playoff Games, and Exhibition Games.

However, for purposes of determining accumulations and Game suspensions, any Exhibition Games that count in the Team standings (i.e. that are considered League Schedule Games) will be treated as League Season Games.

- A. Suspensions will be levied for all send-offs in NWSL Games. Players who are sent-off, having been issued a second caution are deemed to have been issued a red card, but only the first yellow card will count towards the Player's yellow card accumulation. Any Player who is sent-off from any NWSL Game will receive:
- 1) **For the first offense:** A minimum fine of \$100.00 and an automatic suspension from the next League Season (or Exhibition) Game
  - 2) **For a second offense in any League Season, or in the case of Exhibition Games in any calendar year:** A minimum fine of \$250.00 and an automatic suspension for the next League Season or Exhibition Game
  - 3) **For a third offense in any League Season, or in the case of Exhibition Games in any calendar year:** A minimum fine of \$500.00 and an automatic suspension for the next League Season or Exhibition Game, plus additional sanctions at the discretion of the League Disciplinary Committee.
- B. A Player, substitute or substituted Player who has been sent off must leave the vicinity of the field of play and the Technical Area.
- C. Pursuant to FIFA guidelines, a Coach or other non-Player that is dismissed will not be shown a card, but rather will be informed of the dismissal verbally by the Referee. If the Referee is unable to communicate the dismissal directly, (e.g., the Coach has retired to the locker room for halftime), he/she may communicate the dismissal via the Field Manager.
- D. A Coach dismissed during a Game will be escorted by security and the appropriate Team Liaison to the locker room area. He/she will be suspended from his/her next League Season Game.
- E. He/she may watch the Game from a vantage point not visible to spectators, but may not sit in the Press Box. Coaches dismissed during a Game will be allowed to remain in the locker room during halftime.
- F. A Player, Coach, or other non-Player who fails to immediately leave the field after being sent-off or dismissed by the Referee will be further fined or suspended by the League Office.
- G. Players and Coaches are advised that further dispute and protest, 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 Office.
- H. Any Coach serving a Game suspension will not enter the stadium tunnel area, Team locker room or field level until after conclusion of the game, at which point he/she may enter the Team locker room area. He/she will not sit in the Press Box or grandstands. Upon arrival at the stadium, he/she will immediately be directed to and seated in a private suite or Team-provided reserved section. A suspended coach also will not be in electronic communication with his/her Team during the course of the game.

- I. A Player serving a suspension is not permitted on the field, nor may she sit on her Team's bench at any time prior to or during the Game for which she has been suspended. She will not communicate with the Team bench during the Game. She will be granted permission to sit in the Press Box, the grandstand, a private suite or Team-provided reserved section. The suspended Player may be in the locker room pre-Game, at halftime, and post-Game. The suspended Player is not permitted to workout or warm-up on the field with her Team prior to the Game for which she has been suspended.

11.2.2 CAUTIONS AND SUSPENSIONS Suspensions will be levied for the accumulation of yellow cards in League Games over the course of the NWSL Season.

Although the League Office distributes notices to Teams if one of its Players is within a yellow card of suspension and fine, it is ultimately a Team's responsibility to track player yellow card totals during the Regular Season and Playoff Games. NWSL has a system of yellow card accumulation to determine suspensions and fines.

Suspensions and Fines will be levied against Players for yellow card accumulations during the Regular Season as follows:

- 1) **Player accrues FIVE (5) yellow cards:** \$100.00 fine and suspension from her next NWSL Regular Season Game.
- 2) Player accrues additional THREE (3) yellow cards after having been fined and suspended for FIVE (5) cards: \$250.00 fine and suspension from her next NWSL Regular Season Game.
- 3) Player accrues additional THREE (3) yellow cards after having been fined and suspended for a second game: \$500.00 fine and suspension from her next NWSL Regular Season Game.
- 4) Player accrues additional TWO (2) yellow cards after having been fined and suspended for a third game: \$1,000.00 fine and suspension from her next NWSL Regular Season Game.
- 5) **For each TWO (2) yellow cards thereafter,** Player will be fined \$1,500.00 and suspended from her next NWSL Regular Season Game.

All Players will start the Playoff Games with a zero yellow card total. A playoff suspension system total will be determined prior to the playoffs, which correlates to the playoff format. Any suspension for yellow cards issued in a Player's last Playoff Game will not carry over into the next League Season; however, the applicable fine will be collected.

**Double Jeopardy** Should a Player be awarded a yellow card during the Regular Season or Playoffs that puts her over any of the suspension thresholds (thus suspending her from her next game) AND is later sent-off from the same game for receiving a SECOND YELLOW CARD in the same match, that Player will only be suspended for ONE (1) game and will not have either yellow card added to her yellow card total.

However, should a player be awarded a yellow card during the Regular Season or Playoffs that puts her over any of the suspension thresholds (thus suspending her from her next game) AND is later sent off from the same game for receiving a STRAIGHT RED CARD (e.g., serious foul play, violent conduct, spitting, denying a goal scoring opportunity {handball or foul}, or abusive language/gestures) in the same match, that Player will be suspended for her next TWO (2) games and the yellow card will be added to her yellow card total.

**Card Suspensions** Red card and yellow card accumulation suspensions collected in Regular Season Games will be served in a Player's next Regular Season Game. Any suspensions for yellow card accumulation earned in a Player's last Regular Season Game will not carry over into the Playoff Games.

However, the applicable fine will be collected in the current season. Any Player who is awarded a red card in her last Game of the season (Regular Season or Playoff Games), will serve the one Game suspension during her next Game (whether it's during a Playoff Game, Championship Game, or in the next Regular Season Game of the following season). All card suspensions will, if necessary, follow a Player to a new Team. All fines associated with cautions or send-offs will be collected in the current season (before the calendar year expires).

**Suspension Manipulation** A Player suspended from NWSL League Season Games (Regular Season or Playoff Games) who is called in for national team duty will have her suspensions held in abeyance until she returns to her NWSL Team. Further, NWSL Teams will be responsible for informing the League Office of a Player's selection to national team duty. Failure to provide the League Office with such notice or to withhold the use of a suspended Player when appropriate is subject to sanctions.

**11.3 OTHER GAME MISCONDUCT** In addition to and irrespective of whether the Referee awarded a card for a particular misconduct, the League Office may impose penalties for game misconduct as set forth below.

**11.3.1 GAME OFFICIAL ASSAULT OR ABUSE** In addition to enforcing NWSL sanctions, the League Office has the right to impose additional fines and/or suspensions.

**11.3.2 COACH/STAFF DISMISSAL** Any Coach or Team staff member dismissed from a NWSL Game by the Referee will receive an automatic fine and suspension as determined by the League Office.

**11.3.3 COACH/STAFF MISBEHAVIOR** Any Coach or other Team staff member not acting in a professional manner in the opinion of the League Office, whether or not the incident is reported in the Referee Report, will be subject to a fine and/or suspension.

**11.3.4 ENTERING THE FIELD** A Player, Coach, or Team Staff member entering the playing field during a NWSL Game when not authorized to do so will be fined and/or suspended by the League Office.

However, the League Office may consider whether, during an altercation, it was appropriate for a Coach to be allowed on the field as "peacemakers".

**11.3.5 APPROACHING GAME OFFICIALS** Coaches and Team staff will not approach Game Officials prior to the Game, at the end of the half, on the way to, or from, or in the locker room, or at any other time while the Game Officials are in the Home Team city, to lobby for a certain call or approach to the Game, or to criticize a Game Official's performance, including during the meeting for roster exchange.

The NWSL Competition Incident Report form is the proper vehicle to express such opinions. The Referee will report all such incidents in the Referee Game Report and offending individuals will be subject to a League fine and/or suspension.

**11.3.6 MAJOR GAME MISCONDUCT** In addition to those offenses set forth above, major fines or suspensions, at the sole and absolute discretion of the League Office, will be levied against Players (whether or not they were awarded a card by the Referee), Coaches, or other Team staff for such Game conduct as fighting or provoking a fight, criticizing Game Officials with words or gestures, entering the Game Officials' locker room, 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 or broadcast audience, obscene gestures, 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 or excessive or obvious feigning of injuries, intentional dives, or other unsportsmanlike conduct detrimental to the NWSL League. The League

Office may levy fines and/or suspensions for such behavior whether or not it is reported in the Referee Report.

11.3.7 STARTING GAME/SECOND HALF ON-TIME Players or Coaches who refuse or neglect to leave their locker rooms on time to either start the Game or the second half may be fined.

#### 11.4 APPEALS

11.4.1 APPEALS FROM PLAYER DISCIPLINE The rights of Players to appeal fines/suspensions levied by the League Office or her Team is set forth by NWSL. The provisions set forth below (Section 11.4.3) will be the exclusive means for such appeal.

11.4.2 APPEALS FROM COACH/NON-PLAYING TEAM PERSONNEL DISCIPLINE The rights of Coaches and non-playing team personnel to appeal fines and or suspensions imposed by the League Office will be set forth by NWSL. The provisions set forth below (Section 11.4.3) will be exclusive means for such appeal.

11.4.3 GRIEVANCE PROCEDURE An appeal may be lodged to the NWSL against any decision passed by NWSL Staff, unless the sanction pronounced is: a) a warning; b) a reprimand; c) a suspension for less than six games or of up to two months; d) a fine of less than \$200 imposed on a club or of less than \$100 in other cases. Anyone who is affected by a decision and has an interest justifying reduction of a punishment or cancellation of the decision may submit it to the Executive Director.

Clubs may appeal against decisions sanctioning their players, officials or members. They shall have the written agreement of the person concerned. Any party intending to appeal must inform the NWSL of its intention to do so in writing within 24 hours of notification of the decision. Reasons for the appeal must then be given in writing within a further time limit of seven (7) days. This seven-day period begins after the first deadline of 24 hours has expired. If this requirement has not been complied with, the appeal will be rejected, unless the appealing party shows good cause for the delay. The appellant shall submit a petition of appeal. The petition shall include the claim as well as the reasons and means of proof and be signed by the appellant or his/her representative. Anyone wishing to lodge an appeal shall submit an appeal fee of \$300 to the NWSL within seven (7) days of receipt of the decision.

If this requirement has not been complied with, the appeal will be denied. This amount will be reimbursed to the appellant if he/she wins the case. An appeal results in the case being reviewed by the NWSL Executive Director. The appeal does not have a suspense effect except with regard to orders to pay a sum of money.

## **12. GAME DELAYS, POSTPONEMENT AND CANCELLATION**

Game delays, postponements and cancellations are governed by this Section. Because of the possibility of Game delays or postponement, the Teams' Director of Operations will have direct means for communication (i.e. cellular phone) with the League Office. The League Office will provide these phone numbers prior to the start of the League Season, and this information will be included on Game Notices.

**12.1 CHANGES TO THE GAME SCHEDULE** All Game dates and starting times will be established and announced by the League Office in the League Schedule. Game dates and or times may not be changed unless so approved by the League Office. Before deciding on a change, the League Office will consult both the Home and Visiting Team and will have the final say in the matter. The League Office will notify Teams in writing, but the Teams will not publish the change until permitted to do so by the League Office. Once permission is granted, both Teams' public relations staffs will use all reasonable means to communicate the Game time change information to the public.

**12.2 AUTHORITY TO DELAY, POSTPONE OR CANCEL A GAME** A NWSL Game may be delayed or cancelled due to (1) the failure of one or both Teams to arrive, (2) a lack of preparedness of one or both Teams to begin or continue playing a Game, (3) serious incident, injury or fatality to a Player, Coach, Game Official, Team representative or spectator, or (4) unfavorable weather and/or other adverse conditions beyond the control of the participating Teams which would make the playing of the Game impractical or dangerous for the Players, other participants, or spectators. It is important that the rules and procedures of this Section are explicitly followed in determining whether to delay, postpone or cancel a Game.

For all potential Game delay scenarios, the Home Team, in conjunction with the stadium, local law enforcement and other applicable agencies, will have a detailed response plan prepared.

Applicable to this section, "Competition" is defined by the moment a Team arrives at the stadium on game day until the final whistle is blown (including pre-game dressing preparations, pre-game warm-ups, half-time, and all game action). If a Game requires rescheduling as a result of any of the above occurrences, the affected Teams and the League Office will determine a new date and time to replay the game in question. If a significant delay is experienced, the Game Officials and Teams will follow the guidelines set forth in this section before play is resumed. Furthermore, in case of a delay or a cancellation that requires rescheduling, the Home Team is responsible for informing the fans, via public address announcements, of the situation at hand. Such announcements will be prepared in advance, vaguely reference the situation (e.g. "the accident that has occurred on the field") and explain the delay or cancellation policy that governs the relevant situation.

**12.2.1 GAME DELAY** If one of the conditions set forth above exists, the Home Team Director of Operations, in consultation with the League Office, Head of the Visiting Team Delegation and Referee, may delay the start of the Game for up to TEN (10) minutes

**12.2.2 KICKOFF DELAY DUE TO TELEVISION (REGIONAL BROADCASTS)** In rare instances, the kickoff may be delayed due to the run-over of preceding live sports programming. In such scenarios, regular communication between the Producer, Red Hat, Operations Director, Game Officials, and competing Teams is essential.

1. Prior to the end of Team warm-ups, the Producer will provide advance warning to the Teams and Referee of the possible delayed kick.
2. The Producer will have the authority to delay the kick for up to TWO (2) minutes if warranted as described in this section.



3. If the Producer reasonably believes that the kick will be delayed more than TWO (2) minutes but less than FIVE (5) minutes, he/she will request a delayed kick from the Home Team and such personnel will make every effort to accommodate the request.
4. If the Producer reasonably believes that the kick will be delayed more than FIVE (5) minutes, he/she will inform the Home Team and every effort will be made to begin the game as originally scheduled.

12.2.3 LIGHTNING AND SEVERE WEATHER Given the likelihood of lightning during the League season, and the potential for personal injury and structural damages lightning can cause, each Home Team will have a detailed weather delay plan that includes the following:

1. Specific persons in charge of decision-making (one management level person from the stadium, one person from the Home Team, one person from law enforcement)
2. Direct contact with the U.S. Weather Bureau and/or Doppler radar
3. Formation of a weather delay committee with pre-designated meeting location (and back-up location) that includes the Referee, Team representatives and TV producer
4. Immediate and consistent contact with the League's Game Notice Designee
5. Updates to spectators and media via PA announcement (and video if available)
6. "Standing Orders" (procedures) published and posted to accomplish the above

In the event it is deemed safe to resume play, refer to Section 12.2.9, "Team Warm-Up Period Following Game Delay" for League guidelines.

12.2.4 NATURAL DISASTER AND DAMAGE TO STADIUM SUPERSTRUCTURE Given the possibility of a natural disaster (e.g. earthquake) during the League season and the potential for personal injury and structural damage that may result, each Home Team will have a detailed emergency response plan that includes the following:

1. Specific persons in charge of decision-making (one management level person from the Stadium, one person from the Home Team, one person from law enforcement)
2. Formation of a crisis management Team with pre-designated meeting location (and back-up location) that includes the Referee, Team representatives and TV producer
3. Immediate and consistent contact with the League's Game Notice Designee
4. Updates to spectators and media via PA announcements (and video if available)
5. "Standing Orders" (procedures) published and posted to accomplish the above

The decision as to whether the game will begin or resume will be made in conjunction with Stadium Officials and local law enforcement, and other applicable personnel qualified to ascertain the safety of the event. Prior to making a decision, the affected Home Team will immediately contact the League Designee to discuss the situation and determine an appropriate and respectful course of action. Each incident that falls under this category will be treated on a case-by-case basis, although consideration will be given to play or resume the Game as scheduled.

12.2.5 STADIUM POWER FAILURE Given the possibility of a partial or full power failure at a stadium, Teams will have a detailed response plan prepared. In such a situation, the game may be delayed if the power failure results in the following:

1. The Referee determines that it is dangerous for Players or Game Officials to continue the Game. This decision to stop play is in the sole discretion of the Referee.
2. The Referee determines that an unreasonable competitive advantage is created by continuing the Game under current conditions (e.g. unbalanced lighting favors one Team). This decision to stop play is in the sole discretion of the Referee.
3. Team and stadium officials determine that it is dangerous for spectators and/or stadium personnel to continue the Game. In such a situation, the Security Liaison to the Referee will communicate this need to stop play.

In the case of a power failure, every effort will be made to continue and finish the Game in its entirety once the problem has been adequately fixed or the integrity of the competition has been established or restored and the safety of spectators, stadium personnel, and Players have been assured.

**12.2.6 SERIOUS INJURY OF A PLAYER, COACH, GAME OFFICIAL OR TEAM REPRESENTATIVE** If a Player, Coach, Game Official or other bench personnel suffers a serious injury (e.g. paralysis or heart attack) during the course of competition, every effort will be made to finish the game in its entirety once the injured person(s) is safely removed from the field area. It is the responsibility of the Game Officials to manage the Players and bench personnel during a delay caused by a serious injury. In such instances, the Home Team will immediately contact the League Office to keep the League Office informed of the situation and seek direction as necessary.

**12.2.7 FATALITY BEFORE GAME DAY OR ARRIVING AT THE STADIUM** If a Player, Coach, Game Official, spectator, League member or Team staff suffers a serious or fatal incident before game day or prior to arriving at the stadium on game day, the affected Team will immediately contact the League Office to discuss the situation and determine an appropriate and respectful course of action. Each incident that falls under this category will be treated on a case-by-case basis, although consideration will be made to play the game as scheduled. The decision as to whether the Game will be played will be at the sole and absolute discretion of the League Office.

**12.2.8 FATALITY DURING COMPETITION** If a Player, Coach, Game Official or other bench personnel is determined to have suffered a fatal incident during the course of competition, the game may end at that point and would be rescheduled and replayed in full if the incident occurs in the first half of play or the game will be considered final if the incident occurs in the second half of play. In such instances, the Home Team will immediately contact the League Designee to keep the League Office informed of the situation and seek direction as necessary.

**12.2.9 TEAM WARM-UP PERIOD** Following Game Delay NWSL Teams and Players will be permitted a warm-up period following any game delay, due to weather or other unforeseen circumstances. The duration of the warm-up period will be determined by the length of the game delay.

- A FIVE (5) minute warm-up will be permitted following a game delay of up to TEN (10) minutes
- A TEN (10) minute warm-up will be permitted following a game delay between TEN (10) and THIRTY (30) minutes
- A FIFTEEN (15) minute warm-up will be permitted following a game delay between THIRTY (30) and SIXTY (60) minutes
- A TWENTY (20) minute warm-up will be permitted following a game delay of greater than SIXTY (60) minutes

These guidelines set forth a maximum duration for warm-ups. The Game Official, with the mutual approval of the head Coach from each competing Team, may designate a warm-up period shorter than the previously stated guidelines.

**12.2.10 GUIDELINES FOR RESUMING A GAME** When resuming a Game that has been postponed, play will continue at the exact time at which it was stopped and Referees will utilize the appropriate restart. If the game is stopped at a dead-ball situation, it will resume by allowing the appropriate Team to take the restart they were awarded before play was suspended (e.g., throw-in, goal kick, etc). If the game is stopped during the run of play, it will resume with a dropped ball at the location on the field where the ball was positioned when the game was suspended.

**12.2.11 STADIUM CURFEWS** When deciding whether to resume play, Teams must be aware of local stadium curfews imposed by respective cities which may prohibit the start or continuation of play after a certain time. Such local curfews, which determine the point at which the game must be completed may affect the aforementioned guidelines for resuming a game.

**12.2.12 GAME CANCELLATION PRIOR TO GAME START** Only the League Designee, after consulting with the Referee and a representative of the Home and Visiting Teams, may determine whether or not a Game will be cancelled. The League Designee will be informed of the possibility of a cancellation by the Home Team General Manager at the earliest possible time. Given the difficulty and cost of rescheduling, every attempt will be made to complete the game that day irrespective of the length of the delay. Postponements will be considered only in an extreme situation such as a flooded playing field, structural damage, or serious injury/fatality as described in this Section. In the case of thunderstorms and lightning, play can generally resume after the storm has passed.

**12.2.13 GAME CANCELLATION AFTER GAME START** Once a Game has commenced, only the Referee will have the authority to stop play and cancel the Game, and may do so only for one of the reasons set forth in this Section. However, the Referee and Teams will make all efforts to play and complete the Game unless otherwise directed by the League Office.

Due to inclement weather: Unless a risk to personal safety exists, the Referee will wait a minimum of THIRTY (30) minutes (excluding halftime) and consult with the Team representatives and the League Designee before canceling the remainder of a Game.

**12.2.14 GAME CANCELLATION CRITERIA** NWSL Game cancellations will occur only in the most serious circumstances. However, the personal safety of the Game participants, Game personnel and spectators will always be of the highest priority. Other factors the Referee and League Office will consider include whether or not Teams have requested the cancellation, difficulty in rescheduling the Game, television broadcast considerations, current and forecasted weather conditions, travel conditions, the current whereabouts of Teams and Game Officials (if not at the stadium) and the likelihood of them reaching the stadium.

**12.2.15 RESCHEDULING A CANCELLED GAME** The following rules will govern the rescheduling of a cancelled NWSL Regular Season Game.

- A. **Games Cancelled Before Commencement of Play** Any NWSL Game that is cancelled pursuant to this Section will be rescheduled or cancelled permanently by the League Office at the earliest possible time.
- B. **Games Cancelled After Commencement of Play** If a Game is cancelled prior to the completion of the first half of play, regardless of the score, the score and all statistics will not be recorded and the

Game will be treated as if it were cancelled before it started. If a Game is cancelled subsequent to the completion of the first half of play and a Team leads in goals or the score is tied at halftime, the score and all Game statistics will stand as final.

**Rescheduling Considerations** The League Office will have the authority to review all the facts, including fault on the part of either Team, unavoidable conditions, expense for both Teams, requests by a Team to take a particular action and the best interest of NWSL and the Teams, in determining whether a Game will be rescheduled and when, who should bear the financial burden as a result of the cancellation or rescheduling, whether the Game should be forfeited or cancelled permanently, and whether other sanctions should be levied. The integrity of NWSL as well as the Home and Visiting Teams' schedules will be given considerable weight in the resolution of these matters. Unless the sanction or remedy is set forth specifically in any NWSL rules or directives, the League Office will decide what action to take, and its decision will be final.

**12.2.16 PREPAREDNESS TO PLAY** In the event a Team: (a) does not arrive at the stadium on time, unless through no fault of its own, (b) is not prepared or does not commence playing a NWSL Game at its scheduled kick-off time, or (c) does not complete the Game, and the Game is not played to conclusion on that day; the League may declare the Game to have been forfeited by such Team and it may not be rescheduled. In either case, further penalties may be imposed against the offending Team, including Game preparation costs and penalties against individuals pursuant to Section 11 (failure to participate) of the League Manual.

In the event neither Team is prepared to commence the playing of a NWSL Game at the scheduled kick-off time or does not complete such Game, and the Game is not played to a conclusion on that day, the League Office may reschedule the Game, or declare the Game to have been forfeited by both Teams with neither Team receiving any points for the Game, and may impose further penalties on the Teams.

### **13. EMERGENCY MEDICAL AND EVACUATION PLANS**

Every Team will establish Game Day emergency medical and evacuation procedures in conjunction with its stadium authority. Above all, necessary precautions will be taken to ensure spectator, Team, and staff safety at all times. Medical activities and protocol will also be in compliance with the local emergency medical evacuation plans.

**13.1 MEDICAL EMERGENCY PLAN** Medical emergencies create a need for immediate medical attention on the field, in the stands, and in press/VIP areas. The following are basic parameters to follow in developing Team policies. Responsibilities may vary, based upon the role stadium personnel want and are capable of assuming.

- 1) The Home Team will designate the Director of Operations as the medical response coordinator. He will assign separate Team representatives to be responsible for the field (Players), grandstand areas (spectators), Press Box and VIP areas. These Home Team representatives must be capable of making decisions and handling difficult situations.
- 2) Establish a mode of communication by which emergency personnel can be contacted quickly.
- 3) Staff will report initial problems to the Director of Operations, notify security and any on-site EMS agency immediately of the problem and location, and deploy a staff member to the scene.
- 4) Once the Medical Response Team arrives and relieves the staff member, the staff member will record initial information, including time, location, and who placed the injury call, before they leave the accident/injury area.

**13.2 TEAM PHYSICIAN AND STRETCHER** In addition to the medical emergency plan, the Home Team will have a qualified physician, certified athletic trainer, stretcher, and a flat spine board readily available at each Home Game. At no time will a Player be subjected to risk or aggravation of an injury by removing her from the field. Referees will ensure that injured Players are removed from the field as soon as safely possible. The Referee will initially call for the stretcher to be brought onto the field. The stretcher-bearers will consist of existing Team staff near the bench. The stretcher and flat spine board will be located at or near the fourth official's table. Additionally, an ambulance and crew will be available on site. If the ambulance and crew have to leave the stadium for any reason, best efforts will be made to have a replacement ambulance and crew available.

The Team physician will remain at the stadium past the conclusion of the Game. It is each Team's responsibility to advise the Team physician if he/she is needed in the locker room after the Game. The Team physician will check with each locker room, and give each Team athletic trainer sufficient time to assess the injury situation before departing the stadium.

**13.2.1 APPROPRIATE RESPONDING PHYSICIAN** The Team physician or qualified designee will be in attendance at all Home Games; however, he/she will not be the appropriate respondent for spectator, press, VIP, or other staff members' injuries or emergencies. Emergency medical plans will factor this into his/her procedures.

As Teams may not own their stadiums, it is imperative that security, stadium management, and the Team discuss and coordinate these procedures prior to the opening game.

**13.2.2 AMBULANCE AND EMT CREW** The Home Team will have at least ONE (1) ALS (Advanced Life Support) ambulance and one EMT Crew at each Home Game. Furthermore, at least ONE (1) ALS ambulance and one EMT Crew will be dedicated to the Players and the field of play at all times.

13.3 EVACUATION PLAN In the event a stadium or parts thereof will be evacuated due to natural causes (i.e. earthquakes, floods), bomb or terrorist's threats, fire and smoke, etc., each Team will develop and implement, in conjunction with its stadium, an emergency evacuation plan. This plan will cover how to safely and quickly remove all spectators, Teams, and staff from the damaged area or venue itself; establish what equipment needs to be on hand; and include a notification system for law enforcement agencies, fire, or other emergency response departments.

## 14. TICKET SALES AND RECONCILIATION

The Home Team's Ticket Manager and staff will oversee the ticket box office and outlying ticket booths/kiosks during each NWSL Game. In the event that the stadium management staffs the ticket office during Home Games, the Ticket Manager will remain in the ticket office for the duration of the Game and reconcile all ticket sales with the stadium personnel.

14.1 **TICKET TAKERS AND USHERS** Team stadiums may provide Game Day Ticket Takers and Ushers, pursuant to the Team's stadium lease. For job descriptions for Ticket Takers and Ushers, reference Section 7 of this Manual.

14.2 **SEAT MANIFEST** Prior to the start the League season, Teams will obtain a stadium seating manifest of their stadium.

14.3 **CONDITIONS OF ADMITTANCE** Requests for tickets pursuant to this Section will be for official NWSL or other soccer purposes only. Entertainment, recreational, or third party usage is not permitted. League and Team representatives will conduct themselves in a professional manner and will not show favoritism for a particular Team. All complimentary tickets issued under this Section will be reported on the Ticket Report form found in Exhibit.

14.3.1 **SCOUTING GAMES** Coaches and others in attendance to scout the Game will be given, at a minimum, available and suitable grandstand seating upon advanced requests. The Team associated with the scout attending the Game will request tickets (one ticket per scout) directly from the Home Team at least TWENTY-FOUR (24) hours in advance of the Game.

14.4 **SCALPING** Teams will be aware that their tickets may be scalped on game day in or around the stadium. Policies already existing in the stadium's rules and operational guidelines will be explored as well as local ordinances and laws. Action regarding scalping will be addressed in the Home Team's game day plans. Team Staff or Players found scalping tickets are subject to major misconduct discipline pursuant to Section 12 of the 2014 League Manual.

14.5 **COMPLIMENTARY TICKETS** The League Office will monitor the distribution of complimentary tickets. Complimentary tickets for all games will be kept to a minimum.

14.5.1 **Distribution** The complimentary season and individual Game tickets will be allotted as follows:

- A. **Home Team** The Home Team shall report to the League Office on a match-by-match basis the total number on complimentary tickets issued. Each Player will receive at least 4 complimentary tickets per home match.
- B. **Visiting Team** The Home Team will provide the Visiting Team with a minimum of THIRY-FIVE (35) complimentary tickets.

The Visiting Team may request additional tickets. In such instances, the Home Team will be provided the request for additional tickets at least FIVE (5) days advance of the Game to fulfill the request.

These tickets will be given to the head of the Visiting Team's delegation upon their arrival.

- C. **Game Officials** Each working Game Official will receive TWO (2) complimentary tickets. These tickets will be distributed by the Referee Liaison.

D. Referee Assessors will receive an all-stadium credential and are entitled to TWO (2) tickets for Games to which they have been assigned. These tickets will be distributed by the Referee Liaison.

14.6 **RECONCILIATION, REVENUE, ACCOUNTING & LEAGUE COLLECTION** At the end of the Game, or the time established on Game Day by the Home Team, the Home Team will settle all ticket accounts for that Game, including an accounting of advance, game day walk-up, full and partial season ticket sales, group and other discounted ticket sales, the issuance of complimentary tickets, and of surcharges and taxes.

14.6.1 TICKET SALES RECEIPT GAME STATEMENT The official ticket reconciliation report form will be forwarded to the League Office within FORTY-EIGHT (48) hours after any Home Game by the Home Team and on a form provided by the League Office (Exhibit O).

14.6.2 COLLECTION Remittance of ticket receipts to the League Office will be made in accordance with the monthly financial settlement procedures established by the League Office.

14.6.3 DEADWOOD All unused tickets will be retained and accounted for by the Home Team.

14.6.4 TICKET AUDITS Each Team is required to maintain all supporting documentation necessary for substantiating the certified game statement. Supporting documentation includes, but is not limited to, Ticketmaster reports, sales tax returns, exchanged tickets, redeemed coupons or vouchers, lost ticket passes, ticket stubs, and turnstile or stub count information. Each Team will also maintain a reconciliation of all flexible voucher (or related) programs, including flexible voucher sales, redemptions and unredeemed passes.

The League Office reserves the right to audit any or all game statements provided by the Teams at any time.



## **15. POWER & AUTHORITY OF THE EXECUTIVE DIRECTOR**

15.1 FULL POWER The League and every team operator vests the League Executive Director with the full power and authority to perform those duties delegated to him/her in this Operations Manual and other relevant documents.

15.2 INTERPRET AND ENFORCE The League Executive Director shall interpret and, from time to time, establish policy and procedure with respect to the League, and the enforcement of such policies and procedures, and any decision emanating therefrom shall be final and not appealable except as otherwise provided in writing.

15.3 AUTHORITY In the event of a violation of the League policies and procedures and/or where a situation arises which is not covered in the same, the League Executive Director shall have the authority to make such decisions and undertake any action which in his/her judgment is deemed to be in the best interests of the League.

## 16. PUBLIC RELATIONS GUIDELINES

It is the duty of the Public Relations directors of the NINE (9) Teams in the National Women's Soccer League to follow these guidelines to their utmost ability. All public relations staff should understand that their goal is to promote the sport of soccer and to provide the media with the best environment in which to perform their professional duties. Responsibilities of a public relations department vary from club to club and as such, this manual is intended to serve a broad range of individuals.

### Philosophy and Strategy

- Be honest: Don't try to deceive, for you are sure to be found out. It is true that sometimes you may need to dodge the subject or put a spin on it... but don't change basic facts. The truth has a habit of coming out, sooner or later.
- Be open: Frankness and transparency are qualities that pay in the long run, rather than evasiveness and secretiveness. If you have to withhold certain information, it is usually best, when pushed, to admit that you are doing so, making it clear that you have a good reason to do so.
- Be friendly: Remember that you are the public face of the organization you represent, and it is via the media's perception of yourself that they will form an impression of your organization and transmit this identity to the public.
- Be helpful: go that extra mile to provide service, and provide it courteously. Always tell as much as you can – for there are certain times when for, whatever reason, you will want or need to withhold information; at such times, your customary helpfulness will pay dividends.
- Be credible: it is essential that you remain above any kind of suspicion of hidden agendas for personal profit.
- Get it right the first time: Remember that first impressions count, and that you do not get a second chance to make a first impression.
- Treat everybody equally: Do not allow yourself to be accused of having favorites or, on the other hand, of putting other at a professional disadvantage.
- Don't speculate: Sometimes it may be difficult to avoid being lured into guessing what may happen or what somebody may say... such speculation rapidly becomes turned by the media into facts, which turn out to be wrong. Leave any speculating to the journalist themselves, of their own accord.
- You are always on the record: Regardless of whether you are having a background conversation, if any information you give a reporter will be written down or remembered.
- The bottom line The bottom line of any media policy could be defined simply as: Work with the media, not against them. Remember that the objective of a media service is to provide information and shape the story, not to conceal information. There may of course be times when there are higher reasons for not telling the full story, but then, as mentioned earlier, your overall reputation of helpfulness and openness will stand you in good stead.
- Be proactive rather than reactive: Always be ready to take the initiative and to take the story to the media, on your terms, rather than wait for them to come looking for it, on theirs. An active media information policy, where news is spontaneously and/or systematically offered, helps eliminate those aimless calls vaguely asking what's new, which seldom produce anything of great consequence.
- Professional competence is vital: Remember that you are dealing with professionals (at least, most of the time), and professional incompetence will be embarrassing if and when it is laid bare.

- You need to have a professional understanding of soccer: The rules, the players, the teams, the competitions, and so on, but especially an inside understanding of how soccer “works”.
- You need to understand how the media work: What they need, what is important to them, a sense of deadlines and priorities, what makes a good story, recognition of the competition that exists in the media world, and at least a basic grasp of media technology.
- There is nothing wrong with admitting that you cannot and do not know everything: Your professional position and responsibilities, however, put you in a position to learn and to inform. It is a golden rule that rather than speculate on an answer that you are not sure about, it better to simply reply:

I’m sorry, I don’t know – but I’ll find out.

- Make an effort: Making an effort to find and provide specifically requested information is always appreciated, as it reveals one professional’s sensitivities for the needs of another.

## 16.1 PRINTED MATERIALS

16.1.1 Media Guides Each NWSL Team will be required to produce a 2014 regular season media guide. The Teams may produce a printed version but will only be required to produce an electronic version that will be submitted to the League Office in pdf file format. The deadline for submitting the media guides will be April 1, 2014.

Required Contents for the media guides will be the following:

1. Regular season and playoff schedule
2. Table of contents
3. Team directory
4. Team history/overview (“About us”)
5. Bios and head shots of team executives
6. Staff listing
7. Bios of coaches and players
8. Rosters
  - a. Alphabetical
  - b. Numerical
9. Broadcast and streaming video information
10. Principal media list and league media policies (section 16.5)
11. Training site information and schedule
12. Stadium information
13. Ticket pricing and information
14. League Information
  - a. NWSL directory
  - b. Rules and Regulations
  - c. NWSL logo must appear on the cover of the media guide (min. 1”x 1”)

- d. Location of league schedule (link or web address)

All player bios must include following information.

- a. Name: Sue Jones
- b. Pronunciation: jo-hoy-nes
- c. Position: Midfielder
- d. Height: 5'9"
- e. Jersey Number: 10
- f. Date of Birth: January 24, 1983 in Chicago, Ill.
- g. Age: 27
- h. Hometown: Normal, Ill.
- i. Citizenship: USA
- j. College: UCLA
- k. Last Club: FC Gold Pride (WPS)
- l. How Acquired: Signed as a discovery player on March 12, 2013.

In addition, each player's biography shall follow this general outline:

- a. All Professional Performances
- b. National Team Performance where applicable
- c. College Performance
- d. High School Performance where applicable
- e. Youth Club information, preferably with names of key coaches, club name
- f. Personal Information and other interesting off-field aspects

Bios on NWSLsoccer.com and team sites must be completed for every player by the start of the NWSL season.

16.1.2 NWSL MEDIA CONTACT LIST All Team PR departments will be required to submit the names and contact information for the local media that covers their team. NWSL will provide a template in Excel format that must be filled out and returned to the League Office before the start of the season. New media contacts can and should be added during the course of the season.

## 16.2 DISTRIBUTION OF INFORMATION

16.2.1 NEWS RELEASES Each Team should provide local media with regular (weekly) updates about the Team. The news releases should include, but not be limited to: results, practice schedules, injury reports, Team and individual Player news.

All news releases regarding Player transactions or roster changes/updates require League Office approval. Such releases should be sent to the following addresses before given permission to be announced:  
PDonnelly@NWSLsoccer.com.

16.2.2 GAME NOTES Teams will provide games notes to media in advance of a match so as to provide media members a background and relevant information regarding the upcoming match, including a list of team transactions from the current season. Every effort should be made to provide national broadcasters with game notes at least three days in advance of a match.

### 16.2.3 AWARDS

- A. Player of the Week: NWSL shall announce the NWSL Player of the Week during each week of the regular season on Monday via news release and NWSLsoccer.com. For NWSL Player of the Week, NWSL Communications will distribute ballots to media after the last game of the week. Teams are asked to send suggestions for nominees to PDonnelly@NWSLsoccer.com via NWSL Communications. Players will be judged on overall performance during the week.
- B. Player of the Month: NWSL shall announce the NWSL Player of the Month during the course of each season via news release and on NWSLsoccer.com. For the NWSL Player of the Month, nominations must be sent by noon CT on the day after your last game of the month. If your last game falls on the final day of a month, please send in your nomination immediately following your game. Nominees and other top performers throughout the month will be considered. NWSL Communications will distribute ballots to media after the last game of the month.
- C. NWSL Year-end Awards
  - MVP
  - Defender of the Year
  - Goalkeeper of the Year
  - Rookie of the Year
  - Coach of the Year
  - Golden Boot

### 16.2.4 INJURY REPORTS

Injury Reports / Communicating injuries to Media: Each team is required to submit a team injury report every Friday by 2 p.m. CT. The Friday injury update will be made available at NWSLsoccer.com.

These injury reports should be as accurate as possible. Players listed as Doubtful or Out should not be included in the probable starting lineup.

Inaccurate reporting may result in a fine.

Reports should provide information in this order: status (see below), player, affected part of the body, and injury diagnosis. Note: it is not acceptable to simply say "left foot" – a more accurate description is needed ("sprained left foot", for example, would be acceptable).

Status: Players are to be listed in one of four categories: OUT, DOUBTFUL, QUESTIONABLE, PROBABLE. They are defined below:

OUT: Definitely will not play

DOUBTFUL: At least 75 percent chance will not play

QUESTIONABLE: 50/50 chance will not play

PROBABLE: Virtual certainty to play, possibly decreased minutes

If an injury occurs during a game, the home team PR department should communicate medical information about in-game injuries to broadcasters and other media as promptly as possible. The information provided should be limited to the nature of the injury and whether or not the player will be returning to the game. The team's medical staff may not supply information to Media representatives directly.

In circumstance where a player injury or illness requires a complex medical explanation (e.g. to review a surgical procedure), the team general manager may authorize the team physician or head athletic trainer to provide medical information directly to the Media, after consulting with the player. The information provided is to be limited to the nature of the injury or illness, the prescribed treatment or rehabilitation, and the expected timing of the player's return to action. In addition, the team physician and/or athletic trainer may be made available to the Media from time to time to discuss an injury or type of injury in general terms, but not as it relates to a specific player.

Any media members interested in receiving information about head injuries or concussions and any press communications related to head injuries should be sent to Patrick Donnelly at PDonnelly@NWSLsoccer.com.

### 16.3 **CREDENTIALS**

16.3.1 **MEDIA CREDENTIALS** The Teams shall supply All-Stadium Season passes, Team Season or day passes to qualified accredited members of the media.

Media shall consist of the following categories: writers, photographers, radio and television broadcasters and their crews. Photographers and/or videographers must be attached to a legitimate media organization to gain credentials. Credentials are not transferable and must be worn in a visible location at all times.

Teams are required to provide the League with a list of their local media who shall receive credentials. Team employees, other than Media Relations Staff and broadcast personnel, shall not receive media credentials.

All media, Visiting Team, and Home Team personnel shall exhibit professional decorum in the Press Box, and Press Box announcements shall be made during the Game indicating there shall be no cheering or favoritism displayed. Violators may be asked to leave the Press Box area or have their credential privileges suspended or revoked.

16.3.2 **POST-GAME MEDIA ACCESS** Players from both teams will be available to media post-game in a mix-zone located outside the team locker rooms or in a location near the field of play. The mix-zone will begin 10 minutes after the conclusion of the match. Locker rooms will not be open to media at any point.

Team PR directors should be present to indicate the beginning and end of media access to players, and ensure media have access to the head coach and all players after the match. All players are required to be available to media post-game. All regulations about post-game media access should be clearly communicated to team staff and security to ensure a secure environment.

16.3.3 **MEDIA ACCESS TO TRAINING SESSIONS** Teams are highly encouraged to make every training session open or at least partially open (i.e., if a session is declared "closed," teams are required to have a 15 minute period for b-roll and photos at the start and time for media interviews following the session).

### 16.4 **PRESS BOX REQUIREMENTS**

16.4.1 STADIUM ACCESS AND PRESS BOX SEATING Accredited media members will have access to the stadium, professional workrooms and stadium seating, if available. During the match, accredited media will have access to the press box which will be restricted to only those accredited media members. In addition, each stadium should have a Press Box capable of seating no less than TEN (10) people, with separate areas for working press and electronic broadcasters, and sufficient power outlets for all needs. If possible, all accredited media members should be given a seat in the press box.

All credentialed media shall be seated in media seating areas, consistent with treatment afforded comparable media. In addition, all members of the media are to be afforded equal treatment and access to facilities and personnel, regardless of sex.

When the press box is fully occupied by working media, referee assessors or in-stadium observers shall be provided seating with a desk or table shielded from the weather and a vantage point to view replays (if available) from any telecast. The specific location may be determined by the Home Team but must provide these minimum accommodations.

In order to maintain the integrity of the working press box, seating is specifically reserved for media members. All other individuals (including player agents, VIP's and administrators) should be seated in overflow booths or assigned stadium seats.

16.4.2 TRAVELING MEDIA The Home Team shall provide seating for traveling media members at each game in the press box and should keep in mind the needs of media members traveling from the Visiting Team's area. The PR Department of the Visiting Team should advise the Home Team 48 hours in advance if or how many members of traveling media plan to attend the match.

16.4.3 PRESS BOX SUPERVISION AND RESPONSIBILITIES At least one member of the Home Team's PR full-time or part-time staff must be in the press box at all times, including halftime. In addition, a full or part-time staff member must be present in the press box to watch all unattended equipment during postgame activities. The Press Box Supervisor shall be responsible for the following:

- Press Box Staffing In addition to Field Runners, each Team shall have a minimum of ONE (1) runner specifically stationed in the Press Box and under the direction of the Press Box Supervisor. The runner shall (a) distribute lineups, game programs, statistics and other information; (b) assist in bringing information to the Press Box prior to the Game; (c) coordinate Press Box interaction with the field and locker room; (d) help ensure all media and guests are supplied with food and beverage; (e) help close the Press Box following the Game; and (f) assist the Press Box Supervisor in any other manner.

Opening the Press Box The Press Box shall be open and available to media TWO (2) hours before kickoff and shall remain open until the last working media has left. If the Press Box has television monitors that show the TV feed, they should be in operation during the Game.

- Relaying Game Information The Press Box Supervisor shall relay information as needed and requested to the Press Box and PA Announcer, including goals scored, goal scorer, assists, cautions, send-offs, time of goals, substitutions, injuries, attendance and other helpful information.

Assisting the PA Announcer and TV/Radio Broadcasters The Press Box Supervisor shall provide information and rosters with pronunciation guides to the PA Announcer, TV and radio broadcasters and the TV truck as needed and requested. Updates on concurrent NWSL Games shall be relayed whenever possible.

- Two-Way Communication The Press Box Supervisor shall have a two-way radio and remain in contact with the Field Manager or other designated "spotter" at field level. On this channel shall be other production personnel such as the Timekeeper, PA Announcer, Day of Game Producer, official stats, etc.

- Press Box Announcements The Press Box Announcer shall announce all pertinent Game information for the media with the information broadcast in the Press Box only. The PA Announcer may also serve as the Press Box Announcer.

16.4.4 PRESS BOX SECURITY At least ONE (1) staff person shall be posted at the entrance to the press area to check all incoming persons for proper credentials and to control Press Box traffic.

16.4.5 PRESS BOX FACILITIES Coaches and others in attendance to scout the Game shall be given available and suitable grandstand seating or a separate box, but not seating in the same area as working press. The Press Box area is a neutral zone; both Home and Visiting Team management and personnel shall refrain from bipartisan comments or cheering.

16.4.6 PRESS BOX PHONES At least ONE (1) phone shall be located in the Press Box. This phone is independent of phones or other communication hardware set up for media members. The Press Box phone shall be manned throughout the Game to relay scores.

16.4.7 COMPUTER EQUIPMENT, COPY MACHINE, INTERNET AND FAX MACHINE At a minimum, the PR Director shall have TWO (2) computers (one specifically for NWSL official stats) and ONE (1) printer in the Press Box. Furthermore, high-speed wireless internet access for photographers in the stadium is required to assist the media and Visiting Team PR staff in filing their stories. Wireless internet service should be provided free of charge. A reliable photocopy machine shall be located near or in the Press Box to readily supply the media with rosters, starting line-ups, halftime and final statistics, and other information deemed necessary or requested. A fax machine shall be available for use in the stadium, but it is no longer required to be located in the Press Box.

16.4.8 RADIO BROADCASTING LINES & BOOTH ACCOMMODATIONS Radio broadcast booth accommodations shall be made available to the Visiting Team if they have so requested in writing to the Home Team FOURTEEN (14) days prior to a League Season Game. Intent by the Visiting Team to broadcast a Game shall be given to the Home Team as soon as known, but never less than TWENTY-ONE (21) days prior to a League Season Game. Visiting Team shall pay any expenses for the installation charges in the stadium.

16.4.9 STATISTICS CREW The home team must provide a statistics crew of at least two (2) people and ensure they have adequate seating whether they will be in the press box or not. If the statistics crew is not seated in the press box, the home team must ensure media members have access to statistics. In addition, the home club will be responsible for ensuring the accuracy of these statistics and integrity of the statistics team.

16.4.10 LINEUP SHEET PROCEDURES A finalized Lineup Sheet shall be picked up SIXTY (60) minutes before the start of the match by a member of the home team's PR staff. It is the responsibility of the director of the Home Team's media relations department to ensure the accuracy of the lineups and distribute them to the media in attendance as soon as possible. It is suggested that lineups are given to media via the STATS Inc. starting lineup format provided by the League Office.

16.4.11 OFFICIAL GAME ATTENDANCE The Ticket Manager shall provide an accurate attendance count to the Media Relations Director NO LATER THAN THE 70TH MINUTE of the Game. Official game attendance shall be given to the media, but it is at the team's discretion whether it shall be announced over the public address system.

The Referee Game Report will be submitted to the League Office directly by the Referee via GameOfficials.



16.4.12 MATCH REPORT SUBMISSION The finalized Match Report/Game Summary will be sent by the Home Team via email to PDonnelly@NWSLsoccer.com and the Visiting Team.

16.4.13 SHARING PHOTOS DURING AND AFTER A GAME The Home Team is required to share a minimum of six (6) photos – three (3) at halftime and three (3) after the final whistle – featuring players from the visiting Team with that team’s PR representative.

16.4.14 OFFICIAL STATISTICS PROVIDER The official NWSL statistics provider will be STATS Inc. All teams will use their game software to enter in all relevant game statistics and print starting lineups, halftime and final stats.

16.5 **TEAM WEBSITES** All eight NWSL teams are required to have a website, which includes the following information: team news, schedule, roster, ticket information, and other relevant information. All websites should include a link to the NWSL website and logo of any league sponsors.

## 16.6 **MEDIA POLICIES**

16.6.1 LIVE WRITTEN UPDATES Online or text reports (e.g., live blogs, Twitter, etc.) concerning NWSL games while they are in progress (“Live Written Updates”) are subject to the following:

While a game is in progress, any forms of accounts of the game must be time- delayed and/or limited in amount so that the game coverage provided cannot be used as a substitute for authorized play-by-play accounts.

Any suggestion by an individual or entity that live updates are being provided as a substitute for authorized play-by play accounts is strictly prohibited.

Live updates may not use any audio, video or graphic simulations of NWSL games.

Live updates must provide other broadcast information for that NWSL game. For example: “Tonight’s NWSL match is being broadcast (or streamed) live on (provide information).”

All live updates must be free of charge to readers.

Note: This policy does not prohibit the posting of the facts of a game (e.g., goals scored, cards given, game score, and time remaining).

16.6.2 STILL PHOTOGRAPHY Still photographers are permitted to shoot matches from behind the field sign boards in either end zone. At events where space allows, photographers may also shoot on the **sideline** opposite the benches between the goal line and the top of the goal area. At no time are photographers allowed on the field of play.

16.6.3 SOCIAL MEDIA All Teams and Players should adhere to the League social media policy. Please refer to the relevant document NWSL Social Media Guidelines in the Player Handbook.

Teams may not publicly disparage U.S. Soccer, Canadian Soccer Association, Federation of Mexican Futbol, NWSL, any of the teams participating in the 2014 NWSL, or any personnel associated with any of the foregoing.

## 16.7 **PLAYER TRANSFERS AND STATUS**

16.7.1 PLAYER TRANSFERS All Teams involved must contact the League Office before announcing any Player transaction, as all transfers, trades and signings must be reviewed by the League Office. The League

Office will then review the announcement and notify the Teams of the approval/non-approval. All announcements and press releases should adhere to the style and format of the examples laid out in the PR Guidelines Exhibits.

16.7.2 CHANGES IN ROSTERS AND PLAYER STATUS Any changes to a Team's roster will not take effect until approved by the League Office. The League Office will send a weekly active roster to all Teams on Thursday of every active week. Roster Freeze will be Wednesday, July 31, 2014.

## **17. MARKETING GUIDELINES**

### **DIVISION OF RIGHTS**

NWSL is the exclusive owner of all right, title and interest to Commercial Rights of NWSL. NWSL retains ownership of all rights and may grant any such Commercial Rights in whole or part to NWSL Teams or third parties, in its discretion.

#### **17.1 BROADCAST RIGHTS**

The NWSL owns all Broadcast Rights; it retains the exclusive right to Exhibit the following:

- Inaugural game of the NWSL regular season
- All-star game (should one exist)
- Playoffs
- Finals
- A to-be-determined number of regular season NWSL Games (the “National Broadcasts”)
- Content, Subject to NWSL’s prior written approval the NWSL Teams shall have a non-exclusive, non-transferable, non-sublicensable, non-assignable, limited license to Exhibit NWSL Games (including highlight packages of the NWSL Games) on a local basis (i.e., public access or local cable television).
- All other matches must be streamed by the Home Team on to the appropriate platform as designated by the league and the Home Team will make an effort to use geo-blocking in markets where local TV deals exist.

#### **17.2 MARKETING RIGHTS**

The NWSL owns all Marketing Rights in connection with the League and retains exclusive Marketing Rights for the following:

- Inaugural game of the NWSL Regular Season
- All-star game (should one exist)
- Playoffs games
- Finals
- National Broadcasts
- On-field apparel

Subject to NWSL’s prior written approval the NWSL Teams may exploit Marketing Rights for the Non-National Broadcast NWSL Regular Season games with the exception of certain rights owed to global League sponsors (“Global Sponsors”) whose categories and exact assets are TBD.

Exceptions:

- NWSL reserves the right to enter agreements with Global Sponsors to include a mutually agreed upon set of marketing benefits from each Team.

## **17.3 NEW MEDIA RIGHTS**

### **17.3.1 NWSL CONTENT**

NWSL owns all New Media Rights in connection with the League. Subject to NWSL's prior written approval of any Commercial Rights sold related to the Exhibit and New Media Rights, NWSL grants each NWSL Team a non-exclusive, non-transferable, non-sublicensable, non-assignable, limited license to New Media Rights in connection with its pre-season NWSL Games.

### **17.3.2 TEAM-RELATED CONTENT**

Each NWSL Team grants NWSL an irrevocable royalty-free license in perpetuity to use all Team-Related Content.

## **17.4 INTELLECTUAL PROPERTY RIGHTS**

NWSL retains all NWSL Intellectual Property rights. NWSL Teams may not, and shall not, register any name, logo, trademark, indicia, brand name, symbol, service mark or other mark or designation, which may be inferred as identifying with NWSL.

Subject to NWSL's reasonable approval, NWSL grants each NWSL Team the non-exclusive, non-transferable, non-sublicenseable, non-assignable limited right to use the Team Intellectual Property and to use the NWSL Logo with the designation "Member of the National Women's Soccer League" solely on the following Team-related items: (a) Team letterhead; (b) publications/membership communications; (c) web site home pages; and (d) media guides/non-commercial press releases.

The use of the NWSL Logo and the accompanying phrase may not be directly adjacent, connected to, or closely associated with any commercial marks, logo, or entity name without the express written permission of NWSL and cannot be used on any material that is being sold or given away as part of a package of items of which at least one item is being sold.

### **17.4.1 LICENSING**

NWSL will produce certain merchandise containing the NWSL Team logos, consistent with the following:

1. Any merchandise that includes a NWSL Team logo will also include the NWSL Logo in equal or greater prominence to the NWSL Team logo(s) that is (are) included.
2. With the exception of NIKE apparel and equipment, any merchandise that includes the NWSL Team logo will not feature any manufacturers branding unless specifically approved by the NWSL Team, such approval not to be unreasonably withheld or delayed.

## **17.5 MERCHANDISING RIGHTS**

NWSL retains all Merchandising Rights related to NWSL and NWSL Teams.

## **17.6 EXISTING RIGHTS**

NWSL Teams are required to disclose any current or pending marketing agreements to the Executive Director of NWSL as soon as practicable.

### **17.7 EXCEPTIONS**

The Executive Director of NWSL will consider all applications by NWSL Teams for limited use of the rights reserved to the League above on a case-by-case basis.

### **17.8 MISCELLANEOUS**

NWSL reserves the right to amend these rules with reasonable notice to the NWSL Teams. Violations of these rules may result in discipline up to and including expulsion from NWSL.

#### **U.S. SOCCER CONTACTS**

Should you have any questions about these rules, please do not hesitate to contact Steve Hoffman in U.S. Soccer's Marketing Department.

Steve Hoffman  
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