



2025 OPERATIONS MANUAL

V 7.0

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UWS STANDARDS OF OPERATIONS

Enforcement of Standards

It is the expectation of UWS that all its member teams operate at a standard that provides a competitive and professional environment for its players, a viable entertainment product for a fan base and a media-friendly organization that highlights the sport of women's soccer.

UWS will have authority in rendering decisions or penalties and fines associated with violations of rules and/or non-compliance with the Standards of Operations. UWS and the League Commissioner shall have the power to penalize clubs, individual club members, and/or officers. Penalties may consist of warnings, fines, loss of points in standings, territorial retractions and temporary or permanent suspension from soccer activities associated with UWS. Fines may be assessed on a one-time basis upon discovery of the infraction, or they may be assessed each time a team is in non-compliance with the Standards of Operations.

The Standards of Operations define what teams must attain in the various business and operational aspects to operate a team in the league. UWS regularly monitors compliance via the Standards of Operations Compliance Form, which is prepared and submitted by both the home and visiting teams. Following each season, each team is subject to a review of its compliance record. Should the review find that compliance with standards is insufficient, remedial actions may be taken by UWS, which may affect membership status, including termination of the team, and include applicable fines.

Requests for exemptions to these standards are made by filing a League Standards Exemption Request Form with the League Commissioner. The mere submission of a request for an exemption does not mean such a request has been approved. Exemptions are not granted until approval is obtained in writing from UWS. Exemptions are granted on a one-year basis with the expectation the situation will be remedied for the following season.

1 Membership Requirements

1.1 Governance of League

All Leagues and competitions affiliated with UWS are governed by League Regulations and Minimum Standards approved by the UWS Executive Committee. UWS is the highest level of authority in rendering decisions or penalties and fines associated with violations of rules and/or noncompliance with League Regulations and Minimum Standards. UWS and the League Commissioner shall have the power to penalize clubs, individual club members, and/or officers. Penalties may consist of warnings, fines, loss of points in standings and temporary or permanent suspension from soccer activities associated with UWS. Fines may be assessed on a one-time basis upon discovery of the infraction, or they may be assessed each time a team is in non-compliance with League Regulations and Minimum Standards. Each team is subject to these League Regulations and Minimum Standards, the rules of the U.S. Soccer Federation (USSF), the respective National Federation in which the team is domiciled, and FIFA shall have control over its employees and assets with the right to conduct and manage its own affairs. The UWS Executive Committee is made up of representatives who are elected by the members of UWS. The UWS Executive Committee manages, oversees, and implements policy for all Leagues within UWS.

Specifically, the League Commissioner has the responsibility to:

- Prepare the schedule for UWS play and /championship.
- Propose and interpret the rules.
- Serve as the final appeal in protests.
- Shall exercise disciplinary powers conferred upon him by the League Regulations and Standards.
- Has the full authority to take any action that is deemed necessary to prevent or discourage conduct by a member(s) or any other person(s) which is not in the best interest of UWS, or which is necessary or desirable to preserve or protect the integrity or reputation of the league, its members, or the sport of soccer.
- Delegate such authority to UWS employees as necessary to carry out rules, operations, and any other UWS business.
- Shall be responsible for all funds and securities of the League. Shall receive all duties, fines, assessments, and other revenues paid to UWS and shall deposit all such revenues in depositories. Shall keep an accurate account of all money for payment of accounts, fees, and dues and shall make such payments as shall be due by the league.
- Shall prepare a detailed Profit & Loss Statement by the Annual General Meeting and distribute to all Members.
- Coordinate the Annual General Meeting.
- Conduct the day-to-day affairs of UWS and shall employ any administrative staff necessary to conduct UWS business.
- Make known and enforce the provisions of UWS League Regulations and Minimum Standards.
- Create and update the annual league calendar.
- Update league Operations Manual annually.
- Work on league expansion.
- Appoint and direct Conference Commissioners.

The Chief Operating Officer:

- Shall be responsible for all the league partnerships with vendors and other entities as approved

by the Executive Committee.

- Direct all marketing and advertising activities working with the League Executive Director.
- Schedule and lead Executive Committee meetings as needed.
- Shall be responsible for all legal & tax matters associated with the league
- Shall be responsible for the implementation of the leagues strategic initiatives.

The Director of Marketing

- Lead the league's Marketing, Social Media and Communications functions.
- Develop league press releases.
- Maintain the league's social media accounts
- Develop league branding elements
- Develop league graphics.
- Produce weekly UWS podcast

The Executive Committee shall have the discretion to appoint, prescribe duties for, and disband all League Standing Committees and Councils:

- Appeals Committee
- Technical Committee
- Competition & Minimum Standards Committee
- UWS Championship Committee
- Diversity and Inclusion Council

Any other special committee deemed necessary for the welfare of the League.

1.2 **Commissioner's Authority**

The League Commissioner has the authority to modify, change or eliminate, at any point, any policy or rule written in this manual herein if in the Commissioner's opinion it is in the best interest of the league to do so. Any team(s) adversely affected by any such decision or if a conflict-of-interest question arises from such decision, then that team(s) is entitled to an immediate appeal to be heard by the Appeals Committee. A majority vote of the committee shall uphold or overturn any decision of the League Commissioner. Any rule or policy modification shall be made public to UWS members at the time the decision is rendered.

1.3 **Commitment Policy**

Teams intending to compete in the next UWS season that are not already under a multiple year agreement must commit in writing to return for the next season by September 1st of the current year. Teams that do not commit by that date are subject to termination or relegation. Additionally, UWS shall be permitted to seek new ownership in those markets where the teams do not commit to return for the following season.

1.4 **Performance Guarantee**

The league reserves the right to require teams to post a performance guarantee in the form of a Letter of Credit, Certificate of Deposit, Cash, Cashier's Check or some other form of financial guarantee approved by UWS. Bank Letter of Credits with an automatic roll-over provision are preferred. "United Women's Soccer, LLC." is the beneficiary of the Letters of Credit, which should expire or automatically renew no earlier than August 1st of each year. Once a team has made a commitment to play, the team thereby commits its Letter of Credit as security to guarantee a place in the next season's schedule. If a

team is carrying an outstanding balance with UWS, Letters of Credit may be cashed as security. Teams that do not submit the performance guarantee by the required deadline are subject to termination. Surety bonds are not an acceptable form of performance guarantee. UWS has the right to require teams to post an annual cash bond in lieu of the other forms of performance guarantee previously referenced, which will be held by the League to guarantee payment of fines during the season. Checks for cash bonds should be made payable to United Women's Soccer, LLC. The cash bond must be replenished on an annual basis.

1.5 Annual Operations Fee

UWS provides a broad range of services for all teams which include, but are not limited to, administrative support, scheduling, assignment of officials, public relations support, staging of national championship, maintaining the League's website and staging of League meetings. For these ongoing services, each team is charged a single administrative fee, which, depending on the level of competition in which a team competes, may be divided into payments. "Pass-through fees" (such as affiliate registration fees paid to the National Federation and insurance fees) are billed to teams separately. The annual operations fee is payable to the league each season and provides working capital for the league to run each season. The annual operations fee is due in full at a date indicated each year prior to the season. Teams that have not paid their fee by the scheduling date are considered not in good standing and will not have games scheduled for the upcoming season. Teams may pay by check, credit card or ACH / EFT payments. Information on due dates and payment terms will be included on the invoice.

1.6 Playoff Travel Pool

Each team pays into the travel pool to subsidize the travel expenses for the UWS National Championship Tournament. The playoff travel pool ensures that all teams can attend the championship at the end of the season. Teams that have paid into the travel pool for the current season and reach the National Finals are eligible to receive a subsidy. Division/Conference playoff rounds of competition are not subsidized. Subsidies for playoff travel may come in the form of direct payment to teams, the payment of expenses and/or the waiver/discount of fees for the following season.

1.7 Fines

Fines may be assessed to members for violations of League Regulations and Minimum Standards or for Disciplinary reasons. UWS will notify each club when a fine is assessed. Member clubs are responsible for the payment of all fines assessed during the year. All clubs must remit payment for fines within 72 hours of the date a statement is provided by UWS. Teams shall receive a -1 point deduction in standings for statements not paid within 72 hours. The Director of Operations will handle the administration of all fines and will have the ability to waive fines at any time.

1.8 Annual General Meeting

The Annual General Meeting (AGM) is the general meeting of all League members. The League Commissioner will designate the site and date of all league meetings. UWS shall set the agenda prior to the meeting, including approval of new members, proposed by-law and regulations amendments, the review of each member's structure and financial statement, setting the deadlines for the business and marketing plans, member assessment for the upcoming fiscal year, and other matters. Additional League or Regional Meetings may take place on an individual League basis on dates designated by UWS. It is MANDATORY that one (1) representative from each team attend the Annual General Meeting unless permission has been granted by UWS. UWS will maintain the minutes of the AGM and all league

meetings. Teams may submit agenda items for league meetings up to two (2) weeks prior to the meeting. Meetings may be held in-person or virtual.

1.9 Team Names & Logos

Team Name and/or Logo changes must be submitted prior to the following season. UWS reserves the right to approve or reject all name and/or logo change requests.

1.10 Office Administration

All teams must have at least one full-time employee in a senior management position that manages day-to-day operations, is fluent in the English language, has adequate writing skills, and is available during the normal business hours year-round. All teams must have a telephone number which is connected to a 24-hour voicemail system, 12 months a year. All teams must have an active email address and website. It is required that each team places the league logo on their website. The logo must be clearly recognizable and must link to the league's home page. If the team is part of an organization or club that features multiple senior level teams playing in different leagues or is part of a youth club and shares the same website, the logo must be placed on the home page for the UWS team.

1.11 League Sponsorship Obligations

All clubs are required to honor League sponsorship agreements. Prior to each season, UWS will provide written notification to each League member stating the requirements for meeting sponsorship obligations. This may include signage placement, special displays, product-sampling areas, and other sponsor on-site specifications as designated by UWS. UWS may require that signage representing League sponsors be displayed at field level facing the main grandstand. Placement of League sponsor advertising signage is mandated by UWS and takes precedence over local sponsors.

1.12 League Minimum Standards

The League Minimum Standards define the minimum levels teams must attain in the various business and operational aspects of running a sports franchise and are applied to all teams. UWS regularly monitors compliance via the League Minimum Standards Compliance Form, which is prepared and submitted by the teams online. Following each season, each team is subject to a review of its compliance record. Should the review find that compliance with standards is insufficient, remedial actions may be taken by UWS, which may affect membership status and include applicable fines. In extreme cases of repeated non-compliance, termination of the team shall be considered. While not encouraged, under certain conditions UWS will allow exemptions to specific League Minimum Standards. Requests for exemptions are to be made by filing a League Minimum Standards Exemption form with the League Commissioner. The mere submission of a request for an exemption does not mean such a request has been approved. Exemptions are not granted until approval is obtained in writing from UWS. Exemptions are granted on a one-year basis with the expectation that the situation will be remedied for the following season.

1.13 Withdrawal, Termination or Suspension of Team

Club affiliation and membership may be terminated. In the event a team withdraws from the League or is terminated without finishing its scheduled games, it shall forfeit all rights. At its discretion, UWS may:

- reschedule any or all remaining games.
- designate/assign a replacement team to fulfill the remaining obligations of the team.

- entirely delete the already played games from the standings.
- credit remaining games to opponents with scores adjusted, so as not to impact a playoff race.
- any player from a terminated/disbanded team may sign with another team by requesting a transfer from the league office.

In the event of the deletion of games from the standings, UWS shall not be responsible for compensating all affected teams. Any League games that fail to be rescheduled or replaced shall be recorded as a 3-0 forfeit victory for the opponents. The league reserves the right to continue operations of the team, however, shall not be responsible for the team's financial liabilities prior to assuming control of the team.

2 League Structure

2.1 Conference & Divisions

The League may be composed of a single table or divided into several conferences and/or divisions based upon geographic proximity and other factors. UWS reserves the right to change any conference, division, or subdivision for purposes of scheduling and standings. This also includes the right of UWS to move a team into different conferences/divisions or add/remove conferences/divisions as needed.

2.2 Playing Rules

All games under League jurisdiction shall be played according to the rules and regulations recognized by UWS, which shall be the same rules set by FIFA and the U.S. Soccer Federation, except for those exceptions authorized herein.

2.3 Playing Season & League Schedule

The season, which may vary slightly from year to year as determined and implemented by UWS, is typically organized to start no earlier than the first week in May and finish no later than the first week of August. When a team joins UWS, it commits to the possibility of the following:

- Back-to-back games and/or three-game road trips (i.e. Wed, Fri, Sat)
- Mid-week games
- Double-headers should start a minimum of 2 ½ hours apart with all four teams in agreement on start times - Commit to playing 8-10 regular season games and all playoff matches.
- Any team-requested changes to the official league schedule may incur a game change fee assessed by the League.

Teams are required to submit to the league office the available home dates for its facility by February 15th of each year. A team must submit a minimum of 8 weekend home dates; 2 of which must be Sundays. Unless both teams agree, UWS approval is required for start times sooner than 7:00pm for games Monday-Friday and later than 5:00pm for games on Sundays. The League Schedule is the ultimate responsibility of UWS. Once issued to the public by UWS, no changes shall be made to the League Schedule without the written consent of UWS. No game may be canceled or rescheduled unless approved by UWS, even if both teams agree. A minimum of 14 days in advance are required to change the date of a game. 72 hours notice is required to change the time or venue of a match. All changes require the approval of the League Commissioner. In the case of a change that takes place less than 72 hours prior, that club will be responsible for 50% of the referee fees for any assigned matches that are changed.

2.4 League Standings

UWS will operate under a league standings Point System, which may be altered from season to season. The Point System for the current season shall be 3 points for a win, 1 point for a tie, 0 points for a loss, -3 points for a forfeit. UWS is responsible for keeping the official league standings. These are tabulated on a regular basis, displayed on the UWS website, and/or distributed to all clubs. League standings include wins, losses, ties; goals scored for, goals scored against, and total points. Should teams play an unequal number of games then standings shall be determined on a Points per Game model.

Breaking Ties in the League Standings – The breaking of ties in the final standings, playoffs and finals is accomplished by applying the following criteria, in order of importance:

1. Head-to-head record based on total points in League games. ^(A, B, C)
2. Head-to-head goal difference between the teams. ^(B, C)
3. Total wins in League games.
4. Goal difference in League games. ^(C) If the number of games is unequal, the Game Average ^(D) will be used.
5. Goals scored in League games. ^(C, D)
6. Total points within the smallest group ^(E). If the number of games is unequal, then point percentage ^(F) will be used.
7. Ranking based on points earned against top four group finishers. This tiebreaker will not be used if four (4) or fewer teams comprise the group. If the number of games is unequal, then point percentage applies.
7. Point percentage outside / smallest division or conference in League games.
8. Total points in all regular season and Open Cup qualifying games combined. If the number of games is unequal, then point percentage applies.
9. FIFA Fair Play – Team with fewest disciplinary points in League games. (If the number of games is unequal, points will be divided by games played to arrive at a common basis for comparison.)
10. Lottery conducted by UWS.
 - A. League games refer solely to games that count towards the regular season standings.
 - B. Should more than two (2) teams be involved, this tiebreaker will be skipped.
 - C. Although not reflected in the league standings, a team shall only be credited a +5 goal difference in any one game for tiebreakers
 - D. Game Average = Tie Breaker / number of games played (i.e. goals scored / number of games played)
 - E. Grouping = term used to describe the primary unit in which a team competes (i.e. Southwest Division)
 - F. Point Percentage = number of total points earned / maximum possible points (3 per game)

2.5 Championship & Playoffs

All playoff games shall be under the control and supervision of UWS, which shall make all decisions related to such games. In the event, there are multiple Regular Season Champions, tiebreakers will be utilized to determine seeding for the Playoffs and League Championship. The League playoff format will be determined and distributed annually. The League Championship is the property of UWS. The Championship event will take place at the completion of the regular season and playoffs, with UWS Management reserving the right to make the final decision on location, dates and format of each Championship event. Host requirements will be communicated to teams prior to the start of each season. UWS has the sole right to select the host site based upon factors such as stadium and field considerations, television arrangements, fan attendance, media coverage, hotel, transportation, etc. UWS holds all broadcast rights (all forms of media) to the Championship. Each Conference Champion will be awarded a Conference Championship trophy. The winner of the UWS national tournament will be

awarded a National Championship trophy. The playoff structure for the league and hosting sites and requirements will be communicated to teams prior to the start of the season. Teams who are not in good financial standing with the league by April 15th of each season are ineligible to participate in league playoffs. Regional, Conference and Divisional playoff structure will be determined prior to the start of the season. The league shall determine the host location(s) based on factors communicated prior to the season.

3 Stadium and Playing Field

The stadium and playing field used by each club in UWS is the centerpiece of each club's operation. The goal of each club should provide an enjoyable experience for the fans, players, officials, and everyone involved with the staging of a soccer game. To accomplish this, teams must meet the following standards, which relate to stadiums and playing surfaces. If any of these standards cannot be met a waiver must be approved by the league office 2 weeks prior to the beginning of the first match.

3.1 Seating Capacity & Lighting

Each stadium must have a minimum seating capacity of 300 persons. Each stadium must have floodlights with minimum 40-foot lights for night play. If a stadium does not have lights, then a team may not schedule games later than 4:00pm or schedule games during the week without approval from the league office.

3.2 Dressing Rooms

Each stadium must have dressing rooms for the home and visiting team with working showers that have hot water. The visiting team shall be responsible for bringing its own towels, soap and shampoo. Dressing rooms shall be made available to the visiting team 1 hour and 30 minutes prior to kickoff. Visiting teams and referees shall exit the locker rooms at their earliest convenience following the conclusion of the match. Typically, no more than one hour after the final whistle. Teams must communicate to the league office, prior to the season, if there are any issues with the above minimum standard.

3.3 Stadium Amenities

Each stadium should be enclosed for controlled access and ticket sales. Each stadium should have an enclosed press box or press area capable of seating six (6) people, with separate areas for working press and electronic broadcasters. Each stadium must have a clear, audible P.A. System. Each stadium must have a working, electronic scoreboard that displays home team / visiting team scores, half, and a 45-minute time clock that counts up from 0:00-45:00 and from 45:00-90:00. The game clock should not continue past 90:00, except for overtime periods. The horn must be silenced always. Games are running time, and the clock should not be stopped prior to the 45:00 halftime break and 90:00 mark.

3.4 Playing Field

Each stadium must have a playing surface that consists of natural grass or FIFA approved synthetic turf and must be in good playing condition. The grass length on game day shall not exceed one and one-half (1-1/2) inches. The minimum playing surface dimensions are 110 yards long x 65 yards wide. The markings of the field shall be measured per standard FIFA specifications. This includes clear, distinct field markings that are five inches wide on a field that remains a constant size during the season.

3.5 Stadium Contract

All UWS teams should have an executed contract with their facility before the start of the season. The contract should meet the minimum standards for facilities specified in section 3 Stadium and Playing Field.

4 Uniforms

4.1 Uniform Kits

All players shall wear identical uniforms as provided by the uniform supplier. Slide pants or compression shorts may be worn under uniform shorts if they match the predominant color of the uniform shorts. The Referee shall enforce all FIFA equipment rules and any equipment deemed dangerous shall be removed. Each team must have two complete sets of uniforms. Both teams should have both jerseys (light and dark) available for all games. The goalkeeper jersey must be distinct from both the home team and the visiting team. All teams must travel with at least two (2) goalkeeper jerseys of different colors. If applicable, all team warm-ups and bags should be identical for all players. The team equipment manager will ensure that an extra uniform kit is available for any bleeding player, which would necessitate a change in uniform. The referee shall mark such occurrences on the Referee Game Report.

4.2 Player Numbers and Names

Each uniform must contain numbers on the back of the jersey with a maximum of two digits. Number size must be a minimum of eight (8) inches. Although not mandatory, a four (4) inch number is recommended on the front of the jersey or shorts for identification of players for media purposes. It is optional for player names to be printed on the back of the game jerseys.

4.3 Uniform Selection

The home team has the right to select the color of its home uniform and must inform the visiting team of its choice via email at a minimum 5 days prior to the match. Visiting team must wear a contrasting uniform. In case of a conflict the visiting team is required to change. The League Commissioner should be notified of any conflict. The referee has the authority to resolve the conflict if the League Commissioner is unavailable.

5 Game Day Staff

5.1 Game Day Staff

Game day staffing requirements and recommendations shall depend on the duties of the stadium staff pursuant to the stadium lease. Each home team shall have a written arrangement with their stadium outlining both the team's and the stadium's responsibility, and which entity is ultimately responsible for in-game equipment repair (goals), implementation of emergency medical and evacuation procedures, spectator misconduct, and contraband items including pirated merchandise, knives, firearms, alcohol, etc. In addition to the stadium's staff, each home team shall have the game day personnel listed below. Game day staff may be volunteer or part-time employees. Certain positions may be fulfilled by the same person. All game day staff shall arrive at the stadium at least one and one-half (1 ½) hours before the gates open. Game day staff shall wear team attire with home team logo and shall communicate by two-way radio or cell phone.

REQUIRED

- Game Day Operations Coordinator
- Certified athletic trainer (on site)
- Ball Supervisor & Retrievers (at least four; 11 years of age or older)
- Public Address Announcer
- Scorekeeper/Statistician/Spotter/Timekeeper

RECOMMENDED

- Game day security personnel (as specified in facility contract)
- Director of Media Relations
- Ticket Manager/Sellers/Takers
- Press Box Supervisor / Runners

5.2 Operations Coordinator

The home team's Operations Coordinator shall assist Senior Management with the overall responsibility of game operations. The Operations Coordinator must be available by cellular phone to the visiting team and UWS on game days. The Operations Coordinator shall assist with all the organization and supervision of the field and bench, and activities occurring thereon. Their responsibilities shall include:

- Providing the required lining and proper placement of equipment for the playing field including benches, goals, corner flags, game balls, sideline product, beverages, and additional team needs
- Supervising set-up and take down of sponsor field signage and signage positions
- Supervising pregame and halftime ceremonies to assure the game starts and resumes at the designated times - Supervising security forces, ball boys/girls, runners, and communications with the press box
- Meet with the head coach or designee upon their arrival at the venue and provide a copy of the Game Day Timeline, review the visiting team schedule and discuss any additional game day instructions (i.e., introductions, halftime, post-game), and shall facilitate stadium needs including the locker room and ensuring on time positions for pre-game ceremonies and for the second half.
- Providing game officials with any assistance needed for pre-game, halftime, and post-game requests, especially game forms.
- Assuring compliance with the game timing sheet and game day information
- Provide a copy of the Game Day Timeline to the opposing team's coach
- Give notice to the home team and visiting team to ensure they take their positions on time for pre-game ceremonies/introductions and for the second half.

5.3 Certified Athletic Trainer

The home team must provide a certified athletic trainer that is available to both teams before, during, and directly after the game to treat injuries and tape players. Visiting teams are encouraged to travel with their own team trainer. The trainer should be available for the visiting team an hour before kickoff to tape players prior to the game. Penalties and fines may be levied on the home team should an athletic trainer not be provided for the game.

5.4 Scorekeeper / Statisticians / Spotters

Each home team shall have a stats crew to keep accurate game statistics. The statisticians shall complete the official Score Sheet for each game, giving the halftime stats to a runner for duplication and distribution to the press box. The statisticians / spotters shall be supervised by the home team's

Director of Media Relations. Refer to the Public Relations section of this manual for detailed instructions regarding Score Sheets and statistics.

5.5 Public Address Announcer

The Public Address (P.A.) Announcers are responsible for handling general announcements to the public that have been approved by the home team. They shall work off a PA script prepared by the home team and approved by the League, and include standard announcements provided by the League. The PA Announcer may also serve as the Press Box Announcer for communicating all pertinent game information to the media. The home team shall ensure a back-up announcer is present and available for each home game in the event the regular announcer cannot attend or must leave the game due to an emergency.

5.6 Ball Retrievers & Supervisor

There should be at least four (4) ball retrievers, 11 years of age or older, wearing identical colors that do not conflict with the uniforms of either team. The Ball Retrievers Supervisor shall be responsible for training the ball retrievers on their responsibilities as well as providing them with ball distribution instructions. The supervisor shall coordinate their uniforms and arrival & departure times. The supervisor must make sure retrievers follow fair procedures and remain for the entirety of the match. If no ball retrievers are available at least 8 balls (3 on either side and 1 on each endline) should be placed around the field.

5.7 Director of Media Relations

The Director of Media Relations shall be seated in the press box and direct the press box supervisor and the statisticians crew. They shall be available to the media to respond to questions regarding the team and the League. They shall arrange pre- and post-game media interviews of the players, coaches, and team personnel. Pre-game interviews of players shall be conducted upon the team's arrival at the stadium prior to entering the locker room. The Director of Media Relations shall ensure that post-game stories are written and filed and the official scoresheet is text /emailed to the League and other mandatory locations.

5.8 Timekeeper

The Timekeeper is responsible for monitoring the official time on the game clock, however the referee shall have ultimate control of the time on the field. The home team shall ensure a back-up timekeeper is present and available for each home game in the event the regular timekeeper cannot attend or must leave the game due to an emergency.

5.9 Ticket Manager

The Ticket Manager shall be responsible for the ticket inventory. They shall reconcile the cash boxes at the end of the game and shall supervise the ticket sellers and ticket takers. They shall coordinate with ticket outlets and be responsible for all complimentary tickets. This individual should be a team employee.

5.10 Ticket Sellers

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

5.11 Ticket Takers

Ticket Takers shall collect tickets at assigned locations and direct patrons to their appropriate seat location. They shall check each ticket to ensure that the correct day and time is printed on the ticket. They shall separate tickets into different categories, counting and sorting when time permits. They shall assist security in preventing guests from carrying any unauthorized objects (cans, bottles, alcoholic beverages, etc.) into the stadium. Ticket Takers can be team volunteers.

5.12 Game Day Security Personnel

Game Day Security personnel shall be responsible for safety of referees, players, coaches and fans. Security personnel should escort Officials off the field at halftime and after the game. Security personnel should be stationed outside the Referee dressing room upon referees' arrivals at the stadium to ensure coaches, players, fans, etc. do not confront Officials. Security personnel must escort sent off players and coaches directly to the locker rooms prior to the resumption of the match. These players may not return to the field of play during the game or directly following the match.

6 Referees

6.1 Referee Assignments

The match officials shall consist of the Referee, Assistant Referees (AR1, AR2) and a 4th Official. Match Officials will be assigned in cooperation and coordination with the U.S. Soccer Federation's Referee Department, the CSA, or any other respective National Federations as needed. Teams may make written requests to the league office to ask a particular referee not to be assigned and provide detailed explanation. The League Commissioner will then review the requests and make judgment.

Referees are assigned by the League Office through collaboration with the U.S. Soccer Federation Referee Department. UWS matches are considered eligible matches for referee advancement and most UWS matches will also be evaluated by a Federation appointed assessor. The League Office will communicate to both the Home and Away team the names of the referee crew for its upcoming match. This communication will serve as a checks and balances of all UWS matches being properly assigned, confirmation of game details (date, time and venue).

6.2 Payment of Referees

The Home Team is responsible for payment of the referee and assignor fees. Payment shall be made to the league office prior to the start of the season. The referee crew shall consist of the Referee, Assistant Referee 1 (AR1), Assistant Referee 2 (AR2) and Fourth Official.

For the 2025 season, the payments are as follows:

Referee: \$110.00

Assistant Referee 1: \$75.00

Assistant Referee 2: \$75.00

Fourth Official: \$40.00

Assignor Fee: \$15.00

Referees are not reimbursed for mileage expenses unless approved by the League office.

The fees for officiating matches are set by UWS and subject to regular review. Referees and Assistant

Referees are eligible to be compensated for services if they:

- Arrive at the proper time and perform assigned services.
- Provide signed match reports (Score sheet and Referee Report) to the referee liaison or other team official. You are advised to make a photocopy of your expense report.
- Arrive at the proper time, but for some reason the match has been already postponed without the referees being properly notified in advance due to an error by the league or teams.
- Arrive at the proper time and either of the competing clubs fails to appear for the match.
- Perform assigned services, but for some reason, the match is not completed.
- Travel to the field, but the match is not played.
- Depart for assigned duties but the match is postponed en route due to inclement weather. In such a case, 100% percent of the travel costs are reimbursed (no match fees will be paid).
- Please refer to "Before Official Arrives at Venue" under the "Game Cancellation/Postponement Criteria" section of this Manual for a list of the steps taken in the cancellation/postponement process.

6.3 Referee Communication

The home team shall have someone dedicated to meeting the needs of the officials on game day. This person shall assist the officials with pre-game, halftime, and post-game requests and needs. The Home Team should provide a copy of the Referee Manual for the officials to review prior to starting the match. The copy is available in our shared document platform. Teams should collect the copy of the manual after the match to have on hand at all home games.

6.4 Approaching Game Officials & Ejections

No player, coach or team staff member shall threaten game officials either verbally or physically nor make contact in any manner either before, during or after the match. Coaches and team staff shall not approach game officials prior to the game, at the end of the half, on the way to or from the locker room to lobby for a certain call, discuss the approach to the game, or to criticize a game official's performance. No one may enter the referees' dressing room without permission. It is strongly recommended that someone stand at the officials' dressing room door as security. The Referee shall report all such incidents in the Referee Game Report, and offending individuals shall be subject to a League fine and/or suspension. Teams may contact the Executive Director by email to express opinions on a game official's performance. Players and coaches sent off by an official shall be escorted to the locker room, and are not permitted to watch the game. They must remain in the locker room for the remainder of the match. Additionally, coaches are not permitted to communicate with their team staff or players during the remainder of the game, and are not allowed to remain in the locker room during halftime. The type of communication prohibited would include: cellular, 2-way radios, electronic / digital, written or verbal. Ejected players or coaches returning to the field of play or stands during or directly following the match are subject to additional sanctions. Additional sanctions shall be imposed on coaches and players that are ejected after the completion of the match.

Note: Security personnel should only enter the field at the Referee's request.

7 Game Day Preparation

Game day presentations for all UWS matches should be professional and consistent. This shall be accomplished by adhering to all UWS League Regulations and Minimum Standards. The following

guidelines shall apply to all UWS games, including playoffs and international matches. Each team has the opportunity to create its own presentation elements within the framework of these guidelines. The home team will provide 20 complimentary tickets to the visiting team. Home Teams must follow the steps outlined in the Game Day Procedure document available in the google drive.

7.1 Home & Visiting Team Match Plan Communication

The home team must reach out to the visiting team five (5) days prior to the game to cover the following:

- Kickoff date, time, and venue location
- Field Player and Goalkeeper shorts, socks, and jersey colors
- Facility offerings (location of parking, dressing rooms, time of access)
- Athletic Trainer location and arrival time
- Livestream link
- Emergency contact name & number for game day

UWS Hotel and Meals Policy

It is not required that the home team provides post-game food to its opponent. It is suggested that teams discuss a reciprocal policy prior to any match as discounted rates and sponsorships may aid teams in reducing expenses.

7.2 Game Ball

Select is the official game ball supplier for UWS. The game ball is approved by the league and **MUST** be used for all regular season and playoff matches. The home team must supply a minimum of five (5) official game balls to the referees to be available throughout the game. The league will provide an allotment of game balls to each team in good financial standing prior to each season.

7.3 Game Day Photography

Each team is required to hire a photographer for at least one (1) game to take high-resolution game action and promotional pictures to be sent to the UWS Media Department at info@uwsoccer.com. All contracts with photographers or passes for media should clearly state that UWS and its member teams retain the right to use photos taken at UWS matches.

7.4 Game Day Video Streaming

All UWS home teams are recommended to livestream all home games, but at a minimum they must film and then upload each game.

7.5 Game Day Social Media

The home team is required to post the following game announcements on the team's official social media accounts for each home game. See the Public Relations section of the Operations Manual for format samples. See Section 16.

- Pre-game reminder/announcement of the upcoming game
- Halftime score
- Post-game result within two hours following the completion of the game - One (1) action shot or video recommended

7.6 Athletic Trainer Supplies

The Athletic Trainer is expected to provide *common* supplies for both the home and visiting teams (ice, prewrap, athletic tape).

7.7 Game Day Contact with Home Team

The visiting team must establish contact with the home team at least four hours before game time to ensure on-time arrival and confirm any details.

7.8 Arrival to Stadium

The home team and visiting team must arrive at the stadium at least 60 minutes prior to the scheduled kickoff. Each member of the referee crew must arrive at the stadium at least 90 minutes prior to the scheduled kickoff. Fines may be assessed for arriving under 60 and under 30 minutes respectively.

8 Game Presentation

8.1 Game Day Timeline

Home team must give the visiting team and referee crew a copy of the Game Day Timeline immediately upon their arrival to the stadium. A copy of the Game Day Timeline must also be displayed in the visiting team and referee dressing rooms. The Game Day Timeline provides a detailed minute-by-minute breakdown of game day, specifically including the two (2) hours preceding kick off, how and where to line up for introductions, pre-game ceremonies and additional instructions that assist all parties in the game day operation. This timeline shall be strictly adhered to unless arrangements were made with the home team. A sample timeline is available for teams in the shared google drive.

8.2 Field Evaluation

The Director of Operations must meet with the Referee at least sixty (60) minutes prior to the kickoff to assure the field is properly marked, the goals are in place and secure, the nets are properly fastened, the corner and midfield flags are proper and in place, and the balls are properly inflated. Anything deemed insufficient by the referee must be immediately corrected by the home team.

8.3 National Flag

The home team must display the national flag representing the country of the home team and the visiting team at all home games. In the event the opponent is from a foreign country, that country's flag shall also be displayed. Color guards are acceptable.

8.4 Scorekeeper / Fourth Official's Table

The home team must provide a table at midfield with chairs and communication to the press box and clock operator for the scorekeeper and the Fourth Official.

8.5 Benches

The home team must provide benches / seating to accommodate no more than twelve (12) persons.

8.6 Ice & Water

The home team must provide ice and water in clean coolers and cups (or squirt bottles) at both benches. Water should be replenished on request and at halftime. Referees should have access to water during the match as well.

8.7 Roster Collection and Exchange

The Game Day Roster may include up to 18 eligible players from the team's Master Roster. The home team and visiting team must submit a copy of their Game Day Roster to the opposing team and referee NO LESS THAN sixty (60) minutes prior to the start of the match. The home team must deliver copies of the home team's and visiting team's Game Day Roster sheet to the P.A. announcer/statistician and media.

Once the Game Day Roster of both teams have been submitted to the referees they may only be changed if a player is subsequently deemed "unable to compete." Should this occur, the unfit player must be completely removed from the Game Day Roster and may not be listed as a substitute. The player may be replaced either with one of the listed substitutes or by another Eligible Player from the Master Roster that is not already on the Game Day Roster without this counting as one of the team's player substitutions. If the unfit player is replaced by one of the seven listed substitutes, a new Eligible Player from the Master Roster may not be added. Any adjustments to the Game Day Lineup made after the time they were originally submitted to the referees must be communicated to and approved by the center referee and must be immediately communicated to the opponent's head coach.

8.8 Official Game Day Roster

The Master Roster consists of all players duly registered and approved by the UWS Registrar. This document is generated by the league and emailed to each team's administrator prior to the first match. If additional registrations take place during the season, the UWS Registrar will generate an updated Master Roster. The Master Roster ALSO serves as the document for the Game Day Roster. All teams must provide three (3) copies of the Game Day Roster for each match. The Game Day Roster must include the eighteen (18) players dressing for the match that day. To indicate the 18 players for the match on the Game Day Roster, a staff member must CIRCLE the player jersey numbers (if jersey numbers are not printed, they MUST be written in). The staff member must then write a check mark NEXT TO the names of the eleven (11) starters. This must be completed on ALL three (3) copies that will be given to the PA announcer, statistician, and Referee Crew. [Click here](#) for a sample roster.

- A maximum of twelve (12) players on the Master Roster may be Foreign Players, not including Canadian players. - An amateur team may carry up to 6 professional players on their Master Roster.

8.9 Team Warm-up Period

Each team shall be entitled to a concurrent warm-up period of thirty (30) minutes which shall end pursuant to the Game Day Timeline. Following the pre-game warm-up period, the Director of Operations shall order the players and coaching staff to the locker rooms.

8.10 Coaches & Reserve Players Entry

Prior to the team and referee introductions, the coaches and reserve players shall enter the field and walk along the sidelines to their team benches. Reserve players should wear identical equipment that distinguishes them from starting players.

8.11 Team & Referee Introductions

Home team, visiting team, and referees must be introduced prior to the start of the game. Each starting player shall be dressed in their designated team jersey, shorts, and socks for pre-game introductions and the match.

Introduction of Game Officials, Coaches, and Players

The officials, coaching staff, and players shall comply with the procedures designated in the game day information sheet.

- At a time designated on the Game Day Timeline and in the manner set forth in the game day information, the referees shall be introduced first, starting with the referee, senior assistant referee, junior assistant referee and the fourth official (if applicable).
- The visiting team's starting lineup shall be introduced after the game officials and in the order listed on the starting lineup. The head coach and assistant coach(es) shall remain on the sideline but shall be introduced after the visiting team. - The home team's starting lineup shall be introduced according to team preference. The head coach, assistant coach/es, trainer, and team physician shall remain on the sideline but shall be introduced after the home team.
- The home team shall script the introductions for the PA Announcer.

The game officials and starting teams shall enter the field at the time specified by the Game Day Timeline for introductions and the National Anthem(s) if applicable. Each team's player introductions shall meet the following criteria:

- The team shall be at the field center line in presentation formation for the National Anthem(s) - if applicable;
- During TV Games, all National Anthems shall take place during the TV window of :02:00 to :04:30

8.12 National Anthem

The National Anthem shall be played immediately following the entry of the players as dictated by the Game Day Timeline. Both teams shall remain in public view and pre-game presentation formation during the National Anthem and all players shall face the flag. If the visiting team is from another country, the visiting team's National Anthem shall be played first and their country's flag displayed. The home team's anthem shall follow. In this case the Game Day Timeline shall be adjusted.

8.13 Bench Personnel

A maximum of twelve (12) individuals are permitted in the technical area – limited to substitutes, coaches, trainers, or physicians. A maximum of five (5) non-playing personnel are allowed on each team bench. These persons can either be coaches or medical staff (names must be submitted to UWS prior to season and notify the league of any changes.) 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. No player shall sit on the bench in street clothes, players not on the Game Day Lineup Sheet are permitted to be in the technical area and should wear the team's travel or practice gear, however they cannot be dressed in the team's uniform.

8.14 Bench Dress Code

Coaches and trainers must have a professional appearance. Professional appearance is defined as a collared shirt, or athletic shirt, and dress pants/dress shorts (Bermuda-type), coaching shorts or team warm-up (jacket and pants). Soccer shorts, t-shirts, jeans, and sandals are not permitted.

8.15 Minimum Number of Players Required

The requirement for UWS League One is for the home team and the visiting team to dress a minimum of thirteen (13) eligible players for each game. A \$100 fine will be levied to teams dressing less than the minimum required. Teams dressing less than eleven (11) players for any match shall be subject to further fines and suspensions.

8.16 PA Announcements

Teams may be required to read league-mandated public address announcements for all regular season and playoff matches. These will be provided by UWS prior to each season.

8.17 Official Time

All games are 90 minutes long (two 45-minute halves). Official time will be kept on the field by the referee. The amount of extra time in each half will be conveyed by the Referee to the Fourth Official or Assistant Referee. The Fourth Official will then display the appropriate time left in the match. The PA Announcer should then announce how much time is left in the match. The PA announcer may then announce how much time is left in the match. It is preferred that the stadium clock count up from 0:00 to 45:00 for the first half and 45:00 to 90:00 for the second half. The clock should be stopped at exactly 45:00 and 90:00 and the PA announcer may indicate the official time is being kept by the referee. The clock shall not be stopped for goals, substitutions or injury nor should the game clock be stopped prior to the 45:00 and 90:00 marks. The home team shall ensure that there is no audible horn or buzzer sounding at these intervals.

8.18 Substitutions

Regular Season Games

A team may substitute a maximum of seven (7) players per half. Re-entry of a player is allowed; however, a player may not re-enter a match in the same half in which she was previously substituted. Substitutes shall report to the Fourth Official or Assistant Referee at midfield and may not enter the field without the permission of the referee. If a player suffers an apparent head injury (concussion) during the match they can be substituted, and it will not count towards the number of substitutions allowed. The player may return to play if cleared by the athletic trainer or physician on site.

Referees will stop their watch for all substitutions made in the last 2 minutes of the match.

Goalkeeper Substitution

The goalkeeper may change places with a field player if the referee is informed of the change and the change is made during a stoppage in the match. Note: Delay or time wasting is not acceptable during the exchange process. The match should not be held up to allow for a complete change of equipment by either player.

8.19 Substitution Record

The Fourth Official will be responsible for tracking substitutions on the [UWS Substitution Sheet](#) provided by the Home Team. The Fourth Official will reference their copy of the Official Game Day Rosters that were utilized at team check in. They will ensure no re-entry in the same half and no more than 7 (seven) substitutions are made per half.

8.20 Putting a New Ball into Play

When the ball goes out of play beyond the sideline or over the goal line, the nearest ball retrievers shall make sure that the player putting the ball back into play has a ball for the restart as quickly as possible.

8.21 Halftime Activities

Halftime shall officially begin as soon as the referee blows the whistle signifying the end of the first

half. The duration of halftime for all games shall be fifteen (15) minutes unless otherwise authorized by the UWS.

8.22 Second Half Preparation

Five (5) minutes before the start of the second half, each team shall be notified by the team liaison. No later than three (3) minutes before the start of the second half, each team shall exit the locker rooms for the field. The Team Liaisons shall ensure teams are notified of the three-minute warning.

8.23 Overtime

There will be no overtime during the regular season. For Playoffs, there will be two 15-minute overtime periods that will be played to completion. If no winner is determined, then the match will be decided by penalty kicks per FIFA standards.

8.24 Game Delays & Postponements

The following section applies only to the day of the game.

In the case of a game delay, the Home Team shall immediately communicate the delay, via phone, to the Commissioner. The Commissioner shall distribute Emergency Game Day Contact Numbers to all teams prior to the start of the season. It is imperative that the rules and procedures of this section are explicitly followed in determining whether to delay, postpone, or cancel a game. If the kickoff is delayed because the visiting team arrived late, the visiting team shall be fined \$200 in accordance with league standards. The home team, in consultation with the League Commissioner and referees, shall determine the start time for any delays more than twenty (20) minutes.

Canceling / Postponing a Game Prior to Start

A game may be canceled / postponed no earlier than two (2) hours prior to the scheduled start time because of inclement weather or situations considered Acts of God, unless agreed to by both teams and the League Office. Exception: In a case where a third party (stadium owner) closes a stadium, a game may be canceled more than two (2) hours prior to kickoff, provided the League and both teams are notified in writing by the stadium owner / managing authority. The Commissioner shall determine the policy regarding rainouts and all other cancellations including games in progress.

Authority to Delay or Postpone a Game

Once in progress, a UWS match may only be delayed or postponed due to:

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

Grace Period Before Abandoning a Game

Unless both teams, the Referee, and League Management agree to an alternate plan, teams must wait a minimum of one (1) hour before abandoning a game that has been delayed regardless of circumstances. This is not an aggregate time for multiple delays but rather one (1) hour from the time of the most recent delay. The Home Team, in the presence of the Referee, must immediately notify the League Commissioner via phone, of any postponement issues. The one-hour grace period

may be extended, up to a maximum of three (3) hours from the time the match is delayed if there is a likelihood of resuming the match that day. Given the difficulty and cost of rescheduling, every attempt should be made to continue the game. The League Commissioner has the final say on the length of the extended grace period due to weather. A match may not be abandoned before the League Commissioner is contacted. If a UWS official is unavailable, the Referee shall be the final authority. If the first game of a doubleheader has been delayed, the feasibility of completing the second game will be considered when determining an extended grace period.

Game Cancellation / Postponement Criteria

Unless otherwise approved by UWS, game cancellations / postponements should occur only in the most serious circumstances; however, the personal safety of participants, personnel, and spectators shall always be of highest priority. Factors that the Referee and UWS shall consider include: whether the teams have requested the cancellation, difficulty in rescheduling the game, current and forecasted weather conditions, travel conditions, and the current whereabouts of teams and officials.

Before Officials Arrive at Venue

In the event a match is to be terminated less than 12 hours prior to kick off due to unforeseen problems, the home team shall immediately contact the Executive Director to expedite the communication process to assigned referees. The UWS Referee Department will then notify the designated official at the National Federation, who will in turn make every effort to notify the referees of the change. It is imperative that all contact numbers for referees be available to the National Federation for such situations. Please contact the Executive Director before departing for the match if uncertain of the match's status and if there is reason to believe there may be a postponement due to inclement weather.

Referee "No Show"

In the event the assigned referee crew does not arrive at least one (1) hour before the scheduled kickoff time, the Home Team should immediately contact the UWS Director of Operations. If the Director does not immediately respond, the home team should attempt to contact the Commissioner. Should none of the assigned referees be present at the official kickoff time, the teams must wait a minimum of one (1) hour before the possibility of postponement is considered. Again, no game may be abandoned or postponed due to lack of referees until at least one (1) hour has passed since kickoff. After one (1) hour from the original kickoff time has elapsed, the Commissioner will decide as to whether the match should be postponed and rescheduled or further time should be allowed (only in the event of referees on their way to the venue). Active and certified referees must be used as replacements for the match to be deemed official. Prior to sending replacements, UWS and the respective Federation will determine on a case-by-case basis whether the substitute referees are of sufficient experience and ability to handle the match. Under no circumstances will the replacement referees have less than State or Provincial certification.

Incomplete Game

In the event a game cannot be completed, the game counts if the entire 1st half was completed. If any match is suspended prior to the completion of the 1st half due to inclement weather or extenuating circumstances, it will resume at a date/time agreed to by the competing teams in consultation with UWS and will start in the same minute in which the match was suspended. Every effort must be made to resume the match within the next twenty-four (24) hours. If the game is resumed after the 24-hour period has passed, either team may have a maximum of three (3) changes to their Official Game Day Lineup sheet. Any changes to the lineup on the field, after any

of the three (3) changes to the Official Game Day Lineup sheet are made, count towards the substitution allotment. UWS reserves the right to declare a full replay at its discretion to protect the integrity of the competition.

Termination Procedures for Single-Match Playoff Series

If the match is tied, the first half completed, the one hour waiting period fulfilled and there must be a winner to advance, then the following will occur:

- Regulation: If terminated during regulation, the match will be resumed at the next possible opportunity and played to completion beginning when the play was stopped and will conclude at either ninety (90) minutes or within overtime, followed by Kicks from the Mark.
- Overtime: If terminated during Overtime, the match will resume at the minute that the match was terminated, followed by Kicks from the Mark, if necessary.
- Back-to-back: If the teams are scheduled to play the following day, then the match will resume the next morning, starting with the overtime period, followed by Kicks from the Mark, if necessary.

*UWS, at its sole discretion, reserves the right to continue any playoff match starting immediately with overtime and penalty kicks, considering travel and field situations as well as any other pertinent logistical information. Every attempt will be made to decide the result on the field of play in the most reasonable fashion.

Rescheduling a Postponed Game

Any postponed game must be rescheduled within seventy-two (72) hours of the original date of the game. If teams cannot agree on a date and time, then the League Commissioner will determine when the game shall be played.

Rescheduling Considerations

UWS Management shall have the authority to review all the facts, (including fault on the part of either team, unavoidable conditions, expense for both teams, and requests by a team to take a particular action in the best interests of UWS and its teams) in determining whether and when a game shall be rescheduled, who should bear the financial burden as a result of cancellation or rescheduling, whether the game should be considered a forfeit or cancelled permanently, and whether other fines should be levied. The integrity of the League and the Home Team schedule shall be given considerable weight in the resolution of these matters. Unless the sanction or remedy is set forth specifically in any UWS rules or regulations, UWS Management shall decide what action to take, and its decision shall be final. If UWS declares a no-fault resolution, then the un-played game score will be reported as 0-0 and the standings points will be calculated by the average game points each team has received for the season. The League Commissioner will decide on a game-by-game basis whether a game is considered a cancellation or forfeit.

Written Explanation of Postponement

Whenever a game is postponed or canceled, the League must receive within 48 hours of postponement or cancellation, a written notice of why the game was not completed or played, including, if necessary, and a statement from the owner of the stadium / playing facility.

Stadium Clearances are Final

Once a team has approved its individual schedule and the League Schedules are officially released, the League will not automatically accept a postponement or cancellation of a game because a stadium is no longer available. It is the Home Team's responsibility to find a league-acceptable alternate venue if necessary on the originally scheduled date.

8.25 Forfeit

A Forfeit occurs when a club willfully does not show up at a game and there has been no League approved written agreement for a change of the scheduled game. Forfeit penalties are as follows:

- A 3-0 victory for the opposing team and the loss of three (3) points in the league standings for the forfeiting team. Compensation by team to the opponent of up to a maximum of \$5000.00. Opponents may not seek additional compensation, nor is it paid out in the event a team permanently withdraws from the League.
- A Forfeit may result in a team's expulsion from the League.

Should the result of a forfeit provide an advantage or disadvantage to a team in terms of a tie-breaker regarding goals and goal differential then the results involving games with those teams shall not be factored.

8.26 Non-Performance by the Home Team

In the event the visiting team is present at the venue and willing and/or able to perform, but the home team is unwilling and/or unable to provide a venue or fails to show at the scheduled venue and time, all Forfeit penalties as previously listed apply.

8.27 Non-Performance by the Visiting Team

In the event the home team is present at the venue and willing and/or able to perform, but the visiting team is unwilling and/or unable to provide a venue or fails to show at the scheduled venue and time, all Forfeit penalties as previously listed apply, except for compensation to opponent as set forth below:

8.28 Non-Performance by Both Teams

In the event neither team is prepared to commence the playing of a game at the scheduled kickoff time or does not complete such game, and the game is not played to a conclusion that day, UWS may reschedule the game, or declare the game a Forfeit by both teams with applicable Forfeit penalties enforced as previously listed.

8.29 Serious Incident Protocol

The Home Team shall educate key Game Day staff, both stadium and team, regarding emergency procedures, EMS vehicles, stadium evacuation, and emergency plans. In the case of a serious incident on Game Day or at other times, it is vital that the League Office is informed at the earliest possible time. Team staff shall use their best judgment on whether an incident is (or potentially is) of such magnitude. When in doubt, staff shall error on the side of informing the League.

Examples of serious incidents include a death or life threatening injury to a player, staff, or spectator; severe weather (lightning storm); a serious altercation on the field (field invasion) or elsewhere at the stadium; a terrorist or unspecified threat to the safety of the event; the arrest of a player or staff member; an automobile accident or other accident; a calamity at the stadium (earthquake, fire, etc.); or a power failure at the stadium. The protocol shall be as follows:

1. Immediately ensure the appropriate emergency procedures have been implemented. Ensure names and phone numbers of those involved and witnesses as warranted. This information shall be detailed in the Serious Incident Report.
2. While the situation is emerging, call a UWS official.
3. No statements shall be made to the media or others (other than law enforcement authorities) until the situation is discussed with the League. All participants shall be made aware of this

policy. UWS and Team Media / Public Relations Directors shall be kept informed of the current situation.

4. Only UWS officials and the UWS Media Department are authorized to speak on the League's behalf and no other individuals shall be permitted to discuss the situation with the media until UWS notification is given. As a rule, the team General Manager and / or PR representative should be limited to releasing comments to the media. Prior to making any public statements, the situation should be discussed with the League Office so that consistent and non-conflicting information is released.

Emergency Evacuation / Crisis Situation

The following are the basic parameters teams shall follow for an Emergency Evacuation / Crisis Situation in the stadium: 1. The Home Team shall follow the previously developed and rehearsed emergency response procedures. 2. Such a rehearsal shall occur at each venue prior to the start of the season and should involve all game day groups (team staff, players, stadium staff, PA announcer, ushers, security, law enforcement, medical response, etc.).

Emergency / Crisis at the Local Level

1. Team Operations Director, Team General Manager, Team PR Director in conjunction with Stadium Officials and local law enforcement shall assess the situation and immediately brief UWS.
2. If the incident is isolated to the local market, Team Officials, in conjunction with the Stadium and Local Law Enforcement, shall determine response and course of action. Best judgment shall be used to determine the level of involvement requested of the League Office.
3. The response and course of action is communicated following a pre-established chain that should include the Executive Director or League Representative.

Emergency / Crisis at the National or International Level

1. UWS officials shall assess the situation and immediately consult with Team Representatives.
2. League and Team Officials will determine a response and course of action.
3. The response and course of action will be determined and communicated to Team Representatives which will in turn disseminate pertinent information as UWS directs.

Communication Plan

For all emergency response situations, teams shall immediately contact the Commissioner and when the situation requires, adhere to the following emergency communication plan:

1. A conference call number and code shall be distributed for emergency response situations. When calling into a conference from a cellular phone, individuals shall mute their phone to minimize excess sound that would otherwise disrupt the dissemination of information. The Commissioner shall have the responsibility of initiating this conference call and informing the appropriate individuals.
2. Teams shall not have more than three (3) individuals call in to this number (e.g. General Manager, PR Director, and Director of Operations). It will then be the responsibility of the team to appropriately distribute information within the organization.

Emergency Medical and Evacuation Plans

Every team shall establish game day emergency medical and evacuation procedures. Teams shall submit copies of their emergency medical and evacuation plans to the League thirty (30) days prior to the opening game. Teams shall also stage a pre-season rehearsal for medical and evacuation emergency plans whereby all game day staff practice and understand procedures. Above all, necessary precautions shall be taken to ensure spectator, team, and staff safety always. As most teams do not own their stadiums, it is imperative that security, stadium management,

and a team official discuss and coordinate these procedures prior to the opening game. If your stadium does not have an emergency plan, contact your Executive Director immediately.

Medical Emergency Plan

Utilize the following basic parameters in developing team policies:

- Assign staff to report initial problems to the Field Manager; notify security and any on-site EMS agency immediately of the problem and location; and deploy a staff member to the scene.
- Once the Medical Response Team arrives and relieves the staff member, the staff member shall record initial information, including time, location, and who placed the injury call, before they leave the accident / injury area. This information shall be recorded on the Serious Incident Report.
- If the patient is transported to the hospital, the designated staff member shall record the time of departure, which hospital the patient was transported to, and who transported the patient.
- Emergency equipment on site shall be listed in the plan and its location shall be detailed.

Team Physician/ Certified Athletic Trainer

In addition to the medical emergency plan, the home team shall have a qualified physician and / or certified athletic trainer available at each home game. At no time, shall a player be subject to risk or aggravation of an injury by removing him from the field. Additionally, an EMT service shall be available on-call.

9 Post-Game Reporting

9.1 Score Reporting

The home team must report the game score of a UWS game no later than sixty (60) minutes after the conclusion of the game. The Home Team is responsible for reporting the Final Score after each Match by either email to info@uwssoccer.com or text 413-221-2345.

9.2 Game Statistics

The home team must have a statistician or staff member to fill out the Game Report/stats sheet. The Public Relations section of this Manual provides several examples of complete statistics required for all UWS games. The visiting team should verify its stats and convey any discrepancies to the League Office within 48 hours of the conclusion of the match.

9.3 Official Game Report

The home team must submit a copy of the completed [Game Report](#) within two (2) hours following the completion of the match. Scan or photograph the Game Report and email to info@uwssoccer.com or text 413-221-2345.

This is the official statistical sheet for the game, and includes the following required information:

- Date
- Teams
- Official statistics - Final Score, Saves, Goals & Assists with times (**include player names**).

All sections must be completed and legible. At the game's conclusion, the referee must sign the Game Report to verify the cautions, send-offs, and goals/assists. The official Game Report can be scanned/screenshot and emailed to info@uwssoccer.com. Illegible documents will need to be re-written

by the home team on another copy of the Game Report and submitted to the league office.

NOTE: If Fourth Official enters Goals/Assists on their substitution sheet, the Home Team can use it to reference/verify stats recorded by Official Statistician. Only the stats recorded by the Official Statistician on the UWS Game Report should be submitted to UWS.

9.4 Official Game Day Roster

The home team must submit BOTH the home team and visiting team Official Game Day Rosters to UWS within two (2) hours following the completion of the match. Scan or photograph the Official Game Day Rosters and email to info@uwssoccer.com.

9.5 League Minimum Standards Compliance

Teams should take note of any observed violation of UWS League Regulations & Minimum Standards by opponents to report to the League Office. Comments of a positive or negative nature regarding a game or the conduct of either team are encouraged.

9.6 Player Nominations Form (Team of the Week)

The home team and visiting team must complete and submit the Player Nominations Form by 5pm local time on the Monday following Game Week (Monday - Sunday). The nominations include 3 players from YOUR OWN TEAM. Only players from these nomination forms are eligible for Player/Team of the Week honors, therefore it is mandatory for both teams to complete it in full. The form link will be sent out to teams each Sunday at the conclusion of the Game Week. Again, teams will have until 5pm local time on Monday to submit their nominations.

10 Disciplinary Regulations & Misconduct

10.1 Disciplinary Powers

UWS shall have the authority to suspend, fine, or disqualify players, team officials or competing clubs for violating League rules, or for any action or conduct not in the best interest of soccer or UWS. UWS has the authority to act on behalf of the League regarding any breach of the League Regulations and Minimum Standards. UWS administers all final decisions on a breach of rules. Please refer to the UWS Referee Manual, which contains misconduct classifications as well as other game misconduct.

10.2 UWS Disciplinary Panel

The UWS Executive Committee is charged with the responsibility to enforce the playing rules and allow for a competitive, but fair, environment for all teams to compete against each other. To ensure that this element is provided to our participants, UWS examines Player and Coach behavior and monitors referee performance to make certain that the on-field product of UWS competition is of the most entertaining and attractive possible. A panel of at least three UWS staff members, consisting of the League Commissioner, Chief Operating Officer, and a Conference Commissioner shall conduct the review of critical disciplinary issues. An alternate League Representative may be utilized in the event any of the three members above are unable to participate. UWS disciplinary issues (including all send-offs) reported by the Referee shall be reviewed by the three-person UWS Disciplinary Panel (a panel of at least three members of UWS League Management) via match videos, official reports,

individual accounts, and other pertinent information. Depending on the timeliness of the reports and match videos, the Panel will make every effort to rule on all cases from the preceding week and issue these rulings by Wednesday of each week.

Every disciplinary incident (send-offs) shall be reviewed individually to ensure that players are not over-penalized, either by the number of matches served or fines. UWS has the authority and reserves the right to levy additional suspensions or fines (above the minimum for that type of infraction) if a review of the incident warrants such action. The UWS Disciplinary Panel shall only act in contravention of a referee's ruling on the field when a play, or the consequences of a play, are of an egregious or exceptional nature OR in circumstances where the referee did not see the play in question and UWS has sufficient and convincing evidence that a serious infraction occurred.

10.3 Serving Suspensions

Any player and/or coach sent off during a regular season game may be fined and will be suspended from the next league regular season match. If a player or coach is ejected in the 90th minute or after their suspension will be 2 matches. A person who serves as both player and coach may not return as a player or a coach until the suspension has been served. The UWS Disciplinary Committee reserves the right to assess further penalties depending on the severity of the incident.

The penalties set forth shall apply to all cards awarded to a Player in any UWS match. For the purposes of determining accumulations and game suspensions, any games that count as part of a team's official League schedule shall be utilized.

Final Regular Season Game Send-off

Any player sent off in a final regular season match must serve the suspension in the first playoff match, unless the season is over, in which case the suspension will be served in the team's first League game the following season.

Coach / Staff Caution and Ejections

Referees at their discretion may warn or dismiss coaches and team staff for unprofessional behavior. Dismissed coaches and staff members are to be escorted directly to the locker rooms and may not return to the field of play. Any coach or other team staff member not acting in a professional manner in the opinion of the League, whether the incident is reported in the Referee Game Report, shall be subject to a fine and/or suspension. Referees are explicitly instructed not to physically show a yellow or red card to non-players.

Suspension Parameters & Restrictions

Any manager, coach, assistant coach, athletic trainer, player, or other official bench personnel is prohibited from assuming any official duty at or near the team bench while serving a suspension. Any athletic trainer sent off during a match should remain in the locker room area through the end of the match and may only return to the pitch at the request of the Referee in the event of an emergency. Any infringement of this rule or the restrictions below may result in the forfeiture of the game and include a fine for each infraction. The following restrictions apply:

Pre-Game

Suspended personnel can communicate pre-game information to the team in the locker room prior to the match. However, they are not allowed on the field during warm-ups and may not stand or in any way be near the field of play.

In-Game including Halftime

- Field Access – At no time during the game is the suspended person allowed on or around

the field of play. - Communication – There is to be no direct or indirect communication via written, verbal, cellular or electronic to any other coach, player, or staff member on the team bench.

- Stadium Seating – The suspended person must sit in the press box or in some location other than in the stands. The suspended person is not permitted to sit in the stands as a “spectator”. If these accommodations are not available, then the suspended person is prohibited from attending the match.
- Locker Room Access – The suspended person is not allowed to be in the locker room at any time during halftime.

Post-game

The coach / staff member may join their team in the locker room, but not on the field of play or its surrounding areas.

Extending a Suspension

In any case, UWS reserves the right to impose suspensions beyond any of these parameters for offenses deemed to be particularly violent and against the spirit of the game or for consistent misconduct of any player or coach. UWS may, at its discretion, rule a specific game shall not count toward the completion of a suspension, if satisfied the game has been purposely arranged by the club with a view toward enabling the player in question to complete her suspension at a specific time to qualify her to play in another specific game.

10.4 Major Game Misconduct

In addition to those offenses set forth above, major fines or suspensions, at the sole and absolute discretion of the UWS Disciplinary Panel, shall 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, 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, sexist comments, Racist remarks to any player, team official, match official or fan, homophobic remarks made to any player, team official, match official or fan, 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 and obvious feigning of injuries, or other unsportsmanlike conduct detrimental to UWS. The League may levy fines and / or suspensions for such behavior whether it is reported in the Referee Game Report. Video review will weigh heavily in determining/confirming any disciplinary action taken. In addition to enforcing the mandatory sanctions from USSF Policy 531-9, UWS may impose additional fines and/or suspensions. The U.S. Soccer Federation has the power to impose fines up to \$10,000 for any incident bringing the game into disrepute.

10.5 Other Misconduct

Agreeing or promising to lose a game is in strict violation of the rules of UWS. Any club or personnel associated with a club who agrees or attempts to lose, or otherwise adversely affects the outcome of any game with which they are associated, or who shall solicit or attempt to induce any player or other person associated with a member club to lose, attempt to lose or otherwise adversely affect the outcome of any soccer game, will be immediately banned and may be subject to expulsion from the League. Additionally, any player who, in the opinion of the referee and/or UWS, attempts to purposefully lose a game by intentionally scoring an own goal as a field player, or intentionally

allowing an "own goal" to occur, will be subject to disciplinary action which may include forfeiture of the game and the possibility of a permanent suspension from UWS. Likewise, any person from a member club who is solicited to commit or has knowledge of any of the foregoing acts and fails to inform UWS immediately of all facts and circumstances connected with the solicitation, shall be declared by UWS to be permanently banned and may be subject to suspension and / or expulsion from the League. Any person connected with a member club who shall offer or give any gift or reward to a player or other person connected with another member club for services rendered, supposed to be rendered, or to have rendered in defeating or attempting to defeat a competing team or otherwise adversely affect the outcome of any game, shall be declared by UWS

Management to be banned for a period of not less than three (3) years. Likewise, any person with knowledge of such an incident, who shall fail to inform UWS Management immediately of such offer and of all facts and circumstances connected therewith, shall be declared by UWS Management to be ineligible for a period of not less than three (3) years. Any person connected with a member club who shall give or offer to give any gifts or reward, including promotional items distributed by the clubs to fans, to a Referee or Assistant Referee for services rendered or supposed to be rendered in defeating or attempting to defeat a competing club, or otherwise adversely affect the outcome of any part of a game, shall be declared by UWS Management to be permanently banned. Likewise, any referee or assistant referee who shall render, or promise or agree to render, any such decision otherwise than on its merits, or who shall solicit or accept such a gift or reward for any such service or decision, shall be declared permanently banned by UWS Management. Any referee or assistant referee who, having been offered any such gift or reward, or having been solicited to render any such decision otherwise than on its merits, shall be obligated to inform UWS Management immediately of such offer or solicitation, and all facts and circumstances connected therewith. Failure to report such solicitation shall cause UWS Management to declare the official permanently banned from working UWS games and recommend to the respective National Federation suspension from all matches. UWS Management may suspend for a definite period and/or impose a fine on any officer, director, player or employee of a member club guilty of gross misbehavior in public, including intoxication, drug use, fighting, quarreling, indecency or other scandalous conduct, whether on or off the playing field, when such conduct is, in the UWS Management's opinion, prejudicial to the best interests of the sport of soccer or the League. Any employee, player or official of any member club or the League who shall be convicted of a felony, or who shall have been found by UWS to have conducted themselves in a manner detrimental to the best interests of soccer or the League, may be declared by UWS to be suspended for such period as UWS shall deem to be appropriate. No player, owner, officer, or representative of a club shall intentionally damage or destroy the physical property of another club. This prohibition shall extend to the damage and destruction of locker rooms or other areas of a leased or owned stadium facility and the host hotel. Those found in violation shall be responsible for the full cost of proven damages, plus a punitive fine from UWS commensurate with the nature of the act(s). All other conduct, acts, transactions, or practices which are not in the best interests of soccer or UWS are prohibited and shall be subject penalties imposed by UWS, such as permanent ineligibility, temporary for a period of time, suspension of voting rights, suspension from playing, or suspension of an individual from sitting on committee or advisory board, as the facts in the particular case may, in his opinion, warrant.

11 Player Registration

11.1 Player Registration Fee

A fee per player will be due to UWS at the time of registration for each player. This is a pass-through

fee to U.S. Soccer. All UWS players will be registered with the sanctioning body approved by US Soccer.

11.2 Registration Documents

The following is a list of Registration Documents that are required or may be needed to register a player with a UWS team.

- USSF International Clearance Form with Proof of Identification (See 11.14 if needed)
- Amateur Reinstatement Form
- USSF Professional Player Registration Form (Professional Registrations only)
- Contract for Professional Players on Amateur Teams (Professional Registrations only)

11.3 Registration Procedure

1. Gather the appropriate documents and/or required information needed to complete the registration.
 - a. UWS Team to be Registered On (dropdown menu)
 - b. First and Last Name
 - c. Date of Birth
 - d. Email Address
 - e. Player Jersey Number (Placeholder number allowed if unknown)
 - f. Nationality and Citizenship
 - g. Position
 - h. College/University attending or attended (high school if not enrolled)
 - i. Has played with a professional or foreign club or National Team
 - i. If YES what league {NWSL or Other} and Country from the Drop-down Menu
 - ii. The date of last professional match is optional, but needed for Amateur Reinstatement forms
2. Go online to the UWS Soccer website and click Ops on the menu. Click Player Registration and **CONTINUE AS GUEST.**

*Note that when registering a player online, it is assumed that both the club and player have knowledge of the stated player liability waiver and agree to the terms. It is recommended that each club obtain a signed Player Waiver of Liability Release document from its players. This document can be found on the UWS website in the Ops section, under Docs & Forms.
3. Create a folder of all player headshots. LABEL each photo with the player's last name. If you have two players with the same last name, include the first initial as well. Share the folder in the Google drive with info@uwssoccer. These will be the roster photos. Please make sure the photos are clear and NOT selfies.

11.4 Rosters & "Player Passes" (Game Day Roster)

Once a Player Registration is approved, the Registrar will place that player on your roster and you will see it on your team's roster page on the UWS website. The UWS registrar will generate a **PDF of your master roster** for each team and distribute them via email to your team's representative. This is the master roster that teams will print 3 copies for each game (home and away). This takes the place of player cards and will be utilized by the Officials for check-in, the statistician for accurate stats keeping, and the PA announcer for lineups and substitutions during the game.

11.5 Registration Deadline

Player registration information must be entered in the UWS registration system at least one (1) week prior to the team's first match. Failure to comply may result in players being declared ineligible. Once the season begins, all additional registration information should continue to be entered online in the UWS registration system. Registrations will be reviewed Monday - Friday until 5pm, local time. Therefore, if a team wishes to dress a player for a Saturday or Sunday match, the team must register the player online by 5pm local time on the Friday prior.

11.6 Master Roster and Game Day Roster

The Master Roster consists of all players duly registered and approved by the UWS Registrar. This document is generated by the league and emailed to each team's administrator prior to the first match. If additional registrations take place during the season, the UWS Registrar will generate an updated Master Roster. The Master Roster ALSO serves as the document for the Game Day Roster. All teams should provide three (3) copies of the Game Day Roster for each match. The Game Day Roster must include the eighteen (18) players dressing for the match that day. To indicate the 18 players for the match on the Game Day Roster, a staff member must CIRCLE the player jersey numbers (if jersey numbers are not pre-printed on the roster, they MUST be written in). The staff member must then write a check mark NEXT TO the names of the eleven (11) starters. This should be completed on all three (3) copies that will be given to the PA announcer, statistician, and Referee Crew. [Click here](#) for a completed sample roster.

- A maximum of fourteen (14) players on the Master Roster may be Foreign Players, not including Canadian players. - An amateur team may carry up to 6 professional players on their Master Roster.

11.7 Master Roster Freeze

Master Roster Freeze date is set on an annual basis and communicated to teams prior to the start of the season. No team will be allowed to sign, receive a player on loan, and/or replace players after the Roster Freeze date unless approved by the league registrar for extenuating circumstances. All trades, transfers and/or loans between teams must be finalized and approved by UWS prior to this time. Extension of the Master Roster Freeze date may be granted to teams whose remaining games will have no implications on the league's playoff picture.

Teams may register a player before the Roster Freeze date that is not classified as a fully Eligible player (i.e. missing international clearance, birth certificate, proof of citizenship, etc.) but the player will not be permitted to play until cleared by UWS. Should such a player remain an Ineligible Player after the Roster Freeze, the team cannot replace that player on its Master Roster.

11.8 Professional Player - Definition

A professional player is a player who signs a professional registration form with the team's appropriate Federation, a professional player contract with UWS and receives, or has received payment beyond actual and reasonable expenses for playing soccer. A professional player may only be registered with one team and may play only for the team to which he is registered, except in the following two instances:

- The team has filed an executed loan agreement with UWS and the appropriate Federation and paid the applicable fees. - a player competes for another team in an exhibition, all-star, benefit or some other non-League game with the consent of the team holding her contract.

A Professional Player Registration form is available in the shared document platform.

11.9 Amateur Player - Definition

An amateur player is a player who signs an amateur registration form with UWS, and does not receive payment for playing soccer. Amateur players may be reimbursed for actual and reasonable expenses as allowed by NCAA or NAIA rules. An amateur player may only be registered with one UWS team and may not be loaned to another team. Because amateur players are not held to contracts, they are free to leave a team at any time, provided she returns the team's equipment.

An amateur player that has been registered with one team, amateur or professional, for at least one-half (50%) of its games may not play for another team in the same League without written authorization from the original team. UWS will reserve the right to review a player's appeal if she is denied permission to play for another team.

Amateur Reinstatement

A professional player who is currently registered with any team can be reinstated as an amateur only with the permission of that team and the Professional League with which the team is affiliated. An application for reinstatement to amateur status must be made on the [US Soccer Amateur Reinstatement Form](#) and both the completed form and the [applicable fee \(\\$50.00\)](#) must be filed with US Soccer. A team must notify the UWS League office that a player has been asked to be reinstated to amateur status in order to determine the player's eligibility for UWS matches. UWS may grant provisional clearance for a player with permission of the League and/or Federation.

A professional player who is not currently registered as a professional player with any professional division team or league, who has not been a party to a professional player contract with a professional division team or league for a period of one year or longer, and who has not applied for reinstatement as an amateur, is automatically reinstated to amateur status per US Soccer guidelines.

11.10 Registered Player - Definition

A registered player is a professional player or amateur player who has submitted all of the necessary registration documents as required by their team's applicable Federation and UWS. Professional and amateur players may participate in any competition under the jurisdiction of the League provided they are duly approved in accordance with the regulations of UWS.

11.11 Transfer or Release of a Player

- A player shall not sign for another team until properly released from the player's former team.
- Players may ask for their release by applying directly to their teams. In the event a request by a player is refused, the matter may be brought to the attention of UWS Management. Players are automatically released seven (7) days after a written request. - Before any player is released or transferred, the player must turn over all held property, which belongs to the team. No transfer of players may be executed after the Roster Freeze date.
- As a rule, a player that has been registered with one team, amateur or professional, for at least one-half (50%) of its games may not register for another team in the same League without written authorization from the original team. UWS will reserve the right to review a player's appeal if she is denied permission to play for another team to determine whether extenuating circumstances exist.
- No team shall approach a player that is registered with another UWS team without consent of the player's current team. Teams found to be guilty of tampering shall incur a \$200 fine for each occurrence.

11.12 Eligible Player - Definition

An Eligible Player is a player who is properly registered with the League and who is not subject to any kind of suspension, is considered an eligible player. You can view the player rosters that specify the eligibility of current and newly registered players of your team when you log in to your UWSsoccer.com Team page. Teams using players before they have been properly cleared to compete by UWS or their team's appropriate Federation will be subject to the appropriate disciplinary actions.

11.13 Ineligible Player - Definition

An Ineligible Player is a player not eligible to play due to reasons such as not being on the Master Roster, missing registration paperwork, serving a League suspension, or not being listed on the Official Game Day Roster Sheet.

Knowledge of the eligibility status of a player is ultimately the responsibility of the team, not the referee. Teams found to have used an ineligible player shall have the results overturned as a 3-0 result in each match that an ineligible player was used.

The penalties for using an ineligible player during the regular season are as follows:

1st Violation

- Player on the Official Game Day Roster Sheet, but did not play \$250 fine OR
- Player participates in match \$250 fine, forfeiture of any points earned in match and one (1) point deduction

2nd Violation

- Any player on the Official Game Day Roster Sheet \$500 fine, forfeiture of any points earned in match and two (2) point deduction*

The League reserves the right to suspend or terminate franchises in the event of a third violation in a single season.

11.14 International Clearance Procedures

An international clearance is an official release from a foreign national association where a particular player competed before joining her present team.

FIFA requires all players over the age of 12, regardless of their ability or citizenship, to receive an international transfer clearance ("ITC") from their former country when they wish to play soccer in a different country (i.e., the United States). U.S. Soccer is responsible for obtaining that ITC on behalf of all players in the U.S. participating in affiliated leagues.

All players age 18 and over participating in affiliated leagues will be required to complete an ITC Request Form. The form should be forwarded to the player's League and U.S. Soccer Federation for processing. U.S. Soccer will then issue a formal ITC request to their player's former federation.

A player may play in matches with provisional clearance, however if that clearance is subsequently denied by U.S. Soccer then the player is declared ineligible for future UWS matches.

Canadian players who will be registering with a U.S. based team will need to receive International Clearance. U.S. players playing on a Canadian-based team will need to receive International Clearance from CSA.

NOTE: A foreign player that is playing with an NCAA institution does not factor in the relevance of a player needing International Clearance.

To complete this process, the player should follow these steps:

1. Complete the **ITC Request Form** by downloading it [HERE](#).
2. Email ITC Request Form (PDF Format only and FULLY completed and Identification (copy of Passport, Visa, or Permanent Resident Card in **PDF format only**) to psd@ussoccer.org and cc: info@uwsoccer.com
*Note: Requests will NOT be processed without the proper identification sent. Driver's License and Birth Certificates are NOT acceptable.
3. U.S. Soccer will process and request the player's international clearance from their former federation,
4. Once a response is received, U.S. Soccer will notify you via email.
5. Forward the approved clearance via email to info@uwsoccer.com as soon as you receive it so the player's registration can be approved through the league. Link to U.S. Soccer's website for more ITC information, [HERE](#).

12 Liability Insurance

UWS teams are covered for liability arising from games, practices and other team activities by the insurance company provided by U.S. Soccer. Teams assume all risks, responsibilities and liabilities for loss, damage, injury or death while conducting activities related to UWS participation.

12.1 General Liability Insurance / Certificate of Insurance

All teams are required to obtain General Liability Insurance coverage. The fee to obtain this coverage is included in your annual Operations Fee. All teams must submit a Certificate of Insurance request for each facility utilized for tryouts, practices, or games. The following information should be submitted to the joe@uwsoccer.com:

- Team Name
- Team's Office Address
- Facility Owner
- Address
- Facility's Name
- Address

12.2 Player Liability Waiver

Players shall assume all risks, responsibilities, and liabilities for loss, damage, injury, or death while engaged as a player for a club, or as a player on a representative team of the League subject to applicable state laws and regulations. A Player Waiver of Liability Release is available on the website at uwsoccer.com under the OPS section or [Click Here](#).

13 SafeSport

UWS is fully committed to following the standard set forth by US Soccer surrounding the SafeSport framework. UWS aims to promote a positive culture, which includes a safe, ethical, healthy environment for its players, coaches, and extended staff throughout the league. We will not tolerate any form of harassment or abuse. Action will be taken immediately, should an incident be reported to the league office. League members have an obligation to fully comply with the policies stated by US Soccer, in accordance with the Federal Law. [Click here](#) for the full policy.

14 Public Relations

The main purpose of the Communications and Media at United Women's Soccer is to help all UWS clubs promote their teams, players and coaches. With our varied backgrounds in professional sports and the media, we have the experience necessary to help guide you as you create an effective communications platform that allows your club to garner the attention it deserves.

The first and most obvious resource for promoting teams is through our website at uwssoccer.com. With a team page devoted specifically to your clubs, we rely on you to provide us with news about your club and teams. Please email us any news releases or feature story ideas related to your club and remember to include photos. Another part of our role is advising clubs about successful communications and new media. Our staff can assist in formulation of press releases or the pitching of deserving stories to national soccer media. Our staff is also available to assist your club's social media efforts, including the creation of Facebook, Instagram, X (Twitter), LinkedIn, and YouTube pages and advice regarding the best uses of social media. Is your site interactive? Do you blog? If so, do you make sure to do so every day? Do you stream audio and video? Do you use Twitter, Facebook, and LinkedIn? Many teams do not. You have to invest in someone to build (and maintain) your team websites that could use these techniques to connect to the local media, and also make sure you have someone who can write well enough to do so on a professional level. One point teams probably do not want to hear: Yes, it costs money to do so.

Many tools are at your disposal to help you stay in contact with the public. One of the least expensive and most effective ways to do this is to utilize the media: newspapers, internet, television and radio. Taking advantage of opportunities with the news media starts with your ability to deliver your news to the media outlets in a consistent and professional way. This is especially true with soccer, a sport that is not readily accepted by mainstream sportswriters and editors. If they must do work to get news of your team, it might not ever make the paper.

Soundbites of PR Advice

- Understand in advance what the media are looking for. Some want phone calls. Some want releases sent strictly by email.
- Know which stories fit a particular newspaper and which stories don't have a chance. For example, does your newspaper have room for feature stories, or is hard news your only chance for coverage?
- What do the media want most? Experience tells us the media wants compelling stories – especially with some interesting twists. Remember that all media have deadlines. You must be familiar with these deadlines to plan media-oriented team activities that present good

opportunities for coverage.

- Be proactive. As the primary public relations contact for your team, you are in the best position to positively influence media coverage. If you sit back and wait for the media to come out, odds are you will never see them. Visit your media outlets on their turf or invite them out to practice. Be sure to always follow up with phone calls. Take pride in producing well-written news releases, advance game notes, timely press advisories and well-planned media days.
- Take an interest in the work of your media professionals. Give them a call / email to compliment them on a story well done; even if it is not about your team. A quick phone call now and then provides you with a perfect opportunity to pitch a future story or bring the reporter up to speed on the team.
- Make the media's job as easy as possible. Above all, success in dealing with the media depends on you. Do everything in your power to make their job easier so that the media knows they can rely on your help, chances are you'll be able to get that desired coverage or place that big story.

14.1 Website & Internet Operations

A team website is the ultimate resource for both fans and the media. Fans are more likely to become involved if they are up to date on team news and details. Being graphically pleasing to the eye is good, but it is not the most important aspect of a website. The technology of the team's websites can make the difference between whether the local media takes an interest in your team, or whether they are buried in the smaller columns in the back of the paper, if covered at all.

The following items and features should be present on your team site:

- League logo that links to League website: uwssoccer.com
- Team Contact Info – address, phone, and email
- Schedule with promotions (and scores as season continues)
- Ticket Prices and Outlets
- News/press release archive
- Statistics/stats archive from past years/postseasons
- Player bios/photos & stadium information/directions
- Merchandise info (pictures & prices with a mailing address) - Links to team social media platforms (Facebook, X, Instagram, YouTube & LinkedIn)

UWS Team Pages

During the UWS season, it is challenging to keep your website up-to-date while managing everything else that goes into managing your team. The UWS Website and Team Pages are designed to do all of that for you. Link the League website or your team page or your existing website. The UWS Team Page includes:

- Team Rosters
- Game Schedules
- Link to Game Details
- League Standings
- Player Statistics

14.2 News Releases

Press releases are a good starting point for building media interest in your team and studies have shown that nearly 60 percent of the editorial content of two of the nation's most respected newspapers, the New York Times and the Washington Post, were generated by news releases and other public relations efforts.

News Release Checklist

- Write a news release only when you have something important to announce.
- Write a headline that is to the point. (One line – two maximum)
- Write your release in the "inverted pyramid" style, with the most important facts at the beginning to the least important in descending order.
- Try to anticipate most of the questions the media would ask about your announcement.
- Attribute the announcement to an official source (i.e., GM or Owner) other than yourself.
- Triple-check all the facts and other information for accuracy.
- Include a release date, a contact name, phone number and email address.
- Edit your final draft so it's free of spelling and grammatical errors then have co-workers double-check the final draft. Release news only after you have obtained all the necessary approvals.
- Issue the release on a professional looking company letterhead with team logo and address.

Datelines

Include the date the release was issued. Type "FOR IMMEDIATE RELEASE" somewhere above the body of the release. A dateline (i.e., "LUDLOW, MA. (May. 13, 2025) --"), which tells the reader where and when the information is being generated, should open all releases.

Headlines

Unless the headline is obvious, you may want to write the release first, then add the headline to the top. Keep it succinct and to the point. It should grab the attention of the media without having to sensationalize. Cuteness and puns are not always appropriate and can be confusing. *An email press release should have the headline as the email's subject, not "Team FC release"

Quotes

Quotations should be used in most releases for several reasons: 1) to lend authority to a statement made or facts you submit in your release; 2) to add opinion to an announcement; and 3) to gain insight from an individual speaker. Some officials give their public relations director the authority to create quotes for them. If you do, make sure all quotes are approved before sending.

Distribution

Each UWS team is required to email all news releases to UWS. If it's big news, we can send it out via email to our extensive national media list for wider readership. Email to info@uwssoccer.com.

14.3 Game Notes

Each team should create a packet of updated game notes to distribute to the media each week of the season. If done well, game notes offer a complete overview of the season and are extremely helpful to the media. Copies of the game notes should be available in the press box one hour before the game with a few copies placed in the visitors' locker room. Creating stat sheets/briefs for season ticket holders or VIPs is encouraged. Game notes can take on several forms, but should include most or all the following:

- Probable starters (for both teams)
- Team roster (w/pronunciations)
- Brief injury report (for both teams)
- Interesting team/player notes (for both teams)
- Team Statistics & League stat leaders

- Game-by-game results
- Stats-at-a-glance and/or highs and lows
- Mini-bio's for all players (one long paragraph)
- League standings

14.4 Game Previews

It is recommended that each club produce a weekly game preview release that is emailed to local media and UWS Media. In the case of back-to-back games, one release will suffice for both games. Previews should be no less than four paragraphs in length.

14.5 Game Recaps

It is recommended that the home team for each game produce and email a game recap release following the completion of the game. Recaps should be no less than four paragraphs in length. This release will be emailed to local media and UWS Media.

14.6 Media Relations Activities

1. Press Conferences

Press Conferences are a vital tool in making the following major announcements:

- Introduce a new coach or player(s)
- Announce a team name and/or mascot
- Announce the signing of a major sponsor (in cooperation with that sponsor)
- Any other major announcement (i.e., new ownership, new stadium)

Do not get in the habit of having a press conference for just anything. The media will get tired of them and when you do have a major announcement, the response will be lukewarm. The following are some helpful tips for planning and running a successful press conference:

- Send the media an advisory announcing the press conference approximately 3-5 days in advance. Make follow-up calls a few days in advance as a reminder and for an accurate headcount.
- Make sure the press conference is at a time that can accommodate both media and the speakers (preferably 10 a.m. – 2.p.m.). Write a release accompanying the press conference (to be given to the media as they exit) which states the details of the announcement.
- Hold the press conference at a neutral, easily recognizable site (i.e., sponsor hotel's ballroom). Set up a rectangular head table with a podium and microphone and place banners behind.
- Set up a table outside the room with press materials (press kits, media guides, brochures).
- Have an outline for speakers, which includes the order of speakers and a rough timeline.
- Allow for a question-and-answer session for the media, followed by one-on-one interviews.
- Arrange a photo opportunity with members following the program.

2. Media Day

Holding a Media Day is a perfect opportunity to kick off the soccer season with local media. It's a great chance to welcome and begin re-establishing close relationships with the media, introduce the team, hand out media guides and press credentials, and start generating weekly coverage of the team. It's also an ideal setting for the media to interact and get to know the players. Media Day is basically a

social event, but it should involve one or more of the following elements:

- A brief address and player-by-player introduction of each team member
- An abbreviated practice session
- Involving the media in a short scrimmage with the team or drills conducted by the players. A luncheon or snacks following the on-field activities.

Encourage players to be proactive, friendly, and accessible with all members of the media. This is a great environment for reporters to do interviews and gather material for individual player profiles and features.

14.7 Game Day Public Relations

1. Public Address Protocol

While each team shall determine what game presentation elements work best in its market after taking into account local traditions and customs, all league public address announcers will be required to adhere to a certain standard of professionalism. The following is designed to serve as basic requirements and guidelines for all matters pertaining to public address announcements, conduct and decorum of announcers and the playing of music at games of teams affiliated with UWS.

Official Language

All public-address announcers who work at games are required to speak clearly enunciated English. A bilingual or a second Spanish-speaking or French-speaking public address announcer is allowed and, depending upon the market's demographics, is encouraged.

Public Address Announcing Style

The role of the public-address announcer is to fill in facts not observed by the fans in attendance and to add additional information which supports the overall game presentation. As such, the public-address announcer shall not act as a play-by-play person or as one who is calling a radio or television broadcast. Public address is an entirely different proposition and, as such, should be treated differently. Talk during the game itself shall be limited to points of clarification – not every corner kick, free kick or out-of-bounds play. Game announcements (excluding pre-game, half-time, and post-game) shall include:

- League sponsor announcements (required for all teams)
- Team sponsor announcements
- Announcements on crowd control
- Scores, assists, goal times, injuries, & substitutions
- Cautions and send-offs
- Scores of other UWS games
- League standings
- Miscellaneous league announcements

Introductions of Teams

During the introduction of the teams, the public-address announcer shall, after welcoming the fans, first introduce the game officials, followed by the visiting team and then the home team. Coaches shall be introduced from the sideline, following the introduction of the teams.

Volume

The volume of the stadium sound system shall not be overbearing to the point where it becomes

irritating to the fans. Volume levels, which vary depending on the size of the crowd, should be adjusted per the individual event, stadium or locale.

Teams shall be especially cognizant of the volume during matches that are broadcast on television. In some cases, teams may be asked to lower the volume to ensure a satisfactory broadcast.

No Cheerleading or Coaching from the PA Announcer

While all public-address announcers are encouraged to generate enthusiasm for the home team, home PA announcers shall not show blatant favoritism for the home team during pre-game introductions, and shall not during the course of the game become a cheerleader or a coach for the home team. Rather, the PA announcer should always strive for professionalism, remembering that there are ticket-buying fans in attendance from both teams. Further, any editorial remarks with regards to players, coaches and referees are strictly prohibited.

Sound Effects

Electronic crowd noise of cheerleading and special effects to build enthusiasm at games is permitted. However, any sounds generated for the purpose of making fun of or making disparaging remarks about the visiting team are strictly prohibited.

14.8 Press Box Operations

Depending on your stadium venue, you may have an elegant two-tiered press box or a few rows of bleachers designated for the media. No matter what the accommodations, you must establish a professional atmosphere.

Servicing the Media

The home team PR Director, contact or a capable assistant should be present to accommodate the working media before, during and after all games. The same individual should personally greet each member of the media before the game to offer any assistance and fulfill any specialized needs. The Press Box Supervisor shall ensure all working media have each team's game day program and media guide; the League's media guide; current standings; current leading scorers and goalkeeper statistics; home and visiting team game day notes; home and visiting team game rosters; injury report; and other pertinent information, no later than thirty (30) minutes before kickoff.

Press Materials

Place an adequate number of league media guides, team yearbooks, game notes (from both teams, when applicable), recent team releases and recent league releases/statistics in a conspicuous place for media to pick up upon entering the press box. Ask media members who attend if they need any other materials or background information.

Game-Day Interns

One of the most valuable resources for press box operations on game days is a good game day intern or group of interns. Reliable interns, which can be anyone from a volunteer to a high school soccer player, can fill a variety of roles and monitor the press box when you're unavailable.

Press Food

Provide plenty of food and drinks for the media prior to the game and assign someone to monitor the

media snack area, keeping it stocked and clean. Separate the media snack area from the press box work area. Do not combine the media snack area with the VIP food area. Make your media guests feel special, but separate.

Phones

Make sure there is at least one working telephone line for media use only. Having multiple active lines available for internet use is vital for media and visiting teams. A reporter may not bother much with a story on your team if they know they must file the story from another location after the game.

Press Box Seating

Depending on the size of the press box, a seating chart may be necessary to make sure the most important media have the best seats. In this case, list seats by number with corresponding names and post it near the entrance of the press box at least one hour in advance of kick-off. Also, place a nametag with name and affiliation at each seat in the press box for quick reference. Of course, leave adequate space for the team scorekeeper, PA announcer and yourself. Do not allow any VIPs, players' family and friends, fans or any non-working media in the press box.

14.9 Credentials, Streaming, and Photos

Photographers are allowed along both end lines (not directly behind the goal) and along the opposite sideline from the benches.

This credential is issued solely to provide stadium access to an individual with a legitimate working function at a game involving a member team of United Women's Soccer. The bearer must be on a specific assignment (as employee or agent for the organization to which this credential is issued). It is non-transferable.

Each team is responsible for designing and printing a credential that media members can use for stadium admission and display inside the stadium for access to the press box, field and locker rooms. Laminate the pass so they can be used all season long.

Media credentials should be divided into the following three categories:

PRESS All press, including newspaper, internet, radio and TV talent

PHOTO All photographers

ENG All streaming engineers and production crew

Any qualified member of a legitimate news organization must receive a pass if requested.

15 Game Report Guidelines

The official scorer should use the blank [Game Report](#) form provided by the league office for all UWS games. Please make sure the official scorer is familiar with each category of the Game Report. For all games, fill the Game Report out completely, accurately and legibly. If you miss an assist or some other piece of information, ask the fourth official or the team bench for assistance.

Statistician/Scorekeeper

Since most of the important statistics come from the Game Report, the following guidelines must be followed:

- Select a competent scorekeeper whose sole responsibility on the day of the game is to complete the Game Report.
- The scorekeeper should also have a firm grasp for the rules of the game.
- The team scorekeeper must print clearly and legibly and should enter their name.
- The scorekeeper should make sure the goal scorers and assists are accurate and must write in the players' names.

Date/Time

Use the month/day/year format (07/15/25) for the date, followed by the local kickoff time (7:35 p.m.)

Scoring Summary

Fill out the team, jersey number, and name for the goal scorer and the person credited with the assist. If a goal is scored without an assist, please indicate this by putting a "U" in the Assist field, or leaving it blank. Put the time of the goal (minute mark) in the Time category. Do your best to describe the goal in the description. If a goal is scored on a penalty kick, please indicate this by writing "penalty kick" or "PK". If it was an Own Goal, please indicate in the description "Own Goal". No player should be credited with the goal.

Visiting Team & Home Team - Use of Official Game Day Rosters

The scorekeeper should refer to the completed Game Day Rosters for the players names and jersey numbers when recording goals and assists, as well as cautions and ejections.

Saves

Fill in the total for each GK in each section. For a goalkeeper to be credited with a save, she must have stopped a shot from going into the goal. In order to credit a save, there must be a shot. Catching a cross does NOT constitute a save, as there was no shot and the ball, most of the time, was not traveling into the net. If the goalkeeper does catch or deflect the ball, stopping it from going into the net, give her a save. Please make sure to make note of when a GK substitution is made (minute they enter the game) and tally a new set of saves.

Players of the Game

Please choose up to 3 players from your own team that are deserving of UWS weekly honors. Take notes in order to submit their information at the end of the week on the form that the League Office will send out (Sundays). This does not need to be indicated on the Game Report.

Penalty Kick Shootouts

For any penalty kicks taken during overtime, please use the additional Playoff Scoresheet (to be distributed during playoffs).

Minutes/Minute Mark

The game clock should begin at zero and climb to 90:00.

Goals

A goal scored thirty (30) seconds into the match will be recorded as a goal in the 1st minute. A goal scored at 57:15 will be recorded as a goal in the 58th minute.

Completed Game Report

A Game Report has not been completed until it has been signed by the referee. The referee must sign the Game Report to verify the score, including goal scorers and those credited with the assists, and the misconducts issued.

15.1 Statistics

To get maximum coverage from media outlets, you should update team and player statistics the day after each game and make copies available. All key statistics (goals, assists, cautions, ejections, and goalkeeper information) should be generated from the official Game Report. At a minimum, player statistics should include games played, goals, assists, points scored, as well as goals allowed and goals-against average for goalkeepers. You can expand your statistical report as you see fit. While the league keeps official statistics for all the leagues, each team should keep its own statistics to compare against those produced by the Public Relations Department to ensure accuracy.

Assists

An assist is simply defined as any pass that directly leads to a goal. The key here is the word "directly." The pass must lead directly to a shot that results in a goal. An assist is not given following a pass where a player dribbles on her own to elude several defenders before scoring. Note: UWS does not recognize double assists and will not include them in official league statistics.

Calculating Goals-Against Average

One of the easiest but most unfamiliar statistics to calculate is goals-against average. It has nothing to do with the number of games, but is a function of actual minutes played in goal. Simply put, it equals

$$\text{Goals Allowed} \times 90 \text{ Minutes Played}$$

Here's an example: Sarah Wilson has allowed 29 goals in 2,397 minutes, so we calculate her GAA as: $29 \times 90 = 2,610 \div 2,397 = 1.09$. (Round off the answer to two figures to the right of the decimal.)

Own Goals

The player who propels the ball into the opposing team's goal for a score is awarded a "goal." However, when a player propels a ball into her own team's goal with the intent either to pass back to a teammate or clear the ball out of danger, the goal is not credited to an individual, but is scored as an "own goal." The goal should be entered in the scoring summary as "Own Goal" with the player's name in parentheses. No player can receive a goal or an assist on an own goal, but it is still credited against the goalkeeper.

- Example 1: Defender intercepts a pass from attacker "A" intended for attacker "B". The defender dribbles a few yards, then turns to pass the ball back to the goalkeeper. Inadvertently, he kicks the ball into her goal. Score the play as an own goal.
- Example 2: Attacker "A" lofts a cross for attacker "B" in front of the goal. The defender leaps and attempts to head the ball out of danger, but instead, knocks the ball into her own goal. Score

the play as an own goal. If a shot bounces off the defender's body into the goal, the attacker is credited with a goal. If, however, the defender controlled the shot and then inadvertently kicked or headed the ball into her own goal to clear the ball, the goal is recorded as an "own goal."

Deflections

An attacking player whose shot is deflected into the goal by the goalkeeper or by a defending player receives credit for a goal provided the momentum of the shot is what carried the ball into the goal.

- Example 1: Attacker "A" shoots and the goalkeeper dives attempting to make the save. The goalkeeper gets a hand on the ball, but the ball's momentum carries it into the goal. Score the play as a goal for "A".
- Example 2: Attacker "A" shoots, catching the goalkeeper off guard. The shot caroms off the goalkeeper's leg and rolls into the goal. Score the play as a goal for "A".
- Example 3: Attacker "A" shoots. The shot is wide, but strikes a defender and caroms into the goal. Score the play as a goal for "A".
- Example 4: Attacker "A" shoots and a defender attempts to block the shot. The defender touches the ball, but the momentum of the shot carries the ball into the goal. Score the play as a goal for "A".

An attacking player whose pass is deflected into the goal by a defender or whose pass is mishandled by the goalkeeper and allowed to enter the goal shall receive credit for a shot and a goal, provided momentum of the pass is what carried the ball into the goal.

- Example 1: Attacker "A" lofts a high ball in front of the goal intended for attacker "B". The goalkeeper attempts to intercept the pass, but the ball slips through her hands and bounces into the goal. Score the play as a goal for "A". - Example 2: Attacker "A" takes a corner kick, and the goalkeeper's misplay allows the ball to carom into the goal. Score the play as a goal for "A".

15.2 Changes to Statistics

All changes must be submitted via email to info@uwssoccer.com. Phone calls will not be accepted. All changes must be attributed to a match report or video and submitted by Friday the week (Mon-Sun) following the match in question (maximum eleven (11) days). All stats are official as of that time and will not be changed.

16 Social Media Activities

It is required for teams to host and maintain a Facebook, Instagram, and X account. YouTube and LinkedIn are also preferred. The following format should be used when posting updates to ensure consistency:

Pregame (use each team's social media handles and hashtag #UWSsoccer)

We are getting ready for kickoff in Ludlow, MA as @NEMutiny hosts the @Mainefooty. #UWSsoccer

Kickoff

Kickoff by @NEMutiny and we are underway here in Ludlow, MA

Halftime (use each team's social media handles and hashtag #UWSsoccer)

H/T: @mainefooty 1, @NEMutiny 1, New England's Kate Howarth scores late to tie the game at half. #UWSsoccer

Scoring (use each team's social media handles and hashtag #UWSsoccer)

GOAL! Howarth scores her second of the game to put @NEMutiny up 2-1 vs @mainefooty. 10th goal of the season for Howarth. #UWSsoccer

Postgame (use each team's social media handles and hashtag #UWSsoccer)

F/T: @NEMutiny 2, @mainefooty 1, Howarth's double goals earns New England two wins vs. Maine this season. #UWSsoccer

-- Note: As a courtesy to your visitors and their fans, if you do decide to provide live scoring updates, make sure both team's goals are accounted for throughout the contest.

Stats (use each team's social media handles and hashtag #UWSsoccer)

F/T Stats: Total Shots -- NE 17, MF 14; Shots on Goal -- NE 10, MF 7; Corners -- NE 5, MF 8; Saves -- NE 5, MF 9. #UWSsoccer.

It is recommended that teams use their Instagram handle (ex: www.instagram.com/uwssoccer or @uwssoccer), Facebook fan page address (ex: facebook.com/UWSSoccer), and X handle (ex: x.com/UWSSoccer OR @UWSSoccer) in the following mediums:

In-game PAs over loudspeakers, Game Day Programs, Team Media Guide, Team Website

All press releases Footer on all news items

Podcast spots Streaming spots

On promo items In-stadia signage/banners

Newsletters Email signature

Business Cards

League social media accounts:

@UWSSoccer & @UWSLeague2

League Hashtags

#uwssoccer #path2pro #summerofsoccer

League YouTube

United Women's Soccer

17 NCAA Guidelines

College student-athletes represent a large portion of many amateur teams. Teams playing in UWS are

required to follow strict guidelines set forth by the NCAA so as not to endanger the eligibility of players. The following guidelines are specific items taken from the NCAA Rules and Regulations Manual and apply not only to UWS amateur teams but also UWS professional teams. Teams will be notified should there be any changes in the rules. The entire NCAA Division I, II, & III Manuals can be downloaded for free at ncaapublications.com. Interpretations of NCAA rules by the league office are not official. Teams are encouraged to receive clarification of any rule through an institution's compliance department.

College Player Eligibility for UWS Amateur Teams

- UWS Amateur teams cannot promote their team as professional or semi-professional as this may jeopardize each player's college eligibility. The term pre-professional is allowed.
- Any player signed to or enrolled in college on scholarship or as a walk-on qualifies as a collegiate player for that school. College players are not permitted to train, practice or play with any UWS Amateur teams during their scheduled season. UWS Amateur teams cannot provide any player on the team payment for competing on the team or more than actual and necessary expenses. Any such violation would endanger the eligibility of any college player that is playing on that team. UWS Professional teams may give payment to players for competing on the team, but may not have any college players on its team.
- UWS Amateur teams are permitted to employ college players as camp coaches for summer youth soccer camps and other duties, but no amateur or professional players on a UWS Amateur team are permitted to receive any compensation for playing. Players must be compensated only for work performed and at a rate commensurate with the going rate for similar services in the locality.
- College players are also not permitted to receive any complimentary equipment or apparel from UWS Amateur team sponsors. College players must either turn in all team equipment at the end of the season or purchase it from the team at fair market value.

Participation in Outside Competition

A student-athlete may compete outside of the institution's declared playing and practice season as a member of an outside team in any non-collegiate, amateur competition, provided:

- Such participation occurs no earlier than May 1 for NCAA Division I and after her college playing season for Division II & III.
- The competition is approved by the institution's director of athletics.
- No class time is missed for practice activities or for competition.
- A student-athlete may compete outside of the institution's declared playing and practice season as a member of an outside team in any non-collegiate, amateur competition during any official vacation period published in the institution's catalog.
- A "competition" is basically defined as anything (official or not) involving a referee.

Limit on Number of Players from an Institution

- A Division I member institution may permit not more than five (5) student-athletes with eligibility remaining in intercollegiate soccer to practice or compete out of season on an outside, amateur soccer team (competition on an outside team permitted only during the summer). There is no limit on the number of soccer student-athletes from the same Division II, III or NAIA institution. However, in all three divisions, if more than five student-athletes from the same institution participate on a foreign tour, the foreign tour may have to be certified in accordance with the legislation applicable to an institutional foreign tour. Furthermore, as with Division I players, it would be impermissible for Division II or III student athletes to participate on an outside team during their institution's intercollegiate season.

- The legislative services staff determined that high-school, two-year or four-year college prospects that have been accepted for enrollment in an institution and participate on an outside team with student-athletes from that institution's team are not included in the limitations governing the number of student-athletes with remaining eligibility.

Involvement of Coaching Staff

- No member of the coaching staff of an NCAA institution may be involved in any capacity (e.g., coach, official, player or league/team administrator) at any time (during the academic year, vacation periods, and summer) with an outside team that involves any student-athlete with eligibility remaining from the institution's soccer team. There is no NAIA restriction.

Reimbursement of Player Expenses for Outside Competition

UWS Amateur teams are permitted to provide actual and necessary expenses or reimbursement to team members for those expenses during the season of league competition only if the expenses:

- Travel, Lodging and Meals directly tied to competition and practice held in preparation for competition; Apparel, equipment and supplies; Coaching and instruction; Health/Medical insurance; Player Transportation expenses to training; Medical treatment and physical therapy; Facility use; Entry fees; and Other reasonable expenses.

Involvement with Professional Teams

Tryout Before Enrollment

In soccer, prior to initial full-time collegiate enrollment, an individual may participate in a tryout with a professional team or league, provided he or she does not receive more than actual and necessary expenses to participate.

Tryout After Enrollment

After initial full-time collegiate enrollment, an individual who has eligibility remaining may try out with a professional athletics team (or participate in a combine including that team) at any time, provided the individual does not miss class. The individual may receive actual and necessary expenses in conjunction with one 48-hour tryout per professional team (or a combine including that team). The 48-hour tryout period shall begin at the time the individual arrives at the tryout location. At the completion of the 48-hour period, the individual must depart the location of the tryout immediately to receive return transportation expenses. A tryout may extend beyond 48 hours if the individual self-finances additional expenses, including return transportation. A self-financed tryout may be for any length of time, provided the individual does not miss class.

Outside Competition Prohibited

During a tryout, an individual may not take part in any outside competition (games or scrimmages) as a representative of a professional team.

Practice Without Competition Before Enrollment

In soccer, prior to initial full time enrollment in a collegiate institution, an individual may participate in practice sessions conducted by a professional team, provided he or she does not receive more than actual and necessary expenses to participate.

Practice Without Competition After Enrollment

In soccer, after initial full-time collegiate enrollment, an individual may participate in practice sessions

conducted by a professional team, provided the individual does not:

- Receive any compensation for participation in the practice sessions.
- Enter any contract or agreement with a professional team or sports organization.
- Take part in any outside competition (games or scrimmages) as a representative of a professional team.

Competition against Professionals

An individual may participate singly or as a member of an amateur team against professional athletes or professional teams.

Competition with Professionals

An individual shall not be eligible for intercollegiate athletics in a sport if the individual ever competed on a professional team in that sport.

Exception – Competition Before Initial Full-Time Collegiate Enrollment

Before initial full-time collegiate enrollment, an individual may compete on a professional team provided she does not receive more than actual and necessary expenses to participate on the team. Therefore, high school players can play with professionals.

Professional Coach

College players (NCAA Div. I, II, III and NAIA) are permitted to play under a professional coach if the professional coach is paid by the amateur team. The NCAA guideline states that a professional coach does not cause the team to be classified professional.

Contracts and Compensation

An individual shall be ineligible for participation in an intercollegiate sport if he or she has entered any kind of agreement to compete in professional athletics. Exception—Before Initial Full-Time Collegiate Enrollment—before initial full-time collegiate enrollment, an individual may enter an agreement to compete on a professional team provided the agreement does not guarantee or promise payment (at any time) more than actual and necessary expenses to participate on the team.

Foreign College Players

Most foreign players compete on NCAA teams without proper clearance from U.S. Soccer. UWS players with foreign birth certificates must get that International Clearance. The ITC form is available on Page 67.

18 International Matches

An International Match is defined as a game between two teams, both of which are registered with the respective Federations of two (2) different countries. For purposes of U.S. Soccer, a match between two (2) teams, one of which is made up of players from more than one Federation (All-Star team), is also considered an International Match.

Procedures to follow when hosting an international match / tournament

- Fill out the appropriate U.S. Soccer application and pay the appropriate fee at least sixty (60) days prior to the event if a tournament, and forty-five (45) days prior to the event if a single game. Include information on the venue for the event and proposed ticket prices.
- Rules for a tournament (competitions that include three or more teams) must be approved by U.S. Soccer, with the ultimate authority being FIFA.
- Post requisite performance bond with U.S. Soccer no later than forty-five (45) days prior to the event.
- If there is to be live streaming of the international event, fees will apply depending on the streaming source.
- Fill out a U.S. Soccer Game Financial Report form, which includes itemized stadium accounting and the appropriate payment, and forward it to U.S. Soccer within thirty (30) days following the completion of the event.

Additional rules, regulations and procedures for organizing international matches are found in the U.S. Soccer Official Administrative Rule Book, which includes a section on the staging of international matches. Please visit U.S. Soccer's website for additional information: www.ussoccer.com.

Procedures necessary when desiring to travel abroad, [click here](#)

Submit to U.S. Soccer at least thirty (30) days prior to date of the match the following:

- [Application](#) for Foreign Travel
- Basic information about your team and the travel plan
- Official registration form or invitation or other applicable material of the Tournament or Games host.
- Verified official roster approved by US Soccer
- The Ted Stevens Olympic and Amateur Sports Act signed compliance
- A \$200 processing fee and any applicable late fees.

Canadian-based teams

Provincial Associations, District Associations, Leagues and Clubs wishing to arrange exhibition games in Canada between their own team(s) and teams from another Federation shall request permission in writing from the Secretary of the Canadian Soccer Association (CSA) at least fourteen (14) days prior to the scheduled date of the proposed game. Applications will not be accepted from any other person or organization. The CSA shall have full power and authority to sanction or veto any such games.

The following documentation must accompany applications:

- Written approval of the CSA or League in Membership with respect to applications from their affiliated league and clubs. - Written approval of the Federation of the foreign team(s).
- A legally binding commitment indemnifying the CSA from any claims arising from the event.
- A copy of the draft contract with the foreign professional team(s) clearly identifying the organizer's obligations to the foreign team.

Permission may be granted by the CSA for an additional game involving a professional team from another Federation which has received prior approval for a tour in Canada, providing an application made to the Secretary of the CSA at least forty-eight 48 hours before the date of such game.

19 Reviews, Appeals & Discipline

This is a request for assistance, a rule interpretation, for a rule to be created because facts require it, or a belief that a wrong has been done that requires correction. No complaint can overturn the result of a game, although point forfeiture and other penalties may result from a complaint that has been upheld.

All Complaints must:

Specifically refer to the League Regulation and Minimum Standards or UWS policy that is being violated. Please indicate the exact rule number when submitting a complaint if applicable. Should a League Regulation or Standard not exist to resolve your complaint, provide a simple statement on the general Multi-Use Complaint Form.

Types of RAD

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

I. Competition

A complaint about events that occur on the field during a game, pre-game, or post-game affecting some component or outcome of the game.

II. Team Official

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

III. League Official

A complaint about the League, League Office, a UWS officer, staff member, and/or League Official of some type, including Senior Executives and Executive Committee members acting in their official capacity (not as team owners, but as a League Official).

IV. Game Official

A complaint about a referee, linesman or related person.

RAD Panel

UWS shall have the authority to convene a three (3) person RAD panel from the pool of team owners and/or executives of disinterested UWS teams to hear Type II or Type IV complaints when it deems referral to be in the best interests of the League.

Filing a Complaint

RAD Complaint, Type I (Competition)

A complaint about events that occur on the field of play during a game, pre-game or post game,

affecting some component or outcome of the game. These complaints have a direct bearing on the game, future game and/or game outcome(s). A complaint may involve:

- Players, field, or bench including coaching, statistical, or other person supportive of the game itself - Management, coaches, trainers and related personnel
 - Fans, spectators or camera-media persons
1. The complaint must be completed in writing, including a required proposed outcome, within two (2) working days of the event. A Friday game requires a complaint by Tuesday at 5:00pm. A Saturday or Sunday game would require a complaint (at the latest) also by Tuesday at 5:00pm. All times are local as to the person required to make the submission. Earliest submission is requested.
 2. The complaint must be accompanied by a cashier's check in the amount of \$100.00 USD made out to United Women's Soccer, LLC to cover administrative costs for the complaint. This must be postmarked within two (2) workdays of the event.
 3. The only extension of time will be for an event or events that are not discovered until later, in this case, forty-eight (48) hours from discovery of the time when the event could or should have been discovered by you. This should be a very rare occurrence. An extension can be granted only in writing and only upon a detailed request to UWS.
 4. The complaint and other available documentation must be faxed, emailed, or express mailed prior to the deadline to UWS and the Person/Team complained about. Use the Multi-Use Complaint Form, which can be supplemented as needed by additional sheets.
 5. A video (DVD format) of the game must accompany (follow) the written communication, sent overnight to UWS. If the complaint is pre- or post-game related and no video exists there is no need to send a video. A video must accompany all other complaints. No complaint will be considered without the available video.
 6. The Team complained about will have twenty-four (24) hours to communicate a position, written response, and objections. A copy of the written communication needs to go to the complaining party so they know the response as well as UWS.
 7. UWS will make a decision within seven (7) working days following receipt of the original complaint. Note: This is a fast process. Discipline, if warranted, must be immediate and impact the next game, if possible.
 8. Should either party desire a continuance, one may be granted at the sole discretion of UWS. Written communication detailing the requested continuance, agreed-upon time frame, and clear reasons why adherence to the regular policy is not possible or not advisable is required.
 9. Nothing precludes the parties privately and/or at the direction of UWS from mutual attempts at resolution. Teleconferencing may be required, as may be beneficial.
 10. If more than one (1) Team entity, player, etc., is involved in the complaint or there are similar complaints, one (1) representative shall be selected to represent the others and proceed on behalf of all of them, final binding and exclusive resolution of any and all complaints, regardless of form.

Failure to proceed at any level shall be treated as an acceptance of the written previous decision. Points from league standings may be deducted due to disciplinary action.

RAD Complaint, Type II (Team Official)

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

1. The complaint must be completed in writing, including a required proposed outcome within ten (10) days of the event, faxed not later than 5:00pm on the tenth (10th) day. All times are local as to the person required to make the submission. Earliest submission is requested.
2. The complaint must be accompanied by a cashier's check in the amount of \$100 made out to United Women's, LLC to cover administrative costs for the complaint. This must be postmarked within two (2) workdays of the event.
3. The only extension of time will be for an event or events that are not discovered until later, in this case ten (10) days from discovery or the time when the event could or should have been discovered by you. This should be a very rare occurrence. An extension can be granted only in writing and only upon a detailed request to UWS.
4. The complaint and other available documentation must be faxed, emailed, or express mailed prior to the deadline to UWS and the Person/Team complained about. Use the Multi-Use Complaint Form, which can be supplemented as needed by additional sheets.
5. A video (DVD format) of the game must accompany (follow) the written communication, sent overnight to UWS. No complaint will be considered without the best possible video available, if applicable. The video is sent directly to UWS.
6. The Team whom the complaint was issued against will have seventy-two (72) hours to communicate a position, written response, and objections. A copy needs to go to the complaining party so they know the response as well as UWS.
7. UWS will either: refer the complaint to a RAD committee who shall render a decision within seven (7) days of consideration of evidence or make a decision within seven (7) working days following receipt of the original complaint. Note: This is a deliberate process. Discipline, if warranted, must be immediate and impact appropriate.
8. If more than one (1) Team entity player, etc. is involved in the complaint or there are similar complaints, one (1) representative shall be selected to represent the others and proceed on behalf of all of them.
- 9.

RAD Complaint Type III (UWS/Official)

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

1. The complaint must be completed in writing, including a required proposed outcome within two (2) workdays of the event. A Friday game requires a complaint by Tuesday 5:00pm. A Saturday or Sunday game would require a complaint (at the latest) also by Tuesday at 5:00pm. All times are local as to the person required to make the submission. Earliest submission is requested.
2. The complaint must be accompanied by a cashier's check in the amount of \$100 made out to United Women's Soccer LLC to cover administrative costs for the complaint. This must be postmarked within two (2) workdays of the event.
3. The only extension of time will be for an event or events that are not discovered until later, in

this case, forty-eight (48) hours from discovery or the time when the event could or should have been discovered by you. This should be a very rare occurrence. An extension can be granted only in writing and only upon a detailed request to UWS.

4. The complaint and other available documentation must be sent prior to the deadline to the person complained about as well as UWS. Use the Multi-Use Complaint Form, which can be supplemented as needed by additional sheets.
5. The person complained of will have seven (7) days to communicate a position, written response and objections. A copy needs to go to the complaining party so they know the response as well as UWS.
6. UWS will render a decision within seven (7) working days following receipt of the original complaint. Note: This is a fast process. Discipline, if warranted, must be immediate and impact the next game, if possible.

Should either party desire a continuance, one may be granted at the sole discretion of the UWS. Written communication detailing the requested continuance, agreed-upon time frame, if possible, and clear reasons why adherence to the regular policy is not possible or not advisable is required. Nothing precludes the parties privately and/or at the direction of UWS from mutual attempts at resolution. Teleconferencing may be required.

If the complaint has not been satisfactorily settled via the UWS decision, the complainant and/or Respondent has up to a maximum of seven (7) days to request a final determination by a UWS Arbitration panel chosen from a list of disinterested UWS owners and general managers within the particular league of the complaint agreed upon by the parties. A request for arbitration shall be accompanied by a cashier's check in the amount of \$200 made out to United Women's Soccer, LLC.

RAD Complaint Type IV (Game Official)

A complaint about a referee, linesman, or related person.

1. The complaint must be completed in writing, including a required proposed outcome within two (2) workdays of the event. A Friday game requires a complaint by Tuesday 5:00pm. A Saturday or Sunday game would require a complaint (at the latest) also by Tuesday at 5:00pm. All times are local as to the person required to make the submission. Earliest submission is requested.
2. The complaint must be accompanied by a cashier's check in the amount of \$100 made out to United Women's Soccer, LLC to cover administrative costs for the complaint. This must be postmarked within two (2) workdays of the event.
3. The only extension of time will be for an event or events that are not discovered until later, in this case, forty-eight (48) hours from discovery or the time when the event could or should have been discovered by you. This should be a very rare occurrence. An extension can be granted only in writing and only upon a detailed request to UWS.
4. The complaint and other available documentation must be sent prior to the deadline to UWS and the Person complained about. Use the Multi-Use Complaint Form, which can be supplemented as needed by additional sheets.
5. A video (DVD format) of the game must accompany (follow) the written communication, sent overnight to the UWS. A video must accompany all complaints. No complaint will be considered without the best possible video available.
6. UWS will either refer the complaint to a RAD committee who shall render a decision within seven (7) days of consideration of evidence or make a decision within seven (7) working days

following receipt of the original complaint. Note: This is a fast process. Discipline, if warranted, must be immediate and impact the next game, if possible.

Should either party desire a continuance, one may be granted at the sole discretion of the League. Written communication detailing the requested continuance, agreed-upon time frame, if possible, and clear reasons why adherence to the regular policy is not possible or not advisable is required.

Nothing precludes the parties privately and/or at the direction of UWS from mutual attempts at resolution. Teleconferencing may be required.

20 UWS Operations: Documents & Forms

The following documents are available on the UWS website:

- UWS GAMEDAY PROCEDURE
- GAME DAY REPORT
- SCORESHEET- supplemental option to keep more detailed stats during the match
- SUBSTITUTION SHEET
- U.S. SOCCER FEDERATION INTERNATIONAL CLEARANCE REQUEST FORM
- U.S. SOCCER FEDERATION AMATEUR REINSTATEMENT FORM
- U.S. SOCCER FIRST REGISTRATION FORM
- UWS AMATEUR REGISTRATION
- WAIVER & LIABILITY RELEASE FORM
- U.S. SOCCER FEDERATION PROFESSIONAL REGISTRATION FORM
- SAFESPORT COMPLIANCE CERTIFICATION
- SAFESPORT POLICIES
- SAFESPORT TRAINING
- SAFESPORT SOCCER FRAMEWORK